



City of Appleton

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

Meeting Agenda - Final Parks and Recreation Committee

Monday, April 10, 2023

6:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

3. Approval of minutes from previous meeting

[23-0348](#) Minutes of the February 20, 2023 Parks & Recreation Committee Meeting

Attachments: [Minutes of the 2-20-23 P & R Meeting.pdf](#)

4. **Public Hearings/Apearances**

5. **Action Items**

[23-0349](#) Action Item: Irish Fest of the Fox Cities requests permission to hold a ticketed private Special Event in Jones Park on September 15-16, 2023 for Irish Fest

Attachments: [Irish Fest Jones Park Special Event.docx](#)

[23-0350](#) Action Item: Adopt the Proposed Revised Athletic Facilities Rental and Fee Schedule Policy

Attachments: [Athletic Field Policy Memo.docx](#)
[2023 Athletic Facilities Policy - REDLINE.pdf](#)
[2023 Athletic Facilities Policy - FINAL.docx](#)

6. **Information Items**

[23-0351](#) 2023 Seasonal Employee Staffing Updates

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.

**We are currently experiencing intermittent issues/outages with our audio/video equipment. Meeting live streams and recordings are operational but unreliable at times. This is due to delays in receiving necessary system hardware components. We continue to look for solutions in the interim and we hope to have these issues resolved soon.*



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Meeting Minutes - Final Parks and Recreation Committee

Monday, February 20, 2023

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, Tom Flick, Niki Wendt, Jeff Plasschaert, Parks,
Recreation & Facilities Management

Present: 5 - Schultz, Wolff, Del Toro, Hartzheim and Thyssen

3. Approval of minutes from previous meeting

[23-0135](#)

Minutes of the February 6, 2023 Parks & Recreation Committee Meeting

Attachments: [Minutes of the 2-06-23 P & R Meeting.pdf](#)

Aldersperson Hartzheim moved, seconded by Aldersperson Del Toro that the Minutes of the February 6, 2023 Parks & Recreation Committee meeting be approved. Roll Call. Motion carried by the following vote:

Aye: 5 - Schultz, Wolff, Del Toro, Hartzheim and Thyssen

4. Public Hearings/Appealances

None

5. Action Items

None

6. Information Items

[23-0136](#)

Recreation Division 2022 Annual Report

Attachments: [2022 Recreation Division Year End Report.pdf](#)

This item was presented

[23-0137](#)

Grounds Division 2022 Annual Report

Attachments: [2022 Grounds Annual Report.docx](#)

This item was presented

[23-0139](#)

Reid Golf Course 2022 Annual Report

Attachments: [2022 Reid Annual Report.pdf](#)

This item was presented

7. Adjournment

The meeting was adjourned at 7:30 p.m.

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

Aye: 5 - Schultz, Wolff, Del Toro, Hartzheim and 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

TO: Parks & Recreation Committee

FROM: Dean R. Gazza

DATE: 04-10-23

RE: Action Item: Irish Fest of the Fox Cities requests permission to hold a ticketed private Special Event in Jones Park on September 15-16, 2023 for Irish Fest

Last year the Parks & Recreation Committee approved the updated Jones Park Rental Policy which requires permission from the Parks & Recreation Committee for any private Special Events in Jones Park.

Irish Fest of the Fox Cities is requesting to host a Special Event in Jones Park for the third year. It is an Irish Musical, Dancing and Cultural Festival with an anticipated turnout of 3,000 people. Because they are charging attendees a fee to attend the event, the Committee will need to give approval.

They are aware of the rules and regulations of the park and agree to abide by them. We are also allowing them to extend their music until 10:00 p.m. The Parks, Recreation & Facilities Management Department supports their request as their event had no problems or issues the last two years.

Irish Fest of the Fox Cities requests permission to allow Irish Fest to be held at Jones Park on September 15-16, 2023.



"...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

TO: Parks and Recreation Committee

FROM: Dean R. Gazza

DATE: April 10, 2023

RE: Action: Adopt the Proposed Revised Athletic Facilities Rental and Fee Schedule Policy

The Parks, Recreation, and Facilities Management Department has reviewed the Athletic Facilities Rental and Fee Schedule Policy. Reviews are completed to ensure the policy remains current and reflects the current needs of the users. The following changes are being proposed upon review.

1. Green Meadows Park, adding one basketball court and removing one tennis court
2. Pickleball Courts, adding eight courts to Telulah Park and removing one court at Green Meadows Park
3. New pickleball court rental fees for tournaments at Telulah Park
4. Increase ball diamond tournament field and concession stand rental fees. Costs for labor, utilities, refuse removal, and cleaning have all increased.
5. Erb Park, adding multi-use field

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

Please contact me at 832-5572 or at dean.gazza@appleton.org with any questions.

CITY OF APPLETON POLICY		TITLE: ATHLETIC FACILITIES - RENTAL AND FEE SCHEDULE POLICY	
ISSUE DATE: June 18, 2008	LAST UPDATE: June 18, 2008 October 22, 2014, January 3, 2018, January 7, 2019	SECTION: Parks, Recreation and Facilities Management	
POLICY SOURCE: Parks, Recreation and Facilities Management Department		TOTAL PAGES: 7 8	
Reviewed by Attorney's Office Date: December 27, 2018 <u>April 4, 2023</u>	Parks and Recreation Committee Approval Date: January 7, 2019	Council Approval Date: January 16, 2019	

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I. Purpose:

The purpose of this policy is to establish uniform standards for the Parks, Recreation and Facilities Management Department to equitably administer the scheduling and use of City of Appleton athletic facilities by the Parks, Recreation and Facilities Management Department and other community groups, organizations, and individuals. This document also establishes a policy for administering rules and regulations, policies, fees and charges for tournaments, community events, and/or personal use.

II. Policy:

This policy authorizes the Parks, Recreation and Facilities Management Department to effectively schedule and manage City of Appleton outdoor athletic facilities, including ball diamonds, courts, and multi-purpose fields in City parks. This policy also authorizes the Parks, Recreation and Facilities Management Department to charge fees for the use of athletic facilities within the rate schedule established by the Parks and Recreation Committee and City Council. To effectively schedule, manage, protect facilities, and promote the wise use of the athletic facilities, this policy authorizes the Parks, Recreation and Facilities Management Director and/or designee to:

- Designate those athletic facilities available for use by the community.
- Designate the types of activities allowed on the athletic facilities, including leagues ~~practices~~, games, matches, tournaments, special events, etc.
- Schedule the athletic facilities to allow for the effective use and maintenance of all athletic facilities without compromising the integrity of the facilities.
- Limit and/or close athletic facilities for renovations, upgrades, other events/activities that may impact the facilities.
- ~~Determine "normal and ordinary use guidelines" for athletic facilities consistent with established standards to manage the facilities for continued and consistent community use. "Normal and ordinary use guidelines" may impact scheduling and availability of athletic facilities.~~
- Cancel and/or relocate any reservation that has the potential to threaten the integrity of the park and/or facility due to: misrepresentation of information on the Facility Reservation Agreement, conditions of the facility or grounds that would potentially create an unsafe

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situation, and/or if use of the facility by the group/organization may result in damage to the facility that is beyond the normal wear and tear of facility.

- Limit the number of weekday and weekend reservations for facilities for ~~anyone or~~ any group, organization or individuals that would dominate the use of a facility and/or restrict equal opportunities to reserve facilities by members of the public at large.
- Deny any facility reservation application if the expected attendance would exceed the safe capacity of the facility so as to endanger public health and safety or compromise the condition of facilities and/or natural resources.
- Enforce park rules, regulations, and policies.
- Require insurance coverage with limits established by the City Risk Manager for activities or events that are determined to be a risk to the City, ~~are beyond the scope of the “normal and ordinary use guidelines” established by the Parks, Recreation and Facilities Management Department.~~
- Require a security deposit and/or ~~performance bond~~ liability insurance for activities or events that may impact the integrity of the facilities and require significant repairs to the facilities that would limit the future use of the facilities.

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III. Definitions:

- **Athletic Facilities** – Ball diamonds, multi-purpose fields, tennis courts, pickleball courts, basketball courts, and other open space identified by the City of Appleton that are available for reservation.
- **Athletic Facility Preparation** – Necessary maintenance of athletic facilities for games and organized play. Maintenance may include, but is not limited to dragging and lining of ball diamonds, lining of soccer fields, watering infields, etc.
- **Category A** – Local non-profit organizations that provide recreational services to the Appleton and Fox Cities community.
- **Category B** – For-profit or private individuals, groups, and organizations.
- **Concession/Sales/Exchange of Money** - The sale of food, beverage and other associated products or the exchange of money at an event or program that is held in a city park and/or special area specifically reserved for that event or program.
- **Late Reservation** - Request for a reservation of city park facility and/or special area that is received less than five (5) business days before the reservation date.
- ~~**Normal and Ordinary Use Guidelines of City of Appleton Parks** – Is defined by guidelines established and published by the Parks, Recreation and Facilities Management Department.~~
- **Processing Fee** - Fee charged to process a refund and/or cancellation request that is received before the reservation date.
- **Special Event** - An event or activity that meets the City of Appleton’s requirements for a special event activity, is held in a city park and/or special area, and exceeds the normal and ordinary use of the park and/or special area.
- **Tournament** – Athletic event such as baseball, softball, kickball, pickleball, etc. that involves the rental of 2 or more ball diamonds or courts ~~at Appleton Memorial Park that and~~ includes multiple teams and games.

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IV. Use of Athletic Facilities:

The use of athletic facilities managed/maintained by the Parks, Recreation and Facilities Management Department ~~is~~ are available to individuals, groups and organizations for exclusive use for ~~practice~~, league play, and tournaments. The following shall direct the use of athletic facilities:

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- All park ordinances shall apply to use of athletic facilities.
- Any additions or modifications to the athletic facilities shall be approved in writing by the Parks, Recreation and Facilities Management Director or designee.
- Individuals, groups and organizations must obtain a permit from the Parks, Recreation and Facilities Management Director or designee for exclusive use of any athletic facility.
- The display of any advertising, signs, etc. during exclusive use must be approved by the Parks, Recreation and Facilities Management Director or designee.
- Access to the athletic facilities will be limited to the times listed on the Facility Reservation Agreement form.
- The overnight storage of equipment, supplies, vehicles, etc. is prohibited unless approved by the Parks, Recreation and Facilities Management Director or designee.
- No games shall begin before 7:00 A.M. or end after 11:00 P.M. ~~unless approved by the Parks and Recreation Committee.~~
- The use of diamond dry or drying agent materials is prohibited on any athletic facility.
- The use of motorized vehicles (including Utility Task Vehicles [UTVs] and All-Terrain Vehicles [ATVs]) shall be subject to the following regulations:
 - Operation of a motorized vehicle in an area other than a park road or designated parking area, including trails, is prohibited unless written permission is granted by the Department Director or ~~his/her~~ designee.
 - The speed of a motorized vehicle shall be limited to ten (10) miles per hour.
 - No motorized vehicle shall be used to perform any field maintenance.
 - Anyone driving a motorized vehicle must possess a valid driver's license and be at least 18 years of age or older.
 - If it is anticipated that a motorized vehicle will be used, the tournament organizer shall provide a certificate of insurance for the vehicle with the City named as an additional insured.

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V. Scheduling Priorities

The Parks, Recreation and Facilities Management Department will schedule athletic facilities according to the following priorities:

- All Parks, Recreation and Facilities Management Department programs (games, scheduled practices, matches, camps, instructional programs, etc.) will be the first programs scheduled at athletic facilities. (i.e., youth ball diamonds in city parks will be scheduled for Parks, Recreation and Facilities Management Department programs before any other programs are scheduled).
- Any other requests for use of athletic facilities will be reserved according to this policy.
- The Parks, Recreation and Facilities Management Department will not schedule practice times for any private and/or not-for-profit organizations.

VI. Reservations:

The reservation of athletic facilities for use by the Parks, Recreation and Facilities Management Department, Appleton Area School District, and other groups and/or organizations shall follow this policy.

- Reservations for weekday play made by the general public or private organizations will include preparation of infields for play as long as an approved facility reservation form has been submitted along with required fees. Infield preparations for reservations on the

weekends for the general public or private organizations will be charged the established rate for weekend pay for Appleton Parks, Recreation & Facilities Management employees.

- All groups, individuals, and organizations reserving athletic facilities will be charged in accordance with the established rate schedule on file with the Parks, Recreation and Facilities Management Department and/or City Clerk. Reservations that meet certain criteria will be required to obtain a Special Events License.
- Full payment of the reservation fee shall be included with all other athletic facilities reservation requests. Reservations are not valid until a "Facility Reservation Agreement" form has been signed by all parties and the required payments have been made.
- Organizations/groups that have reserved athletic facilities ~~at Appleton Memorial Park~~ for tournaments shall have thirty (30) days after the date of the tournament to reserve the athletic facilities for the same weekend and/or date for the following year. After thirty (30) days, the Parks, Recreation and Facilities Management Department will make the athletic facilities available to other interested parties. The reservation may be cancelled if the appropriate facility rental fees are not paid when submitting the athletic field reservation agreement.
- ~~The athletic facilities at Appleton Memorial Park will be held open for tournaments only for a period of 6 months to one year prior to the proposed date. The athletic facilities at Appleton Memorial Park will be available for all events, including non-tournament events on a first come, first served basis beginning 6 months prior to the proposed date.~~
- All other ~~R~~Reservations for athletic facilities are on a first-come, first-served basis and may be made no more than one (1) year in advance. Reservations for state, regional and/or national tournaments and/or events that must be scheduled more than one (1) year in advance may submit a written request to the Parks and Recreation Committee for approval.
- All applications for facility reservations must be made at least five (5) business days in advance of the reservation date. Applications not made before this time period will be charged an additional \$20.00 for each reservation.
- Groups and/or organizations may be required to reserve pavilions and/or special areas if the Parks, Recreation and Facilities Management Department determines the event or activity warrants the additional reservations to minimize impact on other facility users or enhance the event.
- Tournament play at Appleton Memorial Park must be completed no later than 4:00 p.m. on Sundays.
- Additional fees may be charged for additional cleaning to facility and grounds, repair of facility / grounds, additional chalk and/ or excessive damage to equipment and/or City of Appleton property.
- This policy shall become effective ~~January 16, 2019~~ May 1, 2023 and shall remain in effect until it is modified, changed, and/or repealed.

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VII. Cancellation/Refunds:

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

A full refund of the rental fee will be made if the reservation is cancelled by the Parks, Recreation and Facilities Management Department due to park closings, construction activities, etc. These refunds are not subject to the \$10.00 processing fee.

A full refund of the rental fee for reservation of the Appleton Memorial Park Ball Diamond Complex for tournaments will be issued if the entire tournament is cancelled due to weather. In the event the tournament user is not able to play one full day of their tournament due to weather related cancellations, a daily refund per field and concession stand (s) ~~will~~ may be issued. If any amount of games are played on a day, no refunds will be issued.

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Refunds will not be issued for any individual athletic facility reserved on an hourly basis that is not used – regardless of the reason (to include: weather, cancellation of game, etc.).

VIII. Athletic Facilities:

The following athletic facilities are available for reservation:

- Ball Diamonds
 - Appleton Memorial Park (AMP) – 7 diamonds. (The Miracle League Field is covered by a separate policy.)
 - Einstein Park – 1 youth ball diamond
 - Hoover Park – 1 youth ball diamond and 1 pony league baseball diamond
 - Jaycee Park – 1 youth ball diamond
 - Kiwanis Park – 1 youth ball diamond
 - Linwood Park – 1 youth ball diamond
 - Lions Park – 1 youth ball diamond
 - Telulah Park – 1 youth ball diamond
 - Woodland Park – 1 youth ball diamond
- Basketball Courts
 - Colony Oaks Park – 1 court
 - ~~Erb Park – 1 court~~
 - Green Meadows Park – 1 court
 - Highview Park – 1 court
 - Jaycee Park – 1 court
 - Kiwanis Park – 1 court
 - Linwood Park – 1 court
 - Peabody Park – 1 court
 - Pierce Park – 1 court
 - Schaefer Park – 1 court
 - Summit Park – 1 court
- Multi-Purpose Fields
 - Telulah Park – 1 field
 - ~~Hoover Park – 1 field~~
 - Erb Park – 1 field
- Tennis Courts
 - Einstein Park – 2 courts
 - Erb Park – 4 courts

- ❑ Pierce Park – 3 courts
- ❑ Linwood Park – 1 court
- ❑ Summit Park – 2 courts
- ❑ Green Meadows Park – ~~2~~ 1 courts
- ❑ Colony Oaks Park – 1 court
- ❑ Highview Park – 1 court

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- Pickleball Courts
 - ❑ Einstein Park – 2 courts
 - ❑ Summit Park – 2 courts
 - ❑ Green Meadows Park – ~~2~~ 1 courts
 - ❑ Linwood Park – 1 court
 - ❑ Highview Park – 1 court
 - ❑ Telulah Park – 8 courts

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IX. Fees and Charges

The Appleton Parks, Recreation and Facilities Management Department will maintain the athletic facilities on a regular basis. These maintenance activities are provided ~~by the Parks, Recreation and Facilities Management Department Operations Division,~~ Monday through Friday from 6:30 A.M. to 2:30 P.M. and include the following:

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- Ball Diamonds – Turf management, routine infield care, providing bases, general cleaning of the site, and maintenance of fencing, bleachers, benches, etc.
- Soccer Fields – Turf management and maintenance of any fencing, bleachers, goals, and benches.
- Tennis / Pickleball Courts – Maintenance of fencing, nets, lights, surfacing, lines, signage, etc.
- Basketball Courts – Maintenance of fencing, nets, surfacing, lines, backboards and rims, signage, etc.

Athletic Facilities - Fees & Charges

(Effective ~~January 16, 2019~~ May 1, 2023)

Ball Diamond and Pickleball Court Tournament Rental Fees ~~at Appleton Memorial Park (AMP)~~ Only

A tournament shall be defined as a single event that requires 2 or more ball diamonds or courts ~~at Appleton Memorial Park~~ that includes multiple teams and games.

Tournament fees include: Diamond or court rental, lights, field preparation at the beginning of the day, scoreboards with remotes, P.A. system, 1 bag of chalk per diamond / per day, manual field drags, rakes, batter box form, and field chalk.

<u>Category A (non-profit)</u>	<u>Category B (for-profit/private)</u>
Daily Fee - \$100 <u>\$115</u> per diamond per day	Daily Fee - \$150 <u>\$165</u> per diamond per day

~~-Daily Fee - \$60 per pickleball court per day~~ Daily Fee \$110 per pickleball court per day

Pickleball courts at Telulah Park can only be rented for tournaments.

Full payment for athletic fields and courts are required at the same time the athletic field reservation form is submitted.

Concession Stand Rental – Rental of concession stand(s) at Appleton Memorial Park includes the following services: Garbage bags and minor cleaning supplies, toilet paper, paper towel, and one cleaning per day of restroom facilities. Concession stand #1 also includes the use of a chest freezer, soda cooler, and refrigerator. Full payment for the concession stand(s) are required at the same time the athletic field reservation form is submitted.

Concession Stand #1 (Northeast concession stand in main building) ~~\$100.00~~ \$115.00 per day.
Concession Stand #2 (West restroom concession stand) ~~\$50.00~~ \$65.00 per day.

Ball Diamond Rental Fees (non-tournament)

	<u>Category A (non-profit)</u>	<u>Category B (for-profit/private)</u>
Ball Diamond Rental Fee	\$20.00 per hour	\$25.00 per hour
AMP - Ball Diamond Lights	\$15.00 per hour	\$20.00 per hour

Ball Diamond Preparation Fees (other than tournament rental)

Weekday preparation without overtime.....No fee with paid reservation
Preparation beyond regular hours, Saturdays, Sundays,
and Holidays for general public and private organizations.....Actual cost

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Multi-Purpose Fields, Tennis Courts, Basketball Courts, Pickleball Courts ~~(non-tournament)~~

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	<u>Category A (non-profit)</u>	<u>Category B (for-profit/private)</u>
Multi- Purpose Fields	\$25.00 per hour / \$250.00 per day	\$35.00 per hour \$300.00 per day
Courts	\$5.00 per hour, per court \$50.00 per day, per court	\$10.00 per hour, per court \$75.00 per day, per court

Pickleball courts at Telulah Park can only be rented for tournaments

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Other permits that must be obtained at the Parks and Recreation Customer Service Area on the first floor of City Hall at least 5 working days prior to the event:

Tents over 200 square feet	\$15.00 per tent, per day
Fire Department inspection of the tent	\$25.00 per tent event
Selling or serving concessions <u>Exchange of money permit</u>	\$25.00
per day	
Utility locates.....	\$50.00 per event

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CITY OF APPLETON POLICY		TITLE: ATHLETIC FACILITIES - RENTAL AND FEE SCHEDULE POLICY	
ISSUE DATE: June 18, 2008	LAST UPDATE: June 18, 2008 October 22, 2014, January 3, 2018, January 7, 2019	SECTION: Parks, Recreation and Facilities Management	
POLICY SOURCE: Parks, Recreation and Facilities Management Department		TOTAL PAGES: 7	
Reviewed by Attorney's Office Date: April 4, 2023	Parks and Recreation Committee Approval Date:	Council Approval Date:	

I. Purpose:

The purpose of this policy is to establish uniform standards for the Parks, Recreation and Facilities Management Department to equitably administer the scheduling and use of City of Appleton athletic facilities by the Parks, Recreation and Facilities Management Department and other community groups, organizations, and individuals. This document also establishes a policy for administering rules and regulations, policies, fees and charges for tournaments, community events, and/or personal use.

II. Policy:

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- Designate those athletic facilities available for use by the community.
- Designate the types of activities allowed on the athletic facilities, including leagues, games, matches, tournaments, special events, etc.
- Schedule the athletic facilities to allow for the effective use and maintenance of all athletic facilities without compromising the integrity of the facilities.
- Limit and/or close athletic facilities for renovations, upgrades, other events/activities that may impact the facilities.
- Cancel and/or relocate any reservation that has the potential to threaten the integrity of the park and/or facility due to: misrepresentation of information on the Facility Reservation Agreement, conditions of the facility or grounds that would potentially create an unsafe situation, and/or if use of the facility by the group/organization may result in damage to the facility that is beyond the normal wear and tear of facility.
- Limit the number of weekday and weekend reservations for facilities for any group, organization or individuals that would dominate the use of a facility and/or restrict equal opportunities to reserve facilities by members of the public at large.

- Deny any facility reservation application if the expected attendance would exceed the safe capacity of the facility so as to endanger public health and safety or compromise the condition of facilities and/or natural resources.
- Enforce park rules, regulations, and policies.
- Require insurance coverage with limits established by the City Risk Manager for activities or events that are determined to be a risk to the City.
- Require a security deposit and/or liability insurance for activities or events that may impact the integrity of the facilities and require significant repairs to the facilities that would limit the future use of the facilities.

III. Definitions:

- **Athletic Facilities** – Ball diamonds, multi-purpose fields, tennis courts, pickleball courts, basketball courts, and other open space identified by the City of Appleton that are available for reservation.
- **Athletic Facility Preparation** – Necessary maintenance of athletic facilities for games and organized play. Maintenance may include, but is not limited to dragging and lining of ball diamonds, lining of soccer fields, watering infields, etc.
- **Category A** – Local non-profit organizations that provide recreational services to the Appleton and Fox Cities community.
- **Category B** – For-profit or private individuals, groups, and organizations.
- **Exchange of Money** - The sale of food, beverage and other associated products or the exchange of money at an event or program that is held in a city park and/or special area specifically reserved for that event or program.
- **Late Reservation** - Request for a reservation of city park facility and/or special area that is received less than five (5) business days before the reservation date.
- **Processing Fee** - Fee charged to process a refund and/or cancellation request that is received before the reservation date.
- **Special Event** - An event or activity that meets the City of Appleton’s requirements for a special event activity, is held in a city park and/or special area, and exceeds the normal and ordinary use of the park and/or special area.
- **Tournament** – Athletic event such as baseball, softball, kickball, pickleball, etc. that involves the rental of 2 or more ball diamonds or courts and includes multiple teams and games.

IV. Use of Athletic Facilities:

The use of athletic facilities managed/maintained by the Parks, Recreation and Facilities Management Department are available to individuals, groups, and organizations for exclusive use for league play and tournaments. The following shall direct the use of athletic facilities:

- All park ordinances shall apply to use of athletic facilities.
- Any additions or modifications to the athletic facilities shall be approved in writing by the Parks, Recreation and Facilities Management Director or designee.
- Individuals, groups, and organizations must obtain a permit from the Parks, Recreation and Facilities Management Director or designee for exclusive use of any athletic facility.
- The display of any advertising, signs, etc. during exclusive use must be approved by the Parks, Recreation and Facilities Management Director or designee.
- Access to the athletic facilities will be limited to the times listed on the Facility Reservation Agreement form.

- The overnight storage of equipment, supplies, vehicles, etc. is prohibited unless approved by the Parks, Recreation and Facilities Management Director or designee.
- No games shall begin before 7:00 A.M. or end after 11:00 P.M.
- The use of diamond dry or drying agent materials is prohibited on any athletic facility.
- The use of motorized vehicles (including Utility Task Vehicles [UTVs] and All-Terrain Vehicles [ATVs]) shall be subject to the following regulations:
 - Operation of a motorized vehicle in an area other than a park road or designated parking area, including trails, is prohibited unless written permission is granted by the Department Director or designee.
 - The speed of a motorized vehicle shall be limited to ten (10) miles per hour.
 - No motorized vehicle shall be used to perform any field maintenance.
 - Anyone driving a motorized vehicle must possess a valid driver's license and be at least 18 years of age or older.
 - If it is anticipated that a motorized vehicle will be used, the tournament organizer shall provide a certificate of insurance for the vehicle with the City named as an additional insured.

V. Scheduling Priorities

The Parks, Recreation and Facilities Management Department will schedule athletic facilities according to the following priorities:

- All Parks, Recreation and Facilities Management Department programs (games, scheduled practices, matches, camps, instructional programs, etc.) will be the first programs scheduled at athletic facilities. (i.e., youth ball diamonds in city parks will be scheduled for Parks, Recreation and Facilities Management Department programs before any other programs are scheduled).
- Any other requests for use of athletic facilities will be reserved according to this policy.
- The Parks, Recreation and Facilities Management Department will not schedule practice times for any private and/or not-for-profit organizations.

VI. Reservations:

The reservation of athletic facilities for use by the Parks, Recreation and Facilities Management Department, Appleton Area School District, and other groups and/or organizations shall follow this policy.

- Reservations for weekday play made by the general public or private organizations will include preparation of infields for play as long as an approved facility reservation form has been submitted along with required fees. Infield preparations for reservations on the weekends for the general public or private organizations will be charged the established rate for weekend pay for Appleton Parks, Recreation & Facilities Management employees.
- All groups, individuals, and organizations reserving athletic facilities will be charged in accordance with the established rate schedule on file with the Parks, Recreation and Facilities Management Department and/or City Clerk. Reservations that meet certain criteria will be required to obtain a Special Events License.
- Full payment of the reservation fee shall be included with all other athletic facilities reservation requests. Reservations are not valid until a "Facility Reservation Agreement" form has been signed by all parties and the required payments have been made.
- Organizations/groups that have reserved athletic facilities for tournaments shall have thirty (30) days after the date of the tournament to reserve the athletic facilities for the same

weekend and/or date for the following year. After thirty (30) days, the Parks, Recreation and Facilities Management Department will make the athletic facilities available to other interested parties. The reservation may be cancelled if the appropriate facility rental fees are not paid when submitting the athletic field reservation agreement.

- Reservations for athletic facilities are on a first-come, first-served basis and may be made no more than one (1) year in advance. Reservations for state, regional and/or national tournaments and/or events that must be scheduled more than one (1) year in advance may submit a written request to the Parks and Recreation Committee for approval.
- All applications for facility reservations must be made at least five (5) business days in advance of the reservation date. Applications not made before this time period will be charged an additional \$20.00 for each reservation.
- Groups and/or organizations may be required to reserve pavilions and/or special areas if the Parks, Recreation and Facilities Management Department determines the event or activity warrants the additional reservations to minimize impact on other facility users or enhance the event.
- Tournament play at Appleton Memorial Park must be completed no later than 4:00 p.m. on Sundays.
- Additional fees may be charged for additional cleaning to facility and grounds, repair of facility / grounds, additional chalk and/ or excessive damage to equipment and/or City of Appleton property.
- This policy shall become effective May 1, 2023 and shall remain in effect until it is modified, changed, and/or repealed.

VII. Cancellation/Refunds:

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

A full refund of the rental fee will be made if the reservation is cancelled by the Parks, Recreation and Facilities Management Department due to park closings, construction activities, etc. These refunds are not subject to the \$10.00 processing fee.

A full refund of the rental fee for reservation of the Appleton Memorial Park Ball Diamond Complex for tournaments will be issued if the entire tournament is cancelled due to weather. In the event the tournament user is not able to play one full day of their tournament due to weather related cancellations, a daily refund per field and concession stand(s) may be issued. If any amount of games are played on a day, no refunds will be issued.

Refunds will not be issued for any individual athletic facility reserved on an hourly basis that is not used – regardless of the reason (to include: weather, cancellation of game, etc.).

VIII. Athletic Facilities:

The following athletic facilities are available for reservation:

- Ball Diamonds
 - Appleton Memorial Park (AMP) – 7 diamonds. (The Miracle League Field is covered by a separate policy.)
 - Einstein Park – 1 youth ball diamond
 - Hoover Park – 1 youth ball diamond and 1 pony league baseball diamond
 - Jaycee Park – 1 youth ball diamond
 - Kiwanis Park – 1 youth ball diamond
 - Linwood Park – 1 youth ball diamond
 - Lions Park – 1 youth ball diamond
 - Telulah Park – 1 youth ball diamond
 - Woodland Park – 1 youth ball diamond

- Basketball Courts
 - Colony Oaks Park – 1 court
 - Erb Park – 1 court
 - Green Meadows Park – 1 court
 - Highview Park – 1 court
 - Jaycee Park – 1 court
 - Kiwanis Park – 1 court
 - Linwood Park – 1 court
 - Peabody Park – 1 court
 - Pierce Park – 1 court
 - Schaefer Park – 1 court
 - Summit Park – 1 court

- Multi-Purpose Fields
 - Telulah Park – 1 field
 - Hoover Park – 1 field
 - Erb Park – 1 field

- Tennis Courts
 - Einstein Park – 2 courts
 - Erb Park – 4 courts
 - Pierce Park – 3 courts
 - Linwood Park – 1 court
 - Summit Park – 2 courts
 - Green Meadows Park – 1 court
 - Colony Oaks Park – 1 court
 - Highview Park – 1 court

- Pickleball Courts
 - Einstein Park – 2 courts
 - Summit Park – 2 courts
 - Green Meadows Park – 1 court
 - Linwood Park – 1 court
 - Highview Park – 1 court

IX. Fees and Charges

The Appleton Parks, Recreation and Facilities Management Department will maintain the athletic facilities on a regular basis. These maintenance activities are provided Monday through Friday from 6:30 A.M. to 2:30 P.M. and include the following:

- Ball Diamonds – Turf management, routine infield care, providing bases, general cleaning of the site, and maintenance of fencing, bleachers, benches, etc.
- Soccer Fields – Turf management and maintenance of any fencing, bleachers, goals, and benches.
- Tennis / Pickleball Courts – Maintenance of fencing, nets, lights, surfacing, lines, signage, etc.
- Basketball Courts – Maintenance of fencing, nets, surfacing, lines, backboards and rims, signage, etc.

Athletic Facilities - Fees & Charges

(Effective May 1, 2023)

Ball Diamond and Pickleball Court Tournament Rental Fees

A tournament shall be defined as a single event that requires 2 or more ball diamonds or courts that includes multiple teams and games.

Tournament fees include: Diamond or court rental, lights, field preparation at the beginning of the day, scoreboards with remotes, P.A. system, 1 bag of chalk per diamond / per day, manual field drags, rakes, batter box form, and field chalker.

Category A (non-profit)

Daily Fee - \$115 per diamond per day

Category B (for-profit/private)

Daily Fee - \$165 per diamond per day

Daily Fee - \$60 per pickleball court per day

Daily Fee \$110 per pickleball court per day

Pickleball courts at Telulah Park can only be rented for tournaments

Full payment for athletic fields and courts are required at the same time the athletic field reservation form is submitted.

Concession Stand Rental – Rental of concession stand(s) at Appleton Memorial Park includes the following services: Garbage bags and minor cleaning supplies, toilet paper, paper towel, and one cleaning per day of restroom facilities. Concession stand #1 also includes the use of a chest freezer, soda cooler, and refrigerator. *Full payment for the concession stand(s) are required at the same time the athletic field reservation form is submitted.*

Concession Stand #1 (Northeast concession stand in main building) \$115.00 per day.

Concession Stand #2 (West restroom concession stand) \$65.00 per day.

Ball Diamond Rental Fees (non-tournament)

	<u>Category A (non-profit)</u>	<u>Category B (for-profit/private)</u>
Ball Diamond Rental Fee	\$20.00 per hour	\$25.00 per hour
AMP - Ball Diamond Lights	\$15.00 per hour	\$20.00 per hour

Ball Diamond Preparation Fees (other than tournament rental)

Weekday preparation without overtime.....No fee with paid reservation
Preparation beyond regular hours, Saturdays, Sundays,
and Holidays for general public and private organizations.....Actual cost

Multi-Purpose Fields, Tennis Courts, Basketball Courts, Pickleball Courts(non-tournament)

	<u>Category A (non-profit)</u>	<u>Category B (for-profit/private)</u>
Multi- Purpose Fields	\$25.00 per hour / \$250.00 per day	\$35.00 per hour \$300.00 per day
Courts	\$5.00 per hour, per court \$50.00 per day, per court	\$10.00 per hour, per court \$75.00 per day, per court

Pickleball courts at Telulah Park can only be rented for tournaments

Other permits that must be obtained at the Parks and Recreation Customer Service Area on the first floor of City Hall at least 5 working days prior to the event:

Tents over 200 square feet	\$15.00 per tent, per day
Fire Department inspection	\$25.00 per event
Exchange of money permit.....	\$25.00 per day
Utility locates.....	\$50.00 per event