

CITY OF APPLETON POLICY		TITLE: PARK PAVILIONS AND SPECIAL AREAS – RENTAL AND FEE SCHEDULE
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I. Purpose

To provide a policy to authorize the Parks, Recreation and Facilities Management Department to equitably administer rules and regulations, policies, fees and charges and manage the use of pavilions, Lutz Park boat launch, and special areas for personal and/or community events. The Parks, Recreation and Facilities Management Department also recognizes that parks and open spaces allow for many quality of life uses for individuals, organizations and groups and bring certain benefits to the community. In addition, the Parks, Recreation and Facilities Management Department is aware that parks and facilities have certain use limitations due to size, available facilities, and location.

II. Policy

This policy authorizes the Parks, Recreation and Facilities Management Department to charge fees for the use of park pavilions, Lutz Park boat launch, and special areas within the rate schedule established by the Parks and Recreation Committee and City Council. The Parks, Recreation and Facilities Management Department has also established normal and ordinary use guidelines for the preservation of the public’s health, safety, welfare, and to promote the responsible use of publicly owned property and facilities. To effectively manage, protect facilities, and promote wise use of natural resources, this policy authorizes the Parks, Recreation and Facilities Management Director and/or designees to:

1. Cancel and/or relocate any reservation that potentially threatens the integrity of the park and/or facility due to misrepresentation of information on the Facility Reservation Agreement, or if conditions of the facility or grounds would potentially create an unsafe situation.
2. Limit the number of weekend reservations for facilities for anyone or any group, organization or individuals that would dominate the use of a facility and/or restrict equal opportunities to reserve facilities by members of the public at large.
3. Deny any facility reservation application if the expected attendance would exceed the safe capacity of the facility so as to endanger public health and safety, or compromise the condition of facilities and/or natural resources.
4. Enforce park rules, regulations, and policies.
5. Require insurance coverage with limits established by the City Risk Manager, for activities or events that are beyond the scope of the “normal and ordinary use limits”

established by the Parks, Recreation and Facilities Management Department and listed in the “Fee Schedule” at the end of this policy.

III. Definitions

- **Area Schools** - All elementary and secondary schools, both public and private, within the corporate boundaries of the City of Appleton.
- **Concessions/Sales/Exchange of Money** - The sale of food, beverage and other associated products or the exchange of any money at an event or program that is held in a city park and/or special area specifically reserved for that event or program.
- **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 city park facility and/or special area that is received less than five (5) business days before the reservation date.
- **Normal and Ordinary Use of City of Appleton Parks** - Is defined as parks and facilities being used in a manner that is consistent with the intent of the park and/or facility. (For example, the ball diamond complex is used for softball/baseball games, tournaments, etc. Pavilions are used for family gatherings, company picnics, etc.)
- **Normal and Ordinary Use Guidelines** – The recommended number of individuals allowed per facility reservation agreement as listed in the Fee Schedule.
- **Park Rules & Regulations** - Are formulated by the City Council and published by the Parks, Recreation and Facilities Management Department. These rules and regulations are included with every Facility Reservation Agreement packet.
- **Pavilion/Park Capacities** - Are established and published by the Parks, Recreation and Facilities Management Department.
- **Processing Fee** - Fee charged to process a refund and/or cancellation request that is received before the reservation date.
- **Special Event** - An event or activity that meets the City of Appleton’s requirements for a special event activity, is held in a city park and/or special area, and exceeds the normal and ordinary use of the park and/or special area.
- **Event Fee** – Fee charged for the rental of any pavilion and/or special area that is determined to be special event.

IV. Discussion

This policy defines how park pavilions, the Lutz Park boat landing, and special use areas shall be reserved by individuals, organizations and/or groups for normal and ordinary use of the facility. The policy shall also define the fee (s) charged to these individuals, organizations and/or groups for their reservation request if the facility use is required to follow the Special Events Policy.

V. Reservations:

1. All groups, individuals and organizations reserving park pavilions and special areas will be charged in accordance with the established rate schedule, including but not limited to: reservation fee; concessions/sales/exchange of money permit; tent permit; tent inspection fee; late registration; special event fee for facility.
2. Schools using the park pavilions Monday through Friday as part of their normal classroom activities will not be charged a rental fee, but may be required to obtain a Special Events License.

3. The reservation of park pavilions and/or facilities that exceed the normal and ordinary use shall follow the procedures identified in the Special Events Policy and will be required to pay the all the fees required under the Special Events Policy, including a separate “Event Fee” of \$50.00 as listed in the Fee Schedule on the last page of this policy.
4. Organizations/groups that have reserved park pavilions and/or special areas for special events shall have thirty (30) days after the date of the special event to reserve the park pavilion and/or special use areas for the same weekend and/or date for the following year. After thirty (30) days, the Parks, Recreation and Facilities Management Department will make the pavilion available to other interested parties.
5. A reservation request for a park facility that meets the criteria of the Special Events Policy will not be issued until all approvals have been received through the Special Events Committee approval and application process administered by the City Clerk’s office.
6. All other reservations for park pavilions or facilities are on a first-come, first-served basis and may be made no more than one (1) year in advance.
7. The Parks, Recreation and Facilities Management Department reserves the right to require a security deposit for any reservation based on the type of event, number of participants, use of facility, etc. The amount of the security deposit will be based on factors listed earlier. The security deposit will be returned within 10-14 business days after the event if all conditions of the reservation request were met, including, but not limited to: facility clean-up; proper vacation of the facilities; removal of personal equipment/supplies/etc.; and leaving the facility (s) in a clean and orderly condition.
8. All applications for facility reservations must be made at least five (5) business days in advance of the reservation date. Applications not made before this time period will be charged an additional \$10.00 for each reservation.
9. Groups and/or organizations may be required to reserve multiple pavilions and/or special areas if the Parks, Recreation and Facilities Management Department determines the event or activity warrants the additional reservations.
10. The fee schedule noted in this policy shall become effective January 1, 2016, and shall remain in effect until it is modified, changed, and/or repealed. The remainder of the policy will be effective upon adoption by the City Council.

Cancellation/Refunds:

- A full refund of the rental fee will be made if the reservation is cancelled more that 90 days in advance of the event. A full refund of the rental fee for a cancellation at a park pavilion or facility less than 90 days in advance of the event will be made only if the facility 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, Recreation and Facilities Management Department due to park closings, construction activities, etc. These refunds are not subject to the \$10.00 processing fee.

Lutz Park Launch Fees:

1. Permits will be required of all persons launching any watercraft from a trailer or similar device at the Lutz Park boat launch facility.
2. Daily launch permits are available through a self-registration system at Lutz Park. Permit receipts shall be torn off boat launch fee envelopes and adhered inside the rear

window, upper left side. Vehicles not displaying permit receipts properly may be ticketed.

3. Annual boat launch permits shall be affixed to the rear axle of the boat trailer or similar device in a visible location.

FEE SCHEDULE

Pavilion	Current Fees (per day)		Normal and Ordinary Use Limits
	Resident	Non-Resident	
Alicia	\$50.00	\$100.00	Not to exceed 120 individuals per facility reservation agreement
Appleton Memorial - Pavilion	\$60.00	\$120.00	Up to 200 individuals per facility reservation agreement
Appleton Memorial - Amphitheater	\$45.00	\$45.00	
Appleton Memorial-Add. Electricity	\$45.00	\$45.00	
Appleton Memorial - Jones Bldg.	\$85.00	\$85.00	Up to 200 individuals per facility reservation agreement
City	\$50.00	\$100.00	Not to exceed 120 individuals per facility reservation agreement
Colony Oaks	\$50.00	\$100.00	Not to exceed 120 individuals per facility reservation agreement
Derks	\$50.00	\$100.00	Not to exceed 120 individuals per facility reservation agreement
Erb	\$65.00	\$130.00	Up to 200 individuals per facility reservation agreement
Add. Electricity	\$45.00	\$45.00	
Green Meadows	\$50.00	\$100.00	Not to exceed 120 individuals per facility reservation agreement
Highview	\$50.00	\$100.00	Not to exceed 120 individuals per facility reservation agreement
Hoover	\$50.00	\$100.00	Not to exceed 120 individuals per facility reservation agreement
Jaycee	\$50.00	\$100.00	Not to exceed 120 individuals per facility reservation agreement
Jones	\$60.00	\$120.00	Not to exceed 120 individuals per facility reservation agreement
Kiwanis	\$50.00	\$100.00	Not to exceed 120 individuals per facility reservation agreement
Linwood	\$50.00	\$100.00	Not to exceed 120 individuals per facility reservation agreement
Lions	\$50.00	\$100.00	Not to exceed 120 individuals per facility reservation agreement
Peabody	\$50.00	\$100.00	Not to exceed 120 individuals per facility reservation agreement
Pierce	\$90.00	\$180.00	Up to 500 individuals per facility reservation agreement
Add. Electricity	\$45.00	\$45.00	
Schaefer	\$50.00	\$100.00	Not to exceed 120 individuals per facility reservation agreement
Telulah (Large)	\$75.00	\$150.00	Up to 200 individuals per facility reservation agreement
Telulah (Small)	\$50.00	\$100.00	Not to exceed 120 individuals per facility reservation agreement

Appleton Memorial and Jones Park Pavilions available year round

Special Areas	Fees
Appleton Memorial – Events Ground	\$50.00 per day
Other Fees	
Concessions/Sales/Exchange of Money Permit	\$25.00 per day \$100.00 per season
Tent Permit	\$15.00 per tent, per day
Fire Inspection (for tents)	\$25.00 per event
Late Reservation	\$10.00
Processing Fee	\$10.00
Boat Landing	
Daily Fee	\$4.00
Annual Resident	\$12.00
Annual - Non Resident	\$30.00
Special Event Fee	\$50.00 per event