



Park Pavilions and Special Areas – Rental and Fee Schedule			
CITY OF APPLETON POLICY		SECTION:	Finance
ISSUE DATE:	Nov 5, 2014	LAST UPDATE:	
POLICY SOURCE:	Parks and Recreation Department		
POLICY AUDIENCE:	All Employees		

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. The Parks and Recreation Department also recognizes that parks and open spaces allow for many quality of life uses for individuals, organizations and groups and bring certain benefits to the community. In addition, the Parks and Recreation Department is aware that parks and facilities have certain use limitations due to size, available facilities, and location.

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. The Parks and Recreation 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 wise use of natural resources, this policy authorizes the Parks and Recreation Director and/or designees to:

1. 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.
2. 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.
3. 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.
4. Enforce park rules, regulations, and policies.
5. Require insurance coverage with limits established by the City Risk Manager, for activities or events that are beyond the scope of the “normal and ordinary use

limits” established by the Parks and Recreation Department and listed in the “Fee Schedule” at the end of this policy.

III. Definitions

1. **Area Schools** – All elementary and secondary schools, both public and private, within the corporate boundaries of the City of Appleton.
2. **Facility Reservation Policies and Procedures** – These policies and procedures are stated on the back of the Facility Reservation Agreement that explain reservations, cancellation/refund procedures, alcohol policies and damage policies.
3. **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.
4. **Normal and Ordinary Use of City of Appleton Parks** – Is defined as parks and facilities being used in a manner that is consistent with the intent of the park and/or facility. (For example, the ball diamond complex is used for softball/baseball games, tournaments, etc. Pavilions are used for family gatherings, company picnics, etc.)
5. **Normal and Ordinary Use Guidelines** – The recommended number of individuals allowed per facility reservation agreement as listed in the Fee Schedule.
6. **Park Rules and Regulations** – Regulations formulated by the City Council and published by the Parks and Recreation Department. These rules and regulations are included with every Facility Reservation Agreement packet.
7. **Pavilion/Park Capacities** – Maximum number of people that are allowed to be within a pavilion and/or park, and is established and published by the Parks and Recreation Department.
8. **Processing Fee** – Fee charged to process a refund and/or cancellation request that is received within the refund period.
9. **Special Event** – Any planned occurrence on the public right-of-way or public premises including, but not limited to, parades, gatherings, festivals and athletic events which is not within the normal and ordinary use of that public premises or place or which by nature of the event, may have a greater impact on City services or resources than would have occurred had the event not taken place. Whether the event is considered within the normal, ordinary, or intended use of a public park and/or special area within a park shall be determined by the Parks and Recreation Department.
11. **Event Fee** – Fee charged for the rental of any pavilion and/or special area that is determined to be a special event.

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 normal and ordinary use of the facility. The policy shall also define the fee (s) charged to these individuals, organizations and/or groups for their reservation request if the facility use is required to follow the Special Events Policy.

V. Reservations

1. All groups, individuals and organizations reserving park pavilions and special areas will be charged in accordance with the established rate schedule, including but not limited to: reservation fee; tent permit; late registration; special event fee for facility.
2. Area schools using the park pavilions Monday through Friday as part of normal classroom activities will not be charged a rental fee but may be required to obtain a Special Event Permit.
3. The reservation of park pavilions and/or facilities that exceed the normal and ordinary use shall follow the procedures identified in the Special Events Policy and will be required to pay all fees required under the Special Events Policy, including a separate "Event Fee" of \$50.00 as listed in the Fee Schedule on the last page of this policy.
4. Special Events/Organizations that have reserved park pavilions and/or special areas for special events shall have forty-five (45) 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 forty-five (45) days, the Parks and Recreation Department will make the pavilion available to other interested parties.
5. 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.
6. The Parks and Recreation 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 factors listed earlier. The security deposit will be returned within 10-14 business days after the event if all conditions of the reservation request were met, including, but not limited to: facility clean-up; proper vacation of the facilities; removal of personal equipment/supplies/etc.; and leaving the facility (s) in a clean and orderly condition.
7. 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 if the reservation is approved by the Parks and Recreation Department.

8. 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.
9. The fee schedule noted in this policy shall become effective February 20, 2025, 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

1. A refund of the rental fee will be made if the reservation is cancelled more than 90 days in advance of the event. A 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.
2. 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 placed on the vehicle dashboard. 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

Pavilion	Current Fees (per day)		Normal and Ordinary Use Limits
	Resident	Non-Resident	
Alicia	\$50.00	\$100.00	Not to exceed 120 individuals per facility reservation agreement
AMP - Pavilion	\$60.00	\$120.00	Not to exceed 120 individuals per facility reservation agreement
AMP - Amphitheater	\$45.00	\$90.00	
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	\$80.00	\$160.00	Up to 200 individuals per facility reservation agreement
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
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	\$125.00	\$250.00	Up to 500 individuals per facility reservation agreement
Schaefer	\$50.00	\$100.00	Not to exceed 120 individuals per facility reservation agreement
Telulah (Large)	\$100.00	\$200.00	Up to 200 individuals per facility reservation agreement

<i>Special Areas</i>	<i>Fees</i>
AMP – Events Ground	\$100.00 per day
<i>Other</i>	<i>Fees</i>
Tent Permit	\$25.00
Late Reservation	\$10.00
Processing Fee	\$10.00
Boat Landing	
Daily Fee	\$5.00
Annual Resident	\$15.00
Annual – Non Resident	\$35.00
Special Event Fee	\$50.00 per event