

# Memorandum

**To:** Parks and Recreation Committee

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

**Date:** October 22, 2014

**Re:** Action: Approval of Park Pavilions and Special Areas – Rental and Fee Schedule Policy  
Effective January 1, 2016

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Attached is a strike and bold revision of the proposed Park Pavilions and Special Areas – Rental and Fee Schedule Policy. The current policy was last updated in 2009.

One of the major revisions to the proposed Park Pavilions and Special Areas – Rental and Fee Schedule Policy is the incorporation of information from the Use of City of Appleton Parks Policy that established the normal and ordinary use guidelines for city parks. There are some narrative changes to the proposed policy that were taken from the Use of City of Appleton Parks Policy, but the major revision is noted on the Fee Schedule (page 5 of the policy) that lists the “Normal and Ordinary Use Limits” for each park. This information is used to assist the public in determining a facility that meets their activity/event needs. The “Normal and Ordinary Use Limits” is also a criteria used during the special event evaluation process.

Another major revision to the proposed Park Pavilions and Special Areas – Rental and Fee Schedule Policy is an increase in the rental fees. The rental fees for park pavilions and special areas have not been adjusted since 2007. The proposed fees for 2016 include a \$5.00/day increase for all pavilions, except Pierce Park. The Pierce Park pavilion rental fee is proposed to increase \$10/day to reflect the size and capacity of the pavilion, available services and associated amenities.

The policy also includes minor edits to clarify policy elements and updates to the Department’s current name.

The Park Pavilions and Special Areas – Rental and Fee Schedule Policy will appear as an action item on the Parks and Recreation Committee meeting agenda on October 22, 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).