

<b>CITY OF APPLETON POLICY</b>		<b>TITLE: TRAIL RESERVATION AND FEE POLICY</b>
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## **I. Purpose**

To provide a policy to authorize the Parks, Recreation and Facilities Management Department (herein "PRFMD") to equitably administer rules and regulations, policies, fees and charges to manage the use of trails for personal and/or community events.

## **II. Policy**

This policy authorizes the PRFMD to charge fees for the use of trails within the rate schedule established by the Parks and Recreation Committee and City Council. To effectively manage, protect facilities, and promote wise use of natural resources, this policy authorizes the PRFMD Director and/or designees to:

- Cancel and/or relocate any reservation that potentially threatens the integrity of the trail and/or trail segment due to misrepresentation of information on the Facility Reservation Agreement, or if conditions of the trail and/or trail segment would potentially create an unsafe situation.
- Limit the number of reservations for trails and/or trail segments for anyone or any group, organization or individuals that would dominate the use of a trail and/or trail segment and restrict equal opportunities to reserve trails and/or trail segments by members of the public at large.
- Deny any facility reservation application if the expected attendance would exceed the safe capacity of the trail and/or trail segment so as to endanger public health and safety, or compromise the condition of facilities and/or natural resources.
- Enforce park rules, regulations, and policies.
- Require minimum insurance coverage for anyone or group reserving the trails.

### III. Definitions

- **Concession/Sales.** The sale of food, beverage and other associated products at a special event or program that is held on a City trail and/or trail segment specifically reserved for that event or program.
- **Facility Reservation Policies and Procedures.** These policies and procedures are located on the back of the Facility Reservation Agreement and explain the procedures for reservations, sales of concessions, cancellation/refund, as well as policies for alcohol use and damage.
- **Late Reservation.** Request for a reservation of city trail and/or trail segment that is received less than five (5) business days before the reservation date.
- **Park Rules & Regulations.** Are formulated by the City Council and published by the PRFMD. These rules and regulations are included with every Facility Reservation Agreement form.
- **Trail Segment.** A segment of any designated trail between two streets or significant entrance points.
- **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 definition 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.

### IV. Discussion

This policy defines how trails 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.

### V. Procedures

#### A. Reservations:

1. All groups, individuals and organizations reserving trails and/or trail segments will be charged in accordance with the established rate schedule.
2. Organizations/groups that have reserved trails and/or trail segments for special events shall have thirty (30) days after the date of the special event to reserve the trail and/or trail segment for the same weekend and/or date for the following year. After thirty (30) days the PRFMD will make the trail and/or trail segment available to other interested parties.

3. All other reservations for trails and/or trail segments are on a first-come served basis and may be made no more than one (1) year in advance.
4. Groups and/or organizations may be required to reserve multiple trails and/or segments of trails if the PRFMD determines the event or activity warrants the additional reservations.
5. This policy shall become effective December 1, 2020, and shall remain in effect until it is modified, changed, and/or repealed.

**B. Trail Use Limitation/Restrictions:**

1. All trail and/or trail segment reservations shall be considered special events.
2. The PRFMD Director or designee shall have discretion to determine the number of approved trail reservations.
3. All trail and/or trail segment reservations shall be limited to 4 hours or less.
4. Use of trails and/or trail segments for special events shall be limited to normal and ordinary use of trail, including walking, bicycling, rollerblading, etc.
5. Use of trails and/or trail segments shall be limited to the trail corridor under ownership and/or easement of the City of Appleton.
6. Use of trails and/or trail segments shall be consistent with all city ordinances, park and trail rules, policies, etc.
7. A trail and/or trail segment can be used for the special event, but the trail and/or trail segment cannot be the main staging/ gathering area for the event. (For example, Newberry Trail can be used for a local walk/run event, but another location must be used as the starting/ending point for the event.)
8. Use of trails and/or trail segments for special events shall be limited to the time period between April 15 and October 31.
9. If an application requesting to reserve the trails and/or trail segments is denied by the PRFMD Director or designee, the applicant may appeal the denial to the Park and Recreation Committee for reconsideration. The Park and Recreation Committee shall make the final determination to grant or deny the reservation application.

**C. Cancellation/Refunds:**

A full refund of the rental fee for a trail will be made only if the trail can be rented to another party for the date canceled or if canceled 90 days prior to the scheduled event. Refunds are subject to a nonrefundable \$10.00 processing fee.

**FEE SCHEDULE**

<b><u>Trail</u></b>	<b><u>Proposed Fee</u></b>
<b>Apple Creek Trail</b>	\$150.00
<i>Trail Segments:</i>	
Meade Street to Ballard Road	\$50.00
Ballard Road to Lightning Drive	\$25.00
Lightning Drive to Providence Avenue	\$25.00
Providence Avenue to French Road	\$25.00
French Road to Hwy JJ	\$25.00
<b>Highview Trail</b>	\$50.00
<b>Providence Trail</b>	\$25.00
<b>North Island Trail</b>	\$25.00
<b>Newberry Trail</b>	\$125.00
<i>Trail Segments:</i>	
South River Drive to Lawe Street	\$25.00
Lawe Street to Banta Court	\$25.00
Banta Court to Telulah Park	\$25.00
Telulah Park to Peter Street	\$25.00
Peter Street to College Avenue	\$25.00
<b>Lawe Street Trestle Trail</b>	
Lawe Street to John Street	\$50.00

**Fees include use of a trail and/or trail segment for the time period noted in the above policy, Section 5, B (c), “All trail and/or trail segment reservations shall be limited to 4 hours or less.”**