



CITY OF APPLETON

Department of Parks & Recreation

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TO: Parks and Recreation Committee

FROM: Dean R. Gazza

DATE: February 10, 2025

RE: Action: Adopt the Proposed Revised Park Pavilions and Special Areas Rental and Fee Policy

The Parks and Recreation Department has reviewed the Park Pavilions and Special Areas Rental and Fee Policy. Reviews are completed to ensure the policy remains current and reflects the current needs of the users. The following changes are being proposed upon review.

1. Change days allowed for special events to reserve park pavilions for the following year from 30 days to 45 days after their event. This coincides with the special event policy.
2. Remove fee collection for Fire Department to inspect tents. The Fire Department is now collecting the fee and managing the inspection schedule.
3. Increase tent permit fee from \$15.00 to \$25.00 to assist with increased expenses for completing utility locates.

Our department requests approval of the updates which will go into effect February 20, 2025.

Please contact me at 832-5572 or at dean.gazza@appletonwi.gov with any questions.