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**PARKS, RECREATION & FACILITIES
MANAGEMENT**

Dean R. Gazza, Director

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To: Parks and Recreation Committee

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

Date: February 25, 2019

Re: Action: Request Approval of the Houdini Plaza Rental and Fee Schedule Policy

Please find attached a copy of the updated Houdini Plaza Rental and Fee Schedule Policy. Houdini Plaza continues to be a popular place for events in the downtown and experiences heavy use. To best preserve and extend the useful life of the plaza we have made a couple of changes to the policy.

The original intent during design was to not allow vehicle access into the park except under special circumstances or emergencies. This had not been previously addressed in the policy. Vehicle usage in the plaza has become a factor that is causing increased maintenance and damage to the plaza's hardscape and landscaping. This policy addresses limiting vehicle access to the plaza.

Special events and vendors have also been preparing food and/or craft making within the plaza that has caused staining of the concrete and weekly damage to the grounds. The proposed policy restricts the use of fuels or electric power for food preparation, craft making, etc. within the plaza. We found this to be a common restriction in parks across the country.

Last, the policy also addresses the need for increasing the number of days to apply for a reservation. Use of the plaza continues to increase annually and the time that is needed to plan for those events and perform maintenance has grown.

Please find the attached policy for your review. Please feel free to contact me at 832-5572 with any questions, or by email at dean.gazza@appleton.org.