

CITY OF APPLETON POLICY		TITLE: SCHEIG CENTER AND APPLETON MEMORIAL PARK GARDENS – RENTAL AND FEE POLICY	
ISSUE DATE: Day of Council Adoption	LAST UPDATE: July 23, 2014	TEXT NAME EFFECTIVE DATE: <u>May 16, 2024</u>	
POLICY SOURCE: Parks and Recreation Department		TOTAL PAGES: 5	
Reviewed by Attorney's Office Legal Services Date: <u>March 18, 2024</u>	Parks and Recreation Committee Approval Date: April 23, 2014, July 23, 2014	Council Approval Date: May 7, 2014 August 6, 2014	

Commented [AA1]: See comment in Section V Reservations, #12

Commented [NW2R1]: Agree, we would like it to be May 1.

I. Purpose

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

II. Policy

This policy authorizes the ~~Parks, Recreation and Facilities Management Department-PRFMD~~ to charge fees for the use of the Scheig Center and ~~Appleton Memorial Park~~ 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~~fiscally responsible use of the resources, this policy authorizes the ~~Parks, Recreation and Facilities Management-PRFMD~~ Director and/or ~~his/ her~~ designee(s) to:

1. Cancel and/or relocate any reservation that potentially threatens the integrity of the park and/or facility due to ~~misrepresentation inaccurate~~of information on the ~~Facility Reservation-Scheig Center Reservation Request and~~ Agreement ~~form~~, or if conditions of the facility or grounds ~~would could~~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. Limit the reservation and/or availability of the Scheig Center and ~~Appleton Memorial Park~~ Gardens to effectively manage and coordinate all Appleton Memorial Park programs, activities, and events.
4. Deny any ~~Facility Reservation-Scheig Center Reservation Request and~~ Agreement ~~request application~~ 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.

5. Enforce park rules, regulations, and policies.

6. 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 PRFMD.

6.
7.

III. Policy Definitions

• **Gardens** – Outdoor space immediately adjacent to the Scheig Center that includes formal gardens, walkways, open space, etc. as identified in Attachment A.

• ~~Exchange of Money Permit Concession/Sales~~ – The sale of food, beverage, and other associated products. The exchange of any money at an event or program that is held at the Scheig Center and Gardens 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 set forth on the back of the Scheig Center Reservation Request and Facility Reservation Agreement. These policies and procedures that explain reservations, exchange of moneysales of concessions, cancellation/refund procedures, alcohol policies, and damage policies.

• ~~Late Reservation~~ – The rRequest for a reservation of a city park facility and/or special area that is received less than five (5) ten (10) business days before the reservation date.

• ~~Normal and Ordinary Use of the Scheig Center and Appleton Memorial Park Gardens~~ – Use is defined by guidelines established and published by the Parks, Recreation and Facilities Management Department.

Park Rules & Regulations – The rRules and regulations are formulated from ordinances adopted by the City Council and published by the Parks, Recreation and Facilities Management Department PRFMD. These rules and regulations are available on the PRFMD website or by request, provided with every Facility Reservation Agreement form.

• **Pavilion/Park Capacities** – Capacities are established and published by the Parks, Recreation and Facilities Management Department PRFMD.

• **Processing Fee** - Fee charged to process a refund and/or cancellation request that is received before the reservation date.

Commented [AA3]: Can you revisit this edit? Not sure where PRFMD is supposed to be.

Commented [NW4R3]: PRFMD should be out, we meant to delete that entire sentence.

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Commented [AA5]: Reminder to include Attachment A to Policy.

Commented [NW6R5]: We will do that.

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- **Scheig 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 Center includes the restrooms, open area ~~for seating/tables and chairs/programs/etc.~~, food preparation area, and entrance/gathering area.
 - ~~and meeting rooms.~~
- **Special Event** - An event or activity that meets the City of Appleton’s definition requirements for of a special event ~~activity,~~ and is held in a city park and/or special area, and exceeds the normal and ordinary ~~or intended or intended~~ use of the park and/or special area.

Commented [AA7]: Reminder to Include Attachment B to the Policy.

Commented [NW8R7]: We do not feel there is a need to have an attachment B and would like to remove “...as identified in Attachment B and available for reservation”

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IV. Discussion

This policy defines how the Scheig Center and ~~Appleton Memorial Park~~ Gardens shall be reserved by individuals, organizations, and/or groups for 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, and/or groups~~ reserving the Scheig Center and ~~Appleton Memorial Park~~ Gardens will be charged in accordance with the established rate schedule. Payment of the reservation fees must be included with the ~~Scheig Center Reservation Request and Facility Reservation Application Agreement form,~~ including ~~set-up fees,~~ special event fees, etc.
2. The reservation request shall include the actual time needed for the ~~program reservation,~~ including the time period for the event/activity and all set up and clean up time. ~~This would include any equipment utilized in the Gardens.~~ The ~~Parks, Recreation and Facilities Management Department-PRFMD~~ reserves the right to ~~evict or~~ invoice the individuals, organizations, and/or groups if the use of the facilities exceeds the original reservation request.
3. The minimum time period for all reservation requests on Monday through Thursday is two (2) hours.
4. The minimum time period for all reservation requests on Friday, Saturday, Sunday, and available holidays is four (4) hours.
5. The Scheig Center is not available for reservation on Christmas Eve, Christmas Day, ~~and~~ Thanksgiving Day, ~~Day After Thanksgiving Day, New Years Eve, New Year’s Day, Memorial Day, Labor Day, July 3rd and 4th, and Easter Day, and/or other days as determined by the PRFMD Director and/or designee.~~
6. Individuals, organizations, and/or groups may reserve either the Scheig Center only or the Scheig Center and ~~the~~ Gardens ~~grounds together.~~ The Gardens ~~grounds~~ cannot be reserved without reserving the Scheig Center.
7. All ~~other~~ reservations for the Scheig Center and ~~Appleton Memorial Park~~ Gardens are on a first-come, first-served basis, ~~and may be made for the current year only.~~ Reservations are accepted 12 months in advance of the rental date.
8. The reservation of the Scheig Center and ~~or~~ ~~Appleton Memorial Park~~ Gardens is available from 8:00 a.m. to 8:00 p.m. only.

Commented [AA9]: Do you want to be able to evict people if they stay past their time?

Commented [NW10R9]: Yes, are you proposing it say “...evict and or invoice...”?

9. The ~~PRFMD Parks, Recreation and Facilities Management Department~~ reserves the right to require a security deposit for any reservation for any reason, including but not limited to, based on the type of event, number of participants, use of facility, etc. The security deposit will be returned ~~within 10-14 20~~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 a clean and orderly condition. ~~A portion or all of the security deposit may be retained by the City if violations of this policy and/or violations of the Scheig Center Reservation Policies and Procedures and Guidelines are found.~~

~~9.10.~~ A violation of any of the provisions found within this Policy and/or the Scheig Center Reservation ~~Policies and Procedures and Guidelines, and/or deviating from the Request and Agreement form, may result in Parks, Recreation and Facilities Management Department-PRFMD staff shutting down the event prior to the requested end time. -If an event is shut down due to a violation of the policy or policies, the event organizer will not be issued a refund and may incur additional fees/-penalties.~~

~~10.11.~~ All applications for facility reservations must be made at least ~~tenfive forty-five (45105)~~ 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.~~

~~11.~~ Groups and/or organizations may be required to reserve multiple facilities and/or special areas if the ~~Parks, Recreation and Facilities Management Department-PRFMD~~ determines the event or activity warrants the additional reservations.

~~12.~~ ~~This policy shall become effective April 1, 2024, January 1, 2015 January 1, 2021, and shall remain in effect until it is modified, changed and/or repealed.~~

~~12.~~

VI. Cancellation/Refunds:

- ~~If a cancellation occurs 90 days three (3) or more in advance of the reservation, A~~ full refund of the rental fee, ~~less processing fees,~~ will be made.
- ~~If a cancellation occurs less than 90 days three (3) prior to the reservation no refund will be issued.:~~
 - ~~A~~if the reservation is cancelled more than ~~6 months~~90 days in advance of the event, ~~A full refund of the rental fee for a cancellation of the Scheig Center and Appleton Memorial Park Gardens less than 6 months 45 days in advance of the event, less processing fees,~~ will be made only if the facility can be rented to another party for the date canceled ~~at the same or higher fees.~~
 - ~~If the facility cannot be rented to another party after a cancellation less than 6 months 45 days in advance of the event, the Parks, Recreation and Facilities Management Department will retain the entire amount of the rental fee.~~
- All ~~reservation refunds, except those detailed immediately below, ds~~ are subject to a \$10.00 processing fee ~~fcc.~~
- ~~A full refund of the rental fee will be made~~ if the reservation is cancelled by the ~~Parks, Recreation and Facilities Management Department-PRFMD~~ due to unforeseen circumstances, including but not limited to park closings, construction activities, or weather conditions, ~~etc. a full refund of the rental fee will be made and These refunds are not subject to the the \$10.00 processing fee will be waived. aived.~~

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Commented [AA11]: You should consider moving this to the header so that it's easily discernible. It's also worth clarifying WHAT becomes effective and when. Meaning: any reservation created after the effective date?

Commented [NW12R11]: Okay with moving to the header. Should we keep this part here and then outline that the policy would become effective May 1, 2024?

Commented [AA13R11]: We can delete this section and just reflect the change above.

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Commented [AA14]: Revisit this as it abruptly ends.

FEE SCHEDULE

Commented [NW15R14]: It should end with waived.

<u>Scheig Center</u>	<u>Fees</u>
(Available 8:00 a.m. to 8:00 p.m.)	
<u>Not to exceed 75 individuals per the Scheig Center Procedures and Guidelines</u>	
Monday through Thursday	
Hourly Fee (2 hour minimum)	\$50.00 \$30.00 per hour
Friday, Saturday, Sunday, and available holidays	
Hourly Fee (4 hour minimum)	\$50.00 \$30.00 per hour
<u>Scheig Center and Appleton Memorial Gardens</u>	<u>Fees</u>
(Available 8:00 a.m. to 8:00 p.m.)	
Monday through Thursday	
Hourly Fee (2 hour minimum)	\$65.00 \$45.00 per hour
Friday, Saturday, Sunday, and available holidays	
Hourly Fee (4 hour minimum)	\$65.00 \$45.00 per hour
<i>Additional \$200.00 Security Deposit may be requested for special events.</i>	

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<u>Other Services</u>	<u>Fees</u>
<u>Exchange of Money Permit</u>	<u>\$25.00 per day</u>
<u>Tent Permit</u>	<u>\$15.00 per tent, per day</u>
<u>Fire Inspection (for tents)</u>	<u>\$25.00 per event</u>

<u>Processing Fee</u>	<u>\$10.00</u>
<u>Event Fee</u>	<u>\$50.00 per event</u>

Full amount of rental fee due at time of reservation and completion of Scheig Center Reservation Request and ~~Reservation~~ Agreement.