



# City of Appleton

100 North Appleton Street  
Appleton, WI 54911-4799  
[www.appleton.org](http://www.appleton.org)

## Meeting Agenda - Final Parks and Recreation Committee

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Monday, January 23, 2017

6:00 PM

Council Chambers, 6th Floor

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1. Call meeting to order
2. Roll call of membership
3. Approval of minutes from previous meeting

[17-083](#)

**Attachments:** [Minutes of the 1-09-17 P & R Committee Meeting.pdf](#)

### 4. Public Hearings/Apearances

### 5. Action Items

[17-084](#)

Action: Request Approval of the Updated Pool Rental Reservation and General Use Policy

**Attachments:** [Memo - Updated Pool Rental Reservation and General Use Policy.docx](#)

[Pool Rental Reservation and General Use Policy 2016 - Redline.pdf](#)

[Pool Rental Reservation and General Use Policy 2016 - CLEAN.pdf](#)

[17-088](#)

Action: Request Approval of the Updated Aquatic Programs Fees and Charges Policy

**Attachments:** [Memo - Updated Aquatic Programs Fees and Charges Policy.docx](#)

[Aquatic Programs Fees and Charges Policy 2016 - Redline.pdf](#)

[Aquatic Programs Fees and Charges - CLEAN.pdf](#)

### 6. Information Items

[17-085](#)

Annual Presentation by the Students of the Fox River Academy on Projects and Initiatives at Pierce Park

[17-089](#)

Presentation of the 2016 Annual Report for the Recreation Division

[17-086](#)

Erb Park & Pool Update

[17-087](#)

Director's Report

7. Adjournment

*Notice is hereby given that a quorum of the Common Council may be present during this meeting, although no Council action will be taken.*

*Reasonable Accommodations for Persons with Disabilities will be made upon Request and if Feasible.*

*For questions on the agenda, please contact the Parks, Recreation & Facilities Management Department at 920.832.5514*



# City of Appleton

100 North Appleton Street  
Appleton, WI 54911-4799  
[www.appleton.org](http://www.appleton.org)

## Meeting Minutes - Final-revised Parks and Recreation Committee

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Monday, January 9, 2017

6:00 PM

Council Chambers, 6th Floor

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1. Call meeting to order

*The meeting was called to order at 6:00 p.m.*

2. Roll call of membership

**Others:** Dean Gazza & Tom Flick, Parks, Recreation & Facilities Management;  
Chris Behrens, Legal Services; Alex Schultz, Sculpture Valley; Steve Tyink,  
Miron Construction

**Present:** 3 - Martin, Croatt and Spears

**Excused:** 2 - Williams and Mann

3. Approval of minutes from previous meeting

**Aldersperson Croatt moved, seconded by Aldersperson Spears, that the Minutes of the December 12, 2016 Parks & Recreation Committee Meeting be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 3 - Martin, Croatt and Spears

**Excused:** 2 - Williams and Mann

[17-019](#)

Minutes of the December 12, 2016 Parks & Recreation Committee Meeting

**Attachments:** [Minutes of the 12-12-16 P & R Committee Mtg.pdf](#)

4. Public Hearings/Appealances

None

5. Action Items

[16-1923](#)

Action: Request Approval of Trails Master Plan

**Attachments:**[Trails Master Plan Memo to Park and Rec Committee.docx](#)[Appleton Trails Master Plan FinalReport 2017 01 04.pdf](#)[AppletonTrailsMasterPlan FinalReport Appendices 2016-11-08-16  
\\_sm.pdf](#)

**Alderson Croatt moved, seconded by Alderson Spears, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:**

**Aye:** 3 - Martin, Croatt and Spears

**Excused:** 2 - Williams and Mann

## **6. Information Items**

[17-022](#)

Sculpture Valley Update

**This item was presented by Alex Schultz of Sculpture Valley**

[17-020](#)

Erb Park &amp; Pool Update

**This item was presented by Steve Tyink of Miron Construction and Director Dean Gazza**

[17-021](#)

Director's Report

**This item was presented**

## **7. Adjournment**

*The meeting was adjourned at 7:15 p.m.*

**Alderson Croatt moved, seconded by Alderson Spears, that the meeting be adjourned. Roll Call. Motion carried by the following vote:**

**Aye:** 3 - Martin, Croatt and Spears

**Excused:** 2 - Williams and Mann



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

**PARKS, RECREATION & FACILITIES  
MANAGEMENT**

**Niki Wendt, Recreation Manager**

1819 East Witzke Boulevard  
Appleton, Wisconsin 54911-8401  
(920) 832-3925 FAX (920) 993-3103  
Email – [niki.wendt@appleton.org](mailto:niki.wendt@appleton.org)

TO: Parks & Recreation Committee

FROM: Niki Wendt, Recreation Manager

DATE: January 23, 2017

RE: Action: Request Approval of Updated Pool Rental Reservation and General Use Policy

Please find attached a copy of the updated Pool Rental and Reservation and General Use Policy. These updates would replace the current policy last approved December 12, 2012. The Parks, Recreation and Facilities Management Department has experienced an average 60 pool rentals annually. Recent improvements including new shade pavilions and rental room at Erb Pool will increase the demand for rentals. The changes being recommended address changes in operations, costs and hours of operation towards our goal of continuous improvement and customer service.

The recommended changes include the following:

- Rental end time changed from 10:45 to 10:30 p.m. When the end time was 10:45 p.m., we were running into issues with user groups not exiting the pool/park prior to 11:00 p.m. which is when all City of Appleton Parks are closed. By ending 15 minutes earlier, this will expedite the closure of the pool and allow guests and staff to be out by 11:00 p.m. park closing time.
- In the Facility Reservation and Payment of Rental Fees Section, we identify that all renters of City owned pools must be at least 18 years of age.
- A statement was added under miscellaneous provisions noting we will allow only one rental at any given time.

- A Pool Rental and Decoration Information and Closing checklist was added for renters to further define their responsibilities when renting a City of Appleton owned Pool. An addition was made noting charges for damage or additional required cleaning.
- Minimum rental length was changed to one hour from one and a half hours to be consistent with requests we've had/comments we've received over the past few years.
- Other changes made to the policy identify specific areas of use for the new Erb Pool including birthday party packages, multi-purpose rooms, and shade pavilion areas. These changes are also under the Rental of Pool Facilities Section.
- Language was added regarding food carry-ins and receiving pre-approval from staff prior to the rental.
- Late reservation fee was increased from \$7.00 to \$20.00 to reflect personnel costs incurred when making changes to reservations. If a refund is required, it is noted there will be a \$10.00 processing fee (was previously \$5.00).
- The final change to this policy involve the rental fees of our pools and special use areas. After information was gathered from 14 different municipalities in the State of Wisconsin that operated an aquatic facility, it was evident that Appleton was not charging enough for private use of their pools. This increase in price will be more reflective of the actual cost of operating a pool that covers staff costs, utilities and private use.

In addition, we updated language and formatting to make the document easier to read and interpret. Thank you to the Attorney's office for their review and input to improve this policy.

Please contact me at 832-3925 or [niki.wendt@appleton.org](mailto:niki.wendt@appleton.org) with any questions.

CITY OF APPLETON POLICY		TITLE: POOL RENTAL, RESERVATION AND GENERAL USE POLICY
ISSUE DATE: Day of Council Adoption	LAST UPDATE: December 6, 2012	TEXT NAME: J:\ <del>Park Recreation\Common</del> \Administration\ Policies\Aquatic <del>Fees and Charges</del> Policies
POLICY SOURCE: <u>Appleton Parks, Recreation &amp; Facilities Management Department</u>	<u>AUDIENCE: The Public and Employees</u> <del>Appleton Parks, Recreation &amp; Facilities Management Department</del>	TOTAL PAGES: 4
Reviewed by Attorney's Office Date: <u>October 6, 2016</u>	Parks and Recreation Committee Approval Date: December 12, 2012	Council Approval Date: December 19, 2012

## I. PURPOSE

### I. Purpose

To provide a policy to equitably regulate space and administer user fees of pool facilities to public, private and/or community events users.

## II. POLICY

### Policy

It is the policy of the city of Appleton to allow for the city's pool facilities to be rented pursuant to the terms of this policy.

## III. DISCUSSION

The city of Appleton allows the city owned pool facilities to be rented for events, including, but not limited to birthday parties, social gatherings, and sporting events. All renters must agree to abide by this policy, to pay the required fee, and to indemnify the city.

## IV. DEFINITIONS

## V. PROCEDURE

### H.

#### A. Management of Facilities

##### A.

1. City-owned pool facilities (Erb and Mead Pools) ~~Erb and Mead Pools~~ shall be managed and ~~/~~ maintained by the Appleton Parks, Recreation and Facilities Management Department ("APRFMD") for the benefit of the citizens of Appleton and the general public. Use shall be governed by the hHealth and sSafety codes and statutes of the State of Wisconsin.

##### 1.

- ~~2.~~ North, West and East High School ~~p~~Pools shall be managed in accordance with the agreement executed for the transfer of Badger Pool (Attachment A) between the City of Appleton and the Appleton Area School District (“AASD”).
- ~~2.~~
3. Use of all three high school pools for ~~Parks and Recreation~~APRFMD aquatic programs shall be coordinated through the AASD.
4. ~~Scheduling priorities for pool facilities which are managed/maintained by the APRFMD~~city owned pool facilities shall be as follows:
  - ~~4.~~
  - a. All ~~Parks and Recreation~~APRFMD programs will be the first programs scheduled.
  - ~~a.~~
  - b. Private and/or non-profit groups or organizations will be the last priority in scheduling.
  - ~~b.~~
5. APRFMD reserves the right to deny programs and/or special events which conflict with existing programs, use of the facilities for an event that the facilities were not intended, or which would cause undue hardship on the facility and/or surrounding area.
- ~~5.~~
6. APRFMD reserves the right to schedule maintenance as needed at all facilities.

#### B. Use of ~~F~~facilities

- ~~B.~~
1. Pool facilities shall be used for the purpose of providing activities including, but not limited to: Instructional programs involving water, open swim (water play), lap swim, water walking, ~~exercise in the water~~water exercise, competitive swim and community special events.
- ~~1.~~
2. Use of the pool facilities by private individuals or organizations for financial gain must be approved by the ~~Common Council, by way of the~~ Parks and Recreation Committee, ~~and the Common Council.~~
- ~~2.~~
3. Organizations and/or groups (i.e., swim teams) shall not use pool facilities during open and/or lap swim, except by written permission by the APRFMD ~~Director or designee~~. Organizations and/or groups using the pool facilities during public swim hours shall not compromise the use of the facility by the general public.
4. ~~Organizations and/or groups shall be responsible for the clean-up of pool facilities after use and shall also be responsible for putting away any personal or City-owned equipment. Organizations shall adhere to the “Pool Rental Decorating Information and Closing Checklist” found in section G.~~
- ~~3.~~
- 4.5. Swimming shall be the priority activity in the two lap lanes at Mead Pool. Both lap lanes will be cleared for lap swimming only when ~~three~~3 or more swimmers wish to swim at one time. These two lap lanes will be available to swimmers at all times when lap swimmers are not present. (Resolution #63-R-02, October 2, 2002)

#### C. Rental of ~~P~~pool ~~F~~facilities

~~C.~~



1. Erb and Mead Pools may be rented for exclusive use at the current rates. Rental rates shall be charged according to the current fees and charges for aquatic programs policy. Fees are to be charged at the set hourly rates for rental of the facility, ~~(including the manager), lifeguards, and plus~~ the actual hourly rates for the manager and lifeguards, plus the actual hourly rate for the concession stand, special services and additional maintenance.

2. The time of rental will be within the following hours:  
~~2.~~

Erb Pool: ~~67:00~~ a.m. – 10:~~3045~~ p.m.

Mead Pool: 7:00 a.m. – 10:~~3045~~ p.m.

Rental requests for hours beyond these times require approval from the Common Council by way of the Parks and Recreation Committee ~~and the Common Council.~~

- ~~3.4.~~ The minimum rental length is one ~~and one-half~~ hours if the time is scheduled either immediately before or after a scheduled public swim session. All other rentals shall be a minimum of two hours.

- 4 The rental of any pool facility includes use of the lobby, locker rooms, pool and all pool amenities. The facility fee includes the scheduling of a pool manager, who opens the facility and remains at the site for the duration of the rental, and all necessary lifeguards for the event which is determined by the ~~Wisconsin~~ Department of Health and Family Services, Wis. Admin. Code Section 172.23-A.  
~~5.~~

5. The West High School pool's "Birthday Party Rental" ~~is available at West Pool and~~ includes the use of the lobby for one hour, one helium party balloon, two adult open swim admissions, and one birthday boy/girl admission. Open Swim admissions are paid individually. All Birthday Party rentals must immediately precede an open swim session.

6. Erb and Mead Pool's "Birthday Party Rental" includes use of the shade pavilion or multi-purpose room (Erb), ten swim admissions, two adult admissions, one helium balloon, and the birthday person's name announced over the P.A. system.

7. Erb and Mead Pool's shade pavilion are also available for general rental. All renters must pay for the daily admission fee per participant. The time of rental will be on the following dates and times:

Shade Pavilion: Monday – Sunday: 12:00 – 3:00 p.m.

Monday – Friday, Sunday: 4:00 – 7:00 p.m.

~~6.~~

7. ~~The concession stand at Mead Pool may be utilized during the rental of the aquatic facility if arrangements are made with the concession contractor.~~

8. Food carry-ins are allowed during pool and shade pavilion rentals during open swim -as long as the food is consumed in the designated areas determined by the APRFMD's Recreation Programmer or Pool Managers. Food carry-ins must be

pre-approved by the Recreation Programmer and renters agree to not carry-in any form of glass into the pool or reservation area.

~~9. The sale of food and/or merchandise is prohibited unless permission is received from the Parks and Recreation Committee and Council. No concession permits will be issued that conflict with existing concession agreements or other park uses.~~

9. The sale of food and/or merchandise during a pool rental is prohibited unless permission is received from the Common Council by way of the Parks and Recreation Committee. No concession permits will be issued that conflict with existing concession agreements or other park uses.

~~10. Alcoholic beverages are not allowed in any pool facilities.~~

10.

~~11. The use of amplified sound must be requested at the time of reservation and approved by the Director of Parks, Recreation and Facilities Management APRFMD. All amplified sound must be shut down by 9:00 p.m. It is the responsibility of the renter to keep the amplified sound at levels that meet the Health Department regulations.~~

11.

~~12. Swim teams renting the pool for swim practices The renter may provide their own Red Cross State of Wisconsin approved -certified lifeguards. The guards must be pre-approved by the Director or designee of of Parks, Recreation and Facilities Management APRFMD or his/her designee or designee. A certificate of insurance naming the City of Appleton as additional insured must be provided by the renter when providing their own lifeguards.~~

12.

~~13. The renter must be present during the entire rental and agrees to replace or pay for the repair/replacement of any items damaged by persons in their party. The renter also agrees to pay for additional maintenance costs associated with more than normal facility maintenance caused by the rental party.~~

13.

~~14. 14. The City reserves the right to request a certificate of insurance from any party requesting to rent a pool facility.~~

15. The renter of the pool facility must agree to indemnify, defend and hold harmless the City of Appleton, and its employees, officials, and agents from any and all liability from claims of bodily injury, property damage, or any other nature whatsoever arising out of the use of the pool facility.

D. Facility Reservation and Payment of Rental Fees

1. The individual renting Erb or Mead Pool must be at least 18 years of age.

~~1.2.~~ Reservations for rental of Erb and/or Mead Pools can be made up to 12 months in advance.

~~3.~~ All applications for facility reservations must be made at least five (5) business days prior to the reservation date requested. Applications not made before this time period will be charged an additional \$~~207~~.00 for the reservation or may be denied.

~~2.~~

~~4.~~ Organizations/groups that have reserved pool facilities for special events shall have thirty (30) days after the date of the special event to reserve the facility for the next year. After thirty (30) days, APRFMD will make the facility available to other interested parties.

~~3.~~

~~5.~~ Fees are to be paid in full five (5) business days from the date the reservation was made.

~~4.~~

~~5.6.~~ A full refund of the rental fee for a cancellation of a reservation will be given if the facility can be rented to another party for the date cancelled. A \$~~105~~.00 charge will be assessed to all refunds. In case of cancellation of the rental by the APRFMD due to inclement weather, mechanical problems, water contamination prior to the event, etc., APRFMD will attempt to reschedule the rental or issue a full refund.

#### E. Payment ~~C~~onsiderations

1. Groups using the facilities during the open/lap swim times may be billed per admission fee with prior written approval from the Director of APRFMD or designee.

2. A 15% administrative fee will be charged to groups requesting a bill for individual admission fees.

3. Failure of the renting party to comply with the rental policy will void the rental and result in the loss of all fees, and may result in the renting party being charged back for all services associated with the rental.

#### F. Miscellaneous Provisions

1. Additional charges will be assessed to the renting party for any damage or cleaning required after the end of the reservation. These charges will be assessed based on the City's regular time and material rates.

2. A violation of this policy or the terms of use attached to the reservation form may result in denial of future reservation requests.

3. No additions, alterations, or changes to park grounds or a pool facility are allowed at any time except with the prior written approval by the Department Director or designee.

4. There is one rental per facility allowed at any given time.

#### G. Pool Rental Decorating Information and Closing Checklist

1. No signs are to be posted at any of the driveways, roads, or entrances to the pools.
2. No wires, ropes, string, cord, ribbons, signs or poles may be strung from any part of the pool reservation areas.
3. No staples, duct tape, nails, tacks, or screws may be used on any walls within the pool reservation areas.
4. Tables, chairs and other furniture from the pool reservation areas may not be moved for any reason outside of the designated reservation space.
5. Renters will wipe down tables, counter tops and chair seats with a wet washcloth and disinfectant (*supplies will be provided by the Pool Manager*).
6. Renters will spot mop any spills on flooring material.
7. Renters will remove all food, decorations and other items at the conclusion of the rental.
8. Swim equipment (i.e. lane lines, timing devices, etc.) shall be stored in designated areas approved by the Department Director or designee.

E.

1. ~~Groups using the facilities during the open/lap swim times may be billed per admission fee with prior written approval from the Director of APRFMD or designee.~~
2. ~~A 15% administrative fee will be charged to groups requesting a bill for individual admission fees.~~
3. ~~Failure of the renting party to comply with the rental policy will void the rental and result in the loss of all fees.~~

## RENTAL FEES

	RENTAL FEE – WITH LIFEGUARDS (per hour)
POOL FACILITY/SERVICE	Effective <del>February 2, 2017</del> <u>January 1, 2013</u>
ERB POOL <u>50 METER</u> <i>(includes use of slides)</i>	*\$ <del>125</del> <u>80.00</u>
<u>ERB POOL LEISURE POOL</u> <i>(includes use of slides)</i>	*\$ <u>150</u>
<u>ERB POOL SHADE PAVILION</u>	<u>\$75 FOR 3 HOURS</u>
<u>ERB POOL BIRTHDAY PARTY</u>	<u>\$110 FOR 3 HOURS</u>
<u>ERB POOL MULTI-PURPOSE ROOM</u>	<u>\$110 FOR 3 HOURS</u>
MEAD POOL	**\$ <del>175</del> <u>135.00</u>
<u>MEAD POOL BIRTHDAY PARTY</u>	<u>\$110 FOR 3 HOURS</u>
<u>MEAD POOL SHADE PAVILION</u>	<u>\$75 FOR 3 HOURS</u>
WEST POOL BIRTHDAY PARTY	\$ <del>25.00</del>
SPECIAL SERVICES	Actual Cost <u>+10%</u>

**NOTE:** These rental fees do not include special events (i.e. swim meets). Separate agreements will be developed for all special events taking place at City of Appleton pools.

\*When patron load is expected to exceed 136 patrons, one lifeguard shall be provided for each additional 100 patrons at the cost of \$~~24~~20.00 per hour

\*\* When patron load is expected to exceed 336 patrons, one lifeguard shall be provided for each additional 100 patrons at the cost of \$~~24~~20.00 per hour

<b>CITY OF APPLETON POLICY</b>		<b>TITLE: POOL RENTAL, RESERVATION AND GENERAL USE POLICY</b>
ISSUE DATE: Day of Council Adoption	LAST UPDATE: December 6, 2012	TEXT NAME: J:\Recreation\Administration\ Policies\Aquatic Policies
POLICY SOURCE: Appleton Parks, Recreation & Facilities Management Department	AUDIENCE: The Public and Employees	TOTAL PAGES: 4
Reviewed by Attorney's Office Date: October 6, 2016	Parks and Recreation Committee Approval Date: December 12, 2012	Council Approval Date: December 19, 2012

## I. PURPOSE

To provide a policy to equitably regulate space and administer user fees of pool facilities to public, private and/or community events users.

## II. POLICY

It is the policy of the city of Appleton to allow for the city's pool facilities to be rented pursuant to the terms of this policy.

## III. DISCUSSION

The city of Appleton allows the city owned pool facilities to be rented for events, including, but not limited to birthday parties, social gatherings, and sporting events. All renters must agree to abide by this policy, to pay the required fee, and to indemnify the city.

## IV. DEFINITIONS

## V. PROCEDURE

### A. Management of Facilities

1. Erb and Mead Pools shall be managed and maintained by the Appleton Parks, Recreation and Facilities Management Department ("APRFMD") for the benefit of the citizens of Appleton and the general public. Use shall be governed by the health and safety codes and statutes of the State of Wisconsin.
2. North, West and East High School pools shall be managed in accordance with the agreement executed for the transfer of Badger Pool (Attachment A) between the City of

Appleton and the Appleton Area School District (“AASD”)

3. Use of all three high school pools for APRFMD aquatic programs shall be coordinated through the AASD.
4. Scheduling priorities for city owned pool facilities shall be as follows:
  - a. All APRFMD programs will be the first programs scheduled.
  - b. Private and/or non-profit groups or organizations will be the last priority in scheduling.
5. APRFMD reserves the right to deny programs and/or special events which conflict with existing programs, use of the facilities for an event that the facilities were not intended, or which would cause undue hardship on the facility and/or surrounding area.
6. APRFMD reserves the right to schedule maintenance as needed at all facilities.

B. Use of Facilities

1. Pool facilities shall be used for the purpose of providing activities including, but not limited to: Instructional programs involving water, open swim (water play), lap swim, water walking, water exercise, competitive swim and community special events.
2. Use of the pool facilities by private individuals or organizations for financial gain must be approved by the Common Council, by way of the Parks and Recreation Committee.
3. Organizations and/or groups (i.e., swim teams) shall not use pool facilities during open and/or lap swim, except by written permission by the APRFMD Director or designee. Organizations and/or groups using the pool facilities during public swim hours shall not compromise the use of the facility by the general public.
4. Organizations and/or groups shall be responsible for the clean-up of pool facilities after use and shall also be responsible for putting away any personal or City-owned equipment. Organizations shall adhere to the “Pool Rental Decorating Information and Closing Checklist” found in section G.
5. Swimming shall be the priority activity in the two lap lanes at Mead Pool. Both lap lanes will be cleared for lap swimming only when three or more swimmers wish to swim at one time. These two lap lanes will be available to swimmers at all times when lap swimmers are not present. (Resolution #63-R-02, October 2, 2002)

C. Rental of Pool Facilities

1. Erb and Mead Pools may be rented for exclusive use at the current rates. Rental rates shall be charged according to the current fees and charges for aquatic programs policy. Fees are to be charged at the set hourly rates for rental of the facility, plus the actual

hourly rate for the manager and lifeguards, plus the actual hourly rate for the concession stand, special services and additional maintenance.

2. The time of rental must be within the following hours:

Erb Pool: 6:00 a.m. – 10:30 p.m.

Mead Pool: 7:00 a.m. – 10:30 p.m.

Rental requests for hours beyond these times require approval from the Common Council by way of the Parks and Recreation Committee.

3. The minimum rental length is one hour if the time is scheduled either immediately before or after a scheduled public swim session. All other rentals shall be a minimum of two hours.
4. The rental of any pool facility includes use of the lobby, locker rooms, pool and all pool amenities. The facility fee includes the scheduling of a pool manager, who opens the facility and remains at the site for the duration of the rental, and all necessary lifeguards for the event which is determined by the Department of Health and Family Services, Wis. Admin. Code §172.05.
5. The West High School pool's "Birthday Party Rental" includes the use of the lobby for one hour, one helium party balloon, two adult open swim admissions, and one birthday boy/girl admission. Open Swim admissions are paid individually. All Birthday Party Rentals at West High School's pool must immediately precede an open swim session.
6. Erb and Mead Pool's "Birthday Party Rental" includes use of the shade pavilion or multi-purpose room (Erb), ten swim admissions, two adult admissions, one helium balloon, and the birthday person's name announced over the P.A. system.
7. Erb and Mead Pool's Shade Pavilion are also available for general rental. All renters must pay for the daily admission fee per participant. The time of rental will be on the following dates and times:

Shade Pavilion: Monday-Sunday: – 12:00-3:00 p.m.

Monday-Friday, Sunday: – 4:00-7:00 p.m.

8. Food carry-ins are allowed during pool and shade pavilion rentals during open swim as long as the food is consumed in the designated areas determined by the APRFMD's Recreation Programmer or Pool Managers. Food carry-ins must be pre-approved by the Recreation Programmer and renters agree to not carry-in any form of glass into the pool or reservation areas.
9. The sale of food and/or merchandise during a pool rental is prohibited unless permission is received from the Common Council by way of the Parks and Recreation Committee. No concession permits will be issued that conflict with existing concession agreements or other park uses.



10. Alcoholic beverages are not allowed in any pool facilities.
11. The use of amplified sound must be requested at the time of reservation and approved by the Director of APRFMD or his/her designee. All amplified sound must be shut down by 9:00 p.m. It is the responsibility of the renter to keep the amplified sound at levels that meet the Health Department regulations.
12. Swim teams renting the pool for swim practices may provide their own State of Wisconsin approved certified lifeguards. The guards must be pre-approved by the Director or designee of APRFMD. A certificate of insurance naming the City of Appleton as additional insured must be provided by the renter when providing their own lifeguards.
13. The renter must be present during the entire rental and agrees to replace or pay for the repair/replacement of any items damaged by persons in their party. The renter also agrees to pay for additional maintenance costs associated with more than normal facility maintenance caused by the rental party.
14. The City reserves the right to request a certificate of insurance from the renter of the pool facility.
15. The renter of the pool facility must agree to indemnify, defend and hold harmless the City of Appleton, and its employees, officials, and agents from any and all liability from claims of bodily injury, property damage, or any other nature whatsoever arising out of the use of the pool facility.

#### D. Facility Reservation and Payment of Rental Fees

1. The individual renting Erb or Mead Pool must be at least 18 years of age.
2. Reservations for the rental of Erb and/or Mead Pool can be made up to 12 months in advance.
3. All applications for facility reservations must be made at least five (5) business days prior to the reservation date requested. Applications not made before this time period will be charged an additional \$20.00 for the reservation or may be denied.
4. Organizations/groups that have reserved pool facilities for special events shall have thirty (30) days after the date of the special event to reserve the facility for the next year. After thirty (30) days, APRFMD will make the facility available to other interested parties.
5. Fees must be paid in full five (5) business days from the date the reservation was made.
6. A full refund of the rental fee for a cancellation of a reservation will be given if the facility can be rented to another party for the date cancelled. A \$10.00 charge will be

assessed to all refunds. In case of cancellation of the rental by the APRFMD due to inclement weather, mechanical problems, water contamination prior to the event, etc., APRFMD will attempt to reschedule the rental or issue a full refund.

#### E. Payment Considerations

1. Groups using the facilities during the open swim times may be billed per admission fee with prior written approval from the Director of APRFMD or designee.
2. A 15% administrative fee will be charged to groups requesting a bill for individual admission fees.
3. Failure of the renting party to comply with the rental policy will void the rental and result in the loss of all fees, and may result in the renting party being charged back for all services associated with the rental.

#### F. Miscellaneous Provisions

1. Additional charges will be assessed to the renting party for any damage or cleaning required after the end of the reservation. These charges will be assessed based on the City's regular time and material rates.
2. A violation of this policy or the terms of use attached to the reservation form may result in denial of future reservation requests.
3. No additions, alterations, or changes to park grounds or a pool facility are allowed at any time except with the prior written approval by the Department Director or designee.
4. There is one rental per facility allowed at any given time.

#### G. Pool Rental Decorating Information and Closing Checklist

1. No signs are to be posted at any of the driveways, roads, or entrances to the pools.
2. No wires, ropes, string, cords, ribbons, signs or poles may be strung from any part of the pool reservation areas.
3. No staples, duct tape, nails, tacks, or screws may be used on any walls within the pool reservation areas.
4. Tables, chairs and other furniture from the pool reservation areas may not be moved for any reason outside of the designated reservation space.
5. Renters will wipe down tables, counter tops and chair seats with a wet washcloth and disinfectant (*supplies will be provided by the Pool Manager*).
6. Renters will spot mop any spills on flooring material.

7. Renters will remove all food, decorations and other items at the conclusion of the rental.
8. Swim equipment (i.e. lane lines, timing devices, etc.) shall be stored in designated areas approved by the Department Director or designee.

### **RENTAL FEES**

	<b>RENTAL FEE – WITH LIFEGUARDS (per hour)</b>
<b>POOL FACILITY/SERVICE</b>	<b>Effective February 2, 2017</b>
ERB POOL 50 METER <i>(includes use of slides)</i>	*\$125
ERB POOL LEISURE POOL <i>(includes use of slides)</i>	*\$150
ERB POOL SHADE PAVILION	\$75 FOR 3 HOURS
ERB POOL BIRTHDAY PARTY	\$110 FOR 3 HOURS
ERB POOL MULTI-PURPOSE ROOM	\$110 FOR 3 HOURS
MEAD POOL	**\$175
MEAD POOL BIRTHDAY PARTY	\$110 FOR 3 HOURS
MEAD POOL SHADE PAVILION	\$75 FOR 3 HOURS
WEST POOL BIRTHDAY PARTY	\$25
SPECIAL SERVICES	Actual Cost +10%

**NOTE:** These rental fees do not include special events (i.e. swim meets). Separate agreements will be developed for all special events taking place at City of Appleton pools.

*\*When patron load is expected to exceed 136 patrons, one lifeguard shall be provided for each additional 100 patrons at the cost of \$20.00 per hour*

*\*\* When patron load is expected to exceed 336 patrons, one lifeguard shall be provided for each additional 100 patrons at the cost of \$20.00 per hour*



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

**PARKS, RECREATION & FACILITIES  
MANAGEMENT**

**Niki Wendt, Recreation Manager**

1819 East Witzke Boulevard  
Appleton, Wisconsin 54911-8401  
(920) 832-3925 FAX (920) 993-3103  
Email – [niki.wendt@appleton.org](mailto:niki.wendt@appleton.org)

TO: Parks & Recreation Committee

FROM: Niki Wendt, Recreation Manager

DATE: January 23, 2017

RE: Action: Request Approval of Updated Aquatic Programs Fees and Charges Policy

Attached you will find the updated version of the Aquatic Programs Fees and Charges Policy. The changes to this policy would replace the current policy last approved November 3, 2010. Research was conducted to see how our fees compared to other local and regional municipal swimming pools and referenced below are our recommendations for changes to fees. With the new Erb Pool opening it was necessary to determine fees based on amenities that also reflected regional standards. The changes being recommended address the changes in operations, costs and hours of operation towards our goal of providing the community with high level customer service and facilities.

Changes to the policy include:

- Increases to daily admission fees for Erb and West Pool.
- Changed the term "swim coupon" to "punchcard" as it is more descriptive of what that card actually is.
- Increased the cost of the punchcards and annual passes to better reflect regional standards.

We updated language and formatting so the document is easier to read and has better flow. Thank you to the Attorney's office for their review and input to improve this policy.

Please contact me at 832-3925 or [niki.wendt@appleton.org](mailto:niki.wendt@appleton.org) with any questions.

CITY OF APPLETON POLICY		TITLE: FEES AND CHARGES FOR AQUATIC PROGRAMS
ISSUE DATE: 3/7/01 Day of Council Adoption	LAST UPDATE: January 2005 January 2007 January 2010	TEXT NAME: K:Parks/Administration/Policies/ Aquatic Fees and Charges 2007
POLICY SOURCE: Parks and Recreation Department		TOTAL PAGES: 4
Reviewed by Attorney's Office Date: <del>January 24, 2005</del> <u>October 5, 2016</u>	Parks and Recreation Committee Approval Date: October 27, 2010	Council Approval Date: November 3, 2010

I. PURPOSE~~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~~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 Parks and Recreation Department. Daily admission fees, punchcardseoupons, and annual pass rates are identified in this policy.

III. DISCUSSION

Aquatic programs offered by the City of Appleton, as a whole, shall recover 50% of the operating costs of those programs through a user fee charged to each participant for instructional programs, open swim, season passes and coupons. Those fees are identified later in this policy. Residents and non-residents may purchase daily admissions, coupons, annual passes, annual family passes and enroll in instructional programs.

IV. III. DEFINITIONS~~Definitions~~

- Youth – a person aged 17 or under
- ~~Youth – Age 17 & Under~~
- Adult – ~~Ages 18 – 61~~a person between the ages of 18-61
- Senior – a person aged 62 or older.
- Annual Family Swim Pass – provides the family members with admission to any City operated open/lap swim session from January 1 - December 31 for the year issued.
- Daily Admission - provides the individual admission to any single City operated open/lap swim session.

- ~~Senior – Age 62 or Older~~
- ~~Family – 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. All persons currently residing at the same address, who are directly related (mother, father, son, daughter), or are foster children. Families are limited to two adults and the dependents and/or foster children.~~
- ~~Coupons – Consists of 12 daily admissions for the price of 10 to any City operated open/lap swim session.~~
- ~~Annual Pass – Provides the holder with admission to any City operated open/lap swim session from January 1 – December 31 for the year issued.~~
- ~~Annual Family Pass – Provides the family members with admission to any City operated open/lap swim session from January 1 – December 31 for the year issued.~~
- ~~Daily Admission – Provides the individual admission to any single City operated open/lap swim session.~~
- ~~Instructional program – p~~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.~~
- 
- ~~Summer aquatic season – The dates the outdoor pools are open. These dates are generally the first Saturday in June through the last Sunday in August.~~
- ~~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.~~

## V. PROCEDURE

### A. Fees

1. Fees will be charged for daily admission, punchcards, annual passes and annual family passes at the rates identified in this policy.
2. The Parks and Recreation Department 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.

- a. A surcharge of \$35.00 will be added to all multiple-day instructional program fees for all non-resident adults. A surcharge of \$5.00 will be added for single day programs.
- b. A surcharge of \$25.00 will be added to all multiple-day instructional program fees for all non-resident youth. A surcharge of \$5.00 will be added for single day programs.
3. Any person 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 third meeting of the program. Programs with four or less meetings are refunded only if the request is made prior to the first meeting.
4. All refund requests will be credited to the individual or family account, as applicable, in the RecTrac Registration software program. Requests for a cash refund will be subject to a \$10.00 processing fee for each participant and program.
5. Refunds of \$5.00 or less will not be processed, but will be credited to the individual or family account, as applicable, in the RecTrac Registration software program.
6. Annual passes and punchcards are not refundable. A lost annual pass will be replaced for a \$5.00 fee only once per year.
7. Daily pool admission fees are not refundable for any reason, including due to inclement weather.

D. Implementation

1. All fees become effective January 1, 2017.
2. Annual passes and annual family passes purchased between January 1 and the first Thursday in May will be charged the discount rate. Annual passes purchased after the first Thursday in May will be charged the regular rate. Discounts are not available for non-residents.

~~Resident—Any person who lives within the corporate city limits of Appleton. Persons who own property in Appleton, but live outside of Appleton, are considered non resident. Residents of communities having reciprocal agreements with the City of Appleton will also be considered resident participants.~~

- ~~• Non resident—Any person who lives outside of the corporate city limits of Appleton.~~

## ~~I. Cost Recovery~~

~~Aquatic programs, as a whole, shall recover 50% of the operating costs of those programs. This cost will be recovered through a user fee charged to each participant for instructional programs, open swim, season passes and coupons. Those fees are identified later in this policy.~~

## ~~II. Fees~~

- ~~1. Fees will be charged for all open swim, season passes and coupons as identified in this policy.~~
- ~~2. Anyone entering an aquatic facility, ages four (4) and over will be charged an admission fee. Non-swimming parents or caregivers of children swimming will be charged \$1.00 for admission and must wear a wrist band issued at the front desk indicating their non-swimming status.~~
- ~~3. Coupons are available to all participants.~~
- ~~4. Passes will be available to residents & non residents.  
A surcharge of \$35.00 will be added to program fees for all non-resident adults who register for instructional programs except single day programs. The surcharge for non-resident adults to register for single day programs is \$5.00.~~
- ~~5. A surcharge of \$25.00 will be added to program fees for all non-resident youth who register for instructional classes, except single day programs. The surcharge for non-resident youth to register for single day programs is \$5.00.~~
- ~~6. The Parks and Recreation Department will establish all instructional program fees based on cost recovery guidelines and will be reported to the Parks and Recreation Committee on a quarterly basis.~~
- ~~7. Participants having financial difficulties may apply for fee assistance as outlined in the Recreation Program Fee Waiver Policy.~~

## ~~III. Falsification of Information~~

~~The registrant will be removed from all registered programs and all program fees will be forfeited if the registrant falsified information on a registration form.~~

## ~~IV. Refunds~~

- ~~1. A full refund will be credited/issued for any instructional program cancelled by the Parks and Recreation Department.~~
- ~~2. A full refund will be credited/issued if an instructional program time, date, or location is changed by the Parks and Recreation Department and the participant is unable to attend because of the change.~~
- ~~3. A refund will be credited/issued to the participant if they request a refund prior to the third meeting of the program. Programs with four or less meetings are refunded only prior to the first meeting.~~
- ~~4. All refund requests will be credited to the family account in the RecTrac Registration software program. Requests for a cash refund will be subject to a \$10.00 processing fee for each participant and program.~~
- ~~5. Refunds of \$5.00 or less will not be processed, but will be credited to the family account.~~



- ~~6. Annual passes and coupons will not be refunded. A lost annual pass will be replaced for a fee only once per year.~~
- ~~7. Open/lap swim daily admissions are not refundable if inclement weather occurs.~~

~~V. Implementation~~

- ~~1. All daily admission rates will become effective January 1, 2011.~~
- ~~2. Resident annual passes purchased between January 1 and April 15 will be charged the discount rate. Annual passes purchased after April 15 will be charged the regular rate. Discounts are not available for non-resident swim pass purchases.~~

**~~FEES (Effective January 1, 2011)~~DAILY ADMISSION,**  
**PUNCHCARD AND ANNUAL PASS FEES\***

**(Effective January 1February 2, 2017)**

<b>DAILY ADMISSION FEES:</b>	<b>2011 Fees</b>
<b><del>EAST, NORTH, WEST, ERB POOLS</del></b>	
<del>OPEN SWIM – 3 &amp; UNDER</del>	<del>FREE</del>
<del>OPEN SWIM – YOUTH</del>	<del>-\$2.00</del>
<del>OPEN SWIM – ADULT</del>	<del>-\$3.00</del>
<del>OPEN SWIM – SENIOR</del>	<del>-\$2.00</del>
<b><del>NON-SWIMMING CARE GIVERS</del></b>	<del>— \$1.00</del>
<b><del>MEAD POOL</del></b>	<del>-</del>
<del>OPEN SWIM – 3 &amp; UNDER</del>	<del>FREE</del>
<del>OPEN SWIM – YOUTH</del>	<del>-\$2.50</del>
<del>OPEN SWIM – ADULT</del>	<del>-\$3.50</del>
<del>OPEN SWIM – SENIOR</del>	<del>-\$2.50</del>
<b><del>NON-SWIMMING CARE GIVERS</del></b>	<del>\$1.00</del>
<b><del>COUPONS</del></b>	<del>-</del>
<del>YOUTH</del>	<del>-\$20.00</del>
<del>ADULT</del>	<del>-\$30.00</del>
<del>SENIOR</del>	<del>\$20.00</del>

<b><u>DAILY POOL ADMISSION FEES</u></b>	
<b><u>ERB POOL</u></b>	
<del>OPEN SWIM – 3 &amp; UNDER</del>	<del>FREE</del>
<del>OPEN SWIM – YOUTH</del>	<del>\$3.00</del>
<del>OPEN SWIM – ADULT</del>	<del>\$4.00</del>
<del>OPEN SWIM – SENIOR</del>	<del>\$3.00</del>
<del>NON-SWIMMING CARE GIVERS</del>	<del>\$1.00</del>
<b><u>MEAD AND WEST POOL</u></b>	
<del>OPEN SWIM - 3 &amp; UNDER</del>	<del>FREE</del>
<del>OPEN SWIM – YOUTH</del>	<del>\$2.50</del>
<del>OPEN SWIM – ADULT</del>	<del>\$3.50</del>
<del>OPEN SWIM - SENIOR</del>	<del>\$2.50</del>
<del>NON-SWIMMING CARE GIVERS</del>	<del>\$1.00</del>

<u>PUNCHCARD FEES</u>	
<u>ERB, MEAD &amp; WEST POOLS</u>	
<u>YOUTH</u>	<u>\$25.00</u>
<u>ADULT</u>	<u>\$35.00</u>
<u>SENIOR</u>	<u>\$25.00</u>

<u>ANNUAL SWIM PASSES</u>	RESIDENT ANNUAL	RESIDENT DISCOUNT	NON- RESIDENT ANNUAL
YOUTH PASS	\$ <del>5</del> <u>50.00</u>	\$ <del>40</del> <u>35.00</u>	\$ <del>80</del> <u>75.00</u>
ADULT PASS	\$ <del>7</del> <u>50.00</u>	\$ <del>55</del> <u>50.00</u>	\$ <del>110</del> <u>05.00</u>
SENIOR PASS	\$ <del>5</del> <u>50.00</u>	\$ <del>40</del> <u>35.00</u>	\$ <del>80</del> <u>75.00</u>
<u>REPLACEMENT (per pass)</u>	<u>\$5.00</u>	<u>\$5.00</u>	<u>\$5.00</u>
FAMILY OF 2 PASS	\$ <del>9</del> <u>50.00</u>	\$ <del>75</del> <u>50.00</u>	\$ <del>130</del> <u>5.00</u>
FAMILY OF 3 PASS	\$ <del>11</del> <u>50.00</u>	\$ <del>90</del> <u>85.00</u>	\$ <del>160</del> <u>55.00</u>
FAMILY OF 4 PASS	\$ <del>13</del> <u>50.00</u>	\$ <del>10</del> <u>50.00</u>	\$ <del>18</del> <u>50.00</u>
FAMILY OF 5 PASS	\$ <del>15</del> <u>045.00</u>	\$ <del>115</del> <u>40.00</u>	\$ <del>20</del> <u>50.00</u>
FAMILY OF 6 & UP PASS	\$ <del>160</del> <u>.55.00</u>	\$ <del>12</del> <u>50.00</u>	\$ <del>220</del> <u>45.00</u>
<u>REPLACEMENT (per pass)</u>	<u>\$5.00</u>	<u>\$5.00</u>	<u>\$5.00</u>

\*If applicable, all fees include sales tax.

~~\*Resident participant—any person who lives within the corporate city limits of Appleton. Residents of communities having reciprocal agreements with the City of Appleton will also be considered resident participants. Non-resident participant—any person who lives outside of the corporate city limits of Appleton.~~

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	TEXT NAME: K:Parks/Administration/Policies/ Aquatic Fees and Charges 2007
POLICY SOURCE: Parks, Recreation and Facilities Management Department	AUDIENCE: Residents and City Employees	TOTAL PAGES: 4
Reviewed by Attorney's Office Date: January 24, 2005 October 5, 2016	Parks and Recreation Committee Approval Date: October 27, 2010	Council Approval Date: November 3, 2010

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

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- 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.
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## V. PROCEDURE

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  - a. A surcharge of \$35.00 will be added to all multiple-day instructional program fees for all non-resident adults. A surcharge of \$5.00 will be added for single day programs.
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3. Any person having financial difficulties may apply for fee assistance as outlined in the Recreation Program Fee Waiver Policy.

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D. Implementation

1. All fees become effective January 1, 2017.
2. Annual passes and annual family passes purchased between January 1 and the first Thursday in May will be charged the discount rate. Annual passes purchased after the first Thursday in May will be charged the regular rate. Discounts are not available for non-residents.

## **DAILY ADMISSION, PUNCHCARD AND ANNUAL PASS FEES\***

(Effective February 2, 2017)

<b>DAILY POOL ADMISSION FEES</b>	
<b>ERB POOL</b>	
OPEN SWIM – 3 & UNDER	<b>FREE</b>
OPEN SWIM – YOUTH	<b>\$3.00</b>
OPEN SWIM – ADULT	<b>\$4.00</b>
OPEN SWIM – SENIOR	<b>\$3.00</b>
NON-SWIMMING CARE GIVERS	<b>\$1.00</b>
<b>MEAD AND WEST POOL</b>	
OPEN SWIM - 3 & UNDER	<b>FREE</b>
OPEN SWIM – YOUTH	<b>\$2.50</b>
OPEN SWIM – ADULT	<b>\$3.50</b>
OPEN SWIM - SENIOR	<b>\$2.50</b>
NON-SWIMMING CARE GIVERS	<b>\$1.00</b>

<b>PUNCHCARD FEES</b>	
<b>ERB, MEAD &amp; WEST POOLS</b>	
YOUTH	<b>\$25.00</b>
ADULT	<b>\$35.00</b>
SENIOR	<b>\$25.00</b>

<b>ANNUAL SWIM PASS</b>	<b>RESIDENT ANNUAL</b>	<b>RESIDENT DISCOUNT</b>	<b>NON- RESIDENT ANNUAL</b>
YOUTH PASS	<b>\$55.00</b>	<b>\$40.00</b>	<b>\$80.00</b>
ADULT PASS	<b>\$75.00</b>	<b>\$55.00</b>	<b>\$110.00</b>
SENIOR PASS	<b>\$55.00</b>	<b>\$40.00</b>	<b>\$80.00</b>
FAMILY OF 2 PASS	<b>\$95.00</b>	<b>\$75.00</b>	<b>\$135.00</b>
FAMILY OF 3 PASS	<b>\$115.00</b>	<b>\$90.00</b>	<b>\$160.00</b>
FAMILY OF 4 PASS	<b>\$135.00</b>	<b>\$105.00</b>	<b>\$185.00</b>
FAMILY OF 5 PASS	<b>\$150.00</b>	<b>\$115.00</b>	<b>\$205.00</b>
FAMILY OF 6 & UP PASS	<b>\$160.00</b>	<b>\$125.00</b>	<b>\$220.00</b>
REPLACEMENT (per pass)	<b>\$5.00</b>	<b>\$5.00</b>	<b>\$5.00</b>

\*If applicable, all fees include sales tax.