

CITY OF APPLETON POLICY		TITLE: FEES AND CHARGES FOR AQUATIC PROGRAMS
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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 Parks and Recreation Department. Daily admission fees, punchcards, and annual pass rates are identified in this policy.

III. DISCUSSION

Aquatic programs offered by the City of Appleton, as a whole, shall recover at least 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.

III. DEFINITIONS

- Youth – a person aged 17 or under.
- Adult – a person between the ages of 18 and 61.
- Senior – a person aged 62 or older.
- Annual Family Pass – provides 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.
- 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.
- 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.

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 February 2, 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)

DAILY POOL ADMISSION FEES	
ERB, MEAD & WEST POOLS	
OPEN SWIM – 3 & UNDER	FREE
OPEN SWIM – YOUTH	\$3.00
OPEN SWIM – ADULT	\$4.00
OPEN SWIM – SENIOR	\$3.00
NON-SWIMMING CARE GIVERS	\$1.00

PUNCHCARD FEES	
ERB, MEAD & WEST POOLS	
YOUTH	\$25.00
ADULT	\$35.00
SENIOR	\$25.00

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

*If applicable, all fees include sales tax.