



Memorandum

To: Parks and Recreation Committee

From: Dean R. Gazza, Director of Parks, Recreation and Facilities Management

Date: October 22, 2014

Re: Action: Approval of Athletic Facilities – Rental and Fee Schedule Policy Effective
January 1, 2016

The Parks, Recreation and Facilities Management Department currently has two (2) policies for athletic facilities, the Athletic Field Scheduling Policy and the Athletic Field Reservation Policy. Both policies were approved by the Parks and Recreation Committee and City Council in 2008. The two policies have been combined into the proposed Athletic Facilities – Rental and Fee Schedule Policy that is attached. The format of the proposed Athletic Facilities – Rental and Fee Schedule Policy is consistent with the current policies used to administer the scheduling and reservation of athletic facilities and includes the information and elements of each policy. Minor revisions to the policy narrative have been made to clarify policy elements and also update the current department name.

A change is proposed to increase the deposit from \$25.00 to \$50.00 per diamond for tournaments at Appleton Memorial Park. This change has been proposed to secure a stronger commitment from groups and/or organizations reserving the ball diamonds for tournaments. The concession stand in the new restroom facility at the west end of the Appleton Memorial Park ball diamond complex constructed in 2014 has also been added to the policy and would be available for rental during tournaments.

The Athletic Facilities – Rental and Fee Schedule Policy will appear as an action item on the Parks and Recreation Committee meeting agenda on October 22, 2014.

Please feel free to contact me at 832-5572 with any questions, or by email at dean.gazza@appleton.org.