

CITY OF APPLETON POLICY		TITLE: FEES AND CHARGES FOR AQUATIC PROGRAMS
ISSUE DATE: March 7, 2001 Day of Council Adoption	LAST UPDATE: January 2005 January 2007 January 2010 January 18, 2017 February, 2019 December, 2022 February/January, 2024	TEXT NAME: K:Parks/Administration/Policies/ Aquatic Policies/Aquatic Fees Policy
POLICY SOURCE: Parks, Recreation and Facilities Management Department	AUDIENCE: Residents and City Employees	TOTAL PAGES: 4
Reviewed by Attorney's Office Date: January 30, 2024	Parks and Recreation Committee:	Council Approval Date:

I. PURPOSE

It is the purpose of this policy to establish fees and provide guidelines necessary to administer those fees to the participants of aquatic programs.

II. POLICY

It is the policy of the City of Appleton to open participation in Parks and Recreation Department aquatic programs to anyone and charge fees to participants for the purpose of meeting cost recovery outlined in this policy. The fees charged to participants for instructional programs shall be established by the Appleton Parks, Recreation and Facilities Management Department (PRFMD). Daily admission fees, punch cards, and summer pass rates are identified in this policy.

III. DISCUSSION

Aquatic instructional programs offered by the City of Appleton, as a whole, shall follow the cost recovery model noted in the Recreation Program Fee Policy. Residents and non-residents may purchase daily admissions, punch cards, summer individual and family passes, as well as enroll in instructional programs. Those fees are identified later in this policy.

III. DEFINITIONS

- Youth – a person aged 17 or under.
- Adult – a person aged 18 and over.
- Senior – a person aged 62 or older.
- Summer Pass – provides individuals and families with admission to any City operated open/lap swim session during the summer pool season (~~first week of June~~ ~~third week of~~

~~August~~) for the year issued. [Dates for the season listed on Appleton Parks and Recreation website.](#)

- Daily Admission – provides the individual admission to any single City operated open/lap swim session.
- Family – at least one adult and up to two adults/seniors who live together and any youth living with the adults/seniors full-time or part-time where the adults/seniors are the legal guardian of the youth.
- Instructional Program – programs include youth and adult swim lessons, First-Aid classes, CPR training, Lifeguard training, WSI training, etc.
- Operating Costs – costs directly related to the operation of the program. -These costs include direct program staff, facility rental/maintenance costs, supplies and services, utilities, etc.
- Resident – a person who currently lives within the corporate city limits of the City of Appleton. -Residents of communities having reciprocal agreements with the City of Appleton will also be considered residents for the purpose of setting fees.
- Group: A set of individuals representing a non-profit or child-care organization.
- Twilight rate – a discounted open swim rate at Erb and Mead Pools the last two hours of open swim.
- Tot Swim- a discounted open swim that is limited to children 6 years old and under with an adult. Older siblings will be admitted up to 8 years old.

V. PROCEDURE

A. Fees

1. Fees will be charged for daily admission, punch cards, summer individual and family passes at the rates identified in this policy.
2. To qualify for the group rate, organizations must pre-register with the Recreation ~~Programmer~~ [Supervisor](#) as well as sign and follow the rules and regulations acknowledgement form.
3. The PRFMD will establish all instructional program fees based on the operation cost guidelines, which will be reported to the Parks and Recreation Committee on a yearly basis. -All instructional program fees, including non-resident fees, will be consistent with our rates as noted in our Recreation Program Fee Policy.
4. Any ~~person-resident~~ having financial difficulties may apply for fee assistance as outlined in the Recreation Program Fee Waiver Policy.

- B. Falsification of Information – If a person provides false or misleading information to obtain a lower fee amount, the person will be removed from their instructional program and/or lose their annual pool pass and all fees will be forfeited.

C. Refunds

1. A full refund will be credited for any instructional program cancelled by the City.
2. A full refund will be credited if an instructional program time, date, or location is changed by the City and the participant is unable to attend because of the change.
3. A ~~full~~ refund will be credited for any instructional program if the participant requests a refund prior to the start of the program or before the registration deadline, whichever comes first.
4. All refund requests will be credited to the individual or family account, as applicable, in the RecTrac registration software program. -Requests for refund to original form of payment will be subject to a \$10.00 processing fee for each transaction.
5. Refunds of \$15.00 or less will automatically be credited to the individual or family account, as applicable, in the RecTrac Registration software program.
6. Summer passes and punch cards are not refundable. A lost summer pass will be replaced for a \$5.00 fee.
7. Daily pool admission fees are not refundable for any reason, including due to inclement weather.

D. Implementation

1. All fees become effective March 1, 202~~4~~³.
2. Summer individual and family passes purchased between January 1 and the first Thursday in ~~June~~ May will be charged the discount rate. -Summer passes purchased after the first Thursday in May will be charged the regular rate. -Discounts are not available for non-residents.
3. Guidelines for Groups:
 - a. To get the group rate, organizations must contact the Recreation ~~Programmer~~ Supervisor with PRFMD and provide the following information: name of organization and contact for visit, proof of non--profit status, date(s) and time(s) of visit(s), number of visitors (including chaperones based on the ratio chart), and complete the rules and regulation acknowledgment form.
 - b. Chaperone to Student Ratio chart

3 years of age and under*		1:1
4-5 years of age**		1:4
6-8 years of age**		1:6
9 years of age and older**		1:10

*Chaperones must be in the water, **WITHIN ARM'S REACH** at all times.

Chaperones must be in the water and **IN CLOSE PROXIMITY at all times.

- c. Groups using the facility during the open swim times may be billed per admission fee with prior written approval from the Director of PRFMD or designee.
- d. A 15% administrative fee will be charged to groups requesting a bill for individual admission fees [for multiple dates](#).

DAILY ADMISSION, PUNCH CARD AND SUMMER PASS FEES*

(Effective March 1, 2024³)

DAILY POOL ADMISSION FEES	
ERB & MEAD POOLS	
OPEN SWIM – 3 & UNDER	FREE
OPEN SWIM – YOUTH	\$4.00
OPEN SWIM – ADULT	\$5.00
OPEN SWIM – SENIOR	\$4.00
NON-SWIMMING CARE GIVERS	\$2.00
GROUP RATE- WITH PRE-REGISTRATION	\$3.00
TWILIGHT/ <u>TOT SWIM</u> -RATE	50% discount

PUNCH CARD FEES	
ERB & MEAD POOLS	
YOUTH	\$40.00
ADULT	\$50.00
SENIOR	\$40.00

SUMMER SWIM PASS	RESIDENT ANNUAL	RESIDENT DISCOUNT	NON- RESIDENT ANNUAL
YOUTH PASS	\$ 6055.00	\$ 450.00	\$ 850.00
ADULT PASS	\$ 95.00	\$ 75.00	\$ 130.00
SENIOR PASS	\$ 75.00	\$ 60.00	\$ 100.00
FAMILY OF 2 PASS	\$ 115.00	\$ 95.00	\$ 155.00
FAMILY OF 3 PASS	\$ 135.00	\$ 110.00	\$ 180.00
FAMILY OF 4 PASS	\$ 155.00	\$ 125.00	\$ 205.00
FAMILY OF 5 PASS	\$ 170.00	\$ 135.00	\$ 225.00
FAMILY OF 6 & UP PASS	\$ 180.00	\$ 145.00	\$ 240.00
REPLACEMENT (per pass)	\$5.00	\$5.00	\$5.00

*If applicable, all fees include sales tax