



*"...meeting community needs...enhancing quality of life."*

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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:** November 20, 2017

**Re:** Action: Request Approval of the Aquatic Special Event Policy

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Please find attached the proposed policy for Aquatic Special Events.

Currently there is not an approved policy to administer the requests to use Mead and Erb Pools for Special Events. The purpose of this policy is to provide a procedure to equitably regulate space and administer user fees for Special Events at Mead and Erb pools. With the opening of the new Erb Pool, requests have been received to use the facility on multiple weekends and we anticipate more requests. Traditionally, Erb Pool was used for swim meets on two weekends throughout the summer and no requests to use Mead Pool.

The proposed policy regulates rental of pool facilities for Special Events to a maximum of two full day/weekend events and two half-day Special Events. Rental fees include the costs for lifeguards and management staff, City staff set up and take down, miscellaneous supplies, utilities and chemicals, and recovery of lost revenue.

Please feel free to contact me at 832-5572 with any questions, or by email at [dean.gazza@appleton.org](mailto:dean.gazza@appleton.org).