

CITY OF APPLETON POLICY		TITLE: SCHEIG CENTER AND GARDENS – RENTAL AND FEE POLICY	
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I. Purpose

To provide a policy to authorize the Parks and Recreation Department (PRD) to equitably administer rules and regulations, policies, fees and charges, and manage the use of the Scheig Center and Gardens for private, corporate, and/or community events.

II. Policy

This policy authorizes the PRD to charge fees for the use of the Scheig Center and Gardens within the rate schedule established by the Parks and Recreation Committee and City Council. To effectively manage, protect the facilities, and promote the fiscally responsible use of resources, this policy authorizes the PRD Director and/or designee to:

1. Cancel and/or relocate any reservation that potentially threatens the integrity of the park and/or facility due to inaccurate information on the Scheig Center Reservation Request and Agreement form, or if conditions of the facility or grounds could create an unsafe situation.
2. Limit the number of reservations for the facilities for any group, organization, or individuals that would dominate the use of the facilities and/or restrict equal opportunities to reserve the facilities by members of the public at large.
3. Limit the reservation and/or availability of the Scheig Center and Gardens to effectively manage and coordinate all Appleton Memorial Park programs, activities, and events.
4. Deny any Scheig Center Reservation Request and Agreement application if the expected attendance would exceed the safe capacity of the facilities so as to endanger public health and safety or compromise the condition of facilities and/or the natural resources.
5. Enforce park rules, regulations, and policies.

6. 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”.

III. Policy Definitions

- **Gardens** – Outdoor space immediately adjacent to the Scheig Center that includes formal gardens, walkways, open space, etc. as identified in Attachment A.
- **Facility Reservation Policies and Procedures** – These policies and procedures are set forth on the back of the Scheig Center Reservation Request and Agreement. These policies and procedures explain reservations, cancellation/refund procedures, alcohol policies, and damage policies.
- **Park Rules & Regulations** – The rules and regulations are formulated from ordinances adopted by the City Council and published by the PRD. These rules and regulations are available on the PR website or by request.
- **Pavilion/Park Capacities** – Capacities are established and published by the PRD.
- **Processing Fee** – Fee charged to process a refund and/or cancellation request that is received before the reservation date.
- **Scheig Center** – Enclosed facility located on the west end of Appleton Memorial Park. The reservation of the Scheig Center includes the restrooms, open area, food preparation area, and entrance/gathering area.
- **Special Event** – An event or activity that meets the City of Appleton’s definition of a special event, and is held in a city park and/or special area, and exceeds the normal, ordinary or intended use of the park and/or special area.

IV. Discussion

This policy defines how the Scheig Center and Gardens shall be reserved by individuals, organizations, and/or groups for use. The policy shall also define the fee(s) charged for that use.

V. Reservations

1. All individuals, organizations, and/or groups reserving the Scheig Center and Gardens will be charged in accordance with the established rate schedule. Payment of the reservation fees must be included with the Scheig Center Reservation Request and Agreement form including special event fees, etc.
2. The reservation request shall include the actual time needed for the reservation, including the time period for the event/activity and all set up and clean up time.

This would include any equipment utilized in the Gardens. The PRD reserves the right to evict or invoice the individuals, organizations, and/or groups if the use of the facilities exceeds the original reservation request.

3. The minimum time period for all reservation requests on Monday through Thursday is two (2) hours.
4. The minimum time period for all reservation requests on Friday, Saturday, Sunday, and available holidays is four (4) hours.
5. The Scheig Center is not available for reservation on Christmas Eve, Christmas Day, Thanksgiving Day, Day After Thanksgiving Day, New Years Eve, New Year's Day, Memorial Day, Labor Day, July 3rd and 4th, Easter Day, and/or other days as determined by the PRD Director and/or designee.
6. Individuals, organizations, and/or groups may reserve either the Scheig Center only or the Scheig Center and Gardens. The Gardens cannot be reserved without reserving the Scheig Center.
7. All reservations for the Scheig Center and Gardens are on a first-come, first-served basis. Reservations are accepted 12 months in advance of the rental date.
8. The reservation of the Scheig Center and Gardens is available from 8:00 a.m. to 8:00 p.m. only.
9. The PRD reserves the right to require a security deposit for any reservation for any reason, including but not limited to, the type of event, number of participants, use of facility, etc. The security deposit will be returned 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. A portion or all of the security deposit may be retained by the City if violations of this policy and/or violations of the Scheig Center Reservation Procedures and Guidelines are found.
10. A violation of any of the provisions found within this Policy and/or the Scheig Center Reservation Procedures and Guidelines, and/or deviating from the Request and Agreement form, may result in PRD staff shutting down the event prior to the requested end time. If an event is shut down due to a violation of the policy or policies, the event organizer will not be issued a refund and may incur additional fees/penalties.
11. All applications for facility reservations must be made at least forty-five (45) business days in advance of the reservation date.

12. Groups and/or organizations may be required to reserve multiple facilities and/or special areas if the PRD determines the event or activity warrants the additional reservations.

VI. Cancellation/Refunds

- If a cancellation occurs 90 days or more in advance of the reservation a full refund of the rental fee, less processing fees, will be made.
- If a cancellation occurs less than 90 days prior to the reservation no refund will be issued.
- All reservation refunds, except those detailed immediately below, are subject to a \$10.00 processing fee. If the reservation is cancelled by the PRD due to unforeseen circumstances, including but not limited to park closings, construction activities, or weather conditions, a full refund of the rental fee will be made and the \$10.00 processing fee will be waived.

FEE SCHEDULE

<u>Scheig Center</u>	<u>Fees</u>
Available 8:00 a.m. to 8:00 p.m.	
Not to exceed 75 individuals per the Scheig Center Procedures and Guidelines	
Monday through Thursday	
Hourly Fee (2 hour minimum)	\$50.00 per hour
Friday, Saturday, Sunday, and available holidays	
Hourly Fee (4 hour minimum)	\$50.00 per hour
<u>Scheig Center and Gardens</u>	<u>Fees</u>
Monday through Thursday	
Hourly Fee (2 hour minimum)	\$65.00 per hour
Friday, Saturday, Sunday, and available holidays	
Hourly Fee (4 hour minimum)	\$65.00 per hour
<i>Additional Security Deposit may be requested for special events.</i>	

<u>Other Services</u>	<u>Fees</u>
Tent Permit	\$15.00 per tent, per day
Fire Inspection (for tents)	\$25.00 per event
Processing Fee	\$10.00
Event Fee	\$50.00 per event

Full amount of rental fee due at time of reservation and completion of Scheig Center Reservation Request and Agreement.