



*"...meeting community needs...enhancing quality of life."*

**PARKS, RECREATION & FACILITIES  
MANAGEMENT**

**Niki Wendt, Recreation Manager**

1819 East Witzke Boulevard  
Appleton, Wisconsin 54911-8401  
(920) 832-5572 FAX (920) 993-3103  
Email – [niki.wendt@appleton.org](mailto:niki.wendt@appleton.org)

TO: Parks and Recreation Committee

FROM: Niki Wendt

DATE: February 12, 2024

RE: Action: Request Approval of Pool Rental, Reservation, and General Use Policy

The Parks, Recreation, and Facilities Management Department along with the City's Legal Services Office has reviewed the Pool Rental, Reservation, and General Use Policy. In addition to some of the verbiage and consistency in wording throughout the policy being addressed the following changes are reflected:

- If projected attendance for a private rental is over 236 people, an additional lifeguard would need to be scheduled with an additional fee to reflect staffing protocols.
- A party package rental option for twilight open swim was added (this will be available only on weeknights based on availability). The fee would be 50% of the rate for party package rentals during open swim.
- Regulations were outlined for outside food and beverage allowed during private and party package rentals.
- Rule clarifications to reflect those posted at pools and on our website.

Our department requests approval of the updates which will go into effect March 1, 2024.

Please contact me at 832-5572 or at [niki.wendt@appleton.org](mailto:niki.wendt@appleton.org) with any questions.