

<b>CITY OF APPLETON POLICY</b>		<b>TITLE: ATHLETIC FACILITIES - RENTAL AND FEE SCHEDULE POLICY</b>	
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**I. Purpose:**

The purpose of this policy is to establish uniform standards for the Parks, Recreation and Facilities Management Department to equitably administer the scheduling and use of City of Appleton athletic facilities by the Parks, Recreation and Facilities Management Department and other community groups, organizations and individuals. This document also establishes a policy for administering rules and regulations, policies, fees and charges for tournaments, community events and/or personal use. This excludes separate agreements with clubs and organizations with consistent ongoing usage.

**II. Policy:**

This policy authorizes the Parks, Recreation and Facilities Management Department to effectively schedule and manage City of Appleton outdoor athletic facilities, including ball diamonds, courts and multi-purpose fields in City parks. This policy also authorizes the Parks, Recreation and Facilities Management Department to charge fees for the use of athletic facilities within the rate schedule established by the Parks and Recreation Committee and City Council. To effectively schedule, manage, protect facilities, and promote the wise use of the athletic facilities, this policy authorizes the Parks, Recreation and Facilities Management Director and/or designee to:

- Designate those athletic facilities available for use by the community.
- Designate the types of activities allowed on the athletic facilities, including practices, games, matches, special events, etc.
- Schedule the athletic facilities to allow for the effective use and maintenance of all athletic facilities without compromising the integrity of the facilities.
- Limit and/or close athletic facilities for renovations, upgrades, other events/activities that may impact the facilities.
- Determine “normal and ordinary use guidelines” for athletic facilities consistent with established standards to manage the facilities for continued and consistent community use. “Normal and ordinary use guidelines” may impact scheduling and availability of athletic facilities.
- Cancel and/or relocate any reservation that has the potential to threaten the integrity of the park and/or facility due to: misrepresentation of information on the Facility Reservation Agreement, conditions of the facility or grounds that would potentially create an unsafe situation, and/or if use of the facility by the group/organization may result in damage to the facility that is beyond the normal wear and tear of facility. 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.

- 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.
- Enforce park rules, regulations, and policies.
- 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.
- Require a security deposit and/or performance bond for activities or events that may impact the integrity of the facilities and require significant repairs to the facilities that would limit the future use of the facilities.

### III. Definitions:

- **Athletic Facilities** – Ball diamonds, multi-purpose fields, tennis courts, pickleball courts, basketball courts and other open space identified by the City of Appleton that are available for reservation.
- **Athletic Facility Preparation** – Necessary maintenance of athletic facilities for games and organized play. Maintenance may include, but is not limited to dragging and lining of ball diamonds, lining of soccer fields, watering infields, etc.
- **Category A** – Local non-profit organizations that provide recreational services to the Appleton and Fox Cities community.
- **Category B** – For-profit or private groups and organizations.
- **Concession/Sales/Exchange of Money** - The sale of food, beverage and other associated products or the exchange of money at an event or program that is held in a city park and/or special area specifically reserved for that event or program.
- **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.
- **Normal and Ordinary Use Guidelines of City of Appleton Parks** - Is defined by guidelines 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.
- **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.
- **Tournament** – Athletic event such as baseball, softball, kickball, etc. that involves the rental of 2 or more ball diamonds at Appleton Memorial Park that includes multiple teams and games.

### IV. Use of Athletic Facilities:

The use of athletic facilities managed/maintained by the Parks, Recreation and Facilities Management Department is available to individuals, groups and organizations for exclusive use for practice, league play, and tournaments. The following shall direct the use of athletic facilities:

- All park ordinances shall apply to use of athletic facilities.

- Any additions or modifications to the athletic facilities shall be approved in writing by the Parks, Recreation and Facilities Management Director or designee.
- Individuals, groups and organizations must obtain a permit from the Parks, Recreation and Facilities Management Director or designee for exclusive use of any athletic facility.
- The display of any advertising, signs, etc. during exclusive use must be approved by the Parks, Recreation and Facilities Management Director or designee.
- Access to the athletic facilities will be limited to the times listed on the Facility Reservation Agreement form.
- The overnight storage of equipment, supplies, vehicles, etc. is prohibited unless approved by the Parks, Recreation and Facilities Management Director or designee.
- No games shall begin before 7:00 A.M. or end after 11:00 P.M. unless approved by the Parks and Recreation Committee.
- The use of diamond dry or drying agent materials is prohibited on any athletic facility.
- The use of motorized vehicles (including Utility Task Vehicles [UTVs] and All-Terrain Vehicles [ATVs]) shall be subject to the following regulations:
  - Operation of a motorized vehicle in an area other than a park road or designated parking area, including trails, is prohibited unless written permission is granted by the Department Director or his/ her designee.
  - The speed of a motorized vehicle shall be limited to ten (10) miles per hour.
  - No motorized vehicle shall be used to perform any field maintenance.
  - Anyone driving a motorized vehicle must possess a valid driver's license and be at least 18 years of age or older.
  - If it is anticipated that a motorized vehicle will be used, the tournament organizer shall provide a certificate of insurance for the vehicle with the City named as an additional insured.

**V. Scheduling Priorities**

The Parks, Recreation and Facilities Management Department will schedule athletic facilities according to the following priorities:

- All Parks, Recreation and Facilities Management Department programs (games, scheduled practices, matches, camps, instructional programs, etc.) will be the first programs scheduled at athletic facilities. (i.e., youth ball diamonds in city parks will be scheduled for Parks, Recreation and Facilities Management Department programs before any other programs are scheduled).
- Appleton Area School District (AASD) athletic events will be the second programs scheduled at athletic facilities after all Parks, Recreation and Facilities Management Department programs have been scheduled. The use of softball diamonds at Linwood Park for AASD high school girls' softball games will be scheduled after all Parks, Recreation and Facilities Management Department youth baseball/softball games have been scheduled. AASD athletic events shall include games, matches, etc. that are associated with the respective school's participation in a conference or league.
- The scheduling of games/matches will take precedence over any practices scheduled.
- Any other requests for use of athletic facilities will be reserved according to this policy.
- The Parks, Recreation and Facilities Management Department will not schedule practice times for any private and/or not-for-profit organizations.

**VI. Reservations:**

The reservation of athletic facilities for use by the Parks, Recreation and Facilities Management Department, Appleton Area School District, and other groups and/or organizations shall follow this policy.

- Reservations by the AASD or any other group priorities does not include preparation of infields for play. Reservations for weekday play made by the general public or private organizations will include preparation of infields for play as long as an approved facility reservation form has been submitted along with required fees. Infield preparations for reservations on the weekends for the general public or private organizations will be charged the established rate for weekend pay for Appleton Parks, Recreation & Facilities Management employees.
- All groups, individuals, and organizations reserving athletic facilities will be charged in accordance with the established rate schedule on file with the Parks, Recreation and Facilities Management Department and/or City Clerk. Reservations that meet certain criteria will be required to obtain a Special Events License.
- All reservations for the ball diamonds at Appleton Memorial Park that qualify as a “tournament” shall submit the necessary deposit with the reservation request. Full payment of the reservation fee shall be included with all other athletic facilities reservation requests. Reservations are not valid until a “Facility Reservation Agreement” form has been signed by all parties and the required deposits/payments have been made.
- Organizations/groups that have reserved athletic facilities at Appleton Memorial Park for tournaments shall have thirty (30) days after the date of the tournament to reserve the athletic facilities for the same weekend and/or date for the following year. After thirty (30) days, the Parks, Recreation and Facilities Management Department will make the athletic facilities available to other interested parties. The reservation may be cancelled if the appropriate facility rental fees are not paid within 30 days of receipt of invoice.
- The athletic facilities at Appleton Memorial Park will be held open for tournaments only for a period of 6 months to one year prior to the proposed date. The athletic facilities at Appleton Memorial Park will be available for all events, including non-tournament events on a first-come, first-served basis beginning 6 months prior to the proposed date.
- All other reservations for athletic facilities are on a first-come, first-served basis and may be made no more than one (1) year in advance. Reservations for state, regional and/or national tournaments and/or events that must be scheduled more than one (1) year in advance may submit a written request to the Parks and Recreation Committee for approval.
- 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 \$20.00 for each reservation.
- Groups and/or organizations may be required to reserve pavilions and/or special areas if the Parks, Recreation and Facilities Management Department determines the event or activity warrants the additional reservations to minimize impact on other facility users or enhance the event.
- Tournaments scheduled at Appleton Memorial Park ball diamonds will require a deposit of \$50.00 per ball diamond, per day. The remainder of the fees will be invoiced after the event and will be based on actual use of the facility, concession operations, use of supplies, services, staff, and equipment usage not included in the fees listed within the Athletic Facilities - Fees & Charges section of this policy
- Additional fees may be charged for additional cleaning to facility and grounds, repair of facility / grounds, and/ or excessive damage to equipment and/or City of Appleton property.
- This policy shall become effective January 1, 2018 and shall remain in effect until it is modified, changed, and/or repealed.

## **VII. Cancellation/Refunds:**

A full refund of the deposit/rental fee will be made if the reservation for the athletic facility is cancelled more than 90 days in advance of the event. A full refund of the deposit/rental fee for the cancellation of an athletic 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.

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, etc. These refunds are not subject to the \$10.00 processing fee.

A refund of 50% of the deposit for reservation of the Appleton Memorial Park Ball Diamond Complex for tournaments will be issued if the entire tournament is cancelled due to weather.

Refunds will not be issued for any individual athletic facility reserved on an hourly basis that is not used – regardless of the reason (to include: weather, cancellation of game, etc.).

## **VIII. Athletic Facilities:**

The following athletic facilities are available for reservation:

- **Ball Diamonds**
  - Appleton Memorial Park (AMP) – 7 diamonds. (The Miracle League Field is covered by a separate policy.)
  - Einstein Park – 1 youth ball diamond
  - Hoover Park – 1 youth ball diamond and 1 pony league baseball diamond
  - Jaycee Park – 1 youth ball diamond
  - Kiwanis Park – 1 youth ball diamond
  - Linwood Park – 1 youth ball diamond
  - Lions Park – 1 youth ball diamond
  - Telulah Park – 1 youth ball diamond
  - Woodland Park – 1 youth ball diamond
  
- **Basketball Courts**
  - Colony Oaks Park – 1 court
  - Erb Park – 1 court
  - Highview Park – 1 court
  - Jaycee Park – 1 court
  - Kiwanis Park – 1 court
  - Linwood Park – 1 court
  - Peabody Park – 1 court
  - Pierce Park – 1 court
  - Schaefer Park – 1 court
  - Summit Park – 1 court
  
- **Multi-Purpose Fields**
  - Telulah Park – 1 field

- Hoover Park – 1 field
- Tennis Courts
  - Einstein Park – 2 courts
  - Erb Park – 4 courts
  - Pierce Park – 3 courts
  - Linwood Park – 2 courts
  - Summit Park – 2 courts
  - Green Meadows Park – 2 courts
  - Colony Oaks Park – 1 court
  - Highview Park – 1 court
- Pickleball Courts
  - Einstein Park – 2 courts
  - Summit Park – 2 courts
  - Green Meadows Park – 2 courts
  - Linwood Park – 2 courts
  - Highview Park – 1 court

## **IX. Fees and Charges**

The Appleton Parks, Recreation and Facilities Management Department will maintain the athletic facilities on a regular basis. These maintenance activities are provided by the Parks, Recreation and Facilities Management Department Operations Division, Monday through Friday from 6:30 A.M. to 2:30 P.M. and include the following:

- Ball Diamonds – Turf management, routine infield care, providing bases, general cleaning of the site, and maintenance of fencing, bleachers, benches, etc.
- Soccer Fields – Turf management and maintenance of any fencing, bleachers, goals, and benches.
- Tennis / Pickleball Courts – Maintenance of fencing, nets, surfacing, lines, signage, etc.
- Basketball Courts – Maintenance of fencing, nets, surfacing, lines, backboards and rims, signage, etc.

The Appleton Parks, Recreation and Facilities Management Department will administer the following fees and charges for the AASD, Appleton Little League, and all other users of athletic facilities:

- The AASD will not be charged a fee for use of the Parks, Recreation and Facilities Management Department athletic facilities for their regular season program. The AASD will be invoiced for costs incurred by the Parks, Recreation and Facilities Management Department to provide any additional services that are not noted above. These additional services may include, but are not limited to, specific game preparation needs, weekend overtime, opening/closing of restroom facilities, etc.

## Athletic Facilities - Fees & Charges

(Effective January 1, 2018)

### **Ball Diamond Tournament Rental Fees - Appleton Memorial Park (AMP) Only**

*A tournament shall be defined as a single event that requires 2 or more ball diamonds at Appleton Memorial Park that includes multiple teams and games.*

Tournament fees include: Diamond rental, lights, field preparation at the beginning of the day, scoreboards with remotes, P.A. system, 1 bag of chalk per diamond / per day, manual field drags, rakes, batter box form, field chalker.

#### **Category A (non-profit)**

**Daily Fee - \$100 per diamond per day**

#### **Category B (for-profit)**

**Daily Fee - \$150 per diamond per day**

*A \$50.00 per field, per day deposit is required to reserve the ball diamonds at Appleton Memorial Park for a tournament. Patrons must complete the "Athletic Field Reservation Form" and submit with their deposit for the agreement to be approved.*

**Concession Stand Rental** – Rental of concession stand(s) includes the following services: Garbage bags and minor cleaning supplies, toilet paper, paper towel, and one cleaning per day of restroom facilities. Concession stand #1 also includes the use of a chest freezer, soda cooler, and refrigerator.

Concession Stand #1 (Northeast concession stand in main building) \$100.00 per day.

Concession Stand #2 (West restroom concession stand) \$50.00 per day.

### **Ball Diamond Rental Fees (non-tournament)**

	<b><u>Category A (non-profit)</u></b>	<b><u>Category B (for-profit)</u></b>
Ball Diamond Rental Fee	\$20.00 per hour	\$25.00 per hour
AMP - Ball Diamond Lights	\$15.00 per hour	\$20.00 per hour

### **Ball Diamond Preparation Fees (other than tournament rental)**

Weekday preparation without overtime.....No fee with paid reservation

Preparation beyond regular hours, Saturdays, Sundays

and Holidays for general public and private organizations.....Actual cost

### **Multi-Purpose Fields, Tennis Courts, Basketball Courts, Pickleball Courts**

	<b><u>Category A (non-profit)</u></b>	<b><u>Category B (for-profit)</u></b>
Multi- Purpose Fields	\$25.00 per hour /	\$35.00 per hour
	\$250.00 per day	\$300.00 per day
Courts	\$5.00 per hour, per court	\$10.00 per hour, per court
	\$50.00 per day, per court	\$75.00 per day, per court

Other permits that must be obtained at the Parks and Recreation Customer Service Area on the first floor of City Hall at least 5 working days prior to the event:

Tents over 200 square feet .....\$15.00 per tent, per day

Fire Department inspection of the tent .....\$25.00 per tent

Selling or serving concessions .....\$20.00 per day  
Utility locates.....\$50.00 per event