

CITY OF SPOKANE PARKS AND RECREATION DEPARTMENT DEPARTMENT POLICY AND PROCEDURE	DEPT 1400-11-05 LGL 2011-0015
TITLE: RIVERFRONT PARK FILM SHOWINGS EFFECTIVE DATE: September 13, 2007 REVISION EFFECTIVE DATE: N/A	

1.0 GENERAL

1.1 Riverfront Park houses an IMAX theatre for which film rentals are procured. This purpose of this policy is to facilitate the processing and payments for the film rental agreements.

1.2 TABLE OF CONTENTS

- 1.0 GENERAL
- 2.0 DEPARTMENTS/DIVISIONS AFFECTED
- 3.0 REFERENCES
- 4.0 DEFINITIONS
- 5.0 POLICY
- 6.0 PROCEDURE
- 7.0 RESPONSIBILITIES
- 8.0 APPENDICES

2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy applies to Riverfront Park.

3.0 REFERENCES

SMC 7.06.269

4.0 DEFINITIONS

None

5.0 POLICY

5.1 It is the policy of the Park Board to delegate signature and authorization authority to the Director of Parks and Recreation for Riverfront Park film showings as follows:

5.1.1 Park Board Approval Required.

- a. Master agreements by film producer.
- b. Initial agreement by individual film if the initial expected expenditure or revenue is greater than the then current minor contract level for City contracts.
- c. Changes in terms and conditions to agreements that are not normal or routine.

5.1.2 Park Board Approval NOT Required.

- a. Extensions / renewals of previously authorized existing film lease agreements.
- b. Changes to estimated expenditures and / or revenues due to higher than expected ticket sales.
- c. Changes in terms and conditions to agreements that are normal or routine.

6.0 PROCEDURE

6.1 Film lease agreement documents shall continue to be processed in accordance with regular City procedures.

6.1.1 The City Clerk shall attest the signature of the Director and the documents shall be kept on file in the Office of the City Clerk.

6.1.2 Film lease agreement documents shall be approved as to form by an assistant city attorney.

6.1.3 Film lease agreement documents shall be processed in accordance with department budgetary requirements.


7.0 RESPONSIBILITIES

The Director of Parks and Recreation shall administer this policy.

8.0 APPENDICES

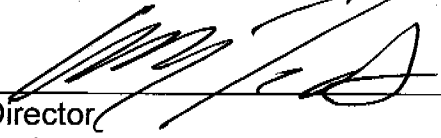
None

APPROVED BY:



City Attorney (ASST)

3-21-11
Date



Director
Parks and Recreation Department

3-21-11
Date