

CITY OF APPLETON POLICY		TITLE: PARK FACILITIES - RENTAL AND FEE SCHEDULE	
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I. Purpose

To provide a policy authorizing the Parks, Recreation and Facilities Management Department to equitably administer rules and regulations, policies, fees and charges, and to manage the use of park pavilions, the Lutz Park boat launch, special areas and open spaces for personal and/or community events. The Parks, Recreation and Facilities Management Department recognizes that parks and their facilities have many quality of life uses and brings certain benefits to the community. In addition, the Parks, Recreation and Facilities Management Department is aware that parks and their facilities have certain use limitations due to size, available facilities, and location.

II. Policy

This policy authorizes the Parks, Recreation and Facilities Management Department to charge fees for the use of park pavilions, the Lutz Park boat launch, and special areas within the rate schedule established by the Parks and Recreation Committee and Common Council. The Parks, Recreation and Facilities Management Department has also established normal and ordinary use guidelines for the preservation of the public's health, safety and welfare, and to promote the responsible use of publicly owned property and facilities. To effectively manage, protect facilities, and promote a wise use of natural resources, this policy authorizes the Parks, Recreation and Facilities Management Director and/or designees to:

1. Cancel 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, such as facility conditions or weather conditions, would potentially create an unsafe situation.
2. Limit the number of weekend reservations for any individual, organization or group that would dominate the use of a facility or restrict equal opportunities to reserve facilities by members of the public at large.

3. Deny any reservation 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.
4. Enforce park rules, regulations, and policies.
5. Require insurance coverage with limits established by the City Risk Manager for activities and events that are beyond the scope of normal and ordinary use.

III. Definitions

- **Exchange of Money Permit** - Required for the sale of food, beverage, and other products, or the exchange of any money at an event or program specifically reserved for that event or program.
- **Facility Reservation Agreement** - The application form used to reserve a pavilion or special area.
- **Facility Reservation Policies and Procedures** - The policies and procedures that are stated on the back of the Facility Reservation Application.
- **Late Reservation** - A reservation request that is received less than five (5) days before the reservation date.
- **Normal and Ordinary Use** - The way parks and facilities should normally and ordinarily be used, as established by the Parks, Recreation and Facilities Management Department (e.g., a ball diamond complex is used for softball/baseball games and tournaments while pavilions are used for family gatherings, company picnics, etc.).
- **Normal and Ordinary Use Limits** - The maximum number of individuals allowed per facility reservation as determined by the Parks, Recreation and Facilities Management Department and as listed in the Fee Schedule.
- **Open Space** - An area primarily designed for picnicking, walking, and other non-recreation interests. This type of facility often emphasizes natural settings and de-emphasizes active recreation areas.
- **Park Rules and Regulations** - Codified in the Appleton Municipal Code, formulated by the Common Council and published by the Parks, Recreation and Facilities Management Department.
- **Processing Fee** - The fee charged to process a refund or cancellation request.
- **Schools** - All elementary and secondary schools, both public and private, within the corporate boundaries of the city of Appleton.
- **Special Area** - For the purposes of this policy means the Appleton Memorial Park Amphitheater, Event Grounds and Jones Building.
- **Special Event** - An event or activity that meets the city of Appleton's requirements for a special event activity.
- **Special Event Fee** - The fee charged for the rental of any pavilion or special area for a special event.

IV. Reservations

1. Individuals, organizations or groups reserving park pavilions and special areas will be charged in accordance with the established fee schedule in this policy and must abide

by the Facility Reservation Policies and Procedures, park rules and regulations, and all other applicable laws.

- (a) No reservation or fee shall be required for the normal and ordinary use of open spaces. The use of an open space for a special event or for activities involving the exchange of money, such as the sale of goods or providing lessons, requires the rental of a pavilion or special area plus any appropriate permits.
2. Schools using 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 permit.
3. The reservation of park pavilions or special areas for activities that may result in exceeding normal and ordinary use requires following additional procedures as identified in the Special Events Policy, including paying all fees required under the Special Events Policy and a separate event fee as listed in the fee schedule.
 - (a) A reservation request for a pavilion or special area that meets the criteria of a special event will not be granted until all approvals have been received from the Special Events Committee.
4. Reservations are available on a first-come, first-served basis and can be made no more than one (1) year in advance, except applicants who have reserved park pavilions and/or special areas for special events shall have thirty (30) days after the date of the event to reserve the park pavilion and/or special areas for the same corresponding weekend or date for the following year. After the thirty (30) days, the Parks, Recreation and Facilities Management Department will make the pavilion and/or special area available to other interested parties.
5. The Parks, Recreation and Facilities Management Department reserves the right to require a security deposit for any reservation based on the type of event, number of participants, use of facility, etc. The amount of the security deposit will be based on these factors. The security deposit will be returned within fourteen (14) days after the conclusion of the reservation if all conditions of the reservation were met, including the proper vacation of the pavilion or special area, the removal of personal equipment and supplies, and leaving the area in a clean and orderly condition.
6. Late reservations will be charged an additional \$10.00 per reservation.
7. The fee schedule in this policy shall become effective January 1, 2016, and shall remain in effect until it is modified, changed, or repealed by the Common Council. The remainder of the policy will be effective upon adoption by the Common Council.
8. Included with all reservations is the right of the reservation holder and members of the reservation group to have open containers of permitted alcoholic beverages and to consume permitted alcoholic beverages during the reservation period and within the reserved pavilion or special area, subject to all other laws, rules and regulations.

V. Lutz Park Boat Launch Fees

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

VI. Cancellation/Refunds

1. A full refund of a rental fee will be made if the reservation is cancelled more than ninety (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 ninety (90) days in advance of the event will be made only if the pavilion or special area can be rented to another party for the same date. These refunds are subject to a \$10.00 processing fee. Partial refunds are not allowed.
2. A full refund of the rental fee will be made if the reservation is cancelled by the Parks, Recreation and Facilities Management Department. These refunds are not subject to the \$10.00 processing fee.
3. No refunds of Lutz Park boat launch fees will be granted.
4. No refunds of other fees, including permit fees, tent fees, fire inspection fees, late reservation fees, processing fees or special event fees, will be granted.

FEE SCHEDULE

Effective January 1, 2016

<u>PAVILION</u>	FEES (PER DAY)		<u>Normal and Ordinary Use Limits</u>
	<u>Resident</u>	<u>Non-Resident</u>	
Alicia Park	\$50.00	\$100.00	Not to exceed 120 individuals per Facility Reservation Agreement
Appleton Memorial*	\$60.00	\$120.00	Not to exceed 200 individuals per Facility Reservation Agreement
City	\$50.00	\$100.00	Not to exceed 120 individuals per Facility Reservation Agreement
Colony Oaks	\$50.00	\$100.00	Not to exceed 120 individuals per Facility Reservation Agreement
Derks	\$50.00	\$100.00	Not to exceed 120 individuals per Facility Reservation Agreement
Erb	\$65.00	\$130.00	Not to exceed 200 individuals per Facility Reservation Agreement
Add. Electricity	\$45.00	\$45.00	
Green Meadows	\$50.00	\$100.00	Not to exceed 120 individuals per Facility Reservation Agreement
Highview	\$50.00	\$100.00	Not to exceed 120 individuals per Facility Reservation Agreement
Hoover	\$50.00	\$100.00	Not to exceed 120 individuals per Facility Reservation Agreement
Jaycee	\$50.00	\$100.00	Not to exceed 120 individuals per Facility Reservation Agreement
Jones*	\$60.00	\$120.00	Not to exceed 120 individuals per Facility Reservation Agreement
Kiwanis	\$50.00	\$100.00	Not to exceed 120 individuals per Facility Reservation Agreement
Linwood	\$50.00	\$100.00	Not to exceed 120 individuals per Facility Reservation Agreement
Lions	\$50.00	\$100.00	Not to exceed 120 individuals per Facility Reservation Agreement
Peabody	\$50.00	\$100.00	Not to exceed 120 individuals per Facility Reservation Agreement
Pierce	\$90.00	\$180.00	Not to exceed 500 individuals per Facility Reservation Agreement
Add. Electricity	\$45.00	\$45.00	
Schaefer	\$50.00	\$100.00	Not to exceed 120 individuals per Facility Reservation Agreement
Telulah (Large)	\$75.00	\$150.00	Not to exceed 200 individuals per Facility Reservation Agreement
Telulah (Small)	\$50.00	\$100.00	Not to exceed 120 individuals per Facility Reservation Agreement

*Appleton Memorial Park and Jones Park Pavilions available year round.

	FEES (PER DAY)		
<u>SPECIAL AREA</u>	<u>Resident</u>	<u>Non-Resident</u>	<u>Notes/Normal and Ordinary Use Limits</u>
Appleton Memorial– Amphitheater	\$45.00	\$45.00	Requires the Reservation of the AMP Pavilion
Add. Electricity	\$45.00	\$45.00	
Appleton Memorial– Events Ground	\$50.00	\$50.00	Requires the Reservation of the AMP Pavilion
Appleton Memorial– Jones Bldg.	\$85.00	\$85.00	Up to 200 individuals per facility reservation agreement

<u>LUTZ PARK BOAT LAUNCH</u>	FEES
Daily - Resident and Non-Resident	\$4.00
Annual - Resident	\$12.00
Annual - Non-Resident	\$30.00

<u>OTHER FEES</u>	FEES
Exchange of Money Permit	\$25.00/day \$100.00/season
Tent Permit	\$15.00/tent/day
Fire Inspection (for tents)	\$25.00/event
Late Reservation	\$10.00
Processing Fee	\$10.00
Special Event Fee	\$50.00/event