



Washington County

Policy: Special Use of Scoggins Valley Park/Henry Hagg Lake

The purpose of this policy is to provide for the use of Scoggins Valley Park/Henry Hagg Lake, by responsible individuals and groups for "Special Recreational Uses", without reducing access to the Park by the public at large.

Responsibilities

The Washington County Board of Commissioners are responsible for the overall policy direction regarding parks, including periodic review of this policy.

The Board is also responsible for final approval of applications for "Special Use" of Scoggins Valley Park/Henry Hagg Lake.

The Washington County Parks Advisory Board is a committee responsible for advising the Board of Commissioners regarding both policy issues and applications for "Special Use".

The Department of Support Services, Facilities

Management Division is responsible for the administration of this policy including: the distribution of

applications, preliminary review of applications, coordination with other reviewing departments, and preparation of recommendations to the Parks Advisory Committee and the Board of Commissioners.

The Support Services, Facilities Management/Parks Division is responsible for preparing the Park, making arrangements for approved "Special Uses", maintenance, operations, and monitoring the effects of "Special Use" events held in the Park.

Authority to Set Fees The Washington County Board of Commissioners shall set fees and deposits for "Special Uses" annually to take effect April 1 of each year. The Washington County Board of Commissioners may alter fees for an individual "Special Use" at its discretion.

All Special Uses, Fees, Deposits, etc. No "Special Use" shall be allowed to take place, even if an application has been approved, if the sponsor has not provided all fees, deposits, and certificates required by this policy and a signed contract for "Special Use", at least twenty-one (21) days prior to the "Special Use."

Definitions of "Special Use"

A "Special Use" is any activity for which a sponsoring group

or individual wishes to reserve in advance exclusive use of the Park or a part of the Park or to reserve in advance a franchise to sell concessions at any time.

Categories of Special Use

These categories are defined as follows:

Exclusive Use of the Park

Any activity which precludes free access to the Park by the general public, or includes an admission charge to the Park or any part of it.

Exclusive Use of a Portion of the Park

Any activity which limits access to one boat ramp, any portion of the lake surface, or any parking area, but allows uncontrolled public use of roads on the perimeter of the lake, of at least three-fourths (3/4ths) of the lake surface, and of at least one boat ramp. An activity that allows public use of the Park but restricts access more than stated in the preceding sentence or includes an admission charge is considered Exclusive Use of the Park.

Small Group Private Use

Any activity involving less than fifty persons, which restricts access to one picnic area but does not restrict access to roads in the Park, the lake, or boating facilities.

Franchises to Sell Con-

cessions Any activity which involves the sale of goods or services within the Park.

Rental of Pavilion

Any activity which involves reserved use of a Pavilion by a private party, but does not involve reserved use of any boat ramp, other portion of the Park, or any part of the lake surface.

Policies Regarding All Special Uses

Special Use Limitations

In order to guarantee adequate public access to the Park, "Special Uses" shall be limited as follows:

Exclusive Use of the Park

No more than two applications for "Exclusive Use" of the Park shall be approved for any fiscal year. These uses must occur outside trout fishing season, as determined by the State of Oregon Fish and Wildlife Commission.

Exclusive Use of a Portion of the Park

No more than two applications for exclusive use of a portion of the Park shall be approved for a given calendar month.

Combination of the Above

Only one of the above "Special Uses", regardless of type, may take place on the same day.

Small Group Use, Pavilion

There shall be no limit on small group private use or on the rental of a Pavilion, as long as sufficient space is available for such uses.

Above Limitations - Maximum

The above limitations shall be considered a maximum. Washington County is under no obligation to approve "Special Uses".

Date Conflicts

When two or more sponsors wish to schedule a "Special Use" on the same day, ***preference shall be given to the first sponsor to complete and submit an application along with the appropriate fees.***

This preference does not bind the County to approve a preferred application.

Consideration in Approving "Special Uses"

In reviewing applications for "Special Uses", the following shall be considered:

- a. How complete is the application and supporting material?
- b. Is the sponsor willing to provide additional information?
- c. Prior performance of sponsor.
- d. Prior experience of sponsor in similar events.

e. Financial ability of sponsor.

f. Whether nature of proposed use is consistent with Park atmosphere and with all applicable laws, regulations, and policies.

Actual Costs Costs incurred for garbage disposal, repair of landscaping or other damages incurred as a result of the "Special Use" will be the responsibility of the user, in addition to any fees or deposits paid.

Admission Fees/Profit Making Events

Events which involve an admission charge, or intend to make a profit, may require a temporary use permit under the County Development Code. Please contact the Department of Land Use and Transportation at (503) 846-8886.

Policies for Small Group Use

Small Group Use Any activity involving less than fifty (50) persons, which restricts access to one picnic area, but does not restrict access to roads in the Park, the lake, or boating facilities.

1. Complete a "Group Use Application".
2. Send fees and deposits as required in "Schedule A". Sponsors must submit the application attached, a "Group Use Application", at least 30

days prior to the "Special Use" event date.

The Facilities Manager shall approve or decline the application. Notification of the final decision shall be given to the sponsor within 10 days from County's receipt of application. This decision may not be appealed.

Policies for Large Group Area - Pavilion

Rental of Pavilion Any activity which involves reserved use of a Pavilion by a private party, but does not involve reserved use of any boat ramp, other portion of the Park, or any part of the lake surface.

1. Complete a "Group Use Application".
2. Send fees and deposits as required in "Schedule A".

Sponsors must submit the application attached, "Group Use Application", at least 30 days prior to the "Special Use" date.

The Facilities Manager shall approve or decline the application. Notification of the final decision shall be given to the sponsor within 10 days from County's receipt of application. This decision may not be appealed.

Park Passes

Policy

Parking passes are required for all vehicles entering Scoggins Valley Park/Henry Hagg Lake to use the Park/facilities.

There are **two** types of passes, day use and seasonal.

Day use passes are valid only for the date of issuance.

Seasonal passes are valid only for the present season.

All vehicles, parking within the Park boundaries, are required to display a valid parking pass in the front driver's side window of their vehicle.

Passes are non-transferable.

All vehicles without a valid parking pass, within the boundaries of the Park, are subject to citation and/or fine.

Day Use Pass Fees

Vehicles (Autos/Trucks/Motorcycles)

<u>TYPE</u>	<u>FEE</u>
Regular	\$5.00
Senior	\$5.00
Citizen/Veteran	

Vehicle with Boat *

<u>TYPE</u>	<u>FEE</u>
Regular	\$6.00
Senior	\$6.00
Citizen/Veteran	

Season Pass Fees

Vehicles (Autos/Trucks/Motorcycles)

<u>TYPE</u>	<u>FEE</u>
Regular	\$50.00
Senior	\$35.00
Citizen/Veteran	
2 nd Vehicle	\$20.00

Vehicle with Boat*

<u>TYPE</u>	<u>FEE</u>
Regular	\$55.00
Senior	\$35.00
Citizen/Veterans	
2 nd Vehicle	\$20.00

* (This includes boats, sailboats, jet-skis, windsurfing boards, rafts, kayaks, canoes, party boats, catamarans, paddle boats, and other water craft.)

Bicycle Use at the Park

Mountain bicycles are allowed on the hiking trails at Scoggins Valley Park/ Henry Hagg Lake.

There are signs at the trailhead that provide the rules of the road for mountain bikes. Please remember you are sharing the path with hikers. So grab your bike and come enjoy the beauty of our Park. Please be advised that the trails may be closed for upkeep and maintenance.

The public is also welcome to use the marked bicycle pathway lanes on the paved roadway surrounding the perimeter of the Park for their bicycling enjoyment.





For Office Use Only- 2012 SEASON

CK Received: _____ Check # _____
Reservation Fee: \$ _____
Security Deposit: \$ _____
Confirmation Letter Sent: _____
Customer No.: _____
Receipt # _____ Batch # _____
Invoice #: _____

**Washington County Parks
Scoggins Valley - Henry Hagg Lake
Reservation Application
GROUP USE**

Contact Name: _____

Daytime Phone: _____ Evening Phone: _____

Email address: _____

SECURITY DEPOSIT WILL BE RETURNED TO:

Name: _____

Address: _____

City/State/Zip: _____

Date you desire to hold your event:

1st Choice: **Date:** _____ 2nd Choice: **Date:** _____

Time: _____ a.m./p.m. to _____ a.m./p.m. **Time:** _____ a.m./p.m. to _____ a.m./p.m.

Sites are available from 9:00am to 8:00pm.

Number of People: _____

Description of Event to Be Held: _____

(Company Picnic, Birthday Party, Family Reunion, etc.)

Park Area You Wish to Use:

A-West Picnic Area _____

Sain Creek Pavilion _____

Sain Creek Picnic Area _____

C-Ramp Pavilion _____

Will you provide a **Clean-Up Crew?** _____

Will there be alcohol at the event? YES: _____ NO: _____

BEER AND WINE ARE PERMITTED (NO KEGS)

Print Name: _____

Signature: _____ Date: _____

Please mail the completed application and the necessary fees and deposits made payable to

Washington County, to the address below:

**Washington County
Support Services, Facilities & Parks Services
169 N. First Ave, MS #42
Hillsboro, OR. 97124**

If you have any questions please call: **503-846-8715.**

FEES AND DEPOSITS

All Group Use reservations require both a Reservation Fee and a Security Deposit. **Please make checks payable to: Washington County.**

If a reservation is canceled, not less than twenty-one (21) days before the event, the fee/deposits are refundable. Otherwise the following rule is applicable.

Reservation fees are non-transferable and non-refundable (NTNR), designed to cover the costs of administration, staff-hours used in setup and cleanup, oversight of event(s), and utility costs.

Security/Cleaning Deposits (Refunds)

If groups cancel their reservations less than twenty-one (21) days before their event, the Security deposit is refundable. Otherwise the following rule is applicable:

Security/Cleaning deposits are refundable, subject to costs incurred due to excessive cleanup costs, damage repairs, additional staff hours, extended administrative costs; or if reservation exceeds stated number of persons in group on application.

Small Group/Open Area(s)

A-WEST PICNIC AREA

GROUP SIZE	# OF PEOPLE	RESERVATION FEE	SECURITY DEP.
1	1-50	\$150.00	\$55.00
2	51-100	\$180.00	\$105.00
3	101-UP	\$200.00	\$175.00

SAIN CREEK PICNIC AREA

GROUP SIZE	# OF PEOPLE	RESERVATION FEE	SECURITY DEP.
1	1-50	\$150.00	\$55.00
2	51-100	\$180.00	\$105.00
3	101-UP	\$200.00	\$175.00

Large Group/Covered Area(s)

C-RAMP PAVILION

GROUP SIZE	# OF PEOPLE	RESERVATION FEE	SECURITY DEP.
1	1-75	\$210.00	\$85.00
2	76-150	\$280.00	\$150.00
3	151-UP	\$350.00	\$235.00

SAIN CREEK PAVILION

GROUP SIZE	# OF PEOPLE	RESERVATION FEE	SECURITY DEP.
1	1-75	\$210.00	\$85.00
2	76-150	\$280.00	\$150.00
3	151-UP	\$350.00	\$235.00

Effective 1/3/12

Refund Policy

1. Reservation fees are non-refundable and non-transferable, unless proper cancellation notice has been received within 21 days prior to the date of your event.
2. Security/cleaning deposits are refundable, less costs incurred due to excessive cleanup costs, damage repairs, additional staff hours, extended administrative costs, or if reservation exceeds the stated number of persons in group on application. In the event of a cancellation within the 21 days prior to the event, security/cleaning deposits will be refunded.
3. Refunds are issued on security/cleaning deposits within 45 days after the completion of the reserved event, or cancellation notice by customer.



WASHINGTON COUNTY

2012 SEASON

SCOGGINS VALLEY PARK - HENRY HAGG LAKE

**PARK RESERVATION APPLICATION,
POLICIES AND FEES FOR GROUP USE**

Mailing Address:

*Washington County
Support Services, Facilities & Parks Services
169 N. First Avenue MS#42
Hillsboro, OR. 97124*

Henry HAGG LAKE



-  Accessible Area
-  Comfort Station
-  Covered Pavilion
-  Drinking Water
-  Boat Launching
-  Group Picnic Area
-  Picnic Table and Grills
-  Fishing Pier
-  Boat Waste Disposal Station