

CITY OF APPLETON POLICY		TITLE: PARK PAVILIONS AND SPECIAL AREAS - FEE SCHEDULE
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I. Purpose

To provide a policy to authorize the Parks and Recreation Department to equitably administer rules and regulations, policies, fees and charges and manage the use of pavilions, Lutz Park boat launch, and special areas for personal and/or community events.

II. Policy

This policy authorizes the Parks and Recreation Department to charge fees for the use of park pavilions, Lutz Park boat launch, and special areas within the rate schedule established by the Parks and Recreation Committee and City Council. To effectively manage, protect facilities, and promote wise use of natural resources, this policy authorizes the Parks and Recreation Director and/or designees to:

- Cancel and/or relocate any reservation that potentially threatens the integrity of the park and/or facility due to misrepresentation of information on the Facility Reservation Agreement, or if conditions of the facility or grounds would potentially create an unsafe situation.
- Limit the number of weekend reservations for facilities for anyone or any group, organization or individuals that would dominate the use of a facility and/or restrict equal opportunities to reserve facilities by members of the public at large.
- Deny any facility reservation application if the expected attendance would exceed the safe capacity of the facility so as to endanger public health and safety, or compromise the condition of facilities and/or natural resources.
- Enforce park rules, regulations, and policies.
- Require insurance coverage with limits established by the City Risk Manager, for activities or events that are beyond the scope of the “normal and intended guidelines” established by the Parks and Recreation Department.

Definitions

Area Schools - All elementary and secondary schools, both public and private, within the corporate boundaries of the City of Appleton.

Concession/Sales - The sale of food, beverage and other associated products at an event or program that is held in a city park and/or special area specifically reserved for that event or program.

Facility Reservation Policies and Procedures - These policies and procedures are stated on the back of the Facility Reservation Agreement that explain reservations, sales of concessions, cancellation/refund procedures, alcohol policies and damage policies.

Late Reservation - Request for a reservation of city park facility and/or special area that is received less than five (5) business days before the reservation date.

Normal and Ordinary Use of City of Appleton Parks - Is defined by guidelines established and published by the Parks and Recreation Department.

Park Rules & Regulations - Are formulated by the City Council and published by the Parks and Recreation Department. These rules and regulations are handed out with every Facility Reservation Agreement form.

Pavilion/Park Capacities - Are established and published by the Parks and Recreation Department.

Processing Fee - Fee charged to process a refund and/or cancellation request that is received before the reservation date.

Special Event - An event or activity that meets the City of Appleton's requirements for a special event activity, is held in a city park and/or special area, and exceeds the normal and ordinary use of the park and/or special area.

IV. Discussion

This policy defines how park pavilions, the Lutz Park boat landing, and special use areas shall be reserved by individuals, organizations and/or groups for exclusive use. The policy shall also define the fee(s) charged to these individuals, organizations and/or groups for that use.

V. Procedures

Reservations:

1. All groups, individuals and organizations reserving park pavilions and special areas will be charged in accordance with the established rate schedule. Schools using the park pavilions Monday through Friday as part of their normal classroom activities will not be charged a rental fee, but may be required to obtain a Special Events License.
2. Organizations/groups that have reserved park pavilions and/or special areas for special events shall have thirty (30) days after the date of the special event to reserve the park pavilion and/or special use areas for the same weekend and/or date for the following year. After thirty (30) days the Parks and Recreation Department will make the pavilion available to other interested parties.

3. All other reservations for park pavilions or facilities are on a first-come, first-served basis and may be made no more than one (1) year in advance.
4. All applications for facility reservations must be made at least five (5) business days in advance of the reservation date. Applications not made before this time period will be charged an additional \$10.00 for each reservation.
5. Groups and/or organizations may be required to reserve multiple pavilions and/or special areas if the Parks and Recreation Department determines the event or activity warrants the additional reservations.
6. The fee schedule noted in this policy shall become effective January 1, 2010, and shall remain in effect until it is modified, changed, and/or repealed. The remainder of the policy will be effective upon adoption by the City Council.

Cancellation/Refunds:

A full refund of the rental fee will be made if the reservation is cancelled more than 90 days in advance of the event. A full refund of the rental fee for a cancellation at a park pavilion or facility less than 90 days in advance of the event will be made only if the facility can be rented to another party for the date canceled. Refunds are subject to a \$10.00 processing fee.

A full refund of the rental fee will be made if the reservation is cancelled by the Parks and Recreation Department due to park closings, construction activities, etc. These refunds are not subject to the \$10.00 processing fee.

Lutz Park Launch Fees:

1. Permits will be required of all persons launching any watercraft from a trailer or similar device at the Lutz Park boat launch facility.
2. Daily launch permits are available through a self-registration system at Lutz Park. Permit receipts shall be torn off boat launch fee envelopes and adhered inside the rear window, upper left side. Vehicles not displaying permit receipts properly may be ticketed.
3. Annual boat launch permits shall be affixed to the rear axle of the boat trailer or similar device in a visible location.

FEE SCHEDULE

<i>Pavilion</i>	<i>Fees</i>	
	<u><i>Resident</i></u>	<u><i>Non-Resident</i></u>
Alicia	\$45.00	\$90.00
Appleton Memorial	\$55.00	\$110.00
Amphitheater	\$40.00	\$40.00
Additional Electricity	\$40.00	\$40.00
Jones Building	\$80.00	\$80.00
City	\$45.00	\$90.00
Colony Oaks	\$45.00	\$90.00
Derks	\$45.00	\$90.00
Erb	\$60.00	\$120.00
Additional Electricity	\$40.00	\$40.00
Green Meadows	\$45.00	\$90.00
Highview	\$45.00	\$90.00
Hoover	\$45.00	\$90.00
Jaycee	\$45.00	\$90.00
Jones	\$55.00	\$110.00
Kiwanis	\$45.00	\$90.00
Linwood	\$45.00	\$90.00
Lions	\$45.00	\$90.00
Lutz	\$45.00	\$90.00
Peabody	\$45.00	\$90.00
Pierce	\$80.00	\$160.00
Additional Electricity	\$40.00	\$40.00
Schaefer	\$45.00	\$90.00
Telulah (Large)	\$70.00	\$140.00
Telulah (Small)	\$45.00	\$90.00

Appleton Memorial and Jones Park Pavilions available year round.

<i>Special Areas</i>	<i>Fees</i>
Houdini Plaza	\$45.00/Day
AMP – Events Ground	\$50.00/Day
Telulah – Disc Golf Course	\$120.00/Day
Pierce – Disc Golf Course	\$60.00/Day
<i>Other Fees</i>	
Concession/Sales Permit	\$20.00/Day \$50.00/Season
Tent Permit	\$15.00/Per Tent Per Day
Fire Inspection (for tents)	\$25.00/Per Event
Late Reservation	\$10.00
Processing Fee	\$10.00
Boat Landing	
Daily Fee	\$3.00
Annual Resident	\$10.00
Annual - Non Resident	\$25.00
Special Event Fee	\$25.00