

CITY OF APPLETON POLICY		TITLE: FEES AND CHARGES FOR AQUATIC PROGRAMS	
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I. PURPOSE

It is the purpose of this policy to establish fees and provide guidelines necessary to administer those fees to the participants of aquatic programs.

II. POLICY

It is the policy of the City of Appleton to open participation in Parks and Recreation Department aquatic programs to anyone and charge fees to participants for the purpose of meeting cost recovery outlined in this policy. The fees charged to participants for instructional programs shall be established by the Appleton Parks, Recreation and Facilities Management Department (PRFMD). Daily admission fees, punch cards, and ~~annual-summer~~ pass rates are identified in this policy.

III. DISCUSSION

Aquatic instructional programs offered by the City of Appleton, as a whole, shall ~~recover at least 50% of the operating costs of those programs through a user fee charged to each participant follow the cost recovery model noted in the Recreation Program Fee Policy. for instructional programs, open swim, season passes and coupons. Those fees are identified later in this policy.~~ Residents and non-residents may purchase daily admissions, punch cards, annual-summer individual and family passes, ~~annual family passes and as well as~~ -enroll in instructional programs. Those fees are identified later in this policy.

III. DEFINITIONS

- Youth – a person aged 17 or under.
- Adult – a person ~~between the ages of~~ 18 and ~~over~~61.

- Senior – a person aged 62 or older.
- ~~Annual Summer Family~~ Pass – provides individuals and families y members with admission to any City operated open/lap swim session from January 1—December 31 during the summer pool season (first week of June- third week of August) for the year issued.
- Daily Admission – provides the individual admission to any single City operated open/lap swim session.
- Family – at least one adult and up to two adults/seniors who live together and any youth living with the adults/seniors full-time or part-time where the adults/seniors are the legal guardian of the youth.
- Instructional Program – programs include youth and adult swim lessons, First-Aid classes, CPR training, Lifeguard training, WSI training, etc.
- Operating Costs – costs directly related to the operation of the program. These costs include direct program staff, facility rental/maintenance costs, supplies and services, utilities, etc.
- Resident – a person who currently lives within the corporate city limits of the City of Appleton. Residents of communities having reciprocal agreements with the City of Appleton will also be considered residents regarding for the purpose of setting fees.
- Group: A set of individuals representing a non-profit or child- care organization.
- Twilight rate – a discounted open swim rate at Erb and Mead Pools the last two hours of open swim. for all ages on Monday through Friday and Sunday evenings.

V. PROCEDURE

A. Fees

- ~~1.~~ 1. Fees will be charged for daily admission, punch cards, annual summer individual and family passes ~~and annual family passes~~ at the rates identified in this policy.
- ~~1.2.~~ To qualify for the group rate, organizations must pre-register with the Recreation Programmer as well as sign and follow the rules and regulations acknowledgement form.
- ~~32.~~ 32. The PRFMD will establish all instructional program fees based on the operation cost guidelines, which will be reported to the Parks and Recreation Committee on a yearly basis. All instructional program fees, including non-resident fees, will be consistent with our rates as noted in our Recreation Program Fee Policy.
- ~~34.~~ 34. Any person having financial difficulties may apply for fee assistance as outlined in the Recreation Program Fee Waiver Policy.

B. Falsification of Information – If a person provides false or misleading information to obtain a lower fee amount, the person will be removed from their instructional program and/or lose their annual pool pass and all fees will be forfeited.

C. Refunds

1. A full refund will be credited for any instructional program cancelled by the City.
2. A full refund will be credited if an instructional program time, date, or location is changed by the City and the participant is unable to attend because of the change.
3. A full refund will be credited for any instructional program if the participant requests a refund prior to the start of the program. third meeting of the program. Programs with four or less meetings are refunded only if the request is made prior to the first meeting.
4. All refund requests will be credited to the individual or family account, as applicable, in the RecTrac rRegistration software program. Requests for a cash refund to original form of payment will be subject to a \$10.00 processing fee for each participant and program.
5. Refunds of \$15.00 or less will not be processed, but will automatically be credited to the individual or family account, as applicable, in the RecTrac Registration software program.
6. Annual-Summer passes and punch cards are not refundable. A lost annual-summer pass will be replaced for a \$5.00 fee. only once per year.
7. Daily pool admission fees are not refundable for any reason, including due to inclement weather.

D. Implementation

1. ~~1.~~ All fees become effective January 1, 2023.~~(approval date).~~
2. ~~2.~~ Annual-Summer individual and family passes ~~and annual family passes~~ purchased between January 1 and the first Thursday in May will be charged the discount rate. Annual-Summer passes purchased after the first Thursday in May will be charged the regular rate. Discounts are not available for non-residents.
3. Guidelines for Groups:
 - a. To get the group rate, organizations must contact the Recreation Programmer with PRFMD and provide the following information: name of organization and contact for visit, proof of non- profit status, date(s) and time(s) of visit(s), number of visitors (including chaperones based on the ratio chart) and complete the rules and regulation acknowledgment form.
 - b. Chaperone to Student Ratio chart

<u>3 years of age and under*</u>		<u>1:1</u>
<u>4-5 years of age**</u>		<u>1:4</u>
<u>6-8 years of age**</u>		<u>1:6</u>

*Chaperones must be in the water, **WITHIN ARM'S REACH** at all times.

Chaperones must be in the water and **IN CLOSE PROXIMITY at all times.

- c. Groups using the facility during the open swim times may be billed per admission fee with prior written approval from the Director of PRFMD or designee.
- d. A 15% administrative fee will be charged to groups requesting a bill for individual admission fees.

DAILY ADMISSION, PUNCH CARD AND ~~ANNUAL-SUMMER~~ PASS FEES*

(Effective ~~January 1, 2023~~ ~~INSERT DATE~~ ~~March 6, 2019~~)

DAILY POOL ADMISSION FEES	
ERB & MEAD POOLS	
OPEN SWIM – 3 & UNDER	FREE
OPEN SWIM – YOUTH	\$3.50 \$4.00
OPEN SWIM – ADULT	\$4.50 \$5.00
OPEN SWIM – SENIOR	\$3.50 \$4.00
NON-SWIMMING CARE GIVERS	\$1.50 \$2.00
<u>GROUP RATE- WITH PRE-REGISTRATION</u>	\$3.00
TWILIGHT RATE	%50% discount

PUNCH CARD FEES	
ERB, & MEAD & WEST POOLS	
YOUTH	\$30.00 \$40.00
ADULT	\$40.00 \$50.00
SENIOR	\$30.00 \$40.00

DAILY POOL ADMISSION FEES	
WEST POOL	
OPEN SWIM – 3 & UNDER	FREE
OPEN SWIM – YOUTH	\$3.00 \$3.00
OPEN SWIM – ADULT	\$4.00 \$4.00
OPEN SWIM – SENIOR	\$3.00 \$3.00
NON-SWIMMING CARE GIVERS	\$1.00 \$1.00

<u>SUMMER SWIM PASS</u>	<u>RESIDENT ANNUAL</u>	<u>RESIDENT DISCOUNT</u>	<u>NON- RESIDENT ANNUAL</u>
YOUTH PASS	\$55.00 \$75.00	\$40.00 \$60.00	\$80.00 \$100.00
ADULT PASS	\$75.00 \$95.00	\$55.00 \$75.00	\$110.00 \$130.00
SENIOR PASS	\$55.00 \$75.00	\$40.00 \$60.00	\$80.00 \$100.00
FAMILY OF 2 PASS	\$95.00 \$115.00	\$75.00 \$95.00	\$135.00 \$155.00
FAMILY OF 3 PASS	\$115.00 \$135.00	\$90.00 \$110.00	\$160.00 \$180.00
FAMILY OF 4 PASS	\$135.00 \$155.00	\$105.00 \$125.00	\$185.00 \$205.00
FAMILY OF 5 PASS	\$150.00 \$170.00	\$115.00 \$135.00	\$205.00 \$225.00
FAMILY OF 6 & UP PASS	\$160.00 \$180.00	\$125.00 \$145.00	\$220.00 \$240.00
REPLACEMENT (per pass)	\$5.00	\$5.00	\$5.00

*If applicable, all fees include sales tax