

CITY OF APPLETON POLICY		TITLE: FEES AND CHARGES FOR AQUATIC PROGRAMS	
ISSUE DATE: 3/7/01 Day of Council Adoption		LAST UPDATE: January 2005 January 2007	
POLICY SOURCE: Parks and Recreation Department		TEXT NAME: K:Parks/Administration/Policies/ Aquatic Fees and Charges 2007	
Reviewed by Attorney's Office Date: January 24, 2005		Parks and Recreation Committee Approval Date: January 10, 2007	
		Council Approval Date: January 17, 2007	

I. Purpose

It is the purpose of this policy to establish fees and provide guidelines necessary to administer those fees to the participants of aquatic programs.

II. Policy

It is the policy of the City of Appleton to open participation in Parks and Recreation Department aquatic programs to anyone and charge fees to participants for the purpose of meeting cost recovery outlined in this policy. The fees charged to participants for instructional programs shall be established by the Parks and Recreation Department. Daily admission fees, coupons, and annual pass rates are identified in this policy.

III. Definitions

1. Youth – Age 17 & Under
2. Adult – Ages 18 – 61
3. Senior – Age 62 or Older
4. Family – All persons currently residing at the same address, who are directly related (mother, father, son, daughter), or are foster children. Families are limited to two adults and the dependents and/or foster children.
5. Coupons – Consists of 12 daily admissions for the price of 10 to any City operated open/lap swim session.
6. Annual Pass – Provides the holder with admission to any City operated open/lap swim session from January 1 - December 31 for the year issued.
7. Annual Family Pass – Provides the family members with admission to any City operated open/lap swim session from January 1 – December 31 for the year issued.
8. Daily Admission - Provides the individual admission to any single City operated open/lap swim session.
9. Instructional program – Programs include youth and adult swim lessons, First-Aid classes, CPR training, Lifeguard training, WSI training, etc.
10. Summer aquatic season – The dates the outdoor pools are open. These dates are generally the first Saturday in June through the last Sunday in August.
11. Operating costs – Costs directly related to the operation of the program. These costs include direct program staff, facility rental/maintenance costs, supplies and services, utilities, etc.

12. Resident - Any person who lives within the corporate city limits of Appleton. Persons who own property in Appleton, but live outside of Appleton, are considered non-resident. Residents of communities having reciprocal agreements with the City of Appleton will also be considered resident participants.
13. Non-resident - Any person who lives outside of the corporate city limits of Appleton.

III. Cost Recovery

Aquatic programs, as a whole, shall recover 50% of the operating costs of those programs. This cost will be recovered through a user fee charged to each participant for instructional programs, open swim, season passes and coupons. Those fees are identified later in this policy.

IV. Fees

1. Fees will be charged for all open swim, season passes and coupons as identified in this policy.
2. Anyone entering an aquatic facility, ages four (4) and over, (whether swimming or not) will be charged an admission fee.
3. Coupons are available to all participants.
4. Passes will be available to residents only.
5. A surcharge of \$35.00 will be added to program fees for all non-resident adults who register for instructional programs, except single day programs. The surcharge for non-resident adults to register for single day programs is \$5.00.
6. A surcharge of \$25.00 will be added to program fees for all non-resident youth who register for instructional classes, except single day programs. The surcharge for non-resident youth to register for single day programs is \$5.00.
7. The Parks and Recreation Department will establish all instructional program fees based on cost recovery guidelines and will be reported to the Parks and Recreation Committee on a quarterly basis.
8. Participants having financial difficulties may apply for fee assistance as outlined in the Recreation Program Fee Waiver Policy.

V. Falsification of Information

The registrant will be removed from all registered programs and all program fees will be forfeited if the registrant falsified information on a registration form.

VI. Refunds

1. A full refund will be credited/issued for any instructional program cancelled by the Parks and Recreation Department.
2. A full refund will be credited/issued if an instructional program time, date, or location is changed by the Parks and Recreation Department and the participant is unable to attend because of the change.
3. A refund will be credited/issued to the participant if they request a refund prior to the third meeting of the program. Programs with four or less meetings are refunded only prior to the first meeting.
4. All refund requests will be credited to the family account in the RecTrac Registration software program. Requests for a cash refund will be subject to a \$10.00 processing fee for each participant and program.
5. Refunds of \$5.00 or less will not be processed, but will be credited to the family account.
6. Annual passes and coupons will not be refunded. A lost annual pass will be replaced for a fee only once per year.
7. Open/lap swim daily admissions are not refundable if inclement weather occurs.

VII. Implementation

1. All daily admission rates will become effective April 1, 2007.
2. Annual passes purchased between January 1 and April 15 will be charged the discount rate. Annual passes purchased after April 15 will be charged the regular rate.

FEES (Effective April 1, 2007)

DAILY ADMISSION FEES:	2007 Fees
EAST, NORTH, WEST, ERB POOLS	
OPEN SWIM - 3 & UNDER	FREE
OPEN SWIM – YOUTH	\$2.00
OPEN SWIM – ADULT	\$3.00
OPEN SWIM - SENIOR	\$2.00
MEAD POOL	
OPEN SWIM - 3 & UNDER	FREE
OPEN SWIM – YOUTH	\$2.50
OPEN SWIM – ADULT	\$3.50
OPEN SWIM - SENIOR	\$2.50
COUPONS	
YOUTH	\$20.00
ADULT	\$30.00
SENIOR	\$20.00

PASSES (residents only)*	ANNUAL	DISCOUNT
YOUTH PASS	\$50.00	\$35.00
ADULT PASS	\$70.00	\$50.00
SENIOR PASS	\$50.00	\$35.00
REPLACEMENT (per pass)	\$5.00	\$5.00
FAMILY OF 2 PASS	\$90.00	\$70.00
FAMILY OF 3 PASS	\$110.00	\$85.00
FAMILY OF 4 PASS	\$130.00	\$100.00
FAMILY OF 5 PASS	\$145.00	\$110.00
FAMILY OF 6 & UP PASS	\$155.00	\$120.00

If applicable, all fees include sales tax.

***Resident participant** - any person who lives within the corporate city limits of Appleton. Residents of communities having reciprocal agreements with the City of Appleton will also be considered resident participants. **Non-resident participant** - any person who lives outside of the corporate city limits of Appleton.