BOZEMAN MT
Parks & Recreation

POLICY AND FEE SCHEDULE FOR FACILITY USE AND PROGRAMS FY26 UPDATED 01/06/26

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The purpose of this document is to outline reservation policies and fees for Parks and Recreation facility use and programs in a format that is straightforward, easily updateable and available to the public. The Parks and Recreation Department will review the schedule annually and make adjustments as needed. Recommendations for fee changes will go to Commission for approval.

Section 1: Park Reservation Policies

A. Reservation Types:

1. Park Pavilion Reservations
2. Community Garden Plot Reservations
3. User Group Agreements
4. Special Event Permits
5. Bozeman Sports Park Reservations

B. Priorities for use of Park Facilities:

1. General Public
2. City of Bozeman Parks and Recreation Department Programs
3. Annual agreements in good standing
4. Schools and nonprofit organizations
5. For profit organizations

C. General Park Facilities Reservation Requirements:

1. Request for use applications are due to the Parks and Recreation Director or designee for review one month prior to the event start date.
2. Fees are due at the time reservations are made.
3. Each group in the priority list is served on a first come, first-served basis.
4. Good standing status is required to make a reservation. (See Section 7: Behavior Policy for details)
5. A reservation entitles the user to exclusive use of an assigned area during reserved hours. All park policies must be abided by and the park must remain open to the general public unless otherwise approved by the Parks and Recreation Director.
6. Any costs arising from damages caused by renter or any person(s) within their party are the responsibility of the renter. This includes but is not limited to damage or destruction caused by abuse or misuse of the facility, garbage left at the site, or equipment which was moved that is not replaced to its original location, such as picnic tables, bases on ball fields, bleachers, etc.
7. Reservations are final with completion of the reservation form or agreement, permit created in the reservation system, the deposit, if applicable, and fees are received, and approval received from the Parks and Recreation Director or designee. (Per BMC Sec. 26.02.060).
8. Any request for fee reduction must be submitted 60 days prior to the event and must be approved by the Parks and Recreation Director or designee.
9. The use of public parks or facilities for personal or business profit is prohibited without first obtaining the applicable agreement (Per BMC Sec. 26.02.070).
10. All reservation and usage requirements stated in this document apply unless otherwise approved by the Director of Parks and Recreation.

Section 1.1: Park Pavilion Reservation Policies & Fees

Eighteen pavilions in the city park system are available to rent May 1-September 30 and are offered in the following time blocks: 8:00am-3:00pm, 3:30pm-10:00pm, or a full day from 8:00am-10:00pm. Tier II, Tier III, and Tier IV Pavilions may only be rented for one time block per day. Pavilions may be reserved six months in advance in the same calendar year. Between October 1 and April 30, pavilions are used on a first come, first served basis.

Anderson Pavilion at Bogert Park is available to rent from Memorial Day-September 30. Anderson Pavilion rentals are subject to cancelations due to the hockey rink removal. If the pavilion is not rentable, we will notify you 2 weeks prior to cancelling your reservation. You will receive a full refund if the pavilion is not rentable.

Each pavilion available to rent has a capacity. See chart below. Reservation requests that exceed the capacity may be considered under a special event permit (section 1.5). A Public Assembly Permit is required for any park reservation with a group size of 75 or more people. There is no nonprofit discount available for pavilion reservations.

Tier - Capacity	Name	Tier - Capacity	Name
Tier IV - 200	Anderson Pavilion at Bogert Park	**Tier I** - 15	Kirk Park Pavilion North
Tier III - 100	Bozeman Pond Pavilion	- 15	Kirk Park Pavilion South
Tier II - 50	Glen Lake Rotary Park Pavilion	- 20	Norton Ranch Park Pavilion
- 50	Lindley Park Pavilion	- 20	Oak Springs Park Pavilion
-50	Rotary Centennial Pavilion	- 20	Reunion Pavilion*
- 50	Shane Lalani Pavilion*	- 20	Sandan Park Pavilion
Tier I - 20	Beall Park Pavilion	- 20	The Lakes at Valley West-East Pavilion
- 20	Gran Cielo Pavilion	- 20	The Lakes at Valley West-West Pavilion
- 20	Davis Pavilion*	- 20	Valley West Park Pavilion
- 20	Dumke Pavilion*		
*Located in Story Mill Community Park			

A. Pavilion Reservation Policies:

Section 26.02.030 of the City of Bozeman Municipal Code must be referred to for more details regarding park prohibitions. No open flames are allowed. Only propane grills with a lid/cover are permitted. A section of the code is included in all park pavilion applications that must be signed by renters.

B. Pavilion Reservation Fees:

Tier IV	Reservation Fee
Up to 200-person capacity	$200.00 - Resident 1/2 Day
	$280.00 - Non-Resident 1/2 Day
	$320.00 - Resident Full Day
	$448.00 - Non-Resident Full Day

Tier III	Reservation Fee
Up to 100-person capacity	$100.00 - Resident 1/2 Day
	$140.00 - Non-Resident 1/2 Day
	$160.00 - Resident Full Day
	$224.00 - Non-Resident Full Day

Tier II	Reservation Fee
Up to 50-person capacity	$50.00 - Resident 1/2 Day
	$70.00 - Non-Resident 1/2 Day
	$80.00 - Resident Full Day
	$112.00 - Non-Resident Full Day

Tier I	Reservation Fee
Up to 20-person capacity	$25.00 - Resident 1/2 Day
	$35.00 - Non-Resident 1/2 Day
	$40.00 - Resident Full Day
	$56.00 - Non-Resident Full Day

D. Refund Policy

When a reservation is cancelled more than 14 days prior to the reservation date, a $25 processing fee will be held from the paid fees. If the cancellation or change occurs 14 days or less, no refund will be issued.

Section 1.2: Community Garden Plot Reservation Policies & Fees

Community garden plots are available to rent for a fee in three locations: 25 plots at Bozeman City Hall, 21 plots in Westlake Park, and 42 plots in Langhor Park. Garden plot agreements are renewed every year for gardeners in good standing. If not in good standing, an agreement will be terminated and deposit held. (See Section 7: Behavior Policy for details)

A. Responsibilities of The City of Bozeman:

1. Shall provide the garden plot to which you are assigned on your Deposit Reimbursement Form.
2. Shall stake and number the gardens in May (as weather permits)
3. Shall provide water unless there is a shortage or a break in the system. However, in the event the City cannot provide water, the City shall not be liable for any damage to said garden plots.
4. Will haul yard waste, providing it is placed at the designated area in the gardens.

B. Responsibilities of the gardener:

1. Shall only plant annuals, not perennials.
2. Shall use only organic fertilizers, pesticides, and herbicides.
3. Shall bear all liability incurred, including but not limited to, the use or misuse of pesticides, herbicides, or other chemicals.
4. Shall till the gardens at the beginning of each season as needed.
5. Shall bear all the responsibility of weeding and maintaining plots during the season or forfeit the deposit.
6. Shall remove all weeds, plants, leaves, etc. from the site by sundown on the last Sunday in October, or deposit will be forfeited.
7. Shall not plant a cover crop at the end of the season.
8. Shall keep the garden site neat and tidy (i.e. securing all plastic and other materials used in the gardening process).
9. Shall not exceed the boundaries of the garden plot assigned.
10. Shall not use motor vehicles in the park.
11. Shall Plant and tend to their plot no later than the second Sunday in June. If plots are not planted or overgrown on this date the plot will be forfeited.

C. Garden Plot Fees

Garden	Fee per plot annually	Deposit
Langhor	$60.00	$60.00
Westlake	$50.00	$50.00
City Hall	$40.00	$40.00

Section 1.3: Park Open Space and Trails Reservation Policies

Some open space and trails in city parks may be available to rent through a User Group Agreement or Special Event Permit (Section 1.5).

Section 1.4: Park Facilities Reservation Policies

A. Field Requirements and Reservation Information

1. The Bozeman Parks and Recreation Department makes every effort to have fields ready for play at the beginning of each season, weather dependent. The Bozeman Parks and Recreation Department reserves the right to change the starting date of field availability. During the month of March, turf is often wet and not actively growing, and therefore susceptible to damage from use. Fields may not be available to reserve until April 1, weather and turf conditions dependent. During any month, especially April and May, it is important that use be cancelled when fields are too wet and may be damaged by play. Should damage result from use, repair costs will be invoiced to the organization at the end of the agreement.

2. Misuse resulting in damage will result in the organizations loss of field use and will affect its ability to reserve fields in the future.

3. The Parks and Recreation Director or Designee shall approve all field preparation vehicles and equipment prior to use. (Section 1.5)

4. Regulation goals must be secured to the ground for safety, using a weight system approved by the Parks and Recreation Director or Designee.

B. Banners and Signs at Sports Facilities

Any signage intended to be affixed to fencing, structures, or to be staked in the ground must be approved by the Parks and Recreation Director or Designee. Signs may not block the view of the public or cause a distraction. All signage must be removed upon conclusion of the reservation. (Per BMC Sec. 38.28.160.)

C. Accident Reporting

In the event of an accident or emergency, the organization/reservation holder is required to complete a Bozeman Parks and Recreation Department accident report and submit to the Department within 24 hours of the incident.

D. Field Preparation

Field preparation and infield maintenance on all baseball and softball fields is the responsibility of the renter. This includes weed pulling, dragging, base placement and striping. Only water-based paint approved by the Parks and Cemetery Superintendent is allowed on all fields. Chalk is prohibited.

Field and Court Types:

A. Athletic Fields-Diamond

The following are available to rent:

1. Christie Fields
2. Kirk Fields
3. North Grand Fields
4. Softball Complex
5. West Babcock Fields

B. Athletic Fields-Rectangular

The following are available to rent:

1. Adam Bronken Memorial Sports Complex
2. Bozeman Sports Park
3. Oak Springs Park
4. Four Points Park

C. Non-Programmed Park Space

In order to support the demand for field space for a variety of organized field sports, certain non-programmed park areas may be reserved for practices. The field areas are not meant to have official league games or sports events, and therefore no lines or stakes may be placed. Non-programmed park space may also be reserved for camps and fitness classes through a user group agreement.

D. Ice Rinks

The City of Bozeman Ice Rinks are not available to rent. The availability of ice rinks are weather dependent.

E. Tennis and Pickleball Courts

Reservations for general public, single court use are not accepted. Use is on a first come, first served basis. A 1-hour of play for singles and 1.5-hours for doubles rule is in place on all tennis courts when others are waiting. When courts are full and players are waiting at pickleball courts, limit play to one game to 11 then rotate out with waiting players. Court reservations are only available for special events and camps.

The following courts are available to rent for special events and camps:

1. Southside Tennis Courts (3 available)
2. Bogert Pickleball Courts (7 available)

F. Sand Volleyball and Outdoor Basketball Courts

Reservations for general public, single court use are not accepted. Use is on a first come, first served basis. Court reservations are only available for special events, user groups, and camps.

The following sand volleyball courts are available:

1. Bozeman Pond Park (4 available)
2. Glen Lake Rotary Park (2 available)
3. Valley West Park (1 available)

The following outdoor basketball courts are available:

1. Beall Park
2. Bogert Park
3. Bozeman Pond Park
4. Kirk Park
5. Matthew Madison Park
6. North Meadows Park
7. Pine Meadow Park
8. Valley Unit Park

Section 1.5: Bozeman Sports Park Policies & Fees

For information on Bozeman Sports Park Reservation policies and fees, review the Sports Park User Agreement and Fee Schedule. These policies and fees are only applicable to rectangular athletic fields (Section 1.4).

Section 1.6: User Group & Special Event Policies & Fees

Groups and individuals requesting use of a public park for the purpose of implementing fee or non-fee based programs or events are required to obtain a user group agreement or special event permit. The director may enter into agreements with various park user groups, with the fee for such agreements established by the director. **(Per BMC Sec. 26.02.040.6)**

a. Admission fees may be charged for events held in conjunction with a park user group agreement or special event permit if approved by the director and listed in the agreement or permit.

b. Articles, food, beverages or service may be sold for events held in conjunction with a park user group agreement or special event permit, if so, noted in the agreement or permit.

Types:

A. User Group Agreement

These agreements are available for providers to implement their programs for an agreed upon duration of time. Examples include youth and adult athletic groups, camps, and outdoor fitness classes. User Group Agreements applications can be submitted one year in advance.

B. Special Event Permit

A one-time (one day) event that requires exclusive use of a park, field, or facility will be subject to the Special Event Permit. Examples include a race, concert, wedding, or festival. Special Event Permits can be submitted up to 12 months in advance. Any "pay to participate" event, tournaments, and/or clinics and camps will be subject to the **Special Event Permit**, and all obligations and responsibilities that go with it. Special Event Permits do not grant exclusive use of the park without written approval from the Parks and Recreation Director or designee. An admission fee to a permitted event cannot be charged without written approval from the director. Exclusions to this policy include special events covered in an existing user group agreement. No refunds are issued if a special event permit is cancelled. No new special events will be accepted at Glen Lake Rotary Park between July 1 and Labor Day to ensure access for the general public. For events of 75 or more people, additional portable toilets AND/OR a maintenance service will be required by the user to purchase. All special events regardless of size, that take place between September and May will be required to rent portable toilets. The number of portable toilets needed cannot be supplemented with bathrooms or portable toilets that exist in the parks as those are for the general public.

Fees and Required Information [A 3% increase may be added annually due to inflation.]

A. User Group:

A User Group application is required along with a $25 processing fee. Please allow 2 weeks for review.

Upon approval of a **User Group Agreement,** the following must be provided by the group:

a. Fees assessed according to the facility type (Section 1.4) or as established by the Director in the User Group Agreement.
   i. Diamond Athletic Field fees, non-programmed park space and court use fees: $15 per hour per field, space or court
   ii. Pavilion fee, if applicable
   iii. Requires a $25 processing fee
   iv. Alcohol waiver fees, if applicable

v. Trash/recycling services fees, if applicable

b. Signed Park User Group Agreement
c. Pre-season walk-though meeting with Parks and Recreation Department staff, if applicable
d. Portable restrooms and/or restroom maintenance services, if applicable, along with receipt
e. Key deposit (refundable), if applicable
f. Alcohol waiver, if applicable
g. Liability Insurance and endorsement statement
    a. Group shall maintain $1,500,000 liability insurance, $750,000 per occurrence, additionally insuring the City of Bozeman, its officers, and agents as well as the group against loss and liability for damages including, but not limited to, personal injury, death, or property damage arising out of, or in connection with the use of the facility and/or park.
    b. The insurance must be in place and the group shall provide proof of insurance satisfactory to the City of Bozeman prior to the commencement of the use covered by this agreement or the use will not commence as scheduled.

B. Special Event:

A Special Event Permit application is required along with a $25 processing fee. Please allow 2 weeks for review.

Upon approval of a **Special Event Permit**, the following must be provided by the group:

a. Fees assessed according to the application or as established by the Director or designee in the Special Event Permit.
    i. See Pavilion Reservation Fee chart (Section 1.1) for fee information.
    ii. When an event exceeds 200 people, the fee is an additional $1 per person.
    iii. No deposit required
    iv. A 50% discount applies to non-profit groups for park use fees.
    v. Requires a $25 processing fee
    vi. Public Assembly Permit, if applicable (if over 75 people)
    vii. Pavilion fees, if applicable
    viii. Alcohol waiver fees, if applicable
    ix. Trash/recycling services fees, if applicable
b. Signed Special Event Permit
c. Public Assembly Permit application, (if group size is 75 or more people)
d. Portable restrooms and/or restroom maintenance services, if applicable, along with receipt
e. Liability Insurance
f. Alcohol waiver, if applicable
g. Proof of nonprofit status, if applicable
h. A course map, if applicable Additional permitting will be required through Public Works if the course will exit City parks.
i. Approval of a Waiver to Sell Goods, if applicable
j. Approval and walkthrough for any tents, canopies, and shade structures prior to assembly, if applicable
k. Pavilion fees apply for use of the pavilion or if the event size or type prevents the possibility of a pavilion reservation by another group at the same time
l. Bounce House Waiver, if applicable
m. Liability Insurance and endorsement statement
    a. Group shall maintain $1,500,000 liability insurance, $750,000 per occurrence, additionally insuring the City of Bozeman, its officers, and agents as well as the group against loss and liability for damages including, but not limited to, personal injury, death, or property damage arising out of, or in connection with the use of the facility and/or park.
    b. The insurance must be in place and the group shall provide proof of insurance satisfactory to the City of Bozeman prior to the commencement of the use covered by this agreement or the use will not commence as scheduled.

Park Use Policies:

A. Condition of Premises

It is expressly understood and agreed upon that renters agrees to maintain and leave all facilities clean, safe, and in a sanitary condition. Failure to do so will result in the renter paying all costs incurred by the City of Bozeman to return the premises to its original condition at a rate of $50 per hour.

B. Reservations

There shall be no SUBLICENSING of fields, parks or facilities. Sublicensing of a field, park or facility shall be cause for termination of the agreement or permit. Time frames not identified as exclusive in the agreement or permit will be open to the public or may be reserved by another group. City staff reserve the right to deny requests on the basis of park capacity, public displacement, and guidance from the Director.

C. Contacts

The renter will be responsible for designating an individual who will be the appointed designee for the group. The appointed designee will provide a list of phone numbers and email addresses of all leadership personnel. If applicable, they will be responsible for any assessment charged to the group.

D. Schedule

The renter shall submit, through their appointed designee, a schedule of events the renter plans to hold on the premises during the term of the agreement or permit.

E. Field Preparation

It is the sole responsibility of the renter to prepare the fields for game play and practice. On all turf areas, approved athletic field water-based paint will be applied. Chalk is prohibited. Maintenance and care of the infield/skinned area is the responsibility of the user group. The Parks and Recreation Director or designee shall approve all field preparation vehicles and equipment prior to use.

F. Field Lights

The field lights (if applicable) are the sole responsibility of the renter. This includes maintenance and paying the utility bill. The City of Bozeman will contact the user group designee with the amount owed upon receiving the utility bill. It is the renter's responsibility to pay the bill before the due date.

G. Restrooms/Litter

Renters will be responsible for policing grounds, dugouts, and fields for litter and equipment left out, on, or near the rented space. The garbage collected will be deposited into the trash receptacles located throughout the park. If there are no garbage receptacles it is up to the user group to provide them.

H. Snow Removal

Snow removal by user groups is not allowed on any fields. If snow is plowed off, there will be a charge for damage to irrigation heads, turf, fencing, and other related items.

I. Rain

Games shall be postponed in the event of wet, saturated turf. Excessive wear due to play on wet fields will be the responsibility of the user group. Renovation and mitigation will be charged to the renter.

J. Improvements

Any changes, modifications, or improvements to a city park or facility shall require a plan and must be approved by the City prior to work being done. A Parks & Trails District Community Enhancement Project Application Form must be submitted for review. If approved, a use contract will need to be in place before any construction may begin.

K. Inflatable Structures

Renter agrees to indemnify, protect, defend, save and hold harmless the City, its officers, employees, agents, and volunteers from and against any and all liability, claims, suits, and causes of action for death or injury to persons, or damage to property, resulting from intentional or negligent acts, errors, or omissions of renter arising out of the setup, use or operation of inflatable bounce houses or other similar inflatable apparatus (the "Inflatable Structure"), or resulting from any violation of any federal, state, or municipal law or ordinance, the extent caused, in whole or in part, by the willful misconduct, negligent acts, or omissions of renter, which occurs related to the setup, use or operation of the Inflatable Structure. Any person having an inflatable structure in a city park or in city building is required to sign a waiver and show proof of personal liability insurance as indicated on the waiver.

L. Park Prohibitions

Section 26.02.030 of the City of Bozeman Municipal Code must be referred to for more details regarding park prohibitions.

M. Parking

Renter understands that vehicles, trailers, and campers shall only be driven and parked in designated areas. Parking and driving on grass is prohibited unless approved by the Parks Superintendent or designee.

N. Filming in City Parks (on land and via drone)

- Filming in City Parks requires a film permit through Public Works.
- Special Event Permit required, if applicable (i.e. need park space to set up equipment for a large production, taking up a large amount of park for couple of hours, etc.)

Section 2: Recreation Facilities Reservation Policies & Fees

The Recreation Division manages four community buildings that are home to Parks and Recreation Department programs and are available to the public to rent for private events. Facilities may be reserved 1 year in advance.

A. Recreation facilities available to reserve:

Name and Location	Building Capacity
Beall Park Recreation Center, 415 N. Bozeman Ave.	74 people
Lindley Center, 1102 E. Curtiss Ave.	150 people
Story Mansion, 811 S. Willson Ave.	83 people (with tables and chairs) 181 people (chairs only) 230 people (no tables and chairs)
Story Mill Community Center - Gymnasium, 600 Bridger Dr.	140 people (with tables and chairs) 470 people (no tables or chairs)

B. Recreation Facility Reservation Policies:

1. You must be 18 years of age or older to reserve a recreation facility. You must be at a minimum 21 years of age to have alcohol at your event (see #5 below).

2. The time block you've paid for is the only time you may be in the building, including your guests, your caterer and rental companies. All rental equipment must be picked up before your reservation end time. An additional reservation time may be needed.

3. If you have a group size of seventy-five (75) or more, liability insurance is required and must meet the following requirements:

a. Group shall maintain $1,500,000 liability insurance, $750,000 per occurrence, additionally insuring the City of Bozeman, its officers, and agents as well as the group against loss and liability for damages including, but not limited to, personal injury, death, or property damage arising out of, or in connection with the use of the facility and/or park.
b. The insurance must be in place and the group shall provide proof of insurance satisfactory to the City of Bozeman prior to the commencement of the use covered by this agreement or the use will not commence as scheduled.

4. A cleaning/damage deposit is required for all facility reservations. Once the cleaning and damage facility check has been completed after your event by our staff, we will process your refund. Any damage to the facility, loss of key, or failure to clean the facility to the standards set by the Parks and Recreation Department will result in a deduction of the cleaning/damage deposit. If the cost of cleaning and/or damage exceeds the deposit amount, the renter will be sent an itemized statement for the remaining cost of cleaning/damage repair. The statement must be paid within 30 days of the date of issue. If your party arrives before the start of your rental period, you accept the building as is.

   Anyone that rents an indoor recreation facility that is requesting an alcohol permit or has a group size of seventy-five (75) or more is required to hire a professional, licensed, insured cleaner to clean the building immediately following their event and provide proof of hire. Proof of hire must be submitted BEFORE your reservation takes place. This can be in the form of a receipt, email, etc. Either you or the cleaner can email recdept@bozeman.net with that information. The cleaner must be done no later than two hours after your reservation time ends. Any event that does not fall into those categories is highly encouraged to hire a cleaner to ensure the facility is clean enough for the full deposit to be returned. If you do not provide proof that a cleaner has been hired, the deposit required will be doubled.

5. All items must be removed from the facility by the end of the reservation time listed on the agreement. After returning the key, the deposit (or remainder thereof) will be mailed to the renter by the City of Bozeman Finance Department within three to four weeks.

6. Public drinking or display or exhibition of open alcoholic beverages (open containers) is prohibited in public parks and recreational facilities. (per BMC 4.04.030) A waiver of this requirement may be granted. (per BMC 4.04.050) A separate application and fee are required.

7. A 'safety supervisor' is required for events with 75 or more adults (minimum 18 years of age) where alcohol is served.

8. Selling of goods, alcoholic beverages, or charging admission to attend a function is prohibited without approval of the Parks and Recreation Director. (per BMC 26.02.070)

9. Smoking is prohibited in all recreation facilities. If there is evidence of smoking in the facility, all of the deposit will be withheld.

10. The renter is responsible for the conduct and actions of the individuals attending the function. Attendees shall not mark, deface, or remove any tables, chairs, benches, refrigerators, railings, equipment, signs, or other city property.

11. Recreation facilities are located in residential areas. Strobe lights, loud noise, indoors or outdoors, are prohibited. Music may be played inside the facility with the volume adjusted so it cannot be heard outside and shall end by 10:00pm. If we receive a complaint from the neighbors after 10:00pm or police are called, renters will lose their deposit. BMC Noise Ordinance applies to all rental facilities.

12. Animals are not permitted in the recreation facilities except service animals authorized under the Americans with Disabilities Act.

13. Vehicles shall park in designated parking areas only.

14. Roller blade or skateboard use is prohibited inside facilities and on porches.

15. Overnight stay and camping are prohibited.

16. Renter is responsible for shoveling sidewalks and stairs. A shovel and ice remover are provided.

17. All functions in Recreation facilities must end by 11:00pm. Renter is responsible to clean the facility immediately after the function according to the clean-up list and remove all personal effects. Cleaning must be completed by 6pm or 1am, depending on reservation time.

18. Renter shall pick up all glass and litter in and around the facility and deposit in the dumpster.

19. Renter shall report all damages to the Parks and Recreation Department. All non-reported damage or violations of these policies may result in the loss of privilege to rent this facility.

20. No tape, staples, nails or tacks on the walls or ceiling. Nothing adhered to walls or doors.

21. No glitter or confetti is allowed in the building.

22. The entire deposit will be forfeited if excessive cleaning is required or unsanitary conditions exist (i.e., vomit) upon inspection.

23. Any police officer shall have full authority to void facility rental permits should the activity hereby approved become disruptive or abusive to disrupt the peace of the area or involve any violations of park or building rules and regulations. Violation of rules, regulations, or laws may result in denial of future reservation requests.

C. Facility Rental Refund Policy

When a reservation is cancelled or a change is requested (i.e. date or location) more than 14 days prior to the reservation date, a $25 processing fee will be held from the paid deposit. If the cancellation or change occurs 14 days or less, the full deposit will be held back.

D. Recreation Facilities Rental Fees:

Beall Park Recreation Center	
Deposit Amount $200	
Friday HALF DAY (5pm-11pm)	
City of Bozeman Resident	$130
Non-city of Bozeman Resident	$156

Saturday and Sunday FULL DAY (9am-11pm)	
City of Bozeman Resident	$260
Non-city of Bozeman Resident	$312

Lindley Center	
Deposit Amount $200	
Monday – Thursday FULL DAY (9am-11pm)	
City of Bozeman Resident	$130
Non-city of Bozeman Resident	$156

Saturday and Sunday FULL DAY (9am-11pm)	
City of Bozeman Resident	$260
Non-city of Bozeman Resident	$312

Story Mansion	
Deposit Amount $500	
Monday – Thursday FULL DAY (9am-11pm)	
City of Bozeman Resident	$500
Non-city of Bozeman Resident	$600

Saturday and Sunday FULL DAY (9am-11pm)	
City of Bozeman Resident	$1,000
Non-city of Bozeman Resident	$1,200

Story Mill Community Center Gym

Deposit Amount = the rental amount as determined by agreement

City of Bozeman Resident	$35/hour
Non-city of Bozeman Resident	$50/hour

*Two-hour minimum is required for gym reservations

E. For all City-sponsored functions, there will be no deposit, processing fee, or reservation fee. Hiring of a janitorial service will be required if the event has a group size of seventy-five (75) or more or an alcohol permit. If applicable, alcohol permit fees and public assembly fees are not waived.

i. We ***do not*** waive the facility rental fees for city department specific parties (holiday, retirement, etc.) but we do waive the deposit and processing fee.

F. Non-Profit rates are 50% off, require tax documentation, and apply to Beall, Lindley Center, and Story Mansion fees only.

Section 2.1: Recreation Facilities-Extended Term Reservations Policies

Extended term facility reservations are available for individuals or organizations interested in implementing a fee or non-fee based program over an extended period, not to exceed three months. Reservations must be made at least 30 days prior to the reservation date.

Upon approval by the Parks and Recreation Director or designee the following must be provided:

1. Facility reservation application and fees
2. Cleaning/Damage deposit as determined per contract
3. Fee as determined per contract
4. Liability Insurance and endorsement statement
   a. Group shall maintain $1,500,000 liability insurance, $750,000 per occurrence, additionally insuring the City of Bozeman, its officers, and agents as well as the group against loss and liability for damages including, but not limited to, personal injury, death, or property damage arising out of, or in connection with the use of the facility and/or park.
   b. The insurance must be in place and the group shall provide proof of insurance satisfactory to the City of Bozeman prior to the commencement of the use covered by this agreement or the use will not commence as scheduled.

5. Alcohol waiver application, if applicable. (See **Section 4: Alcohol Policies** for details.)

Section 3: Aquatic Facility Reservation Policies & Fees

City of Bozeman Aquatic Facilities

1. Bozeman Swim Center, 1211 W. Main Street
2. Bogert Pool, 325 S. Church Ave.

The Bozeman Swim Center is a 50 meter, 8-lane indoor aquatic facility. Bogert Pool is an outdoor pool and has two swimming areas: a 25-yard pool ranging from 3.5 feet to 9 feet and a shallow pool with depths from 1 foot to 3 feet. Children age 13 and under require supervision from an adult who is at least 18 years old, at all times per Montana Health Code.

A. Aquatic Facilities available to rent

1. Bozeman Swim Center
   a. Entire Pool
   b. 50-meter lanes
   c. 20-yard lanes

B. Priority for use of aquatic facilities

1. General Public
2. School District, Partners
3. Competitive Aquatics
4. Private for-Profit Agencies

C. Conditions

1. Swimmers must exit the water by the end of each practice time.
2. Swimmers are not allowed in the water until a USA certified, or equivalent, coach is on deck and the lifeguards are in their stands.
3. Practice cancellations need to be made a minimum of two weeks in advance, in order to not be charged for the lane space.

D. Pool Rules: MT HEALTH CODE ARM 37.115.1402

1. The main drains must be clearly visible and sharply defined from any point on the side of the pool. Anything else requires the management to close the pool.
2. Take a cleansing shower before using the pool.
3. Please do not use the pool if you have had diarrhea or any other disease transmittable by the water in the past two weeks.
4. Swimmers who are not toilet trained must wear a swim diaper with waterproof pants and elastic openings for the legs and waist.
5. Do not change diapers near or on the deck.
6. Do not bring food, drink, gum or tobacco into the pool or onto the deck area.
7. No animals in the pool or deck area except as required under the American with Disabilities Act.
8. Offensive or unsanitary behavior is prohibited.
9. Non-swimmers and children under the age of 13 shall not use the pool without a responsible adult in attendance. Adults must be 18 or older.

E. Bozeman Municipal Code

1. Sec. 24.03.010. – Interfering with public officials prohibited. No person shall interfere with, obstruct or intimidate any official or employee of the city in the performance of the official's or employee's duty; nor shall any person assault or threaten to assault, nor use any abusive or insulting language toward

such official or employee in the official's or employee's presence in connection with or arising out of any business of the city theretofore, then being, or thereafter to be done, transacted or performed by such official or employees for, and as representative of the city, in any capacity.

2. State Law Reference – Obstructing peace officer or other public servant, MCA 45-7-302.Sec.24.04.140. – Offensive conduct; where prohibited. No person shall act in a loud, boisterous or rude manner, or engage in conduct so as to be offensive to those using or being upon or within any of the public parks, or grounds of the city, or within the fairgrounds or roundup grounds in the city.

F. Locker Room Rules

1. No boys 5 & older allowed in the women's locker room.
2. No girls 5 & older allowed in the men's locker room.
3. No cell phone use in locker rooms.
4. Shower required before pool use by Montana Health Code.
5. Swim diapers required.
6. Lock up valuables. The Swim Center and Bogert Pool are not responsible for lost or stolen items.

G. City of Bozeman Pool Rules

1. No rough play
2. No glass in the facility
3. No food or drinks on the pool deck
4. No running on the pool deck
5. Do not hit with the noodles
6. Lifeguards may ask kids to take a swim test and wear a life jacket
7. Jump in feet first, no spins or backwards jumps
8. No flips or back dives
9. Diving allowed only in the 9-foot section of the pool
10. Lap swim equipment is provided for adult use
11. Groups must provide 1 adult, 18 yrs or older, for every 10 kids under 14 years of age
12. Patrons must be respectful of lifeguards, fellow patrons, and the facility and its rules
13. Patrons may not distract the lifeguards from their surveillance duties
14. Failure to comply with the pool rules and codes may result in suspension from the facility

H. Dry Land Practice Guidelines

1. All dry land practice times must be approved by management.
2. The area directly adjacent to the Swim Center on the west side of the building may be used for dry land practice.
3. Deck space may be used for dry land practice. When deck space is used, exercises that keep swimmers feet in contact with the deck may be performed. Exercises that increase the odds of slipping such as jumping jacks and burpees are prohibited.

I. Lap Swimming Etiquette

1. **Entering the water**
   Always use a feet-first entry into shallow water. If the lane is crowded, always ease in, using a feet-first entry. You may dive into the pool from the deep end, but only if the pool is completely clear in front of you.

2. **Circle Swimming**
   Follow the arrows on the bottom of the pool for proper lap swimming directions. Do not swim on the blue lines. If you are not sure, ask a lifeguard for assistance.

3. **Passing**
   The best place to pass someone is at the wall. A light touch of the foot of the person in front of you will indicate to them to stop at the wall and let you pass. If you pass in the middle of the pool, it should be

between the backstroke flags, and you should pass in the inside or middle of the lane. Make sure the way is clear. You can also lightly touch the person's foot to indicate you will be passing them and they should "hug the lane."

4. **Number of People in a Lane**
   Several people (as many as 6 or more) can fit in a lane if proper etiquette is observed and swimmers of like speed are together.

5. **Lane Speed**
   The lanes are designated Fast, Medium, and Slow. These terms are relative, so the best way to find the lane that is best for you is to watch those that are swimming. If you are the first one in the lane, abide by the circle swimming rules so others may join you. If you aren't sure what lane, ask a lifeguard for assistance. Swimming in the same lane with people at your same pace could help you swim better and have a better workout.

6. **Stopping/Resting**
   If you are resting on the wall, stay to the right side of the lane to stay away from swimmers coming in. Stopping in the middle of the pool should be avoided. If the lane is crowded and one person stops, all will have to stop. Be aware of the swimmers around you at all times. Do not start if a swimmer is inside the backstroke flags.

7. **Water Jogging/Walking**
   Water jogging and walking can take place in lane one, following the direction and rules of circle swimming.

8. **The Diplomacy of Shared Space**
   If someone makes a suggestion concerning any of mentioned etiquette topics, try to make adjustments in the spirit of cooperation. If you make a suggestion to another swimmer, try to do it as diplomatically as possible. Lifeguards will intercede only if there is a problem that cannot be resolved or if there appears to be a safety concern. If you are not sure, ask a lifeguard for assistance.

J. Private Swim Lesson Policy/Private Coaching Policy:

1. Lessons must be one on one. Group lessons are prohibited.
2. Instructor and participant must pay the entrance fee.
3. Private lessons are allowed during recreation swim times in the recreation swim area. A roped off space is not provided.

K. Aquatic Fees:

1. Locker rental fees: $10/month, limited lockers available for rent.
2. Swim Meet Fee: $178.32/hour the building is occupied.
3. Coaching certificate: $50

Daily Admission		
Age	**Resident Fee**	**Non-Resident Fee**
Infants age 2 and under	FREE	FREE
Youth (3-18 years)	$3.00	$4.00
Adult (19-59 years)	$4.00	$5.00
Senior (60+ years)	$3.00	$4.00
Family Swim (Fridays)	$10.00 per family	$14.00 per family

***Family Swim is limited to those living in the same household.**

Membership Passes				
Pass Type	**1 Month**	**3 Months**	**6 Months**	**12 Months**
Youth (3-18 years)	$30 City/$42 Non	$72 City/$101 Non	$108 City/$151 Non	$161 City/$225 Non
Adult (19-59 years)	$40 City/$56 Non	$96 City/$134 Non	$144 City/$201 Non	$214 City/$300 Non
Senior (60+ years)	$30 City/$42 Non	$72 City/$101 Non	$108 City/$151 Non	$161 City/$225 Non
Family		$192 City/$268 Non	$288 City/ $403 Non	$428 City/$600 Non

*Current City of Bozeman employees may purchase annual pool passes at a discounted rate. Pool passes run concurrent with the City of Bozeman's fiscal year, July 1-June 30, and are not prorated to purchase date.

***City employee pass ($10/year for individual and $38/year for family pass) applies to currently employed city employees only.**

***No pass extensions granted for vacations. Extensions for illness are at the Directors discretion.**

Punch Cards		
Age	**Resident Fee**	**Non-Resident Fee**
Youth (3-18 years)	$40.00	$50.00
Adult (19-59 years)	$50.00	$60.00
Senior (60+ years)	$40.00	$50.00

Aquatic Facility Rental Fees	
50 Meter Lane	$13.50 per lane per hour
25 Meter or Yard Lane	$6.75 per lane per hour
20 Yard Lane	$4.50 per lane per hour

Section 4: Alcohol Policies & Fees

City of Bozeman (Ord. No. 1616, § 1(9.70.040), 7-12-2004) All forms and documents must be submitted at least two weeks in advance. All alcohol waivers must be attached to a reservation, whether it be for a facility, park pavilion, special event, or user group. Alcohol waivers will not be approved without a reservation.

A. FOR AN EVENT WITH LESS THAN 75 PEOPLE
(Adults age 18 and up)
1. Complete Alcohol Waiver form for under 75 adults
2. Submit a copy of valid driver's license

B. FOR AN EVENT WITH 75 OR MORE PEOPLE
(Adults age 18 and up)
1. Complete Alcohol Waiver form for over 75 adults

2. Submit copy of valid driver's license
3. Responsible Beverage Server Certificate:
   Someone who has attended the Responsible Beverage Service Training must serve and be responsible for the alcoholic beverages during the duration of the event. A copy of their certification of training must be provided to the Parks and Recreation Department.
4. Certificate of Insurance and Insurance Endorsement Statement:
   Provide a Certificate that names the "City of Bozeman, its officers, agents, and employees" as additionally insured on a primary non-contributory basis for $1.5 million per occurrence & $750,000 for each claim and host liquor liability of not less than $1 million. Policy must be acceptable by the City of Bozeman.
5. Safety Plan that addresses:
   a) Identify ***Safety Plan Supervisor*** that must be present for duration of event and ensures that plan is adhered to.
   b) How admission of those who are under the legal age to drink will be handled & consequences when underage drinking occurs.
   c) How those under the influence of alcohol will be handled – will alternate transportation be offered?
   d) Action to be taken in the event of a disturbance or medical or other type of emergency any other measures to be taken to maintain a safe environment for those in attendance.
   e) Additionally permitting is required if alcohol will be sold.

C. Alcohol Waiver Fees:

Type	Fee
City of Bozeman Resident	$25 per waiver
Non-City Resident	$35 per waiver

Section 5: Vending Policies

Vending of any kind in public parks and in recreation facilities is prohibited without Parks and Recreation Director Approval. With Director Approval, vending is only allowed when attached to a user group agreement, special event, pavilion reservation or facility reservation. A Waiver to Sell Goods form must be submitted a minimum of one month prior to the event.

Section 6: Recreation and Aquatic Program Scholarship and Refund Policy & Fees

A. Youth Scholarship Program

Any child (0-18 years old) who is a resident of the City of Bozeman, who wishes to participate in a Bozeman Parks and Recreation Department program and is in need of financial assistance, may apply for a scholarship. Proof of residency is required. Contracted classes and job training classes (Water Safety Instructor or Lifeguarding) are not included in the scholarship program.

Individuals that are eligible for scholarships may apply for 20% to 100% of programs costs for a maximum of $200.00 per year (first come first served until the scholarship funds are exhausted). Current poverty guidelines and a sliding scale are used to determine eligibility. Applications are reviewed by a committee and strict confidentiality is maintained.

B. Recreation and Aquatic Program and Pass Refund Policies

Payment is due at registration and participants must be of the required age on the first day of the program to be eligible to participate.

If you need to cancel out of a program, notify us 10 days before the first day of the program for a full refund. Household credit will be given if you cancel less than 10 days before the first day of the program. Credits may be used for future programs.

If the Parks and Recreation Department cancels a program due to low registration, weather, or any unforeseen reason, a full refund for the cancelled program will be issued. If a swim lesson is cancelled due to weather or unforeseen circumstances, a courtesy swim pass will be issued at the completion of the session.

Passes and punch cards have a 10-day grace period, which during this time there is a $25 processing fee for reimbursement. No refunds will be issued after 10 days.

C. Recreation and Aquatic Program Fees Determined By:

Youth	Active Aging (ages 60+)
50% of program costs, city subsidizes 50%	50% of program costs, city subsidizes 50%

Adult
100% program cost recovery

Section 7: Behavior and Good Standing Policy

The Parks and Recreation Director has the right to restrict use of its parks, open spaces, trails, recreation programs, and facilities to ensure they are accessible, safe, and welcoming for all users.

A. Behavior Policy Prohibitions

It is a violation of this Parks Behavior Policy to engage in any conduct while using the Department's recreational programs, or entering its facilities, parks, open spaces, and trails that would violate Sec. 26.02.030 of the Bozeman Municipal Code.

The Department Director creates the following additional prohibitions:

a) Entering or using the Department's parks, open spaces and trails, and recreation programs and facilities at any time other than during the posted hours of operation;
b) Using, possessing or selling illegal drugs or possessing drug paraphernalia;
c) Possessing or consuming alcohol without obtaining prior approval pursuant to Sec. 26.02.050 of the Bozeman Municipal Code;
d) Aggressive intimidation or harassment of other users or City staff, including physical, sexual, or verbal abuse;
e) Offensive conduct, as defined in Sec. 24.04.140 of the Bozeman Municipal Code, that can reasonably be expected to obstruct other users access to parks, open spaces and trails, and recreation programs and facilities in a manner that prevents accessible, safe, and welcoming usage;
f) Operating or using electronic equipment, including but not limited to radios, cameras, and cellular phones on pool decks administered by the Department. Individual's wishing to photograph other users must first obtain prior approval from the user or the user's parent or guardian;
g) Urinating or defecating in any parks, open spaces and trails, or building that the Department administers;
h) Unhygienic use of any fountain, drinking fountain, pool, sprinklers, or any other water contained in a Department park or building for the purpose of washing or cleaning oneself or personal belonging unless the area is specifically designated for such use.

B. Enforcement and Penalties

This Parks Behavior Policy and all provisions of the Bozeman Municipal Code, Chapter 26, Article 2 may be enforced by the Director, the City Manager, the Fire Chief, or the Police Chief.

Any person violating these regulations shall be guilty of a municipal infraction in accordance with Chapter 24, Article 2 of the Bozeman Municipal Code, and shall be fined not more than $500.00. The Director of Parks and Recreation or any police officer having jurisdiction may issue a citation for a municipal infraction for a violation of Section 26.02.030, BMC.

Although violators may receive an oral warning and be given a chance to rectify their behavior before privileges are lost, any individual act may result in loss of privileges without prior warning.

a) City staff may issue a verbal warning to any individual violating this Parks Behavior Policy. Severe violations may result in Parks and Recreation staff and/or Bozeman police officers instructing the violator to leave the Park property or facility.
b) If behavior is not rectified after verbal warning(s), City staff may ban the individual from the Department's parks, open spaces, and trails, and recreational facilities and programs for the remainder of the day. Children between the ages of seven and eighteen will receive at least two (2) verbal warnings before being asked to leave by staff. Staff retain the right to skip the verbal warning and require immediate removal from the park or facility when deemed necessary due to the nature of the infraction.
c) For multiple or serious offenses, the Director may revoke the violator's privilege to enter Department's parks, open spaces, and trails, or Department's parks, open spaces, and trails, and recreational facilities, or participate in recreational programs for a period of one (1) day to three (3) years or more depending on the severity of the offense as determined by the Director by providing the violator with notice in writing, delivered in person or by first-class mail, describing the nature of the violation and the period of revocation of privileges.
d) Any individual who attempts to access the Department's parks, open spaces, and trails, and recreational facilities and programs while their privilege to do so is restricted may face criminal prosecution for trespass.
e) Violators who commit a criminal offense on City property will be reported to authorities and may be subject to temporary suspension of privileges, or in arrest and/or prosecution. Any person violating these regulations shall be guilty of a municipal infraction in accordance with Chapter 24, Article 2 of the Bozeman Municipal Code, and shall be fined not more than $500.00. The Director of Parks and Recreation or any police officer having jurisdiction may issue a citation for a municipal infraction for a violation of Section 26.02.030, BMC. From sec. 26.02.170.

C. Appeals

Individuals have the right to appeal the Director's decision suspending or revoking Parks and Recreation privileges to the Bozeman City Manager. Criminal convictions and their associated penalties are not under the control of the Parks and Recreation Department and may not be appealed to the City Manager.

The following requirements apply to all appeals:

a) Individuals intending to make an appeal must notify the Director of Parks and Recreation in writing within fourteen (14) days of the date of the written notice. Any notice of appeal made after the fourteen (14) day deadline will not be considered.
b) Individuals may present their appeal by delivering a written statement addressing the basis of the appeal to the City Clerk's Office, 121 N. Rouse, Bozeman, MT.
c) The individual submitting the appeal will receive a written statement of the City Manager's decision regarding the appeal within thirty (30) days of the submission of the appeal to the City Clerk.
d) Documents and communications related to the appeal are public information unless the City Attorney's Office determines that the appellant's right to privacy exceeds the public's right to

know. Copies of all applicable rules and regulations that may lead to barring an individual from the Department's parks, open spaces, and trails, and recreational facilities and programs are on file in the Director's office. Copies of rules and regulations applicable to a particular facility are also on display at that facility or otherwise made available to the public by the facility's management.

Good Standing Policy

Good Standing Status is required to reserve City of Bozeman parks and facilities.

A. Maintaining Good Standing

To maintain **Good Standing** status, organizations, groups, and individuals reserving City of Bozeman parks and facilities must:

a) Submit all required payments in full by the established due dates
b) Comply with all park and facility rules, regulations, permits, and agreements

B. Removal from Good Standing Status

Written notice of removal from Good Standing status will be **provided**. Removal may result from violation of one or more rules, regulations or requirements including but not limited to:

a) Failure to submit payment of fees, deposits, or damage costs by established due dates
b) Violation of park and facility rules and regulations or permits or agreements terms
c) Failure to prevent damage to City property due to, but not limited to:
    a. Poor judgment in assessing field conditions and allowing play that results in damage such as allowing play when conditions are too wet
    b. Unauthorized use of field preparation or maintenance equipment

C. Impact of Loss of Good Standing

Groups, organizations, or individuals not in **Good Standing** will lose priority when requesting reservations for City of Bozeman parks and facilities. Violations will be recorded in the Good Standing Log for:

a) One (1) year from the date of the infraction
b) Indefinitely if infraction is not corrected and/or is repeated

D. Denial or Termination of Use

The City of Bozeman may deny or terminate use of parks and facilities based on:

a) Loss of **Good Standing** status
b) Expired or insufficient Insurance coverage
c) A documented history of park or facility damage and rule violations
d) Any unlawful discrimination prohibited by state or federal law

Section 8: Non-city of Bozeman Resident Fee Policy for Facilities and Programs

Fees for facility use and programs for non-city of Bozeman residents may be up to 40% more than the fees for residents residing inside the City of Bozeman limits. City of Bozeman resident's taxes support the general fund that provides a subsidy for Parks and Recreation Department facilities and programs, therefore resident fees for use are lower. In order to receive city rates, your primary residence must be inside the physical boundaries of the City of Bozeman.