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**PARKS, RECREATION & FACILITIES  
MANAGEMENT**

**Niki Wendt, Recreation Manager**

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TO: Parks & Recreation Committee

FROM: Niki Wendt, Recreation Manager

DATE: January 7, 2019

RE: Action: Request Approval of Updated Athletic Facilities – Rental and Fee Schedule Policy

The Parks, Recreation & Facilities Management Department along with the City Attorney's Office has updated the Athletic Facilities – Rental and Fee Schedule Policy.

Changes include the removal of the Appleton Area School District (AASD) under the "Scheduling Priorities" section. The recommended removal is based on recent history and the fact that AASD is no longer seeking use of City athletic fields. Staff is also recommending AASD be removed from the "Fees and Charges" section where it states AASD will not be charged for use of City athletic facilities. Charges for the use of athletic facilities by AASD will be administered in accordance with the fees listed in the policy.

Staff is also recommending changes be made to the payment of fees process. Tournament users are currently allowed to pay a deposit and then pay their final balance after their scheduled event. There have been numerous issues in the past two years with collection of these fees. Because of this, staff is recommending all fees for use of the athletic fields and concession stands be paid when submitting the athletic field reservation agreement. Due to the recommended change with collection of fees, deposits will no longer be required and will be removed from this policy update.

Please contact me at 832-3925 or [niki.wendt@appleton.org](mailto:niki.wendt@appleton.org) with any questions.