



CITY OF APPLETON

Department of Parks & Recreation

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TO: Parks & Recreation Committee

FROM: Dean R. Gazza

DATE: June 10, 2024

RE: Action: Approve updated Park Pavilions and Special Areas – Rental and Fee Schedule

The policy was updated to the department's updated name. In addition, the policy was updated to assist persons who are renting pavilions for special events. On a couple occasions, renters reserved the pavilion without having their special event policy completed. They had assumed that once the rental process was completed they were approved for the event. This policy change will insure both processes are completed together to insure they have all necessary approvals to make their event successful.

Please contact me at 832-5572 or at dean.gazza@appleton.org with any questions.