

<b>CITY OF APPLETON POLICY</b>		<b>TITLE: <del>PARK PAVILIONS AND SPECIAL AREAS - FACILITIES</del> - RENTAL AND FEE SCHEDULE</b>
ISSUE DATE: Day of Council Adoption	LAST UPDATE: June 10, 2009, October 22, 2014	<del>TEXT NAME: SECTION:</del> <u>Park and Recreation</u>
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## I. Purpose

To provide a policy ~~to authorize~~authorizing the Parks, Recreation and Facilities Management Department to equitably administer rules and regulations, policies, fees and charges, and to manage the use of park pavilions, the Lutz Park boat launch, ~~and~~ special areas and open spaces for personal and/or community events. The Parks, Recreation and Facilities Management Department ~~also~~ recognizes that parks and ~~open spaces allow for~~their facilities have many quality of life uses ~~for individuals, organizations and groups and bring~~brings certain benefits to the community. In addition, the Parks, Recreation and Facilities Management Department is aware that parks and their facilities have certain use limitations due to size, available facilities, and location.

## II. Policy

This policy authorizes the Parks, Recreation and Facilities Management Department to charge fees for the use of park pavilions, the Lutz Park boat launch, and special areas within the rate schedule established by the Parks and Recreation Committee and ~~City~~Common Council. The Parks, Recreation and Facilities Management Department has also established normal and ordinary use guidelines for the preservation of the public's health, safety, ~~and~~ welfare, and to promote the responsible use of publicly owned property and facilities. To effectively manage, protect facilities, and promote a wise use of natural resources, this policy authorizes the Parks, Recreation and Facilities Management Director and/or designees to:

1. Cancel ~~and~~/or relocate any reservation that potentially threatens the integrity of the park and/or facility due to misrepresentation of information on the Facility Reservation Agreement~~facility reservation agreement~~, or if conditions ~~of the, such as~~ facility conditions or ~~grounds~~weather conditions, would potentially create an unsafe situation.
2. Limit the number of weekend reservations for ~~facilities for anyone or any~~ group~~individual~~, organization or ~~individuals~~group that would dominate the use of a

facility ~~and/or~~ restrict equal opportunities to reserve facilities by members of the public at large.

3. Deny any ~~facility-reservation-application~~ if the expected attendance would exceed the safe capacity of the facility so as to endanger public health and safety, or compromise the condition of facilities and/or natural resources.
4. Enforce park rules, regulations, and policies.
5. Require insurance coverage with limits established by the City Risk Manager; for activities ~~or~~and events that are beyond the scope of ~~the~~ “normal and ordinary use limits” established by the Parks, Recreation and Facilities Management Department and listed in the “Fee Schedule” at the end of this policy.;

### III. Definitions

#### Area

- Exchange of Money Permit - Required for the sale of food, beverage, and other products, or the exchange of any money at an event or program specifically reserved for that event or program.
- Facility Reservation Agreement - The application form used to reserve a pavilion or special area.
- Facility Reservation Policies and Procedures - The policies and procedures that are stated on the back of the Facility Reservation Application.
- Late Reservation - A reservation request that is received less than five (5) days before the reservation date.
- Normal and Ordinary Use - The way parks and facilities should normally and ordinarily be used, as established by the Parks, Recreation and Facilities Management Department (e.g., a ball diamond complex is used for softball/baseball games and tournaments while pavilions are used for family gatherings, company picnics, etc.).
- Normal and Ordinary Use Limits - The maximum number of individuals allowed per facility reservation as determined by the Parks, Recreations and Facilities Management Department and as listed in the Fee Schedule.
- Open Space - An area primarily designed for picnicking, walking, and other non-recreation interests. This type of facility often emphasizes natural settings and de-emphasizes active recreation areas.
- Park Rules and Regulations - Codified in the Appleton Municipal Code, formulated by the Common Council and published by the Parks, Recreation and Facilities Management Department.
- Processing Fee - The fee charged to process a refund or cancellation request.
- Schools - All elementary and secondary schools, both public and private, within the corporate boundaries of the ~~City~~city of Appleton.
- ~~Concessions/Sales/Exchange of Money~~ - The sale of food, beverage and other associated products or the exchange of any money at an event or program that is held 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 on the back of the Facility Reservation Agreement that explain reservations, sales of concessions, cancellation/refund procedures, alcohol policies and damage policies.

- ~~Late Reservation~~—Request for a reservation of city park facility and/or special area that is received less than five (5) business days before the reservation date.
- ~~Normal and Ordinary Use of City of Appleton Parks~~—Is defined as parks and facilities being used in a manner that is consistent with the intent of the park and/or facility. (For example, the ball diamond complex is used for softball/baseball games, tournaments, etc. Pavilions are used for family gatherings, company picnics, etc.)
- ~~Normal and Ordinary Use Guidelines~~—The recommended number of individuals allowed per facility reservation agreement as listed in the Fee Schedule.
- ~~Park Rules & Regulations~~—Are formulated by the City Council and published by the Parks, Recreation and Facilities Management Department. These rules and regulations are included with every Facility Reservation Agreement packet.
- ~~Pavilion/Park Capacities~~—Are established and published by the Parks, Recreation and Facilities Management Department.
- ~~Processing Fee~~—Fee charged to process a refund and/or cancellation request that is received before the reservation date.
- Special Area - For the purposes of this policy means the Appleton Memorial Park Amphitheater, Event Grounds and Jones Building.
- Special Event - An event or activity that meets the City of Appleton’s requirements for a special event activity, ~~is held in a city park and/or special area, and exceeds the normal and ordinary use of the park and/or special area.~~
- Special Event Fee —~~Fee-~~ The fee charged for the rental of any pavilion ~~and/or~~ special area ~~that is determined to befor a~~ special event.

**IV. Discussion Reservations**

~~This policy defines how park pavilions, the Lutz Park boat landing, and special use areas shall be reserved by individuals~~

~~Individuals, organizations and/or groups for normal and ordinary use of the facility. The policy shall also define the fee (s) charged to these individuals, organizations and/or groups for their reservation request if the facility use is required to follow the Special Events Policy.~~

**~~V. Reservations:~~**

1. ~~All groups, individuals and organizations~~ reserving park pavilions and special areas will be charged in accordance with the established ~~rate~~ fee schedule, ~~including but not limited to: reservation fee; concessions/sales/exchange of money permit; tent permit; tent inspection fee; late registration; special event fee for facility-~~ in this policy and must abide by the Facility Reservation Policies and Procedures, park rules and regulations, and all other applicable laws.
  - (a) No reservation or fee shall be required for the normal and ordinary use of open spaces. The use of an open space for a special event or for activities involving the exchange of money, such as the sale of goods or providing lessons, requires the rental of a pavilion or special area plus any appropriate permits.
2. Schools using ~~the~~ park pavilions Monday through Friday as part of their normal classroom activities will not be charged a rental fee, but may be required to obtain a Special Events License permit.

3. The reservation of park pavilions ~~and/or facilities~~ special areas for activities that ~~exceed themay result in exceeding~~ normal and ordinary use ~~shall follow therequires~~ following additional procedures as identified in the Special Events Policy ~~and will be required to pay the, including paying~~ all the fees required under the Special Events Policy, ~~including and~~ a separate “Event Fee” of event fee ~~\$50.00~~ as listed in the Fee Schedule on the last page of this policy-fee schedule.  
Organizations/groups that
  - (a) A reservation request for a pavilion or special area that meets the criteria of a special event will not be granted until all approvals have been received from the Special Events Committee.
4. Reservations are available on a first-come, first-served basis and can be made no more than one (1) year in advance, except applicants who have reserved park pavilions and/or special areas for special events shall have thirty (30) days after the date of the ~~special~~ event to reserve the park pavilion and/or special ~~use~~ areas for the same corresponding weekend ~~and/or~~ date for the following year. After the thirty (30) days, the Parks, Recreation and Facilities Management Department will make the pavilion and/or special area available to other interested parties.
5. ~~A reservation request for a park facility that meets the criteria of the Special Events Policy will not be issued until all approvals have been received through the Special Events Committee approval and application process administered by the City Clerk’s office.~~
6. ~~All other reservations for park pavilions or facilities are on a first-come, first-served basis and may be made no more than one (1) year in advance.~~
- 7.5. The Parks, Recreation and Facilities Management Department reserves the right to require a security deposit for any reservation based on the type of event, number of participants, use of facility, etc. ~~The amount of the security deposit will be based on these factors listed earlier.~~ The security deposit will be returned within ~~10~~ fourteen (14 business) days after the event conclusion of the reservation if all conditions of the reservation ~~request~~ were met, including, ~~but not limited to: facility clean up; the~~ proper vacation of the ~~facilities; pavilion or special area, the~~ removal of personal equipment ~~and supplies/etc.;~~ and leaving the facility (s) area in a clean and orderly condition.  
All applications for facility
8. ~~6. Late reservations must be made at least five (5) business days in advance of the reservation date. Applications not made before this time period will be charged an additional \$10.00 for eachper~~ reservation.
9. ~~Groups and/or organizations may be required to reserve multiple pavilions and/or special areas if the Parks, Recreation and Facilities Management Department determines the event or activity warrants the additional reservations.~~
10. ~~7.~~ 7. The fee schedule ~~noted~~ in this policy shall become effective January 1, 2016, and shall remain in effect until it is modified, changed, ~~and/or~~ repealed by the Common Council. The remainder of the policy will be effective upon adoption by the CityCommon Council.
8. Included with all reservations is the right of the reservation holder and members of the reservation group to have open containers of permitted alcoholic beverages and to

consume permitted alcoholic beverages during the reservation period and within the reserved pavilion or special area, subject to all other laws, rules and regulations.

## V. Lutz Park Boat Launch Fees

1. Boat launch permits are required to launch any watercraft from a trailer or similar device at the Lutz Park boat launch facility.
2. Daily boat launch permits are available through a self-registration system at Lutz Park. Permit receipts must be torn off boat launch fee envelopes and adhered inside the rear window, on the upper left side. Vehicles not properly displaying permit receipts may be ticketed.
3. Annual boat launch permits must be affixed to the rear axle of the boat trailer or similar device in a visible location.

## VI. Cancellation/Refunds:

1. A full refund of ~~the~~ rental fee will be made if the reservation is cancelled more ~~that~~ than ninety (90) days in advance of the event. A full refund of the rental fee for a cancellation at a park pavilion or facility less than ninety (90) days in advance of the event will be made only if the ~~facility~~pavilion or special area can be rented to another party for the same date ~~canceled. Refunds. These refunds~~ are subject to a \$10.00 processing fee. -Partial refunds are not allowed.
2. A full refund of the rental fee will be made if the reservation is cancelled by the Parks, Recreation and Facilities Management Department ~~due to park closings, construction activities, etc.~~ These refunds are not subject to the \$10.00 processing fee.

## Lutz Park Launch Fees:

- ~~1.3. Permits will be required~~No refunds of all persons launching any watercraft from a trailer or similar device at the Lutz Park boat launch facility; fees will be granted.
- ~~2. Daily launch permits are available through a self-registration system at Lutz Park. Permit receipts shall be torn off boat launch fee envelopes and adhered inside the rear window, upper left side. Vehicles not displaying permit receipts properly may be ticketed.~~
- ~~3. Annual boat launch permits shall be affixed to the rear axle of the boat trailer or similar device in a visible location.~~
4. No refunds of other fees, including permit fees, tent fees, fire inspection fees, late reservation fees, processing fees or special event fees, will be granted.

# FEE SCHEDULE

Effective January 1, 2016

	<b><i>Current Fees (per day)</i></b> <b><u>FEES (PER DAY)</u></b>		
<b><u>Pavilion</u></b> <b><u>ON</u></b>	<b><u>Resident</u></b>	<b><u>Non-Resident</u></b>	<b><u>Normal and Ordinary Use Limits</u></b>

Alicia <u>Park</u>	\$50.00	\$100.00	Not to exceed 120 individuals per <del>facility reservation agreement</del> <u>Facility Reservation Agreement</u>
<del>AMP - Pavilion</del> Appleton Memorial*	\$60.00	\$120.00	<del>Up</del> Not to exceed 200 individuals per <del>facility reservation agreement</del> <u>Facility Reservation Agreement</u>
<del>AMP - Amphitheater</del>	<del>\$45.00</del>	<del>\$45.00</del>	
<del>AMP - Add. Electricity</del>	<del>\$45.00</del>	<del>\$45.00</del>	
<del>AMP - Jones Bldg.</del>	<del>\$85.00</del>	<del>\$85.00</del>	<del>Up to 200 individuals per facility reservation agreement</del>

City	<b>FEES (PER DAY)</b>		Not to exceed 120 individuals per facility reservation agreement Facility Reservation Agreement
Colony Oaks	\$50.00	\$100.00	Not to exceed 120 individuals per facility reservation agreement Facility Reservation Agreement
<del>Darks</del>	<del>Resident</del>	<del>Non-Resident</del>	Not to exceed 120 individuals per facility reservation agreement Facility Reservation Agreement
<b>SPECIAL AREA</b>	<b>Resident</b>	<b>Non-Resident</b>	<b>Notes/Normal and Ordinary Use Limits</b>
<del>Appleton Memorial- Amphitheater</del>	<del>\$65.00</del>	<del>\$130.00</del>	Up Not to exceed 200 individuals per facility reservation agreement Facility Reservation Agreement Requires the Reservation of the AMP Pavilion
<del>-Add. Electricity</del>	<del>\$45.00</del>	<del>\$45.00</del>	
<del>Schafer Meadows</del>			Not to exceed 120 individuals per facility reservation agreement Facility Reservation Agreement
Memorial- Events Ground	\$50.00	\$100.00	Not to exceed 120 individuals per facility reservation agreement Facility Reservation Agreement
	\$50.00	\$400.50.00	Requires the Reservation of the AMP Pavilion
Highview			Not to exceed 120 individuals per facility reservation agreement Facility Reservation Agreement
Telulah (Large)	\$50.00	\$100.00	Not to exceed 120 individuals per facility reservation agreement Facility Reservation Agreement
(Large)Appleton Memorial- Jones Bldg	\$75.00	\$150.00	Not to exceed 200 individuals per facility reservation agreement Facility Reservation Agreement
	\$50.00	\$100.00	Not to exceed 120 individuals per facility reservation agreement Facility Reservation Agreement
Jaycee	\$50.00	\$100.00	Not to exceed 120 individuals per facility reservation agreement Facility Reservation Agreement
Jones*	\$60.00	\$120.00	Not to exceed 120 individuals per facility reservation agreement Facility Reservation Agreement
Kiwanis	\$50.00	\$100.00	Not to exceed 120 individuals per facility reservation agreement Facility Reservation Agreement
Linwood	\$50.00	\$100.00	Not to exceed 120 individuals per facility reservation agreement Facility Reservation Agreement
Lions	\$50.00	\$100.00	Not to exceed 120 individuals per facility reservation agreement Facility Reservation Agreement
Peabody	\$50.00	\$100.00	Not to exceed 120 individuals per facility reservation agreement Facility Reservation Agreement
Pierce	\$90.00	\$180.00	Up Not to exceed 500 individuals per facility reservation agreement Facility Reservation Agreement
-Add. Electricity	\$45.00	\$45.00	
Schafer	\$50.00	\$100.00	Not to exceed 120 individuals per Facility Reservation Agreement
Telulah (Large)	\$75.00	\$150.00	Not to exceed 200 individuals per Facility Reservation Agreement
Telulah (Small)	\$50.00	\$100.00	Not to exceed 120 individuals per Facility Reservation Agreement

\*Appleton Memorial Park and Jones Park Pavilions available year round.

Telulah (Small)	\$50.00	\$100.00	Not to exceed 120 individuals per facility reservation agreement
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**Appleton Memorial and Jones Park Pavilions available year round.**

<b><u>Special Areas</u></b> <b><u>LUTZ PARK BOAT LAUNCH</u></b>	<b><u>-2016 Fees</u></b> <b><u>FEES</u></b>
<u>Daily - Resident and Non-Resident</u>	<u>\$4.00</u>
<u>AMP— Events Ground</u>	<u>\$50.00 per day</u>
<u>Annual - Resident</u>	<u>\$12.00</u>
<b><u>Other Fees</u></b>	
<u>Concessions/Sales/Exchange of Money Permit Annual - Non-Resident</u>	<u>\$2530.00 per day</u> <u>\$100.00 per season</u>

<b><u>OTHER FEES</u></b>	<b><u>FEES</u></b>
<u>Exchange of Money Permit</u>	<u>\$25.00/day</u> <u>\$100.00/season</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>Late Reservation</u>	<u>\$10.00</u>
<u>Processing Fee</u>	<u>\$10.00</u>
<b><u>Boat Landing</u></b>	
<b><u>—Daily Fee</u></b>	<b><u>\$4.00</u></b>
<b><u>—Annual Resident</u></b>	<b><u>\$12.00</u></b>
<b><u>—Annual - Non-Resident</u></b>	<b><u>\$30.00</u></b>
<u>Special Event Fee</u>	<u>\$50.00-per/_event</u>