



King County

Department of Natural Resources and Parks

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Title: Parks and Recreation Facilities Fee Assistance Program

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Authorities: King County Code, Chapter 7.08, Chapter 2.98

Keywords:

Sponsoring Agency: Parks and Recreation Division

Signature: _____
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I. Purpose

This rule implements the provisions of King County Code Chapter 7.08.060 to help ensure that no one is denied access to parks and recreation facilities or activities based solely on an inability to pay by establishing the circumstances for which facility fee waivers or scholarships are available and the process for granting the facility fee waivers or scholarships.

Applicability and Audience This rule applies to King County Parks and Recreation Division and the public.

II. Definitions

The terms, words, and phrases when used in this rule shall mean the following:

“Applicants” means persons or organizations applying for fee assistance.

“Fee assistance” means to waiving fees or providing scholarships.

“Income eligible populations” or “income eligible community members” means persons living in a household with an income at or below two hundred percent of the federal poverty guidelines.

“Parks” means the King County Parks and Recreation Division.

“Qualified Individual” means persons living in a household with an income at or below two hundred percent of the federal poverty guidelines.

“Qualified Organization” means a group, agency, business, or other entity that provides services to individuals, where at least 50% of the individuals served live in households with an income at or below two hundred percent of the federal poverty guidelines.

“Non-profit Organization, Fiscally Sponsored Community Group, Community-Based Organization, and Tribal Government Agencies Serving Residents of King County” means entities



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that are created and operated for charitable or socially beneficial purposes rather than to make a profit.

“For-Profit Company or Organization” refers to a company or business that earns revenue and/or profit and may also distribute its earnings to private individuals, shareholders and/or investors.

“Geodemographic Information” means locations, whereas social, economic, and demographic conditions prevailing in small areas, or 'neighborhoods'.

“Public Benefit” means activities or programs committed to supporting community health by providing free access or services.

“Priority populations” or “priority community members” means black, indigenous, and people of color (BIPOC), immigrants and refugees, people with disabilities (mobility, vision, hearing, chronic illness, addiction, neurodivergence, mental health conditions), lesbian, gay, bisexual, transgender, queer, intersex, asexual, two-spirit (LGBTQIA2S+) communities.

III. Policy

A. Pursuant to King County Code ("K.C.C.") 2.16.045 and 7.12.030, Parks has a duty, within available resources, to manage, operate and maintain King County's parks and recreation facilities. Pursuant to K.C.C. 7.08.060, Parks is responsible for setting user fees for all parks and recreation facilities. K.C.C. 7.08.060 also gives Parks discretionary authority to waive, in whole or in part, user fees or provide or facilitate scholarships for persons or organizations that serve persons meeting an eligibility threshold of two hundred percent of the federal poverty level to help ensure that no one is denied access to parks and recreation facilities or activities based solely on an inability to pay. K.C.C. 7.08.060 also directs Parks Director to adopt rules in accordance with K.C.C. chapter 2.98 that establish the circumstances for which these waivers or scholarships are available and the process for granting the waivers or scholarships.

B. This Public Rule implements a facility fee assistance program with a goal of removing barriers and providing access to King County's most underserved communities. It sets criteria for fee assistance eligibility, establishes application procedures, establishes revocation procedures, and establishes an appeal process.

C. Nothing in this Public Rule, or any other authority, creates a legal duty by Parks to grant fee assistance to all, or any, individuals or organizations interested in utilizing King County's parks facilities. Pursuant to its duty to manage and regulate its facilities, Parks may decline to grant fee assistance, approve fee assistance for a varying limited number of applications, and/or impose a moratorium on the fee assistance program, regardless of whether an individual or organization may otherwise satisfy the application requirements set forth below. In determining whether to grant fee assistance, Parks will consider, among other factors, whether sufficient funds are available in Parks operating budget.



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D. Pursuant to KCC 2.98.025, any part of this public rule that is in conflict with the King County Code or other law is null and void to the extent of the conflict.

E. Criteria: Parks may grant fee assistance to qualified individuals or organizations for use of Parks facilities, open spaces, trails, and programs.

In addition to meeting the household income eligibility requirements, the following categories may be assessed to determine eligibility for the facility Fee Assistance Program.

- Non-profit Organization, Fiscally Sponsored Community Group, Community-Based Organization, and Tribal Government Agencies Serving Residents of King County
- For-Profit Company or Organization
- Geodemographic Information
- Public Benefit
- Priority Populations

F. Fee assistance can be for a one-time only event, or for an entire season or series of events. The Applicant may be required to provide proof of meeting the above criteria, including a business license and/or program schedule.

G. Procedures: Parks will provide access to online facility use fee assistance program application forms to Applicants via the Parks website or will provide a link to the online form via email upon request.

To apply for fee assistance, an Applicant should complete the application for the facility they are interested in reserving at least one month in advance of the requested date and time.

Applicants are encouraged to contact Parks staff with any questions before submitting their application. The Applicant will submit the application via an online portal.

Upon receiving an application, if the date and time requested by the Applicant is available, Parks will put a hold on the facility while the application is being reviewed.

If the facility is available at the requested date and time, Parks will review the application to determine if the Applicant qualifies for fee assistance.

Within fourteen (14) calendar days, Parks will let the Applicant know what level of fee assistance they qualify for (100%, 50%, or no assistance), or will request that the Applicant provide additional information.

The Applicant will have seven (7) calendar days to confirm and complete their registration. If the Applicant does not confirm and complete their registration within seven calendar (7) days, then Parks will release the hold on the facility.

Fee assistance program correspondence should be directed to:

- Marymoor Scheduling Office (for facilities at Marymoor Park)
 - Phone: 206-477-7275
 - Email: marymoorrentals@kingcounty.gov



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- Regional Scheduling Office (for all other eligible Parks facilities)
 - Phone: 206-477-6150
 - Email: regional.scheduling@kingcounty.gov

H. Revocation: If Parks determines that an Applicant presented misleading or false information in order to qualify for fee assistance, the Applicant will be ineligible for future fee assistance.

IV. Implementation Plan

- A. This rule becomes effective for the Department on May 1, 2025. King County Parks and Recreation is responsible for the implementation of this rule.

V. Maintenance

- A. This rule will be maintained by King County Parks and Recreation Division or its successor agency.

VI. Consequences for Noncompliance

- A. Applicants failing to apply for fee assistance in accordance with the procedure described in Section III. G. will be ineligible for Parks and Recreation facilities fee assistance.