



# City of Appleton

100 North Appleton Street  
Appleton, WI 54911-4799  
www.appleton.org

## Meeting Agenda - Final Parks and Recreation Committee

---

Monday, December 12, 2022

6:30 PM

Council Chambers, 6th Floor

---

1. Call meeting to order
2. Roll call of membership
3. Approval of minutes from previous meeting  
[22-1531](#) Minutes of the November 7, 2022 Parks & Recreation Committee Meeting  
  
**Attachments:** [Minutes of the 11-7-22 P & R Committee.pdf](#)
4. **Public Hearings/Appearances**
5. **Action Items**  
  
[22-1532](#) Action Item: Sole Source - Request to award contract to ISG for design services for Lundgaard Park in the amount of \$297,420 with a design contingency of \$25,000 for a total contract not to exceed \$322,420  
  
**Attachments:** [2023 Lundgaard Park Design.doc](#)  
  
[22-1551](#) Action Item: Request Approval of Reid Golf Course 2023 Rates Policy  
  
**Attachments:** [Memo-2023 Reid Rates Policy.docx](#)  
[Reid Rate Policy 2023 Draft.docx](#)  
[Reid Rate Policy 2023 REDLINE Draft.pdf](#)  
  
[22-1563](#) Action Item: Request Approval of Military Family Support Policy  
  
**Attachments:** [Memo Military Family Support Policy.2022.pdf](#)  
[Military Family Support Policy.CLEAN.2022.pdf](#)  
[Military Family Support Policy.REDLINE.2022.pdf](#)

[22-1564](#) Action Item: Request Approval of Aquatic Fees and Charges Policy

**Attachments:** [Memo Aquatic Fees and Charges Policy.2022.pdf](#)  
[2022 Aquatic Programs Fees and Charges.CLEAN.pdf](#)  
[2022 Aquatic Programs Fees and Charges.REDLINE.pdf](#)

[22-1567](#) Action Item: Request Approval of Aquatic Special Event Policy

**Attachments:** [Memo Aquatic Special Event Policy.2022.pdf](#)  
[2022 Aquatic Special Event Policy.CLEAN.pdf](#)  
[2022 Aquatic Special Event Policy.REDLINE.pdf](#)

[22-1571](#) Action Item: Request Approval of Pool Rental, Reservation, and General Use Policy

**Attachments:** [Memo Pool Rental, Reservation, and General Use Policy.2022.pdf](#)  
[2022 Pool Rental, Reservation and General Use Policy.CLEAN with MOU.pdf](#)  
[2022 Pool Rental, Reservation and General Use Policy.REDLINE.pdf](#)

**6. Information Items**

**7. Adjournment**

*Notice is hereby given that a quorum of the Common Council may be present during this meeting, although no Council action will be taken.*

*Reasonable Accommodations for Persons with Disabilities will be made upon Request and if Feasible.*



# City of Appleton

100 North Appleton Street  
Appleton, WI 54911-4799  
www.appleton.org

## Meeting Minutes - Final Parks and Recreation Committee

---

Monday, November 7, 2022

6:30 PM

Council Chambers, 6th Floor

---

1. Call meeting to order

*The meeting was called to order at 6:30 p.m.*

2. Roll call of membership

**Others:** Dean Gazza and Tom Flick, Parks, Recreation & Facilities  
Management; Attorney Chris Behrens, Legal Services

**Present:** 4 - Schultz, Wolff, Del Toro and Hartzheim

**Absent:** 1 - Thyssen

3. Approval of minutes from previous meeting

[22-1444](#)

Minutes of the October 24, 2022 Parks & Recreation Committee Meeting

**Attachments:** [Minutes of the 10-24-22 P & R Meeting.pdf](#)

**Aldersperson Hartzheim moved, seconded by Aldersperson Del Toro, that the Minutes of the October 24, 2022 Parks & Recreation Committee meeting be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 4 - Schultz, Wolff, Del Toro and Hartzheim

**Absent:** 1 - Thyssen

4. Public Hearings/Apearances

None

5. Action Items

[22-1445](#)

Action Item: Approve Contract with Commercial Recreation Specialists for \$50,479 With a Contingency of 10% for a Total Amount Not to Exceed \$55,527 to Install Shade Structures for Jones Park

**Attachments:** [2022 Jones Park Shade Installation.docx](#)

**Aldersperson Hartzheim moved, seconded by Aldersperson Del Toro, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:**

**Aye:** 4 - Schultz, Wolff, Del Toro and Hartzheim

**Absent:** 1 - Thyssen

[22-1447](#)

Action Item: Approve the Public Facility Needs Assessment

**Attachments:** [Fee in Lieu of Land Document.pdf](#)

**Aldersperson Del Toro moved, seconded by Aldersperson Schultz, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:**

**Aye:** 4 - Schultz, Wolff, Del Toro and Hartzheim

**Absent:** 1 - Thyssen

[22-1451](#)

Action Item: Request to Adopt the Proposed Revised Jones Park Rental and Fee Schedule Policy

**Attachments:** [Jones Park Rental Policy.pdf](#)

**Aldersperson Schultz moved, seconded by Aldersperson Hartzheim, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:**

**Aye:** 4 - Schultz, Wolff, Del Toro and Hartzheim

**Absent:** 1 - Thyssen

[22-1452](#)

Action Item: Request to Adopt the Proposed Revised Park Acquisition Map

**Attachments:** [Park Acquisition Map.pdf](#)

**Aldersperson Del Toro moved, seconded by Aldersperson Hartzheim, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:**

**Aye:** 4 - Schultz, Wolff, Del Toro and Hartzheim

**Absent:** 1 - Thyssen

## 6. Information Items

[22-1446](#)

Reid Golf Course-October, 2022 Revenue, Participation & Expense Report

**Attachments:** [Reid October 2022.pdf](#)

**This item was presented**

7. Adjournment

*The meeting was adjourned at 7:02 p.m.*

**Aldersperson Hartzheim moved, seconded by Aldersperson Schultz, that the meeting be adjourned. Roll Call. Motion carried by the following vote:**

**Aye:** 4 - Schultz, Wolff, Del Toro and Hartzheim

**Absent:** 1 - Thyssen



"...meeting community needs...enhancing quality of life."

**PARKS, RECREATION & FACILITIES  
MANAGEMENT**

**Dean R. Gazza, Director**

1819 East Witzke Boulevard  
Appleton, Wisconsin 54911-8401  
(920) 832-5572 FAX (920) 993-3103  
Email - [dean.gazza@appleton.org](mailto:dean.gazza@appleton.org)

TO: Parks & Recreation Committee

FROM: Dean R. Gazza, Director of Parks, Recreation and Facilities Management

DATE: 12/12/2022

RE: Action Item: Sole Source - Request to award contract to ISG for design services for Lundgaard Park in the amount of \$297,420 with a design contingency of \$25,000 for a total contract not to exceed \$322,420.

On February 24, 2021, Request for Proposals were received from five firms for master planning and design services for Lundgaard Park. After review of the proposals by a seven-person panel including Fire Department staff, Parks, Recreation and Facilities Management staff and Lindsey Lundgaard, ISG was unanimously selected by the review team to be recommended for award of the contract.

The process to get to this step began during the 2020 city budget process when the Common Council approved funding to begin master planning and design for the new park. The parkland was acquired in 1999 and dedicated as Lundgaard Park in 2020.

During the 2023 budget process, \$2,000,000 was approved for the development of Lundgaard Park. Our team is pleased with the work by ISG and are requesting to sole source the next phase of design to them. It is normal to not switch architects and engineers unless an issue exists. ISG has provided timely and quality services and it is most responsible to continue working with them throughout this project. Fees were negotiated through Phase I which completes site and utilities, and park amenities design that will be paid for with the approved funding. Additional design services to complete the park will be funded through the donations received. It is most responsible to not contract for full design of the entire park unless the funding is committed.

Please feel free to contact me at 832-5572 with any questions, or by email at [dean.gazza@appleton.org](mailto:dean.gazza@appleton.org).



*"...meeting community needs...enhancing quality of life."*

**PARKS, RECREATION & FACILITIES  
MANAGEMENT**

**Dean R. Gazza, Director**

1819 East Witzke Boulevard  
Appleton, Wisconsin 54911-8401  
(920) 832-5572 FAX (920) 993-3103  
Email - [dean.gazza@appleton.org](mailto:dean.gazza@appleton.org)

TO: Parks and Recreation Committee

FROM: Dean R. Gazza

DATE: December 12, 2022

RE: Action: Request Approval of Reid Golf Course 2023 Rates Policy

Attached is the proposed 2023 Reid Golf Course Rates Policy that outlines the daily fees and pass rates for 2023.

The proposed 2023 golf rates include a \$1.00 increase to adult weekday, senior weekday, walking and riding twilight, and 18-holes walking super twilight. Also proposed is a \$25.00 increase to the junior summer pass, senior weekday pass, junior and junior associate annual pass, senior annual pass and a new \$15.00 fee for junior 18 with restrictions. Increasing some fees will assist with offsetting increased costs for operations and utilities, labor, and turf management supplies.

The Parks, Recreation, and Facilities Management Department is requesting approval of the 2023 Reid Golf Course Rates Policy at this time to begin planning for the 2023 season.

Please contact me at (920) 832-5572 or at [dean.gazza@appleton.org](mailto:dean.gazza@appleton.org) if you need additional information or if you have any questions.

<b>CITY OF APPLETON POLICY</b>		<b>TITLE: 2023 REID GOLF COURSE RATES POLICY</b>	
ISSUE DATE: Day of Council Adoption		LAST UPDATE: December 2008, December 2010, December 2011, September 2012, September 2013, August 2014 October 2015, November 2016, November 2017, November 2018, October 2019, November 2020, November 2021, December 2022	LOCATION: J:\Department\Administration\Policies\ Golf Course
POLICY SOURCE: Parks and Recreation Department		TOTAL PAGES: 5	
Reviewed by Legal Services Date: December 2, 2022	Parks and Recreation Committee Approval Date:	Council Approval Date:	

**I. PURPOSE:**

The Appleton Parks, Recreation and Facilities Management Department operates Reid Golf Course to maintain open space and provide for the recreational needs of the community. The adoption of the rates outlined in this policy provides additional recreational opportunities to the members of the public. In addition, these rates shall provide revenues to meet operational, administrative and debt service expenses. The policy also contains procedures regarding refunds and coupon/pass upgrades that will provide additional golf opportunities, secure additional revenues for the City of Appleton and increase customer satisfaction.

**II. POLICY:**

It is the policy of the City of Appleton to establish daily green fees, discount cards and annual pass rates to meet changing community and participant interests and secure revenues to meet operational, administrative and debt service needs of the golf course. All daily green fees, discount cards and annual pass rates shall be established by the Parks, Recreation and Facilities Management Department and presented to the Parks and Recreation Committee and Council for annual review and adoption. Special and/or seasonal rates shall be established by the Parks, Recreation and Facilities Management Department to address current market conditions, changing competition, local and national trends, seasonal opportunities, golf course conditions, etc.

**III. DEFINITIONS:**

1. Discount Card – Provides 15% discount on regular green fees



2. Weekday – Monday through Friday
3. Weekend – Saturday, Sunday and holidays
4. Dependent - Child age 17 and under (applicable on family passes only)
5. Junior – Age 17 and under
6. Junior Associate – Ages 18 to 24
7. Associate – Ages 25 to 40
8. Adult – Ages 41 to 61
9. Senior – Age 62 and up
10. Family – All persons currently residing at the same address who are directly related (mother, father, son, daughter), or are foster children. Families are limited to two adults and the dependents and/or foster children.
11. Guest Round – A free round of golf provided to a guest of an annual pass holder.
12. New Pass Holder – individual and/or family who have not purchased an annual pass the previous year.
13. Business Pass – Pass purchased by businesses and companies for use by employees, business guests, etc. The Business Pass includes a foursome for one tee time and two carts per day.

#### **IV. DISCUSSION:**

1. Weekday daily fees will be charged Monday through Friday, except holidays.
2. Weekend daily fees will be charged Saturdays, Sundays and all holidays.
3. A Weekday Pass:
  - a. Is available for 9-hole or 18-hole play.
  - b. Can be used anytime Monday through Friday.
  - c. Can be used for league play Monday through Friday.
  - d. Cannot be used for tournaments, outings and/or special events.
4. An Associate, Junior Associate, Adult, Senior and Family Annual Pass:
  - a. Is available for 9-hole or 18-hole play.
  - b. Can be used anytime Monday through Sunday and holidays based on availability.
  - c. Can be used for league play Monday through Friday.
  - d. Can be used for tournaments, outings and/or special events.
5. A Junior Annual Pass:
  - a. Is available for 9-hole or 18-hole play.
  - b. Can be used anytime Monday through Friday.
  - c. Can be used Saturdays, Sundays and holidays after 2:00 PM
  - d. Can be used for tournaments, outings and special events.
6. A Junior Summer Pass:
  - a. Is available for 9 or 18 hole play.
  - b. Can be used from Memorial Day to Labor Day only.
  - c. Can be used Monday through Friday from 6:00 am to 3:00 pm.
  - d. Can be used Saturdays, Sundays and holidays after 2:00 PM.
  - e. Cannot be used for tournaments, outings, and/or special events.
7. A New Pass Holder (Weekday or Annual) can purchase a pass for the following year at the end of the current golf season and the pass can be used for the remainder of the

current golf season and the entire following golf season. The use of the Weekday and/or Annual Pass for the remainder of the current golf season will be consistent with #4, #5 and #6 above.

8. The Discount Card is available:
  - a. Provides a 15% discount on all regular green fees.
  - b. Cannot be used for tournaments, outings and/or special events.
9. Discount Cards, Special, Weekday and Annual Passes cannot be transferred to another individual.
10. The Family Annual Pass provides the benefits listed in #4 above to the pass holder and family members. An adult family member must accompany a minor child/children when a Family Annual Pass is used.
11. The Business Pass allows the company and/or business to schedule one (1) foursome for one tee time per day during the golf season and also includes two (2) carts. The company and/or business must schedule the tee time for the foursome with the Pro Shop office at least 24 hours before the tee time by the designated business representative(s). The Business Pass cannot be used for outings or tournaments.
12. The Guest Rounds provided to annual pass holders can only be used when the guest is accompanied by the pass holder. Junior guest passes are only redeemable for juniors.
13. The Guest Rounds are good for either 9-hole or 18-hole rounds. All guest passes are redeemable based on which golf pass was purchased, annual vs. weekday.
14. All Discount Cards, Coupon Books, Weekday and Annual Passes expire at the end of the season for which they were purchased.
15. Twilight rates allow for unlimited play from the established start time until the course closes.
16. Cart rental is based on double occupancy when applicable, including annual individual cart pass.
17. There will be no refunds issued for passes, coupon books or discount cards. Exceptions may be granted in hardship cases by the Parks and Recreation Committee and City Council.

**REID GOLF COURSE – Proposed Fees**

<b>WEEKDAY DAILY FEES</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>Net</b>
Adult 9	\$17.00	\$17.00	\$17.00	\$18.00	\$18.00	-
Adult 18	\$28.00	\$28.00	\$28.00	\$28.00	\$29.00	\$1
Senior 9	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	-
Senior 18	\$24.00	\$24.00	\$24.00	\$24.00	\$25.00	\$1
Junior 9 w/ restrictions	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	-
Junior 18 w/ restrictions	-	-	-	-	\$15.00	-
<b>WEEKEND DAILY FEES</b>						
Adult/Junior/Senior 9	\$19.00	\$20.00	\$20.00	\$20.00	\$20.00	-
Adult/Junior/Senior 18	\$31.00	\$31.00	\$31.00	\$31.00	\$31.00	-
<b>REPLAY RATES</b>						
Walking	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	-
Riding	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	-
<b>TWILIGHT (unlimited golf)</b>						
Walking	\$11.00	\$12.00	\$12.00	\$12.00	\$13.00	\$1
Riding	\$22.00	\$23.00	\$24.00	\$24.00	\$25.00	\$1
<b>SUPER TWILIGHT Fri, Sat &amp; Sun</b>						
9 Holes – walking	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	-
18 Holes – walking	\$24.00	\$24.00	\$24.00	\$24.00	\$25.00	\$1
<b>DISCOUNT CARDS</b>						
Adults/Seniors	\$31.50	\$31.65	\$31.65	\$31.65	\$31.65	-
<b>SPECIALS</b>						
Junior Summer Pass	\$150	\$150	\$150	\$150	\$175	\$25
<b>WEEKDAY PASSES (Monday-Friday Only)</b>						
Adult	\$815	\$815	\$815	\$815	\$815	-
Senior	\$660	\$660	\$660	\$660	\$685	\$25
<b>ANNUAL PASSES</b>						
Junior	\$200	\$200	\$200	\$200	\$225	\$25
Junior Associate	\$350	\$350	\$350	\$350	\$375	\$25
Associate	\$735	\$735	\$735	\$735	\$735	-
Adult	\$1050	\$1050	\$1050	\$1050	\$1050	-
Senior	\$800	\$800	\$800	\$800	\$825	\$25
Family	\$1155	\$1200	\$1200	\$1200	\$1200	-
Business	\$2625	\$2625	\$2625	\$3000	\$3000	-

*\*Tax included on daily fees and annual passes\**

**Returning Pass Holder Loyalties**

**2019 Pass Sales**

- Returning Pass Holders receive 3 free guest passes.
- Pass Holders receive packet including merchandise coupons and yardage book.
- 5% off 2 passes, 10% off 3 passes in March

**2020 Pass Sales**

- Returning Pass Holders receive 3 free guest passes.
- Pass Holders receive packet including merchandise coupons and yardage book.
- 5% off 2 passes, 10% off 3 passes in March

**2021 Pass Sales**

- Returning Pass Holders receive 3 free guest passes.
- Pass Holders receive packet including merchandise coupons and yardage book.
- 5% off 2 passes, 10% off 3 passes in March

**2022 Pass Sales**

- Returning Pass Holders receive 3 free guest passes.
- Pass Holders receive packet including merchandise coupons and yardage book.
- 5% off 2 passes, 10% off 3 passes in March

**2023 Pass Sales**

- Returning Pass Holders receive 3 free guest passes.
- Pass Holders receive packet including merchandise coupons and yardage book.
- 5% off 2 passes, 10% off 3 passes in March

<b>CITY OF APPLETON POLICY</b>		TITLE: 202 <del>32</del> REID GOLF COURSE RATES POLICY	
ISSUE DATE: Day of Council Adoption	LAST UPDATE: December 2008, December 2010, December 2011, September 2012, September 2013, August 2014 October 2015, November 2016, November 2017, November 2018, October 2019, November 2020, November 2021, <u>December 2022</u>	LOCATION: J:\Department\Administration\Policies\ Golf Course	
POLICY SOURCE: Parks and Recreation Department		TOTAL PAGES: 5	
Reviewed by Legal Services Date: <del>October 29, 2021</del> <u>December 2, 2022</u>	Parks and Recreation Committee Approval Date:	Council Approval Date:	

### **I. PURPOSE:**

The Appleton Parks, Recreation and Facilities Management Department operates Reid Golf Course to maintain open space and provide for the recreational needs of the community. The adoption of the rates outlined in this policy provides additional recreational opportunities to the members of the public. In addition, these rates shall provide revenues to meet operational, administrative and debt service expenses. The policy also contains procedures regarding refunds and coupon/pass upgrades that will provide additional golf opportunities, secure additional revenues for the City of Appleton and increase customer satisfaction.

### **II. POLICY:**

It is the policy of the City of Appleton to establish daily green fees, discount cards and annual pass rates to meet changing community and participant interests and secure revenues to meet operational, administrative and debt service needs of the golf course. All daily green fees, discount cards and annual pass rates shall be established by the Parks, Recreation and Facilities Management Department and presented to the Parks and Recreation Committee and Council for annual review and adoption. Special and/or seasonal rates shall be established by the Parks, Recreation and Facilities Management Department to address current market conditions, changing competition, local and national trends, seasonal opportunities, golf course conditions, etc.

### **III. DEFINITIONS:**

1. Discount Card – Provides 15% discount on regular green fees
2. Weekday – Monday through Friday
3. Weekend – Saturday, Sunday and holidays
4. Dependent - Child age ~~17~~18 and under (applicable on family passes only)
5. Junior – Age ~~17~~18 and under
6. Junior Associate – Ages ~~18~~19 to 24
7. Associate – Ages 25 to 40
8. Adult – Ages 41 to 61
9. Senior – Age 62 and up
10. Family – All persons currently residing at the same address who are directly related (mother, father, son, daughter), or are foster children. Families are limited to two adults and the dependents and/or foster children.
11. Guest Round – A free round of golf provided to a guest of an annual pass holder.
12. New Pass Holder – individual and/or family who have not purchased an annual pass the previous year.
13. Business Pass – Pass purchased by businesses and companies for use by employees, business guests, etc. The Business Pass includes a foursome for one tee time and two carts per day.

#### **IV. DISCUSSION:**

1. Weekday daily fees will be charged Monday through Friday, except holidays.
2. Weekend daily fees will be charged Saturdays, Sundays and all holidays.
3. A Weekday Pass:
  - a. Is available for 9-hole or 18-hole play.
  - b. Can be used anytime Monday through Friday.
  - c. Can be used for league play Monday through Friday.
  - d. Cannot be used for tournaments, outings and/or special events.
4. An Associate, Junior Associate, Adult, Senior and Family Annual Pass:
  - a. Is available for 9-hole or 18-hole play.
  - b. Can be used anytime Monday through Sunday and holidays based on availability.
  - c. Can be used for league play Monday through Friday.
  - d. Can be used for tournaments, outings and/or special events.
5. A Junior Annual Pass:
  - a. Is available for 9-hole or 18-hole play.
  - b. Can be used anytime Monday through Friday.
  - c. Can be used Saturdays, Sundays and holidays after 2:00 PM
  - d. Can be used for tournaments, outings and special events.
6. A Junior Summer Pass:
  - a. Is available for 9 or 18 hole play.
  - b. Can be used from Memorial Day to Labor Day only.
  - c. Can be used Monday through Friday from 6:00 am to 3:00 pm.
  - d. Can be used Saturdays, Sundays and holidays after 2:00 PM.
  - e. Cannot be used for tournaments, outings, and/or special events.

7. A New Pass Holder (Weekday or Annual) can purchase a pass for the following year at the end of the current golf season and the pass can be used for the remainder of the current golf season and the entire following golf season. The use of the Weekday and/or Annual Pass for the remainder of the current golf season will be consistent with #4, #5 and #6 above.
8. The Discount Card is available:
  - a. Provides a 15% discount on all regular green fees.
  - b. Cannot be used for tournaments, outings and/or special events.
9. Discount Cards, Special, Weekday and Annual Passes cannot be transferred to another individual.
10. The Family Annual Pass provides the benefits listed in #4 above to the pass holder and family members. An adult family member must accompany a minor child/children when a Family Annual Pass is used.
11. The Business Pass allows the company and/or business to schedule one (1) foursome for one tee time per day during the golf season and also includes two (2) carts. The company and/or business must schedule the tee time for the foursome with the Pro Shop office at least 24 hours before the tee time by the designated business representative(s). The Business Pass cannot be used for outings or tournaments.
12. The Guest Rounds provided to annual pass holders can only be used when the guest is accompanied by the pass holder. Junior guest passes are only redeemable for juniors.
13. The Guest Rounds are good for either 9-hole or 18-hole rounds. All guest passes are redeemable based on which golf pass was purchased, annual vs. weekday.
14. All Discount Cards, Coupon Books, Weekday and Annual Passes expire at the end of the season for which they were purchased.
15. Twilight rates allow for unlimited play from the established start time until the course closes.
16. Cart rental is based on double occupancy when applicable, including annual individual cart pass.
17. There will be no refunds issued for passes, coupon books or discount cards. Exceptions may be granted in hardship cases by the Parks and Recreation Committee and City Council.

**REID GOLF COURSE – Proposed Fees**

<b>WEEKDAY DAILY FEES</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>Net</b>
Adult 9	\$17.00	\$17.00	\$17.00	\$18.00	\$18.00	-
Adult 18	\$28.00	\$28.00	\$28.00	\$28.00	<u>\$29.00</u>	<u>\$1</u>
Senior 9	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	-
Senior 18	\$24.00	\$24.00	\$24.00	\$24.00	<u>\$25.00</u>	<u>\$1</u>
Junior 9 w/ restrictions	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	-
<u>Junior 18 w/ restrictions</u>	-	-	-	-	<u>\$15.00</u>	-
<b>WEEKEND DAILY FEES</b>						
Adult/Junior/Senior 9	\$19.00	\$20.00	\$20.00	\$20.00	\$20.00	-
Adult/Junior/Senior 18	\$31.00	\$31.00	\$31.00	\$31.00	\$31.00	-
<b>REPLAY RATES</b>						
Walking	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	-
Riding	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	-
<b>TWILIGHT (unlimited golf)</b>						
Walking	\$11.00	\$12.00	\$12.00	\$12.00	<u>\$13.00</u>	<u>\$1</u>
Riding	\$22.00	\$23.00	\$24.00	\$24.00	<u>\$25.00</u>	<u>\$1</u>
<b>SUPER TWILIGHT Fri, Sat &amp; Sun</b>						
9 Holes – walking	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	-
18 Holes – walking	\$24.00	\$24.00	\$24.00	\$24.00	<u>\$25.00</u>	<u>\$1</u>
<b>DISCOUNT CARDS</b>						
Adults/Seniors	\$31.50	\$31.65	\$31.65	\$31.65	\$31.65	-
<b>SPECIALS</b>						
Junior Summer Pass	\$150	\$150	\$150	\$150	<u>\$175.00</u>	<u>\$25</u>
<b>WEEKDAY PASSES (Monday-Friday Only)</b>						
Adult	\$815	\$815	\$815	\$815	\$815	-
Senior	\$660	\$660	\$660	\$660	<u>\$685</u>	<u>\$25</u>
<b>ANNUAL PASSES</b>						
Junior	\$200	\$200	\$200	\$200	<u>\$225</u>	<u>\$25</u>
Junior Associate	\$350	\$350	\$350	\$350	<u>\$375</u>	<u>\$25</u>
Associate	\$735	\$735	\$735	\$735	\$735	-
Adult	\$1050	\$1050	\$1050	\$1050	\$1050	-
Senior	\$800	\$800	\$800	\$800	<u>\$825</u>	<u>\$25</u>
Family	\$1155	\$1200	\$1200	\$1200	\$1200	-
Business	\$2625	\$2625	\$2625	\$3000	\$3000	-

*\*Tax included on daily fees and annual passes\**



**Returning Pass Holder Loyalties**

**2019 Pass Sales**

- Returning Pass Holders receive 3 free guest passes.
- Pass Holders receive packet including merchandise coupons and yardage book.
- 5% off 2 passes, 10% off 3 passes in March

**2020 Pass Sales**

- Returning Pass Holders receive 3 free guest passes.
- Pass Holders receive packet including merchandise coupons and yardage book.
- 5% off 2 passes, 10% off 3 passes in March

**2021 Pass Sales**

- Returning Pass Holders receive 3 free guest passes.
- Pass Holders receive packet including merchandise coupons and yardage book.
- 5% off 2 passes, 10% off 3 passes in March

**2022 Pass Sales**

- Returning Pass Holders receive 3 free guest passes.
- Pass Holders receive packet including merchandise coupons and yardage book.
- 5% off 2 passes, 10% off 3 passes in March

**2023 Pass Sales**

- Returning Pass Holders receive 3 free guest passes.
- Pass Holders receive packet including merchandise coupons and yardage book.
- 5% off 2 passes, 10% off 3 passes in March.



*"...meeting community needs...enhancing quality of life."*

**PARKS, RECREATION & FACILITIES  
MANAGEMENT**

**Niki Wendt, Recreation Manager**

1819 East Witzke Boulevard  
Appleton, Wisconsin 54911-8401  
(920) 832-5572 FAX (920) 993-3103  
Email – [niki.wendt@appleton.org](mailto:niki.wendt@appleton.org)

TO: Parks and Recreation Committee

FROM: Niki Wendt

DATE: December 12, 2022

RE: Action: Request Approval of Military Family Support Policy

The Parks, Recreation, and Facilities Management Department along with the City's Legal Services Office has reviewed the Military Family Support Policy. Reviews are completed to ensure the policy remains current and reflects the needs of the users. The only changes to the policy are updates on some of the verbiage and consistency in wording throughout the policy.

Our department requests approval of the updates which will go into effect January 1, 2023.

Please contact me at 832-5572 or at [niki.wendt@appleton.org](mailto:niki.wendt@appleton.org) with any questions.

<b>CITY OF APPLETON POLICY</b>		<b>TITLE: MILITARY FAMILY SUPPORT POLICY</b>
ISSUE DATE: Day of Council Adoption:	LAST UPDATE: May 2010, December 2016	TEXT NAME: J:Recreation/Administration/ Policies/Military Family Support
POLICY SOURCE: Parks, Recreation, and Facility Management Department		TOTAL PAGES: 2
Reviewed by Legal Services Date: December 6, 2022	Parks and Recreation Committee Approval Date: December 7, 2016 December , 2022	Council Approval Date: May 5, 2010, December 14, 2016 December , 2022

**I. PURPOSE**

It is the purpose of this policy to provide City of Appleton residents with a family member currently mobilized or deployed to participate in recreation programs offered by the Parks, Recreation, and Facilities Management Department at discounted rates, regardless of their financial status, in gratitude for their service to our country.

**II. POLICY**

The City of Appleton provides a discounted fee for participation in recreation programs for Appleton residents when appropriate documentation of military service and/or deployment of a family member are provided.

**III. DISCUSSION**

The City of Appleton recognizes the sacrifice a military family experiences when a family member is deployed. As a gesture of the City of Appleton’s appreciation, the City provides Appleton residents with a family member currently mobilized or deployed a discount to participate in recreational programs offered by the City’s Parks, Recreation, and Facilities Management Department.

**IV. DEFINITIONS**

- Family Member – Member of a military family with a service member currently serving in the United States Armed Forces and is currently mobilized or deployed.
- Military Family – Up to two adults who live together, where at least one of the adults is currently enlisted in a branch of the United States Armed Forces, in addition to any

youth living with the adults, either full-time or part-time, where the adults are the legal guardian of the youth.

- Resident – A person who currently lives in the corporate city limits of Appleton.
- Youth – A person aged 17 and under.
- Adult – A resident aged 18 and over.

## V. POLICY

- A. Eligibility - Discounted fees are available to all City of Appleton residents with a family member mobilized or deployed who wish to participate in instructional programs, sport league participation, or obtain a golf and/or pool pass or coupon. The discounted fees will be available to military families from the time of a family member deployment to a period of six (6) months after the military member returns to the United States.
- B. Discounted Fees
1. City of Appleton military families shall receive a 50% reduction in fees for individual recreation programs, pool passes, pool coupons, and individual sport league participation.
  2. City of Appleton youth members of military families shall receive a 50% reduction in passes and coupons for Reid Golf Course.
  3. Discounted fees shall not be applicable to programs and/or activities that require a drop-in or daily fee. Programs and/or activities may include, but are not limited, to open swim, lap swim, golf course, playground fair.
  4. Discounted fees shall not be applicable to team fees, pavilions rentals, and trips.
- C. Verification - The military family shall provide a copy of the military dependent identification card, copy of the mobilization orders, and/or other appropriate documentation to verify military service and deployment. Additional documentation may be requested to verify city residency.
- D. Application - All requests for the military family discount must be presented in person to the Parks, Recreation and Facilities Management Department. Copies of the verification documents must be provided at the time of registration.

<b>CITY OF APPLETON POLICY</b>		TITLE: <b>MILITARY FAMILY SUPPORT POLICY</b>	Formatted: All caps
ISSUE DATE: Day of Council Adoption:	LAST UPDATE: <u>May 2010,</u> <u>December 2016</u>	TEXT NAME: <u>JK: Parks Recreation/</u> Administ ration/ Policies/Military Family <u>Support Fee Waiver Policy</u> <u>2010</u>	
POLICY SOURCE: Parks, Recreation, and Facility Management Department		TOTAL PAGES: <u>22</u>	
Reviewed by <u>Attorney's Office Legal</u> <u>Services</u> Date: <u>April 21, 2010</u> <u>October 13, 2016</u> <u>December 6, 2022</u>	Parks and Recreation Committee Approval Date: December 7, 2016 <u>December , 2022</u>	Council Approval Date: May 5, 2010, <u>December 14, 2016</u> <u>December , 2022</u>	

### I. PURPOSE

It is the purpose of this policy to provide ~~guidelines necessary in order to provide~~ City of Appleton ~~military families~~ residents with a family member currently mobilized or deployed ~~to allow City of Appleton military families with a family member currently deployed to~~ participate in recreation programs offered by the Parks, ~~and~~ Recreation, ~~and~~ Facilities Management Department at discounted rates, regardless of their financial status, in gratitude for their service to our country.

### II. POLICY

~~The City of Appleton provides a discounted fee for participation in recreation programs for military family member currently residing in the City of Appleton~~ Appleton residents ~~It is the policy of the City of Appleton to offer discounted fees for participation in recreation programs by military families from the City of Appleton~~ when appropriate documentation of military service and/or deployment of a family member are provided.

### III. DISCUSSION

The City of Appleton recognizes the sacrifice a military family experiences when a family member is deployed. As a gesture of the City of Appleton's appreciation, the City provides ~~military families~~ Appleton residents with a family member currently mobilized or deployed ~~deployed~~ a discount to participate in recreational programs offered by the City's Parks, Recreation, and Facilities Management Department.

#### IV. DEFINITIONS

- Family Member – Member of a military family with a service member currently serving in the United States Armed Forces and is currently mobilized or deployed~~one of the branches of the United States of America and actively deployed in support of our country.~~
- Military Family – Up to two adults who live together, where at least one of the adults is currently enlisted in a branch of the United States Armed Forces, in addition to any youth living with the adults, either full-time or part-time, where the adults are the legal guardian of the youth.
- Resident – A person who currently lives in the corporate city limits of Appleton.
- Youth – A person aged 17 and under.
- Adult – A resident aged 18 and over.

#### V. POLICY

- A. Eligibility - Discounted fees are available to all City of Appleton military families~~residents~~ with a family member mobilized or deployed~~and deployed~~ who wish to participate in instructional programs, sport league participation, or obtain a golf and/or pool pass or coupon. The discounted fees will be available to military families from the time of a family member deployment to a period of six (6) months after the military member returns to the United States.
- B. Discounted Fees
1. City of Appleton ~~M~~military families shall receive a 50% reduction in fees for individual recreation programs, pool passes, pool coupons, and individual sport league participation.
  2. City of Appleton ~~Y~~youth members of military families shall receive a 50% reduction in passes and coupons for Reid Golf Course.
  3. Discounted fees shall not be applicable to programs and/or activities that require a drop-in or daily fee. Programs and/or activities may include, but are not limited, to open swim, lap swim, golf course, playground fair, ~~etc.~~
  4. Discounted fees shall not be applicable to team fees, pavilions rentals, and trips.
- C. Verification – The military family shall provide a copy of the military dependent~~person's~~ identification card, copy of the mobilization orders, and/or

other appropriate documentation to verify military service and deployment. Additional documentation may be requested to verify city residency.

D. Application - All requests for the military family discount must be presented in person to the Parks, Recreation and Facilities Management Department. Copies of the verification documents must be provided at the time of registration.

~~E. Reasonable Accommodations - The City of Appleton will provide reasonable accommodations for service men and women with disabilities to participate in recreation programs and facilities.~~

**Commented [NW1]:** Remove as this would be covered in our ADA policy already.



“...meeting community needs...enhancing quality of life.”

**PARKS, RECREATION & FACILITIES  
MANAGEMENT**

**Niki Wendt, Recreation Manager**

1819 East Witzke Boulevard

Appleton, Wisconsin 54911-8401

(920) 832-5572 FAX (920) 993-3103

Email – [niki.wendt@appleton.org](mailto:niki.wendt@appleton.org)

TO: Parks and Recreation Committee

FROM: Niki Wendt

DATE: December 12, 2022

RE: Action: Request Approval of Aquatic Program Fees and Charges Policy

The Parks, Recreation, and Facilities Management Department along with the City’s Legal Services Office has reviewed the Aquatic Program Fees and Charges Policy. Changes include consistency in language from other similar policies along with some updates to wording. Major changes include:

- An annual pass will now be referred to as a summer pass since we no longer offer open swim at West Pool in fall, winter, or spring.
- We added an option for a group rate, the registration process for groups, and guidelines for groups to follow when visiting our facilities.
- We changed the timeline that we allow refunds to be consistent with our Recreation Program Fee Policy.
- Admission fees and summer pass fees have increased to reflect inflation and to help offset the increases to seasonal staff wages starting in 2023.

Our department requests approval of the updates which will go into effect January 1, 2023.

Please contact me at 832-5572 or at [niki.wendt@appleton.org](mailto:niki.wendt@appleton.org) with any questions.



<b>CITY OF APPLETON POLICY</b>		<b>TITLE: FEES AND CHARGES FOR AQUATIC PROGRAMS</b>
ISSUE DATE: March 7, 2001 Day of Council Adoption	LAST UPDATE: January 2005 January 2007 January 2010 January 18, 2017 February, 2019 December, 2022	TEXT NAME: K:Parks/Administration/Policies/ Aquatic Fees and Charges 2007
POLICY SOURCE: Parks, Recreation and Facilities Management Department	AUDIENCE: Residents and City Employees	TOTAL PAGES: 4
Reviewed by Attorney's Office Date: December 5, 2022	Parks and Recreation Committee	Council Approval Date:

**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 Appleton Parks, Recreation and Facilities Management Department (PRFMD). Daily admission fees, punch cards, and summer pass rates are identified in this policy.

**III. DISCUSSION**

Aquatic instructional programs offered by the City of Appleton, as a whole, shall follow the cost recovery model noted in the Recreation Program Fee Policy. Residents and non-residents may purchase daily admissions, punch cards, summer individual and family passes, as well as enroll in instructional programs. Those fees are identified later in this policy.

**III. DEFINITIONS**

- Youth – a person aged 17 or under.
- Adult – a person aged 18 and over.
- Senior – a person aged 62 or older.
- Summer Pass – provides individuals and families with admission to any City operated open/lap swim session during the summer pool season (first week of June- third week of

August) for the year issued.

- Daily Admission – provides the individual admission to any single City operated open/lap swim session.
- Family – at least one adult and 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 for the purpose of setting fees.
- Group: A set of individuals representing a non-profit or child- care organization.
- Twilight rate – a discounted open swim rate at Erb and Mead Pools the last two hours of open swim.

## V. PROCEDURE

### A. Fees

1. Fees will be charged for daily admission, punch cards, summer individual and family passes at the rates identified in this policy.
2. To qualify for the group rate, organizations must pre-register with the Recreation Programmer as well as sign and follow the rules and regulations acknowledgement form.
3. The PRFMD 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. All instructional program fees, including non-resident fees, will be consistent with our rates as noted in our Recreation Program Fee Policy.
4. 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 start of the program.
4. All refund requests will be credited to the individual or family account, as applicable, in the RecTrac registration software program. Requests for refund to original form of payment will be subject to a \$10.00 processing fee for each participant and program.
5. Refunds of \$15.00 or less will automatically be credited to the individual or family account, as applicable, in the RecTrac Registration software program.
6. Summer passes and punch cards are not refundable. A lost summer pass will be replaced for a \$5.00 fee.
7. Daily pool admission fees are not refundable for any reason, including due to inclement weather.

D. Implementation

1. All fees become effective January 1, 2023.
2. Summer individual and family passes purchased between January 1 and the first Thursday in May will be charged the discount rate. Summer passes purchased after the first Thursday in May will be charged the regular rate. Discounts are not available for non-residents.
3. Guidelines for Groups:
  - a. To get the group rate, organizations must contact the Recreation Programmer with PRFMD and provide the following information: name of organization and contact for visit, proof of non-profit status, date(s) and time(s) of visit(s), number of visitors (including chaperones based on the ratio chart) and complete the rules and regulation acknowledgment form.
  - b. Chaperone to Student Ratio chart

<b>3 years of age and under*</b>		<b>1:1</b>
<b>4-5 years of age**</b>		<b>1:4</b>
<b>6-8 years of age**</b>		<b>1:6</b>
<b>9 years of age and older**</b>		<b>1:10</b>

\*Chaperones must be in the water, **WITHIN ARM'S REACH** at all times.

\*\*Chaperones must be in the water and **IN CLOSE PROXIMITY** at all times.

- c. Groups using the facility during the open swim times may be billed per admission fee with prior written approval from the Director of PRFMD or designee.
- d. A 15% administrative fee will be charged to groups requesting a bill for individual admission fees.

## DAILY ADMISSION, PUNCH CARD AND SUMMER PASS FEES\*

(Effective January 1, 2023)

DAILY POOL ADMISSION FEES	
ERB & MEAD POOLS	
OPEN SWIM – 3 & UNDER	<b>FREE</b>
OPEN SWIM – YOUTH	<b>\$4.00</b>
OPEN SWIM – ADULT	<b>\$5.00</b>
OPEN SWIM – SENIOR	<b>\$4.00</b>
NON-SWIMMING CARE GIVERS	<b>\$2.00</b>
GROUP RATE- WITH PRE-REGISTRATION	<b>\$3.00</b>
TWILIGHT RATE	<b>50% discount</b>

PUNCH CARD FEES	
ERB & MEADPOOLS	
YOUTH	<b>\$40.00</b>
ADULT	<b>\$50.00</b>
SENIOR	<b>\$40.00</b>

SUMMER SWIM PASS	RESIDENT ANNUAL	RESIDENT DISCOUNT	NON- RESIDENT ANNUAL
YOUTH PASS	<b>\$ 75.00</b>	<b>\$ 60.00</b>	<b>\$ 100.00</b>
ADULT PASS	<b>\$ 95.00</b>	<b>\$ 75.00</b>	<b>\$ 130.00</b>
SENIOR PASS	<b>\$ 75.00</b>	<b>\$ 60.00</b>	<b>\$ 100.00</b>
FAMILY OF 2 PASS	<b>\$ 115.00</b>	<b>\$ 95.00</b>	<b>\$ 155.00</b>
FAMILY OF 3 PASS	<b>\$ 135.00</b>	<b>\$ 110.00</b>	<b>\$ 180.00</b>
FAMILY OF 4 PASS	<b>\$ 155.00</b>	<b>\$ 125.00</b>	<b>\$ 205.00</b>
FAMILY OF 5 PASS	<b>\$ 170.00</b>	<b>\$ 135.00</b>	<b>\$ 225.00</b>
FAMILY OF 6 & UP PASS	<b>\$ 180.00</b>	<b>\$ 145.00</b>	<b>\$ 240.00</b>
REPLACEMENT (per pass)	<b>\$5.00</b>	<b>\$5.00</b>	<b>\$5.00</b>

\*If applicable, all fees include sales tax

<b>CITY OF APPLETON POLICY</b>		<b>TITLE: FEES AND CHARGES FOR AQUATIC PROGRAMS</b>	
ISSUE DATE: March 7, 2001 Day of Council Adoption	LAST UPDATE: January 2005 January 2007 January 2010 January 18, 2017 February, 2019 <a href="#">December, 2022</a>		TEXT NAME: K:Parks/Administration/Policies/ Aquatic Fees and Charges 2007
POLICY SOURCE: Parks, Recreation and Facilities Management Department	AUDIENCE: Residents and City Employees	TOTAL PAGES: 4	
Reviewed by Attorney's Office Date: <a href="#">December 5, 2022</a> <del>January 24, 2005</del> <del>October 5, 2016, January 7, 2019</del>	Parks and Recreation Committee <del>Approval Date: March 4, 2019</del>	Council Approval Date: <del>March 6, 2019</del>	

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 Appleton Parks, Recreation and Facilities Management Department (PRFMD). Daily admission fees, punch cards, and ~~annual-summer~~ pass rates are identified in this policy.

III. DISCUSSION

Aquatic instructional 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 follow the cost recovery model noted in the Recreation Program Fee Policy. 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, punch cards, annual-summer individual and family passes, ~~annual family passes and as well as~~ -enroll in instructional programs. Those fees are identified later in this policy.

III. DEFINITIONS

- Youth – a person aged 17 or under.
- Adult – a person ~~between the ages of~~ 18 and ~~over~~61.

- Senior – a person aged 62 or older.
- ~~Annual Summer Family~~ Pass – provides individuals and families y members with admission to any City operated open/lap swim session from January 1—December 31 during the summer pool season (first week of June- third week of August) for the year issued.
- Daily Admission – provides the individual admission to any single City operated open/lap swim session.
- Family – at least one adult and 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 regarding for the purpose of setting fees.
- Group: A set of individuals representing a non-profit or child- care organization.
- Twilight rate – a discounted open swim rate at Erb and Mead Pools the last two hours of open swim. for all ages on Monday through Friday and Sunday evenings.

## V. PROCEDURE

### A. Fees

- ~~1.~~ 1. Fees will be charged for daily admission, punch cards, annual summer individual and family passes ~~and annual family passes~~ at the rates identified in this policy.
- ~~1.2.~~ To qualify for the group rate, organizations must pre-register with the Recreation Programmer as well as sign and follow the rules and regulations acknowledgement form.
- ~~32.~~ 32. The PRFMD 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. All instructional program fees, including non-resident fees, will be consistent with our rates as noted in our Recreation Program Fee Policy.
- ~~34.~~ 34. 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 start of the program. 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 rRegistration software program. Requests for a cash refund to original form of payment will be subject to a \$10.00 processing fee for each participant and program.
5. Refunds of \$15.00 or less will not be processed, but will automatically be credited to the individual or family account, as applicable, in the RecTrac Registration software program.
6. Annual-Summer passes and punch cards are not refundable. A lost annual-summer 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. ~~1.~~ All fees become effective January 1, 2023.~~(approval date).~~
2. ~~2.~~ Annual-Summer individual and family passes ~~and annual family passes~~ purchased between January 1 and the first Thursday in May will be charged the discount rate. Annual-Summer passes purchased after the first Thursday in May will be charged the regular rate. Discounts are not available for non-residents.
3. Guidelines for Groups:
  - a. To get the group rate, organizations must contact the Recreation Programmer with PRFMD and provide the following information: name of organization and contact for visit, proof of non- profit status, date(s) and time(s) of visit(s), number of visitors (including chaperones based on the ratio chart) and complete the rules and regulation acknowledgment form.
  - b. Chaperone to Student Ratio chart

<u>3 years of age and under*</u>		<u>1:1</u>
<u>4-5 years of age**</u>		<u>1:4</u>
<u>6-8 years of age**</u>		<u>1:6</u>

\*Chaperones must be in the water, **WITHIN ARM'S REACH** at all times.

\*\*Chaperones must be in the water and **IN CLOSE PROXIMITY** at all times.

- c. Groups using the facility during the open swim times may be billed per admission fee with prior written approval from the Director of PRFMD or designee.
- d. A 15% administrative fee will be charged to groups requesting a bill for individual admission fees.



# DAILY ADMISSION, PUNCH CARD AND ~~ANNUAL-SUMMER~~ PASS FEES\*

(Effective ~~January 1, 2023~~ ~~INSERT DATE~~ ~~March 6, 2019~~)

DAILY POOL ADMISSION FEES	
<b>ERB &amp; MEAD POOLS</b>	
OPEN SWIM – 3 & UNDER	FREE
OPEN SWIM – YOUTH	<del>\$3.50</del> <b>\$4.00</b>
OPEN SWIM – ADULT	<del>\$4.50</del> <b>\$5.00</b>
OPEN SWIM – SENIOR	<del>\$3.50</del> <b>\$4.00</b>
NON-SWIMMING CARE GIVERS	<del>\$1.50</del> <b>\$2.00</b>
<u>GROUP RATE- WITH PRE-REGISTRATION</u>	<b>\$3.00</b>
TWILIGHT RATE	<b>%50% discount</b>

PUNCH CARD FEES	
<b>ERB, &amp; MEAD &amp; WEST POOLS</b>	
YOUTH	<del>\$30.00</del> <b>\$40.00</b>
ADULT	<del>\$40.00</del> <b>\$50.00</b>
SENIOR	<del>\$30.00</del> <b>\$40.00</b>

DAILY POOL ADMISSION FEES	
<b>WEST POOL</b>	
OPEN SWIM – 3 & UNDER	FREE
OPEN SWIM – YOUTH	<del>\$3.00</del> <b>\$3.00</b>
OPEN SWIM – ADULT	<del>\$4.00</del> <b>\$4.00</b>
OPEN SWIM – SENIOR	<del>\$3.00</del> <b>\$3.00</b>
NON-SWIMMING CARE GIVERS	<del>\$1.00</del> <b>\$1.00</b>

<u>SUMMER SWIM PASS</u>	<u>RESIDENT ANNUAL</u>	<u>RESIDENT DISCOUNT</u>	<u>NON- RESIDENT ANNUAL</u>
YOUTH PASS	<del>\$55.00</del> <b>\$75.00</b>	<del>\$40.00</del> <b>\$60.00</b>	<del>\$80.00</del> <b>\$100.00</b>
ADULT PASS	<del>\$75.00</del> <b>\$95.00</b>	<del>\$55.00</del> <b>\$75.00</b>	<del>\$110.00</del> <b>\$130.00</b>
SENIOR PASS	<del>\$55.00</del> <b>\$75.00</b>	<del>\$40.00</del> <b>\$60.00</b>	<del>\$80.00</del> <b>\$100.00</b>
FAMILY OF 2 PASS	<del>\$95.00</del> <b>\$115.00</b>	<del>\$75.00</del> <b>\$95.00</b>	<del>\$135.00</del> <b>\$155.00</b>
FAMILY OF 3 PASS	<del>\$115.00</del> <b>\$135.00</b>	<del>\$90.00</del> <b>\$110.00</b>	<del>\$160.00</del> <b>\$180.00</b>
FAMILY OF 4 PASS	<del>\$135.00</del> <b>\$155.00</b>	<del>\$105.00</del> <b>\$125.00</b>	<del>\$185.00</del> <b>\$205.00</b>
FAMILY OF 5 PASS	<del>\$150.00</del> <b>\$170.00</b>	<del>\$115.00</del> <b>\$135.00</b>	<del>\$205.00</del> <b>\$225.00</b>
FAMILY OF 6 & UP PASS	<del>\$160.00</del> <b>\$180.00</b>	<del>\$125.00</del> <b>\$145.00</b>	<del>\$220.00</del> <b>\$240.00</b>
REPLACEMENT (per pass)	<b>\$5.00</b>	<b>\$5.00</b>	<b>\$5.00</b>

\*If applicable, all fees include sales tax



“...meeting community needs...enhancing quality of life.”

**PARKS, RECREATION & FACILITIES  
MANAGEMENT**

**Niki Wendt, Recreation Manager**

1819 East Witzke Boulevard  
Appleton, Wisconsin 54911-8401  
(920) 832-5572 FAX (920) 993-3103  
Email – [niki.wendt@appleton.org](mailto:niki.wendt@appleton.org)

TO: Parks and Recreation Committee

FROM: Niki Wendt

DATE: December 12, 2022

RE: Action: Request Approval of Aquatic Special Event Policy

The Parks, Recreation, and Facilities Management Department along with the City’s Legal Services Office has reviewed the Aquatic Special Event Policy. Reviews were completed to ensure the policy remains current and reflects the needs of the users. In addition to updates on some of the verbiage and consistency in wording throughout the policy the following changes have been made:

- Removal of the \$500 deposit at time of reservation as we do not feel this is necessary.
- Rental fees were increased to reflect inflation over the past couple of years.

Our department requests approval of the updates which will go into effect January 1, 2023.

Please contact me at 832-5572 or at [niki.wendt@appleton.org](mailto:niki.wendt@appleton.org) with any questions.

<b>CITY OF APPLETON POLICY</b>		<b>TITLE: AQUATIC SPECIAL EVENT POLICY</b>
ISSUE DATE: Day of Council Adoption	LAST UPDATE: October 31, 2017 December 2022	TEXT NAME: J:\Recreation\Administration\ Policies\Aquatic Policies
POLICY SOURCE: Appleton Parks, Recreation & Facilities Management Department	AUDIENCE: The Public and Employees	TOTAL PAGES: 7
Reviewed by Legal Services Date: December 5, 2022	Parks and Recreation Committee Approval Date:	Council Approval Date:

**I. PURPOSE**

The purpose of this policy is to provide a procedure to equitably regulate space and administer user fees for special events which occur at City owned pool facilities by private and/or non-profit groups or organizations other than the City of Appleton.

**II. POLICY**

It is the policy of the city of Appleton to allow for the City’s pool facilities to be rented pursuant to the terms of this policy.

**III. DISCUSSION**

It is recognized that special events of all sizes often bring benefits to the community. At the same time, the City must have sufficient notice prior to a special event so the City can evaluate the potential impact the event might have on resources of City departments, City owned properties and facilities, and ultimately on the public. Because events have unique characteristics with different potential impacts on City services, the issuance of a special events license is considered on a case-by-case basis and in accordance with this policy.

For licensing purposes there are three categories of special events: (i) Small Events, which are events with an anticipated attendance of under 1,000 people, (ii) Large Events, which are events with an anticipated attendance of between 1,000 and 5,000 people, and (iii) Significant Events, which are events with an anticipated attendance of over 5,000 people. Events may take place on one day or for multiple days.

The event category plus the number of days the event will occur will determine (i) the fee for the event, (ii) the license application deadline, and (iii) any other minimum resources required for the event.

#### IV. DEFINITIONS

***Anticipated attendance*** means an objective estimate made by an applicant of the total number of people who will attend a special event.

***Applicant*** means the person applying for the special event license.

***Days*** means calendar days.

***Event category*** means the size of the event, either a Small Event, Large Event or Significant Event.

***Large Event*** means a special event with an anticipated attendance of between 1,000 and 5,000 people.

***License*** means the license issued by the City Clerk to the applicant for the special event.

***Multiple day event*** means a special event that occurs on more than one day, where the days are consecutive or at a consistent interval (e.g., an event occurring on a consecutive Saturday and Sunday or an event occurring every other Tuesday), and at the same location. One special event license will be issued for a multiple day event.

***Normal and ordinary use*** means the way City owned property should normally and ordinarily be used, as established by the department that of jurisdiction (e.g., a ball diamond complex's normal and ordinary use is for baseball/softball games, a public streets normal and ordinary use is for vehicular traffic, a sidewalks normal and ordinary use is for pedestrian use). Whether an event is considered within the normal and ordinary use of the property is determined by the City department that maintains jurisdiction over the property.

***Significant event*** means a special event with an anticipated attendance of over 5,000 people.

***Single day event*** means a special event that does not meet the definition of a multiple day event.

***Small event*** means a special event with an anticipated attendance of under 1,000 people.

***Special event*** means any planned occurrence in the public right-of-way or on public property including, but not limited to, parades, gatherings, festivals and athletic events, which are not within the normal and ordinary use of that place or which, by the nature of the event, may have a greater impact on City services or resources than would have occurred had the event not taken place. Whether the event is considered within the normal and ordinary use of the public facility or property shall be determined by the City department that maintains jurisdiction over the property. A special event may be a single day event or a multiple day event.

***Special Event License Application Form*** means the application available from the City Clerk that must be approved by the City Clerk on the recommendation of the Special Events Committee in order to obtain a license to hold a special event.

***Special Events Committee*** means the committee comprised of City employees representing the following City departments: Community and Economic Development, Health, Human

Resources, Fire, Legal Services, Parks, Recreation and Facility Management, Police, Public Works, and Valley Transit.

## V. PROCEDURE

### A. Management of Facilities

1. Erb and Mead Pools shall be managed and maintained by the Appleton Parks, Recreation and Facilities Management Department (“PRFMD”) for the benefit of the citizens of Appleton and the general public. Use shall be governed by the health and safety codes and statutes of the State of Wisconsin.
2. PRFMD reserves the right to deny special events which conflict with existing programs, use of the facilities for an event that the facilities were not intended, or which would cause undue hardship on the facility and/or surrounding area.
3. A maximum of two (2) full day/weekend multiple day special events and two (2) half day multiple day special events that, when scheduled would interfere with regularly scheduled public swimming opportunities at Erb and Mead Pools between June 1 and August 31 may be allowed. Full day and/or half day multiple day special events will not be allowed Monday-Thursday due to regular scheduled programming with the exception of a one week break around the 4<sup>th</sup> of July when swim lessons are not held.

### B. Use of Facilities

1. If an event is determined to be a special event by the PRFMD, all applicants must, in addition to renting the facility from PRFMD and paying all applicable fees, complete a City of Appleton Special Event Application and obtain approval from the City of Appleton Special Event Committee for the event to occur. The applicant is responsible for all required fees during the special event application process.
2. Use of the pool facilities by private individuals or organizations for financial gain must be approved by the Common Council, by way of the Parks and Recreation Committee.
3. The sale of food or beverages will not be allowed within the confines of Erb and Mead Pools. The sale of food and beverages may occur outside of the fenced confines of the pool in an approved area by PRFMD i.e., park pavilions or suitable service area. All pertinent permits must be obtained prior to the sale of food or beverages in any City owned park property.
4. PRFMD may sell concessions during any special event from the pool concession stand. This concession stand is not available for rental to any outside group during a special event.
5. Organizations and/or groups shall be responsible for the daily clean-up of pool and park facilities as well as securing any personal or City-owned equipment at the conclusion of each day. Any additional clean-up or special services requested shall be charged to the user for actual cost plus a 15% administrative fee.

6. Organizations and/or groups renting Erb Pool shall have access to the following rooms at the facility: men's and women's locker rooms, multi-purpose room, shade pavilion, and 50-meter pool.
7. The following areas at Erb Pool are **NOT** included in the rental of the facility during Special Events: manager/guard office, concession stand, mechanical room, PRFMD equipment storage rooms, and water slides.
8. Organizations and/or groups may sell clothing, souvenirs, sporting goods, etc. within the facility if they have obtained all appropriate permits.
9. Organizations and/or groups may not charge for parking within the confinements of the park unless approved by the Common Council by way of the Parks and Recreation Committee.
10. Organizations and/or groups are in charge of maintaining parking lots and informing visitors when lots are full and to direct them to on street parking in approved areas surrounding the park and neighborhood.

C. Rental of Pool Facilities

1. The time of rentals for Special Events must be within the following hours:

Erb Pool: 7:00 a.m. – 10:30 p.m.

Mead Pool: 7:00 a.m. –10:30 p.m.

Rental requests for hours beyond these times require approval from the Common Council by way of the Parks and Recreation Committee. Pursuant to City of Appleton ordinance, all Special Event attendees are required to exit the park by 11:00 p.m.

2. Special Event rentals shall either be a full day or half day rental. Half day rentals shall occur between the hours of 7:00 am and conclude by 1:00 pm. Full day rentals shall occur between the hours of 7:00 am and conclude by 10:30 pm.
3. The special event rental fee shall include the following: All PRFMD personnel (facility managers, lifeguards, facilities management) costs, cleaning and toiletry supplies, utilities, and use of pool. PRFMD will appoint a facility manager who will be responsible for opening the facility and will remain on site for the duration of the rental. The number of lifeguards supplied by the PRFMD for the special event will be determined by the Department of Agriculture, Trade and Consumer Protection 76.23. Keys for the aquatic facilities will not be given out to renters.
4. Alcoholic beverages are not allowed in any pool facilities.
5. The use of amplified sound must be requested at the time of reservation and approved by the Director of PRFMD or their designee. Amplified sound may be used from 7:00 a.m. to 9:00 p.m. It is the responsibility of the renter to keep the amplified sound at levels that meet the Municipal Code (Chapter 12, Article IV).
6. Organizations and/or groups shall have a responsible contact person 18 years of age or older on the premises throughout the duration of their event. The renter must agree to

replace or pay for the repair/replacement of any items damaged by persons in their party during their event. The renter also agrees to pay for additional maintenance costs associated with more than normal facility maintenance caused by the rental party.

7. The City reserves the right to request a certificate of insurance from the renter of the pool facility.
8. The renter of the pool facility must agree to indemnify, defend, and hold harmless the City of Appleton, and its employees, officials, and agents from any and all liability from claims of bodily injury, property damage, or any other nature whatsoever arising out of the use of the pool facility.

D. Facility Reservation and Fees

1. Reservations for the rental of Erb and/or Mead Pool can be made up to 12 months in advance. Renters have thirty (30) days after rental of the facility to reserve any and all facilities associated with the Special Event for the following year.
2. All applications for use of an aquatic facility for a special event must be made at least sixty (60) business days prior to the reservation date requested. Applications not made before this time period will be charged an additional \$25.00 for the reservation or may be denied.
3. Event organizers will be billed upon conclusion of the event. Organizers will be billed according to the Special Event Reservation Fees part of this policy.
4. An increase of 3% per hour may occur each consecutive year from the inception of this policy to account for rising costs of personnel, goods, and supplies that the PRFMD incurs.
5. In case of cancellation of the rental by the PRFMD due to inclement weather, mechanical problems, water contamination prior to the event, etc., PRFMD will attempt to reschedule the rental or issue a full refund of all fees paid.

E. Payment Considerations

1. Failure of the renting party to comply with the rental policy will void the rental and result in the loss of all fees and may result in the renting party being charged back for all services associated with the rental.
2. Non-profit organizations within the city limits of Appleton that host a multiple full-day special event at Erb or Mead Pool shall receive a 50% discount on their event. These events shall be categorized as a large or significant event depending on the anticipated attendance.

F. Miscellaneous Provisions

1. Additional charges will be assessed to the responsible party for any damage or cleaning required after the end of the reservation. Charges assessed will be based on the current PRFMD rate.
2. A violation of this policy or the terms of use attached to the reservation form may result in denial of future reservation requests.
3. No additions, alterations, or changes to park grounds or a pool facility are allowed at any time except with the prior written approval by the Department Director or designee.
4. There is one rental per facility allowed at any given time.

G. Pool Rental Information and Closing Checklist

1. No signs are to be posted at any of the driveways, roads, or entrances to the pools unless otherwise approved by the Director of PRFMD or designee.
2. No wires, ropes, string, cords, ribbons, signs, or poles may be strung from any part of the pool.
3. No staples, duct tape, nails, tacks, or screws may be used on any walls within the pool.
4. Tables, chairs, and other furniture from the pool reservation areas may not be moved for any reason outside of the designated reservation space.
5. Renters will remove all food, decorations, and other items at the conclusion of the rental.
6. Swim equipment (i.e., lane lines, timing devices, etc.) shall be stored in designated areas approved by the Department Director or designee.



**SPECIAL EVENT RENTAL FEES**

<b>FACILITY</b>	<b>All rental fees include the following: Lifeguards and management staff, City of Appleton equipment set-up and take down, and miscellaneous supplies</b>	<b>FULL DAY 7:00 a.m. to 10:30 p.m.</b>	<b>HALF DAY 7:00 a.m. to 1:00 p.m.</b>
SPECIAL EVENT – ERB POOL		<i>*\$5,300.00 per full day</i>	<i>*\$800.00 per half day</i>
SPECIAL EVENT – MEAD POOL		<i>*\$2960.00 per full day</i>	<i>*\$800.00 per half day</i>
<b>SPECIAL SERVICES</b> (scoreboard set-up, starting blocks, electrical set-up, moving equipment, etc.)	Actual Cost +15%		

*\* Non-profit organizations within the city limits of Appleton that host a multiple full-day special event at Erb or Mead Pool shall receive a 50% discount on their event. These events shall be categorized as a large or significant event depending on the anticipated attendance.*

<b>CITY OF APPLETON POLICY</b>		<b>TITLE: AQUATIC SPECIAL EVENT POLICY</b>	
ISSUE DATE: Day of Council Adoption	LAST UPDATE: <del>October 31, 2017</del> <a href="#">October 31, 2017</a> <a href="#">December 2022</a>	TEXT NAME: J:\Recreation\Administration\ Policies\Aquatic Policies	
POLICY SOURCE: Appleton Parks, Recreation & Facilities Management Department	AUDIENCE: The Public and Employees	TOTAL PAGES: 7	
Reviewed by Legal Services Date: <del>December 5, 2022</del> <a href="#">November 8, 2017</a>	Parks and Recreation Committee Approval Date: <del>November 20, 2017</del>	Council Approval Date: <del>December 6, 2017</del>	

I. PURPOSE

The purpose of this policy is to provide a procedure to equitably regulate space and administer user fees for special events which occur at ~~city~~ [City](#) owned pool facilities by private and/or non-profit groups or organizations other than the City of Appleton.

II. POLICY

It is the policy of the city of Appleton to allow for the ~~city's~~ [City's](#) pool facilities to be rented pursuant to the terms of this policy.

III. DISCUSSION

It is recognized that special events of all sizes often bring benefits to the community. At the same time, the City must have sufficient notice prior to a special event so ~~that~~ the City can evaluate the potential impact the event might have on resources of City departments, City owned properties and facilities, and ultimately on the public. Because events have unique characteristics with different potential impacts on City services, the issuance of a [special events](#) license is considered on a case-by-case basis and in accordance with this policy.

For licensing purposes there are three categories of special events: (i) Small Events, which are events with an anticipated attendance of under 1,000 people, (ii) Large Events, which are events with an anticipated attendance of between 1,000 and 5,000 people, and (iii) Significant Events, which are events with an anticipated attendance of over 5,000 people. Events may take place on one day or for multiple days.

The event category plus the number of days the event will occur will determine (i) the fee for the event, (ii) the license application deadline, and (iii) any other minimum resources required for the event.

#### IV. DEFINITIONS

**Anticipated attendance** means an objective estimate made by an applicant of the total number of people who will attend a special event.

**Applicant** means the person applying for the special event license.

**Days** means calendar days.

**Event category** means the size of the event, either a Small Event, Large Event or Significant Event.

**Large Event** means a special event with an anticipated attendance of between 1,000 and 5,000 people.

**License** means the license issued by the City Clerk to the applicant for the special event.

**Multiple day event** means a special event that occurs on more than one day, where the days are consecutive or at a consistent interval (e.g., an event occurring on a consecutive Saturday and Sunday or an event occurring every other Tuesday), ~~at the same start and end time~~ and at the same location. One special event license will be issued for a multiple day event.

**Normal and ordinary use** means the way City owned property should normally and ordinarily be used, as established by the department that of jurisdiction (e.g., a ball diamond complex's normal and ordinary use is for baseball/softball games, a public streets normal and ordinary use is for vehicular traffic, a sidewalks normal and ordinary use is for pedestrian use). Whether an event is considered within the normal and ordinary use of the property is determined by the City department that maintains jurisdiction over the property.

**Significant event** means a special event with an anticipated attendance of over 5,000 people.

**Single day event** means a special event that does not meet the definition of a multiple day event.

**Small event** means a special event with an anticipated attendance of under 1,000 people.

**Special event ~~or event~~** means any planned occurrence in the public right-of-way or on public property including, but not limited to, parades, gatherings, festivals and athletic events, which are not within the normal and ordinary use of that place or which, by the nature of the event, may have a greater impact on City services or resources than would have occurred had the event not taken place. Whether the event is considered within the normal and ordinary use of the public facility or property shall be determined by the City department that maintains jurisdiction over the property. A special event may be a single day event or a multiple day event.

**Special Event License Application Form ~~or application~~** means the application available from the City Clerk that must be approved by the City Clerk on the recommendation of the Special Events Committee in order to obtain a license to hold a special event.

**Special Events Committee ~~or Committee~~** means the committee comprised of City employees representing the following City departments: Community and Economic Development, Health,

Human Resources, Fire, Legal Services, Parks, Recreation and Facility Management, Police, Public Works, and Valley Transit.

## V. PROCEDURE

### A. Management of Facilities

1. Erb and Mead Pools shall be managed and maintained by the Appleton Parks, Recreation and Facilities Management Department (“APRFMD”) for the benefit of the citizens of Appleton and the general public. Use shall be governed by the health and safety codes and statutes of the State of Wisconsin.
2. APRFMD reserves the right to deny special events which conflict with existing programs, use of the facilities for an event that the facilities were not intended, or which would cause undue hardship on the facility and/or surrounding area.
3. A maximum of two (2) full day/weekend multiple day special events and two (2) half day multiple day special events that, when scheduled would interfere with regularly scheduled public swimming opportunities at Erb and Mead Pools between June 1 and August 31 may be allowed. Full day and/or half day multiple day special events will not be allowed Monday-Thursday due to regular scheduled programming with the exception of a one week break around the 4<sup>th</sup> of July ~~that-when~~ swim lessons ~~is-are~~ not held.

### B. Use of Facilities

1. If an event is determined to be a special event by the APRFMD, all applicants must in addition to renting the facility from APRFMD and paying all applicable ~~complete~~ fees, complete a City of Appleton Special Event Application and obtain approval from the City of Appleton Special Event Committee for the event to occur. The applicant is responsible for all required fees during the special event application process.
2. Use of the pool facilities by private individuals or organizations for financial gain must be approved by the Common Council, by way of the Parks and Recreation Committee.
3. The sale of food or beverages will not be allowed within the confines of Erb and Mead Pools. ~~The sale of food and beverages must~~ may occur outside of the fenced confines of the pool in an approved area by APRFMD i.e. park pavilions or suitable service area. All pertinent permits must be obtained prior to the sale of food or beverages in any City owned park property.
4. APRFMD may sell concessions during any special event from the pool concession stand. This concession stand is not available for rental to any outside group during a special event.
5. Organizations and/or groups shall be responsible for the daily clean-up of pool and park facilities as well as securing any personal or City-owned equipment at the conclusion of each day. Any additional clean-up or special services requested shall be charged to the user for actual cost plus a 15% administrative fee.

6. Organizations and/or groups ~~whom are~~ renting Erb Pool shall have access to the following rooms at the facility: men's and women's locker rooms, ~~designated storage area on southwest area of maintenance building,~~ multi-purpose room ~~(oasis),\_ and eabanashade pavilion,~~ and 50-meter pool.
7. The following areas at Erb Pool are **NOT** included in the rental of the facility during Special Events: manager/guard office, concession stand, mechanical room, ~~APRFMD~~ equipment storage rooms, ~~leisure pool~~ and water slides.
8. Organizations and/or groups may sell clothing, souvenirs, sporting goods, etc. within the facility if they have obtained all appropriate permits.
9. Organizations and/or groups may not charge for parking within the confinements of the park unless approved by the Common Council by way of the Parks and Recreation Committee.
10. Organizations and/or groups are in charge of maintaining parking lots and informing visitors when lots are full and to direct them to on street parking in approved areas surrounding the park and neighborhood.

C. Rental of Pool Facilities

1. The time of rentals for Special Events must be within the following hours:

Erb Pool: 7:00 a.m. – 10:30 p.m.

Mead Pool: 7:00 a.m. –10:30 p.m.

Rental requests for hours beyond these times require approval from the Common Council by way of the Parks and Recreation Committee. Pursuant to City of Appleton ordinance, all Special Event attendees are required to exit the park by 11:00 p.m.

2. Special Event rentals shall either be a full day or half day rental. Half day rentals shall occur between the hours of 7:00 am and conclude by 1:00 pm. Full day rentals shall occur between the hours of 7:00 am and conclude by 10:30 pm.
3. The special event rental fee shall include the following: All ~~APRFMD~~ personnel (facility managers, lifeguards, facilities management) costs, cleaning and toiletry supplies, utilities, and use of pool. ~~APRFMD~~ will appoint a facility manager who will be responsible for opening the facility and will remain on site for the duration of the rental. ~~APRFMD~~ The number of lifeguards supplied by the ~~APRFMD~~ for the special event will be determined by the Department of Agriculture, Trade and Consumer Protection 76.23. Keys for the aquatic facilities will not be given out to renters.
4. Alcoholic beverages are not allowed in any pool facilities.
5. The use of amplified sound must be requested at the time of reservation and approved by the Director of ~~APRFMD~~ or his/her/their designee. Amplified sound may be used from 7:00 a.m. to 9:00 p.m. It is the responsibility of the renter to keep the amplified sound at levels that meet the ~~Health Department regulations~~ Municipal Code (Chapter 12, Article IV).

6. Organizations and/or groups shall have a responsible contact person 18 years of age or older on the premises throughout the duration of their event. The renter must agree to replace or pay for the repair/replacement of any items damaged by persons in their party during their event. The renter also agrees to pay for additional maintenance costs associated with more than normal facility maintenance caused by the rental party.
7. The City reserves the right to request a certificate of insurance from the renter of the pool facility.
8. The renter of the pool facility must agree to indemnify, ~~defend~~ defend, and hold harmless the City of Appleton, and its employees, officials, and agents from any and all liability from claims of bodily injury, property damage, or any other nature whatsoever arising out of the use of the pool facility.

D. Facility Reservation and Fees

~~1.~~ Reservations for the rental of Erb and/or Mead Pool can be made up to 12 months in advance. Renters have thirty (30) days after rental of the facility to reserve any and all facilities associated with the Special Event for the following year. ~~For 2018, renters from 2016 will be given first opportunity to schedule a Special Event since no events were allowed in 2017 due to park and pool construction.~~

1.

2. All applications for use of an aquatic facility for a special event must be made at least sixty (60) business days prior to the reservation date requested. Applications not made before this time period will be charged an additional \$25.00 for the reservation or may be denied.

~~3. Organizations/groups that have reserved pool facilities for special events shall have thirty (30) days after the date of the special event to reserve the facility for the next year. After thirty (30) days, APRFMD will make the facility available to other interested parties.~~

~~4.3~~ A deposit of \$500 must be made at the time of the reservation for each Special Event. Event organizers will be billed upon conclusion of the event, ~~and have the \$500 deposit applied to their account balance.~~ Organizers will be billed according to the Special Event Reservation Fees part of this policy.

~~5.4~~ An increase of 3% per hour may occur each consecutive year from the inception of this policy to account for rising costs of personnel, goods, and supplies that the APRFMD incurs.

~~6.5~~ In case of cancellation of the rental by the APRFMD due to inclement weather, mechanical problems, water contamination prior to the event, etc., APRFMD will attempt to reschedule the rental or issue a full refund of all fees paid.

E. Payment Considerations

1. Failure of the renting party to comply with the rental policy will void the rental and result in the loss of all ~~fees, and~~ fees and may result in the renting party being charged back for all services associated with the rental.

2. Non-profit organizations within the city limits of Appleton that host a multiple full-day special event at Erb or Mead Pool shall receive a 50% discount on their event. These events shall be categorized as a large or significant event depending on the anticipated attendance.

F. Miscellaneous Provisions

1. Additional charges will be assessed to the responsible party for any damage or cleaning required after the end of the reservation. Charges assessed will be based on the current ~~A~~PRFMD rate.
2. A violation of this policy or the terms of use attached to the reservation form may result in denial of future reservation requests.
3. No additions, alterations, or changes to park grounds or a pool facility are allowed at any time except with the prior written approval by the Department Director or designee.
4. There is one rental per facility allowed at any given time.

G. Pool Rental Information and Closing Checklist

1. No signs are to be posted at any of the driveways, roads, or entrances to the pools unless otherwise approved by the Director of ~~A~~PRFMD or designee.
2. No wires, ropes, string, cords, ribbons, ~~signs~~signs, or poles may be strung from any part of the pool.
3. No staples, duct tape, nails, tacks, or screws may be used on any walls within the pool.
4. Tables, chairs and other furniture from the pool reservation areas may not be moved for any reason outside of the designated reservation space.
5. Renters will remove all food, ~~decorations~~decorations, and other items at the conclusion of the rental.
6. Swim equipment (i.e. lane lines, timing devices, etc.) shall be stored in designated areas approved by the Department Director or designee.

**SPECIAL EVENT RENTAL FEES**

FACILITY	All rental fees include the following: Lifeguards and management staff, City of Appleton equipment set-up and take down, and miscellaneous supplies	FULL DAY 7:00 a.m. to 10:30 p.m.	HALF DAY 7:00 a.m. to 1:00 p.m.
SPECIAL EVENT – ERB POOL		<del>*\$5,150 Per Full Day</del> <u>*\$5,300.00 per full day</u>	<del>\$775 Per Half Day</del> <u>*\$800.00 per half day</u>
SPECIAL EVENT – MEAD POOL		<del>*\$2,875 Per Full Day</del> <u>*\$2960.00 per full day</u>	<del>\$775 Per Half Day</del> <u>*\$800.00 per half day</u>
SPECIAL SERVICES (scoreboard set-up, starting blocks, electrical set-up, moving equipment, etc.)	Actual Cost +15%		

Formatted: Left

Formatted: Left

*\* Non-profit organizations within the city limits of Appleton that host a multiple full-day special event at Erb or Mead Pool shall receive a 50% discount on their event. These events shall be categorized as a large or significant event depending on the anticipated attendance.*





*"...meeting community needs...enhancing quality of life."*

**PARKS, RECREATION & FACILITIES  
MANAGEMENT**

**Niki Wendt, Recreation Manager**

1819 East Witzke Boulevard  
Appleton, Wisconsin 54911-8401  
(920) 832-5572 FAX (920) 993-3103  
Email – [niki.wendt@appleton.org](mailto:niki.wendt@appleton.org)

TO: Parks and Recreation Committee

FROM: Niki Wendt

DATE: December 12, 2022

RE: Action: Request Approval of Pool Rental, Reservation, and General Use Policy

The Parks, Recreation, and Facilities Management Department along with the City's Legal Services Office has reviewed the Pool Rental, Reservation, and General Use Policy. In addition to some of the verbiage and consistency in wording throughout the policy being addressed the following changes are reflected:

- Removal of specific hours for private rentals as times change from year to year. Instead we refer them to the open rental times noted on our website.
- We removed all information about rental options for West Pool as we no longer offer open swim at that location.
- The timeline was changed from allowing rentals 12 months in advance to starting January 1 of the year of rental as we will now only have summer rentals since we do not do rentals at West Pool.
- The refund guidelines were changed for a cancellation to 30 days prior to the date of the rental vs. only allowing if it was re-rented to another party.
- Rental fees were increased to reflect rising cost of staffing and supplies. We also added the rates for the swim teams that utilize the pools for practice.

Our department requests approval of the updates which will go into effect January 1, 2023.

Please contact me at 832-5572 or at [niki.wendt@appleton.org](mailto:niki.wendt@appleton.org) with any questions.

<b>CITY OF APPLETON POLICY</b>		<b>TITLE: POOL RENTAL, RESERVATION AND GENERAL USE POLICY</b>
ISSUE DATE: Day of Council Adoption	LAST UPDATE: December 2022	TEXT NAME: J:\Recreation\Administration\ Policies\Aquatic Policies
POLICY SOURCE: Appleton Parks, Recreation & Facilities Management Department	AUDIENCE: The Public and Employees	TOTAL PAGES: 6
Reviewed by Attorney’s Office Date: December 5, 2022	Parks and Recreation Committee Approval Date:	Council Approval Date:

**I. PURPOSE**

To provide a policy to equitably regulate space and administer user fees of pool facilities to public, private and/or community events users.

**II. POLICY**

It is the policy of the City of Appleton to allow for the City’s pool facilities to be rented pursuant to the terms of this policy.

**III. DISCUSSION**

The City of Appleton allows the City owned pool facilities to be rented for events, including, but not limited to birthday parties, social gatherings, and sporting events. All renters must agree to abide by this policy, to pay the required fee, and to indemnify the City.

**IV. PROCEDURE**

**A. Management of Facilities**

1. Erb and Mead Pools shall be managed and maintained by the Appleton Parks, Recreation and Facilities Management Department (“PRFMD”) for the benefit of the citizens of Appleton and the general public. Use shall be governed by the health and safety codes and statutes of the State of Wisconsin.
2. North, West, and East High School pools shall be managed in accordance with the agreement executed for the transfer of Badger Pool (Attachment A) between the City of Appleton and the Appleton Area School District (“AASD”).

3. Use of all three high school pools for APRFMD aquatic programs shall be coordinated through the AASD.
4. Scheduling priorities for City owned pool facilities shall be as follows:
  - a. All PRFMD programs will be the first programs scheduled.
  - b. Private and/or non-profit groups or organizations will be the last priority in scheduling.
5. PRFMD reserves the right to deny programs and/or special events which conflict with existing programs, use of the facilities for an event that the facilities were not intended, or which would cause undue hardship on the facility and/or surrounding area.
6. PRFMD reserves the right to schedule maintenance as needed at all facilities.

#### B. Use of Facilities

1. Pool facilities shall be used for the purpose of providing activities including, but not limited to: Instructional programs involving water, open swim (water play), lap swim, water walking, water exercise, competitive swim, and community special events.
2. Use of pool facilities by private individuals or organizations for financial gain must be approved by the Common Council, by way of the Parks and Recreation Committee.
3. Organizations and/or groups (i.e., swim teams) shall not use pool facilities during open and/or lap swim, except by written permission by the PRFMD Director or designee. Organizations and/or groups using the pool facilities during public swim hours shall not compromise the use of the facility by the general public.
4. Organizations and/or groups shall be responsible for the clean-up of pool facilities after use and shall also be responsible for putting away any personal or City-owned equipment. Organizations shall adhere to the "Pool Rental Decorating Information and Closing Checklist" found in section G.
5. Swimming shall be the priority activity in the two lap lanes at Mead Pool. Both lap lanes will be cleared for lap swimming only when three or more swimmers wish to swim at one time. These two lap lanes will be available to swimmers at all times when lap swimmers are not present. (Resolution #63-R-02, October 2, 2002)

#### C. Rental of Pool Facilities

1. Erb and Mead Pools may be rented for private use at the current rates. Rental rates shall be charged according to the current Fees And Charges For Aquatic Programs Policy. Fees are to be charged at the set hourly rates for rental of the facility, including the actual hourly rate for the manager and lifeguards, plus the actual hourly rate for special services and additional maintenance.

2. Rental length is two hours. The time of rental must be within the hours listed on Appleton Parks and Recreation web site. Rental requests for hours outside these times require approval from the Common Council by way of the Parks and Recreation Committee.
3. The rental of any pool facility includes use of the lobby, locker rooms, pool, and all pool amenities. The facility fee includes the scheduling of a pool manager, who opens the facility and remains at the site for the duration of the rental, and all necessary lifeguards for the event which is determined by the Agriculture, Trade and Consumer Protection (ATCP) 76.23.
4. Erb and Mead Pool's "Party Package" includes use of the shade pavilion or multi-purpose room (Erb), ten youth swim admissions, and two adult admissions. Hours for a Party Package will be included on the Appleton Parks and Recreation website.
5. Food carry-ins are allowed during rentals during open swim as long as the food is consumed in the designated areas determined by the PRFMD's Recreation Programmer or Pool Managers. No carry- in items can be brought or served in glass containers.
6. The sale of food and/or merchandise during a pool rental is prohibited unless permission is received from the Common Council by way of the Parks and Recreation Committee. No concession permits will be issued that conflict with existing concession agreements or other park uses.
7. Alcoholic beverages are not allowed in any pool facilities.
8. The use of amplified sound must be requested at the time of reservation and approved by the Director of PRFMD or his/her designee. Amplified sound is allowed between the hours of 7:00 a.m. - 9:00 p.m. It is the responsibility of the renter to keep the amplified sound at levels that meet the Municipal Code (Chapter 12, Article IV).
9. Swim teams renting the pool for swim practices may provide their own State of Wisconsin approved certified lifeguards. The guards must be pre-approved by the Director or designee of PRFMD. A certificate of insurance naming the City of Appleton as additional insured must be provided by the renter when providing their own lifeguards.
10. The renter must be present during the entire rental and agrees to replace or pay for the repair/replacement of any items damaged by persons in their party. The renter also agrees to pay for additional maintenance costs associated with more than normal facility maintenance caused by the rental party.
11. The City reserves the right to request a certificate of insurance from the renter of the pool facility.

12. The renter of the pool facility must agree to indemnify, defend, and hold harmless the City of Appleton, and its employees, officials, and agents from any and all liability from claims of bodily injury, property damage, or any other nature whatsoever arising out of the use of the pool facility.

#### D. Facility Reservation and Payment of Rental Fees

1. The individual renting Erb or Mead Pool must be at least 18 years of age. Reservations for the rental of Erb and/or Mead Pool can be made starting January 1 of the year of rental.
2. Applications for facility reservations must be made at least:
  - Private rentals: 14 days prior to the reservation date requested
  - Party Package: five (5) business days prior to the reservation date requested.Applications not made before this time period will be charged an additional \$25.00 for the reservation or may be denied.
3. Fees must be paid in full five (5) business days from the date the reservation was made.
4. A full refund of the rental fee for a cancellation of a reservation 30 days prior to the date of the rental. A \$10.00 charge will be assessed to all refunds.

In case of cancellation of the rental by the PRFMD due to inclement weather, mechanical problems, water contamination prior to the event, etc., PRFMD will attempt to reschedule the rental or issue a full refund.

#### E. Payment Considerations

1. Failure of the renting party to comply with the rental policy will void the rental and result in the loss of all fees and may result in the renting party being charged back for all services associated with the rental.

#### F. Miscellaneous Provisions

1. Additional charges will be assessed to the renting party for any damage or cleaning required after the end of the reservation. These charges will be assessed based on the City's regular time and material rates.
2. A violation of this policy or the terms of use attached to the reservation form may result in denial of future reservation requests.
3. No additions, alterations, or changes to park grounds or a pool facility are allowed at any time except with the prior written approval by the Department Director or designee.
2. There is one rental per facility allowed at any given time.

#### G. Pool Rental Decorating Information and Closing Checklist

1. No signs are to be posted at any of the driveways, roads, or entrances to the pools or parks.
2. No wires, ropes, string, cords, ribbons, signs, or poles may be strung from any part of the pool reservation areas.
3. No staples, duct tape, nails, tacks, or screws may be used on any walls within the pool reservation areas.
4. Tables, chairs, and other furniture from the pool reservation areas may not be moved for any reason outside of the designated reservation space.
5. Renters will wipe down tables, counter tops, and chair seats with a wet washcloth and disinfectant at the conclusion of the rental (*supplies will be provided*).
6. Renters will spot mop any spills on flooring material.
7. Renters will remove all food, decorations, and other items at the conclusion of the rental.
8. Swim equipment (i.e. lane lines, timing devices, etc.) shall be stored in designated areas approved by the Department Director or designee.

**RENTAL FEES**

	<b>RENTAL FEE – WITH LIFEGUARDS (per hour)</b>
<b>POOL FACILITY/SERVICE</b>	<b>Effective: January 1, 2023</b>
ERB POOL 50 METER <i>(includes use of slides)</i>	*\$175
ERB POOL LEISURE POOL <i>(includes use of slides)</i>	*200
ERB POOL SHADE PAVILION PARTY PACKAGE	\$135 FOR 3 HOURS
ERB POOL MULTI PURPOSE ROOM PARTY PACKAGE	\$150 FOR 3 HOURS
MEAD POOL	*\$225
MEAD POOL PARTY PACKAGE	\$135 FOR 3 HOURS
SPECIAL SERVICES	Actual Cost +15%

**NOTE:** These rental fees do not include special events (i.e. swim meets). Separate agreements will be developed for all special events taking place at City of Appleton pools.

*\*When patron load is expected to exceed 236 patrons, one lifeguard shall be provided for each additional 100 patrons at the cost of \$25.00 per hour*

<b>POOL FACILITY/SERVICE</b>	<b>RENTAL FEE (per hour)</b>
<b>SWIM PRACTICE FEES</b>	<b>Effective: January 1, 2023</b>
ERB POOL 50 METER	*\$75.00 without lifeguards
ERB POOL 50 METER	\$100.00 with lifeguards
MEAD POOL 25 YARD	*\$50.00 without lifeguards
MEAD POOL 25 YARD	\$75.00 with lifeguards

*\*See Section C: Rental of Pool Facilities #12*

# MEMORANDUM OF UNDERSTANDING

## BADGER POOL AT APPLETON WEST HIGH SCHOOL TRANSFER OF OWNERSHIP AND CONTINUED USE AGREEMENT

### I. THE PARTIES

- 1.01 The City of Appleton, a Wisconsin municipal corporation, doing business at 100 N. Appleton Street, Appleton, Wisconsin ("City").
- 1.02 The Appleton Area School District, a Wisconsin school district, maintaining administrative offices at 10 College Avenue, Suite 214, Appleton, WI 54911 ("District").

### II. THE RECITALS

#### *WHEREAS,*

- 2.01 The City currently owns a swimming pool facility commonly referred to as Badger Pool ("Facility"). The Facility is situated on land owned by the District and located at Appleton West High School, 610 N. Badger Avenue, City of Appleton, Outagamie County, Wisconsin.
- 2.02 For many years the City and the District have been subject to a cooperative use agreement wherein both parties used the Facility to their benefit. In addition to the cooperative use of the Facility, the City and the District have enjoyed the cooperative use of swimming pool facilities at North and East High Schools. Hereafter the Badger swimming pool facility and the swimming pool facilities at North and East High Schools, as well as any future pools constructed by the District during the term of this agreement, shall be collectively referred to as "all District pools".
- 2.03 The City and the District have come to the conclusion that it is in the best interests of both parties to transfer ownership of the Facility from the City to the District while still maintaining an agreement allowing both parties to jointly use the Facility for their respective programs.
- 2.04 It remains the intent of both the City and the District, through a cooperative effort, to maintain the greatest possible usage of the Facility by the entire citizenry.
- 2.05 It is understood by the parties to this Agreement that the City's usage of all District pools is contingent upon the conditions of this Agreement, that this Agreement replaces any previous agreements and that there are no agreements, terms or conditions, stated or written, beyond those set forth in this agreement.



### III. THE AGREEMENT

*NOW, THEREFORE, it is agreed between the parties as follows:*

- 3.01 The recitals are hereby made a part of the Agreement.
- 3.02 The City, in exchange for One Dollar (\$1.00) and other good and valuable consideration, shall transfer to the District ownership of the Facility, including its fixtures and personal property not removed by the City prior to the transfer, effective as of January 1, 2006.
- 3.03 The District, in consideration for receiving this asset from the City, does grant to the City the right to future use of all District pools, including the Facility, subject to the terms of this Agreement.
- 3.04 Upon transfer, physical control and ownership of the Facility shall rest solely with the District.
- 3.05 Scheduling. The District and the City shall meet on or before the fifteenth day of May of each year to establish a use schedule for all District pools for the forthcoming year (period running from August 1 to July 31 of the following year). The District shall schedule the use of all District pools according to the following priorities:
- 3.06.1 All District sponsored programs will be the first programs scheduled at all District pools.
- 3.06.2 All City programs will be the second programs scheduled at all District pools. The City, at its sole discretion, shall be entitled to schedule a reasonable amount of programming consistent with the amount and types of programming it has historically offered at the District pools.
- 3.06.3 Any third party shall only be permitted to reserve a pool subject to this agreement after the City has scheduled its programming and if the particular pool is available.
- 3.06 Rescheduling. If a previously scheduled City program must be rescheduled on one or more dates due to the District, or a third party, requiring use of the particular pool at the same time, the City shall be reimbursed by the District for administrative expenses incurred in notifying program participants of the cancellation and rescheduling of a program date. During such time under this Agreement that the City is paying rent to the District, the City shall have the option of deducting expenses incurred under this section from future rental payments to the District. The City shall provide the District with an itemized statement of the expenses resulting in the deduction. Alternatively, the City may provide the District with an itemized invoice of expenses incurred under this section and the District shall reimburse the City within thirty days of receipt of the invoice.
- 3.07 Rent. The District Acknowledges that it is receiving a valuable asset from the City and, at the same time, is assuming operational, capital and other costs associated with running the

Facility. The parties have in good faith negotiated the value of this transfer and agree that the City shall receive a twenty-five percent (25%) discount on the rental rate for all District pools for the term of this agreement. The base rate charged to the City, prior to being discounted, shall be the same as the rate charged to non-profit agencies.

- 3.08 No rental, lease, use or other costs, other than those mentioned herein, shall be charged to the City for use of all District pools during the term of this Agreement.
- 3.09 The District shall be responsible for all utility, custodial and maintenance staff expenses, repairs and capital improvements required by the Facility after January 1, 2006.
- 3.10 The City shall be responsible for providing program personnel at those times that it is using the District pools for its programs.
- 3.11 Term. This Agreement shall have an initial term of fifteen (15) years, commencing January 1, 2006. Thereafter, this agreement shall automatically renew for five year periods unless either party notifies the other, in writing, at least ninety days prior to the term's expiration, of its desire to not renew the agreement or of its desire to renegotiate certain terms thereof.

#### IV. SEVERABILITY CLAUSE

- 4.01 In the event that any part of this agreement is found to be illegal, it shall be stricken from the Agreement and the Agreement interpreted as if that clause did not exist. This Agreement shall not be construed to modify, replace or in any way amend any terms of the lease between Lessee and the City.

#### V. INDEMNIFICATION

- 5.01 The District agrees to indemnify, defend and hold harmless the City of Appleton and its officers, officials, employees and agents from and against any and all liability, loss, damage, expenses, costs, including attorney's fees, arising out of the use of the Facility, caused in whole or in part by any negligent act or omission of the District, anyone directly or indirectly employed by any of them or anyone whose acts any of them may be liable, except where caused by the sole negligence or willful misconduct of the City.

*IN WITNESS WHEREOF*, the parties have caused the foregoing instrument to be executed in three (3) original counterparts on this 3 day of APRIL, 2006.

[SIGNATURES BEGIN ON THE FOLLOWING PAGE]

**APPLETON AREA SCHOOL DISTRICT**

Attest: *Vicky K. Siegmann*  
Printed Name: Vicky K. Siegmann

By: *Todd Gray*  
Printed Name: Todd Gray  
Title: Asst. Sup. of Business & Personnel Svcs

Attest: \_\_\_\_\_

By: \_\_\_\_\_

**CITY OF APPLETON**

Attest: *Jamie L. Sova*  
Printed Name: Jamie L. Sova

By: *Timothy M. Hanna*  
Timothy M. Hanna, Mayor

Attest: *Mary Wendell 5-3-06*  
Printed Name: Mary Wendell

By: *Cynthia I. Hesse*  
Cynthia I. Hesse, City Clerk

Provision has been made to pay the liability that will accrue under this contract.

Approved as to form:

*Lisa A. Maertz*  
Lisa A. Maertz, Finance Director

*James P. Walsh*  
James P. Walsh, City Attorney

<b>CITY OF APPLETON POLICY</b>		<b>TITLE: POOL RENTAL, RESERVATION AND GENERAL USE POLICY</b>	
ISSUE DATE: Day of Council Adoption	LAST UPDATE: <del>January 18, 2017</del> <u>December 2022</u>	TEXT NAME: J:\Recreation\Administration\ Policies\Aquatic Policies	
POLICY SOURCE: Appleton Parks, Recreation & Facilities Management Department	AUDIENCE: The Public and Employees	TOTAL PAGES: <u>64</u>	
Reviewed by Attorney's Office Date: <u>December 5, 2022</u> <del>October 6, 2016</del>	Parks and Recreation Committee Approval Date: <u>January 23, 2017</u>	Council Approval Date: <u>February 1, 2017</u>	

I. PURPOSE

To provide a policy to equitably regulate space and administer user fees of pool facilities to public, private and/or community events users.

II. POLICY

It is the policy of the ~~city~~ City of Appleton to allow for the ~~city's~~ City's pool facilities to be rented pursuant to the terms of this policy.

III. DISCUSSION

The ~~city~~ City of Appleton allows the ~~city~~ City owned pool facilities to be rented for events, including, but not limited to birthday parties, social gatherings, and sporting events. -All renters must agree to abide by this policy, to pay the required fee, and to indemnify the ~~city~~ City.

~~IV.~~ DEFINITIONS

~~V.~~ IV. PROCEDURE

A. Management of Facilities

~~1.~~ Erb and Mead Pools shall be managed and maintained by the Appleton Parks, Recreation and Facilities Management Department ("APRFMD") for the benefit of the citizens of Appleton and the general public. Use shall be governed by the health and safety codes and statutes of the State of Wisconsin.

1.

Formatted: Indent: Left: 0.5", No bullets or numbering

2. North, West, and East High School pools shall be managed in accordance with the agreement executed for the transfer of Badger Pool (Attachment A) between the City of Appleton and the Appleton Area School District (“AASD”).
3. Use of all three high school pools for APRFMD aquatic programs shall be coordinated through the AASD.
4. Scheduling priorities for ~~city~~ City owned pool facilities shall be as follows:
  - a. All APRFMD programs will be the first programs scheduled.
  - b. Private and/or non-profit groups or organizations will be the last priority in scheduling.
5. APRFMD reserves the right to deny programs and/or special events which conflict with existing programs, use of the facilities for an event that the facilities were not intended, or which would cause undue hardship on the facility and/or surrounding area.
6. APRFMD reserves the right to schedule maintenance as needed at all facilities.

#### B. Use of Facilities

1. Pool facilities shall be used for the purpose of providing activities including, but not limited to:- Instructional programs involving water, open swim (water play), lap swim, water walking, water exercise, competitive swim, and community special events.
2. Use of ~~the~~ pool facilities by private individuals or organizations for financial gain must be approved by the Common Council, by way of the Parks and Recreation Committee.
3. Organizations and/or groups (i.e., swim teams) shall not use pool facilities during open and/or lap swim, except by written permission by the APRFMD Director or designee. Organizations and/or groups using the pool facilities during public swim hours shall not compromise the use of the facility by the general public.
4. Organizations and/or groups shall be responsible for the clean-up of pool facilities after use and shall also be responsible for putting away any personal or City-owned equipment. Organizations shall adhere to the “Pool Rental Decorating Information and Closing Checklist” found in section G.
5. Swimming shall be the priority activity in the two lap lanes at Mead Pool. -Both lap lanes will be cleared for lap swimming only when three or more swimmers wish to swim at one time. These two lap lanes will be available to swimmers at all times when lap swimmers are not present. (Resolution #63-R-02, October 2, 2002)

#### C. Rental of Pool Facilities

- ~~1.~~ Erb and Mead Pools may be rented for ~~private~~ exclusive use at the current rates. Rental rates shall be charged according to the current Fees And Charges For Aquatic Programs

Policy. Fees are to be charged at the set hourly rates for rental of the facility, ~~plus including~~ the actual hourly rate for the manager and lifeguards, plus the actual hourly rate for ~~the concession stand~~, special services and additional maintenance.

~~1.~~

~~2.~~

~~3. 2. The time of rental must be within the following hours:~~

~~4.~~

~~5. Erb Pool: 6:00 a.m. – 10:30 p.m.~~

~~6. Mead Pool: 7:00 a.m. – 10:30 p.m.~~

~~7.~~

~~8. Rental requests for hours beyond these times require approval from the Common Council by way of the Parks and Recreation Committee.~~

~~9.~~

~~10.2. The minimum rental length is one two hours. The time of rental must be within the hours listed on Appleton Parks and Recreation web site. Rental requests for hours outside these times require approval from the Common Council by way of the Parks and Recreation Committee, if the time is scheduled either immediately before or after a scheduled public swim session. All other rentals shall be a minimum of two hours.~~

~~11. The rental of any pool facility includes use of the lobby, locker rooms, pool, and all pool amenities. The facility fee includes the scheduling of a pool manager, who opens the facility and remains at the site for the duration of the rental, and all necessary lifeguards for the event which is determined by the [Agriculture, Trade and Consumer Protection \(ATCP\) 76.23](#) Department of Health and Family Services, Wis. Admin. Code §172.05.~~

~~3.~~

~~12. The West High School pool's "Birthday Party Rental" includes the use of the lobby for one hour, one helium party balloon, two adult open swim admissions, and one birthday boy/girl admission. Open Swim admissions are paid individually. All Birthday Party Rentals at West High School's pool must immediately precede an open swim session.~~

~~Erb and Mead Pool's "Birthday Party Rental Package" includes use of the shade pavilion or multi-purpose room (Erb), ten youth swim admissions, and two adult admissions, one helium balloon, and the birthday person's name announced over the P.A. system.~~

~~5. Erb and Mead Pool's Shade Pavilion are also available for general rental. All renters must pay for the daily admission fee per participant. The time of rental will be on the following dates and times:~~

~~6.~~

~~7. Shade Pavilion: Monday Sunday: 12:00 3:00 p.m.~~

~~8. Monday Friday, Sunday: 4:00 7:00 p.m.~~

~~4. Hours for a Party Package will be included on the Appleton Parks and Recreation website.~~

**Formatted:** Font: (Default) Times New Roman, 12 pt

**Formatted:** Indent: Left: 0"

**Formatted:** List Paragraph, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

**Formatted:** List Paragraph, Right: 0", Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

**Formatted:** Font: (Default) Times New Roman, 12 pt

**Formatted:** Font: (Default) Times New Roman, 12 pt

~~13.~~ Food carry-ins are allowed during ~~pool and shade pavilion~~ rentals during open swim as long as the food is consumed in the designated areas determined by the APRFMD's Recreation Programmer or Pool Managers. ~~-No carry- in items can be brought or served in glass containers. Food carry ins must be pre-approved by the Recreation Programmer and renters agree to not carry in any form of glass into the pool or reservation areas.~~

~~5.~~

~~No inflatable toys, rafts, etc. are allowed. This does not include require life jackets~~

~~9-6.~~ The sale of food and/or merchandise during a pool rental is prohibited unless permission is received from the Common Council by way of the Parks and Recreation Committee. No concession permits will be issued that conflict with existing concession agreements or other park uses.

~~10.~~ Alcoholic beverages are not allowed in any pool facilities.

~~7.~~

~~11.~~ ~~11.~~ The use of amplified sound must be requested at the time of reservation and approved by the Director of APRFMD or his/her designee. ~~All amplified sound must be shut down by~~ is allowed between the hours of 7:00 a.m. - 9:00 p.m. It is the responsibility of the renter to keep the amplified sound at levels that meet the ~~Health Department regulations.~~ Municipal Code (Chapter 12, Article IV).

~~8.~~

~~14.~~ ~~12.~~ Swim teams renting the pool for swim practices may provide their own State of Wisconsin approved certified lifeguards. The guards must be pre-approved by the Director or designee of APRFMD. A certificate of insurance naming the City of Appleton as additional insured must be provided by the renter when providing their own lifeguards.

~~9.~~

~~10.~~ ~~13.~~ The renter must be present during the entire rental and agrees to replace or pay for the repair/replacement of any items damaged by persons in their party. The renter also agrees to pay for additional maintenance costs associated with more than normal facility maintenance caused by the rental party.

~~\_\_\_\_\_~~

~~\_\_\_\_\_~~

Formatted: Font: (Default) Times New Roman, 12 pt

Formatted: Font: (Default) Times New Roman, 12 pt

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Indent: Left: 0.5", Right: 0", Space After: 8 pt, Line spacing: Multiple 1.08 li, No bullets or numbering

Formatted: List Paragraph, Right: 0", No bullets or numbering

Formatted: Font: (Default) Times New Roman, 12 pt

Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5", Tab stops: Not at 0.56"

Formatted: Font: (Default) Times New Roman, 12 pt

Formatted: Normal, Indent: Left: 0", Right: -0.5"

Formatted: Indent: Left: 0.25", Hanging: 0.38", Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5", Tab stops: Not at 0.56"

Formatted: Indent: Left: 0.63", No bullets or numbering, Tab stops: Not at 0.56"

Formatted: Indent: Left: 0.63", First line: 0.25", Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Indent: Left: 0.63", First line: 0"

Formatted: Indent: Left: 0.25", Hanging: 0.31", Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Indent: Left: 0.25", Hanging: 0.38", Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5", Tab stops: Not at 0.56"

Formatted: Indent: Left: 0.63", First line: 0"

Formatted: Indent: Left: 0.25", Hanging: 0.38", Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Indent: Left: 0.25", No bullets or numbering, Tab stops: Not at 0.56"

Formatted: Indent: Left: 0.25", Hanging: 0.38", Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

~~14.~~ The City reserves the right to request a certificate of insurance from the renter of the pool facility.

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

~~11.~~

~~12, 15.~~ The renter of the pool facility must agree to indemnify, defend, and hold harmless the City of Appleton, and its employees, officials, and agents from any and all liability from claims of bodily injury, property damage, or any other nature whatsoever arising out of the use of the pool facility.

Formatted: Indent: Left: 0.25", Hanging: 0.38", Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Font: (Default) Times New Roman, 12 pt

Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

D. Facility Reservation and Payment of Rental Fees

~~1.~~ The individual renting Erb or Mead Pool must be at least 18 years of age.

Formatted: Font: (Default) Times New Roman, 12 pt

Reservations for the rental of Erb and/or Mead Pool can be made up to 12 months in advance starting January 1 of the year of rental.

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

~~2.~~ All applications for facility reservations must be made at least:

- ~~• Private Exclusive rentals: 14 days prior to the reservation date requested~~
- ~~• Party Package: -five (5) business days prior to the reservation date requested.~~

Applications not made before this time period will be charged an additional \$250.00 for the reservation or may be denied.

Formatted: Right: 0", Space After: 8 pt, Line spacing: Multiple 1.08 li, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5", Tab stops: Not at 0.56"

Formatted: List Paragraph, Right: 0"

Formatted: Indent: Left: 0.5", Right: 0", Space After: 8 pt, Line spacing: Multiple 1.08 li, No bullets or numbering, Tab stops: Not at 0.56"

Formatted: Font: (Default) Times New Roman, 12 pt

~~2.~~ Organizations/groups that have reserved pool facilities for special events shall have thirty (30) days after the date of the special event to reserve the facility for the next year. After thirty (30) days, APRFMD will make the facility available to other interested parties.

Formatted: List Paragraph, Indent: Left: 0", Right: 0"

Formatted: Font:

Formatted

3. Fees must be paid in full five (5) business days from the date the reservation was made.

Formatted: Font: (Default) Times New Roman, 12 pt

Formatted

~~4.~~ A full refund of the rental fee for a cancellation of a reservation will be given if the facility can be rented to another party for the date cancelled 30 days prior to the date of the rental. A \$10.00 charge will be assessed to all refunds.

Formatted: Indent: First line: 0.5"

Formatted: Font:

Formatted

4. In case of cancellation of the rental by the APRFMD due to inclement weather, mechanical problems, water contamination prior to the event, etc., APRFMD will attempt to reschedule the rental or issue a full refund.

Formatted: Font: (Default) Times New Roman, 12 pt

Formatted

Formatted: Indent: Left: 0"

E. Payment Considerations

~~1.~~ Groups using the facilities during the open swim times may be billed per admission fee with prior written approval from the Director of APRFMD or designee.

Formatted

Formatted

Formatted: Indent: Left: -0.25", Tab stops: Not at 0.5"

~~2.~~ A 15% administrative fee will be charged to groups requesting a bill for individual admission fees.

Formatted: Indent: Left: 0"

Formatted: Indent: Left: -0.25", Tab stops: Not at 0.5"

Formatted: Indent: Left: 0"



~~3-1.~~ Failure of the renting party to comply with the rental policy will void the rental and result in the loss of all fees, and may result in the renting party being charged back for all services associated with the rental.

F. Miscellaneous Provisions

1. Additional charges will be assessed to the renting party for any damage or cleaning required after the end of the reservation. -These charges will be assessed based on the City's regular time and material rates.
2. A violation of this policy or the terms of use attached to the reservation form may result in denial of future reservation requests.
3. No additions, alterations, or changes to park grounds or a pool facility are allowed at any time except with the prior written approval by the Department Director or designee.

~~4-2.~~ There is one rental per facility allowed at any given time.

G. Pool Rental Decorating Information and Closing Checklist

1. No signs are to be posted at any of the driveways, roads, or entrances to the pools or parks.
2. No wires, ropes, string, cords, ribbons, signs, or poles may be strung from any part of the pool reservation areas.
3. No staples, duct tape, nails, tacks, or screws may be used on any walls within the pool reservation areas.
4. Tables, chairs, and other furniture from the pool reservation areas may not be moved for any reason outside of the designated reservation space.

~~5.~~ Renters will wipe down tables, counter tops, and chair seats with a wet washcloth and disinfectant at the conclusion of the rental (*supplies will be provided by the Pool Manager*).

5.

6. Renters will spot mop any spills on flooring material.
7. Renters will remove all food, decorations, and other items at the conclusion of the rental.
8. Swim equipment (i.e. lane lines, timing devices, etc.) shall be stored in designated areas approved by the Department Director or designee.

Formatted: Indent: Left: 0.56", Right: -0.5", Space After: 0 pt, Line spacing: single

**RENTAL FEES**

	<b>RENTAL FEE – WITH LIFEGUARDS (per hour)</b>
<b>POOL FACILITY/SERVICE</b>	<del>Effective: January 1, 2023</del> <del>Effective February 2, 2017</del>
ERB POOL 50 METER <i>(includes use of slides)</i>	<del>*\$125</del> <del>*\$175</del>
ERB POOL LEISURE POOL <i>(includes use of slides)</i>	<del>*\$150</del> <del>*200</del>
<u>ERB POOL SHADE PAVILION PARTY PACKAGE</u>	<u>\$135 FOR 3 HOURS</u>
<u>ERB POOL SHADE PAVILION</u>	<u>\$75 FOR 3 HOURS</u>
<u>ERB POOL MULTI PURPOSE ROOM BIRTHDAY PARTY PACKAGE</u>	<u>\$110 FOR 3 HOURS</u> <u>\$150 FOR 3 HOURS</u>
<u>ERB POOL MULTI PURPOSE ROOM</u>	<u>\$110 FOR 3 HOURS</u>
MEAD POOL	<del>**\$175</del> <del>*\$225</del>
MEAD POOL <u>BIRTHDAY PARTY PACKAGE</u>	<u>\$110 FOR 3 HOURS</u> <u>\$135 FOR 3 HOURS</u>
<u>MEAD POOL SHADE PAVILION</u>	<u>\$75 FOR 3 HOURS</u>
<u>WEST POOL BIRTHDAY PARTY</u>	<u>\$25</u>
SPECIAL SERVICES	Actual Cost + <u>150%</u>

Formatted Table

**NOTE:** These rental fees do not include special events (i.e. swim meets). Separate agreements will be developed for all special events taking place at City of Appleton pools.

\*When patron load is expected to exceed 4236 patrons, one lifeguard shall be provided for each additional 100 patrons at the cost of \$250.00 per hour

\*\*When patron load is expected to exceed 336 patrons, one lifeguard shall be provided for each additional 100 patrons at the cost of \$20.00 per hour

<u>POOL FACILITY/SERVICE</u>	<u>RENTAL FEE (per hour)</u>
<u>SWIM PRACTICE FEES</u>	<u>Effective: January 1, 2023</u>
<u>ERB POOL 50 METER</u>	<u>*\$75.00 without lifeguards</u>
<u>ERB POOL 50 METER</u>	<u>\$100.00 with lifeguards</u>
<u>MEAD POOL 25 YARD</u>	<u>*\$50.00 without lifeguards</u>
<u>MEAD POOL 25 YARD</u>	<u>\$75.00 with lifeguards</u>

\*See Section C: Rental of Pool Facilities #12

**Formatted:** Font: Bold

**Formatted:** Centered

**Formatted Table**

**Formatted:** Font: Bold

**Formatted:** Font: Bold

**Formatted:** Font: Not Italic

**Formatted:** Font: Times New Roman, 9 pt, Italic

**Formatted:** Indent: Left: 0"