

# Memorandum

**To:** Parks and Recreation Committee

**From:** Dean R. Gazza, Director of Parks, Recreation and Facilities Management

**Date:** April 17, 2014

**Re:** Action: Scheig Learning Center and Appleton Memorial Park Arboretum and Gardens – Rental and Fee Policy

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In 1994, the Gardens of the Fox Cities entered into a long term agreement with the City of Appleton to lease approximately 35 acres of property within Appleton Memorial Park to operate an arboretum and gardens. The Gardens of the Fox Cities terminated their agreement with the City and ceased all operations on Friday, February 28, 2014.

Attached is the Scheig Learning Center and Appleton Memorial Park Arboretum and Gardens–Rental and Fee Policy that provides the framework for the rental of these facilities. The initial draft of the policy was presented to the Parks and Recreation Committee on April 9, 2014, as an information item. The draft policy was also distributed to the entire City Council after the April 9<sup>th</sup> Parks and Recreation Committee for their review and comment. The only significant change made to the policy based on feedback from the Committee and/or Council is noted on page 3, **Cancellations/Refunds**. The draft policy was amended to only allow the City to retain an amount equal to a 4-hour minimum rental if the facility cannot be rented to another party after a cancellation less than 90 days in advance of the event. The previous draft policy allowed the City to retain the entire rental fee if the reservation was cancelled less than 90 days in advance of the event.

The Scheig Learning Center and Appleton Memorial Park Arboretum and Gardens-Rental and Fee Policy will appear as an action item on the Parks and Recreation Committee meeting agenda on April 23, 2014.

Please feel free to contact me at 832-5572 with any questions, or by email at [dean.gazza@appleton.org](mailto:dean.gazza@appleton.org).