

<b>CITY OF APPLETON POLICY</b>		<b>TITLE: RECREATION PROGRAM FEE POLICY</b>
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**I. Purpose**

It is the purpose of this policy to provide guidelines necessary to charge a reasonable fee to participants of recreation programs.

**II. Policy**

It is the policy of the City of Appleton to open participation in Parks and Recreation Department sports and instructional programs to anyone and charge fees to participants of those programs to meet cost recovery guidelines outlined in this policy. The fees charged to participants of recreation programs shall be established by the Parks and Recreation Department to meet the guidelines provided in this policy.

**III. Definitions**

1. *Youth* – age 17 and under
2. *Adult* – age 18-61
3. *Senior* – age 62 and older
4. *Special needs* – individuals of all ages who require special accommodations due to physical and/or mental disabilities.
5. *Sports Team* – Compilation of individuals who participate as a group in a designated sport, i.e., basketball, soccer, baseball, flag football, etc.
6. *Administrative costs* – General cost of administering programs such as clerical staff, legal counsel, administrative overhead, payroll and finance functions, capital improvements, etc.
7. *Operating costs* – Costs directly related to the operation of a program. These costs include direct program staff, facility rental/maintenance costs, supplies and services, utilities, etc.
8. *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-residents.
9. *Non-resident* - Any person who lives outside of the corporate city limits of Appleton.

#### **IV. Cost Recovery**

1. Youth instructional and sports programs, as a whole, shall recover 45% to 55% of the operating costs of those programs.
2. Adult instructional and sports programs will recover 110% of the operating costs of those programs.
3. Senior programs will recover 45-55% of the operating costs of those programs.
4. Special needs programs will recover 45-55% of the operating costs of those programs.

#### **V. Fees**

1. User fees will be charged through team entry fees, individual fees, and/or user fees.
2. All non-resident participants will be charged a surcharge, unless reciprocal agreements have been reached with other communities.
3. A surcharge of \$35.00 will be added to program fees for all non-resident adults who register for all programs, except single day programs and adult sport leagues. The surcharge for non-resident adults to register for single day programs is \$5.00.
4. A surcharge of \$25.00 will be added to program fees for all non-resident youth who register for all programs, except single day programs. The surcharge for non-resident youth to register for single day programs is \$5.00.
5. All sports teams requesting to register after the deadline will be accepted if the team meets the league criteria and a late processing fee of \$50.00 is paid.
6. All individual players requesting to register after the deadline will be accepted if the individual registration request meets the league criteria for late registration and a late processing fee of \$10.00 is paid.
7. All program fees will be established based on the cost recovery guidelines and will be reported out 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.
9. All fee adjustments noted in this policy will become effective for programs offered in the 2007 Summer Activity Guide.

#### **VI. Falsification of Information**

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

#### **VII. Refunds**

1. A full refund will be credited/issued to the participant for any program cancelled by the Parks and Recreation Department.
2. A full refund will be credited/issued to the participant if a 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 prior to the third meeting of the program. Programs with four or less meetings are refunded only prior to the first meeting.

4. A team fee will be refunded until the deadline for the team registration. After the deadline, the team fee will be refunded only if there is another team willing to fill that spot in the league. Refunds will not be granted for any reason after the playing schedules are mailed from the Parks and Recreation Department.
5. All refund requests, if applicable, 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.
6. Late fees paid by either teams or individuals will not be refunded.
7. Refunds of \$5.00 or less will not be processed, but will be credited to the family account.