

CITY OF APPLETON POLICY		TITLE: CITY CENTER PLAZA STUDIOS – RESERVATION AND FEE SCHEDULE POLICY
ISSUE DATE: Day of Council Adoption	LAST UPDATE: New Policy – January 2007	TEXT NAME: K:Parks/Administration/Policies/ City Center Plaza Studios- Reservation and Fee Policy 2007
POLICY SOURCE: Parks and Recreation Department		TOTAL PAGES: 3
Reviewed by Attorney’s Office Date: January 3, 2007	Parks and Recreation Committee Approval Date: January 10, 2007	Council Approval Date: January 18, 2007

I. Purpose

To provide a policy to authorize the Parks and Recreation Department to equitably administer rules and regulations, policies, fees and charges and manage the use of the studios on the second floor of the City Center Plaza for personal use and/or community events.

II. Policy

This policy authorizes the Parks and Recreation Department to charge fees for the use of the studios on the second floor of the City Center Plaza areas within the rate schedule established by the Parks and Recreation Committee and City Council. To effectively manage, protect facilities, and promote wise use of these studios, this policy authorizes the Parks and Recreation Director and/or designees to:

- Cancel and/or relocate any reservation that potentially threatens the integrity of the studios due to misrepresentation of information on the Facility Reservation Agreement, or if conditions of the dance studios would potentially create an unsafe situation.
- Limit the number of reservations made by any single individual, in order to provide opportunities for various entities to reserve facilities and provide a variety of programming.
- Deny any facility reservation application if the expected attendance would exceed the safe capacity of the studios so as to endanger public health and safety, or compromise the condition of the studios.
- Enforce rules, regulations, and policies applicable to the dance studios.
- Require insurance coverage with limits established by the City Risk Manager, for activities or events that are beyond the scope of the “normal and intended guidelines” established by the Parks and Recreation Department.
- Cancel existing reservations if spectators or program participants engage in behavior before, during or after the program that causes, or tends to cause, a disturbance in or around the common areas of the Avenue Mall.

III. Definitions

Studios – The two rooms (Studio I and Studio II) currently leased by the Parks and Recreation Department from the City Center Plaza. The areas available for public use shall include the two rooms with dance floors, restrooms, sound system and lobby area. Area shall not include the office and storage areas used exclusively by the Parks and Recreation Department.

Facility Reservation Policies and Procedures - These policies and procedures are stated on the back of the Facility Reservation Agreement that explain reservations, sales of concessions, cancellation/refund procedures, alcohol policies and damage policies.

Late Reservation - Request for a reservation of dance studios that is received less than five (5) business days before the reservation date.

Normal and Ordinary Use of Studios - Is defined by guidelines established and published below.

Park Rules & Regulations - Are formulated by the City Council and published by the Parks and Recreation Department. These rules and regulations are handed out with every Facility Reservation Agreement form.

Processing Fee - Fee charged to process a refund and/or cancellation request that is received before the reservation date.

IV. Discussion

This policy defines how the studios on the second floor of the City Center Plaza shall be reserved by individuals, organizations and/or groups for exclusive use. The policy shall also define the fee(s) charged to these individuals, organizations and/or groups for that use.

Normal and Ordinary Use of Dance Studios

1. Activities in the dance studios shall be limited to programs that are consistent with the general use of the studios. Program activities would include, but are not limited to: private dance classes, exercise classes, yoga, pilates, etc.
2. Number of participants shall be limited to 20 people per studio.
3. Any type of street shoes are prohibited on the dance studio floors unless an approved floor covering is provided by the renter. Floor covering must be approved by the Parks and Recreation Department in advance of the program.
4. Programs shall be limited to instructional type activities. Studios will not be available for events open to the public.
5. Food and beverage are not allowed in the studios.
6. No alterations shall be made to the studios, including, but not limited to: tape on the floors and walls; moving of furniture/equipment; covering walls and/or windows; etc.
7. The studios are only available for use during regular City Center Plaza hours, unless special arrangements are made with the City Center Plaza. The group requesting the use of the studios will be required to pay for all additional costs related to opening the City Center Plaza outside regular hours of operations.

V. Reservations

1. All groups, individuals and organizations reserving the dance studios will be charged in accordance with the established rate schedule.
2. Reservations shall be made for a time period that accounts for set-up and gathering of program participants, the program itself and time necessary for take-down and clean-up. A minimum of 15 minutes will be charged before and after each program with all reservations being a minimum of two (2) hours.
3. All other reservations for the dance studios are on a first-come, first-served basis and may be made no more than 6 months in advance. The Parks and Recreation Department reserves the right to deny any request for use of the studios until the Department has established its recreation programs and scheduled use of the studios.
4. All applications for reservations of the studios must be made at least five (5) business days in advance of the reservation date.
5. Full payment of the fees shall be included with the facility reservation form, unless a contract for extended use of the studios is executed with the Parks and Recreation Department.
6. Contracts for extended use of the studios may include requirements for security deposit, insurance requirements, access, maintenance, etc.
7. A 15% administrative fee will be added when individuals and/or groups are invoiced for the use of the studios.
8. This policy shall become effective upon adoption by the City Council and shall remain in effect until it is modified, changed, and/or repealed.

Cancellation/Refunds:

A refund of the rental fee will be made if the reservation is cancelled more than 90 days in advance of the event. A refund of the rental fee for a cancellation at the studios less than 90 days in advance of the event will be made only if the studios can be rented to another party for the date canceled. Refunds are subject to a \$10.00 processing fee.

A full refund of the rental fee will be made if the reservation is cancelled by the Parks and Recreation Department due to problems with the facility, etc. These refunds are not subject to the \$10.00 processing fee.

FEE SCHEDULE

Dance Studio #1	\$20.00/hour
Dance Studio #2	\$20.00/hour