

CITY OF APPLETON POLICY		TITLE: SCHEIG LEARNING CENTER AND APPLETON MEMORIAL PARK ARBORETUM AND GARDENS – RENTAL AND FEE POLICY
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I. Purpose

To provide a policy to authorize the Parks, Recreation and Facilities Management Department to equitably administer rules and regulations, policies, fees and charges and manage the use of the Scheig Learning Center and Appleton Memorial Park Arboretum and Gardens for private, corporate and/or community events.

II. Policy

This policy authorizes the Parks, Recreation and Facilities Management Department to charge fees for the use of the Scheig Learning Center and Appleton Memorial Park Arboretum and Gardens within the rate schedule established by the Parks and Recreation Committee and City Council. To effectively manage, protect the facilities, and promote the wise use of the resources, this policy authorizes the Parks, Recreation and Facilities Management 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 reservations for the facilities for any group, organization or individuals that would dominate the use of the facilities and/or restrict equal opportunities to reserve the facilities by members of the public at large.
3. Deny any Facility Reservation Agreement if the expected attendance would exceed the safe capacity of the facilities so as to endanger public health and safety or compromise the condition of facilities and/or the 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” guidelines established by the Parks, Recreation and Facilities Management Department.

III. Definitions

- **Arboretum and Gardens** – Outdoor space immediately adjacent to the Scheig Learning Center that includes formal gardens, walkways, open space, etc. as identified in Attachment A.
- **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 a 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 the Scheig Learning Center and Appleton Memorial Park Arboretum and Gardens** – Use is defined by guidelines established and published by the Parks, Recreation and Facilities Management Department.
- **Park Rules & Regulations** – Rules and regulations are formulated from ordinances adopted by the City Council and published by the Parks, Recreation and Facilities Management Department. These rules and regulations are provided with every Facility Reservation Agreement form.
- **Pavilion/Park Capacities** – Capacities are established and published by the Parks, Recreation and Facilities Management Department.
- **Processing Fee** - Fee charged to process a refund and/or cancellation request that is received before the reservation date.
- **Scheig Learning Center** – Enclosed facility located on the west end of Appleton Memorial Park as identified in Attachment B and available for reservation. The reservation of the Scheig Learning Center includes the restrooms, open area for seating/tables and chairs/programs/etc, food preparation area, entrance/gathering area, and meeting rooms.
- **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 the Scheig Learning Center and Appleton Memorial Park Arboretum and Gardens shall be reserved by individuals, organizations and/or groups for exclusive use. The policy shall also define the fee(s) charged to those individuals, organizations and/or groups for that use.

V. Reservations:

1. All groups, individuals and organizations reserving the Scheig Learning Center and Appleton Memorial Park Arboretum and Gardens will be charged in accordance with the established rate schedule. Payment of the reservation fees must be included with the Facility Reservation Application, including set up fees, special event fees, etc.

2. The reservation request shall include the actual time needed for the program, including the time period for the event/activity and all set up and clean up time. The Parks, Recreation and Facilities Management Department reserves the right to invoice the individuals, organizations and/or groups if the use of the facilities exceeds the original reservation request.
3. Individuals, organizations and/or groups may reserve either the Scheig Learning Center only or the Scheig Learning Center and the Arboretum and Gardens grounds together. The Arboretum and Gardens grounds cannot be reserved without reserving the Scheig Learning Center.
4. All other reservations for the Scheig Learning Center and Appleton Memorial Park Arboretum and Gardens are on a first-come, first-served basis and may be made for the current year only.
5. The reservation of the Scheig Learning Center and/or Arboretum and Gardens Grounds is available from 8:00 am to 8:00 pm only.
6. 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 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 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 \$50.00 for each reservation if accepted by the Department.
8. Groups and/or organizations may be required to reserve multiple facilities and/or special areas if the Parks, Recreation and Facilities Management Department determines the event or activity warrants the additional reservations.
9. This policy shall become effective June 2, 2014, and shall remain in effect through December 31, 2014.

VI. 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 of the Scheig Learning Center and Appleton Memorial Park Arboretum and Gardens 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. If the facility cannot be rented to another party after a cancellation less than 90 days in advance of the event, the Parks, Recreation and Facilities Management Department will retain an amount equal to the rental of the facility for a 4-hour minimum rental. All 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, Recreation and Facilities Management Department due to park closings, construction activities, weather conditions, etc. These refunds are not subject to the \$10.00 processing fee.

FEE SCHEDULE

<u>Scheig Learning Center</u>	<u>Fees</u>
<u>June 2 through December 31, 2014</u>	
(Available 8:00 am to 8:00 pm)	
<u>Monday through Sunday</u>	
Hourly Fee (4 hour minimum)	\$30.00/hour
<u>Scheig Learning Center and Arboretum and Gardens Grounds</u>	<u>Fees</u>
<u>June 2 through December 31, 2014</u>	
(Available 8:00 am to 8:00 pm)	
<u>Monday through Sunday</u>	
Hourly Fee (4 hour minimum)	\$45.00/hour
<i>Security Deposit</i>	<i>\$200.00</i>