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**PARKS, RECREATION & FACILITIES
MANAGEMENT**

Niki Wendt, Recreation Manager

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TO: Parks and Recreation Committee

FROM: Niki Wendt

DATE: December 12, 2022

RE: Action: Request Approval of Pool Rental, Reservation, and General Use Policy

The Parks, Recreation, and Facilities Management Department along with the City's Legal Services Office has reviewed the Pool Rental, Reservation, and General Use Policy. In addition to some of the verbiage and consistency in wording throughout the policy being addressed the following changes are reflected:

- Removal of specific hours for private rentals as times change from year to year. Instead we refer them to the open rental times noted on our website.
- We removed all information about rental options for West Pool as we no longer offer open swim at that location.
- The timeline was changed from allowing rentals 12 months in advance to starting January 1 of the year of rental as we will now only have summer rentals since we do not do rentals at West Pool.
- The refund guidelines were changed for a cancellation to 30 days prior to the date of the rental vs. only allowing if it was rerented to another party.
- Rental fees were increased to reflect rising cost of staffing and supplies. We also added the rates for the swim teams that utilize the pools for practice.

Our department requests approval of the updates which will go into effect January 1, 2023.

Please contact me at 832-5572 or at niki.wendt@appleton.org with any questions.