



**City of Two Rivers Parks & Recreation Department;  
Parks, Recreation, Urban Forestry, Community Center,  
Cemetery, Senior Center**

### **Mission Statement**

*The City of Two Rivers Parks and Recreation Department, in conjunction with the Advisory Recreation Board, is committed to improving the quality of life for all Two Rivers' citizens and visitors to our community for today and future generations. This is accomplished by providing recreational opportunities and well-maintained parks and public places in a responsible and efficient manner.*

### **Purpose of Policy**

The Fees and Charges Policy is intended to establish a standardized approach in assessing fees for residents and nonresidents for the use of City facilities and programs. This policy provides a guideline for determining which user groups should pay and at what cost-recovery percentage, to keep fees at a fair market level in order to encourage participation, to strive for a high degree of cost recovery, and to lessen the burden on the City taxpayer.

### **Statement of Authority**

The Parks and Recreation Department shall develop fees and guidelines for all appropriate uses of its facilities and participation in various recreation programs. The fees will be reviewed annually by staff, the Parks and Recreation Advisory Board, and the City Council.

### **Statement of Need**

It is the responsibility of the Parks and Recreation Department to offer comprehensive year-round recreation programs; provide public parkland; provide cemeteries; and to provide services for the well being of senior citizens. Because of heavy demands for new and expanded services and because of the rapid increase in operating expenses, it has become necessary to adopt a sound and consistent policy that will guide the search and generation of supplementary revenues to tax dollars.

### **Statement of Philosophy**

The guiding principle of the Two Rivers Parks & Recreation Department's philosophy is: to efficiently offer recreational services, ensuring that all Two Rivers citizens have equal opportunity to participate in a wide variety of programs and services. This objective is accomplished through two primary sources: tax dollars and user fees. Tax dollars provide basic operational costs for recreation, parks and human services. Fees offset operating costs and continue to be an important source of income to assist in narrowing the gap between the levels of tax subsidy and revenue.

Fees must be viewed as a method of continuing and expanding the ability to provide quality parks and recreation services at a level that is fair and equitable to both participants and non-participants in the City of Two Rivers.

**Public Service Policies**

1. Public funds will be used to acquire, improve and manage all parkland whenever possible, charging no fees for entrance into parks and playgrounds.
2. Recreation programs may be canceled if the stated minimum enrollment is not met. Minimum enrollments are calculated to provide the revenue generation required to provide the program. Minimum registrations will be set to cover direct costs associated with providing the program.
3. Researching and investigating grants is consistent with this department revenue policy. Solicitations for sponsorships, volunteer labor, and other in-kind donations are encouraged. Sponsorships, volunteers and donations will be accepted to reduce or offset the costs of a program, service or facility.

**Recreation Programs Revenue Policy** --In order to rely less on general fund subsidy or, in other words, tax dollars, the targeted cost recovery for all recreation programs, is 65%. Industry wide this varies and can be as much as 150% of direct costs to help cover the entire P&R general fund budget/subsidy. In 2001, this would have equaled about \$170,000 or an additional \$66,000 in registration revenue. The city currently does not have a defined cost recovery goal from “user fees” or registrations. In 2003, the Recreation Division collected \$94,178.29 in registration fees plus \$3000 in youth sports sponsorship donations. This represents, 33.4% of the recreation division operating expenses of \$290,980.00.

**Senior Center Revenue Policy** In order to rely less on general fund subsidy, the targeted cost recovery for senior citizen programs is 50%. In 2003, the Senior Center Division of the Parks & Recreation Department collected \$5087.60 in Membership fees and \$38,583.37 from nutrition program revenues. In addition, reimbursement for food costs and supplies were made for the nutrition program. This represents 19.9% of the Senior Center Division operating expense \$219,720.

**Revenue Policy for Park Shelters**

Fees are based on market rate analysis conducted periodically by staff for Advisory Recreation Board recommendation and approved by City Council.

<i>City</i>	<i>Small</i>	<i>Medium</i>	<i>Large</i>	<i>City</i>	<i>Small</i>	<i>Medium</i>	<i>Large</i>
Appleton	\$ 40.00	\$ 50.00	\$ 65.00	Menasha	\$ 10.00	\$ 15.00	
Beloit	\$ 23.00	\$ 60.00	\$ 75.00	Neenah	\$ 5.00	\$ 20.00	\$ 50.00
Calumet Co	\$ 21.00	\$ 31.50		Oak Creek	\$ 20.00	\$ 30.00	\$ 60.00
Cedarburg	\$ 65.00	\$ 75.00		Oshkosh	\$ 25.00	\$ 40.00	\$ 45.00
Dane Co	\$ 63.00	\$ 95.00	\$ 126.00	Two Rivers	\$ 22.00		
Dodge Co.	\$ 25.00			Waukesha	\$ 35.00	\$ 50.00	
Janesville	\$ 30.00	\$ 65.00	\$ 80.00	Waushara	\$ -		
Kenosha	\$ 75.00	\$ 40.00		West Bend	\$ 55.00	\$ 75.00	\$ 90.00
Kimberly	\$ 30.00	\$ 40.00	\$ 50.00	Wood Coun.	\$ 50.00		\$ 75.00
Lake Arrowhead	\$ 25.00	\$ 50.00			\$ 25.00	\$ 50.00	
Madison	\$ 64.00	\$ 85.00			\$ 25.00	\$ 25.00	
Marshfield	\$ 25.00				\$ 25.00	\$ 150.00	
Mayville City	\$ 10.00				\$ 35.00		

The 2004 Advisory Recreation Board recommended fee increase for park shelters was not approved by city council. This will be an impact of approximately \$6500 in lost revenue based on 2003 permit sales.

**Revenue Policy for Recreation Facilities, and Community House Rentals—**

Fees based on market rate analysis conducted periodically and approved by City Council action.

**This section will be completed at a later date.**

**Revenue Policy for Cemetery—Based on Market Rate analysis**

Fees based on market rate analysis conducted periodically and approved by ordinance amendment by City Council.

<i>2003 CEMETERY FEES SURVEY</i>	<i>RES LOT</i>	<i>NR LOT</i>	<i>INTERMENT CREMAINS</i>	<i>INTERME NT ADULT</i>	<i>INTERMENT CHILD</i>
Evergreen - Manitowoc	\$ 512.50	\$ 768.75	\$ 175.00	\$ 450.00	\$ 175.00
Evergreen - Saturday Fees				\$ 500.00	\$ 200.00
Mishicot	\$ 350.00	same	*	*	*
Knollwood	\$ 500.00	same	\$ 275.00	\$ 570.00	no charge
Calvary - pre-need	\$525.00	same	\$ 270.00	\$ 525.00	\$ 105.00
Calvary - at-need	\$ 625.00	same			
Calvary - Saturday Fees				\$ 575.00	
Two Rivers	\$ 475.00	\$ 950.00	\$ 110.00	\$ 385.00	\$110.00
Two Rivers-Saturday Fees				\$ 495.00	
<b>Average</b>	<b>\$ 497.92</b>	<b>\$ 859.38</b>	<b>\$ 207.50</b>	<b>\$ 500.00</b>	<b>\$ 147.50</b>
<b>Maximum</b>	<b>\$ 625.00</b>	<b>\$ 950.00</b>	<b>\$ 275.00</b>	<b>\$ 575.00</b>	<b>\$ 200.00</b>
<b>Minimum</b>	<b>\$ 350.00</b>	<b>\$ 768.75</b>	<b>\$ 110.00</b>	<b>\$ 385.00</b>	<b>\$ 105.00</b>

**Definitions**

1. Direct Costs - Cost of part-time staff (e.g. instructors, leaders, lifeguards,) supplies, materials, building rental and advertising, etc.
2. Indirect Costs - Cost of (full-time staff e.g., director, office staff, supervisors, maintenance workers) utilities, operating equipment, other overhead, capital equipment etc.
3. Minimal Cost Recovery– Recreation programs and/or facilities will recover 25% or less of the direct costs. Some events and programs will be offered at no charge to the participants.
4. Partial Cost Recovery – Recreation programs and/or facilities will recover a minimum of 25-70% of the direct operating costs.

5. Full Cost Recovery– Recreation programs and/or facilities will recover a minimum of 100% of the direct operating costs. These programs also should begin to cover some of the indirect fixed costs associated with the program.
6. Market Rate Pricing--Some programs may be adjusted using the market-rate procedures and recover more or less of the direct costs. Some programs will be required to pay for more to offset programs that cannot pay their own way.
7. Non-Resident Rates—A person(s) owning property (residential, rental, commercial, or business) within the city limits of the City of Two Rivers receives a discounted resident rate of 33%. This equals a non-resident rate of registration fee plus 50%. The reason residents pay less money for a P&R program/facility is because **CITY** property taxes support the Parks and Recreation Department through General Fund operations. The increased amount is equal to the additional amount of 28.03% (2001) of the general property tax levy that is charged for property within the city limits of Two Rivers. General Policy Statement: Facility/program users that do not own property within the city limits of Two Rivers do NOT pay City of Two Rivers Property Taxes. They do, however, pay county, school, and state property taxes, none of which support the City of Two Rivers Parks and Recreation Department directly.

NR rates are figured mathematically by taking the registration fee x 1.50.

Example	Registration fee =	\$10
	Non Resident Registration fee=	\$10 x 1.50 = \$15.00

The \$2 early registration discount is not figured into the equation.

Note: All fees will be rounded up to the nearest quarter.

## **General Guidelines**

### Admissions

Admissions may be charged to enter a facility or program on a daily basis. Entry and exits are normally controlled and attendance is regulated. Examples are: racquetball, exercise room, Community Center, open gym programs, and pool daily admissions, aerobics admissions, etc.

### Admission Fees

Admission fees will be charged to attend special performances or events that require high cost talent and extra supervisory personnel, or where the profits are used to extend the activity. Market/Going Rate rules will prevail where cost-based pricing is not practical. Examples are: Dance Revue, community theatre productions, and special speakers.

### Advertising

Advertising shall be sold in the senior newsletter based on Market Rate. Advertising may be sold in the P&R calendar/brochure to assist in offsetting costs associated with printing and distribution. Sponsors will be allowed to display signs in an appropriate manner at P&R department events, programs, and facilities. The city will not seek sponsorships from alcohol or tobacco companies to sponsor youth oriented city events. All park signage must be approved by director and meet current city codes.

### Evaluation of Fee Schedule

Staff and Advisory Recreation Board shall periodically review this revenue policy and all fee schedules to ensure equitable services to the public. Each program should attempt to meet its percentage of return. Example: youth soccer should meet the 50–75% return of direct costs.

### Early Registration Discounts and Late Fees

An early registration fee discount may be available for some programs. Late registration fees may be charged in youth and adult leagues where schedules and rosters must be completed in a timely manner.

### Fees and Charges (Revenue Policy) Establishment

Based on staff development, the Advisory Recreation Board will make recommendations to City Council prior to the City Council adoption. Cemetery fees require ordinance amendment by the City Council. Shelter and room rental fees require City Manager or City Council approval. Recreation fees are set by staff based on the approved Fees & Charges Policy.

### Fee Waivers

Fees waivers are at the sole discretion of the City Council and/or City Manager. Fee waivers must have prior approval by the City Manager or City Council. All waiver requests must be submitted during regular meetings no later than 21 days prior to day of the event to be considered.

### Market Rate Pricing Method—Park Shelters, Cemetery, Community House Room rentals

If cost-based pricing is prohibitive to the success of the program and the ability of citizens to participate in recreation services or if the city is undercutting private enterprise or undercharging for a program the “Going Rate Fee” may be established. Community House membership for exercise room, racquetball court, swim lessons, cemetery fees, senior center membership, etc. are examples that market rate pricing this may be implemented.

Determining the going rate requires that an informal or formal survey of prices charged by other similar agencies of a similar service is undertaken. Usually this survey will be confined to other public parks and recreation departments in NE Wisconsin serving a community of similar size, but in situations where a service is also offered by nonprofit, commercial or private sectors firms, they should be included in the price survey. This approach establishes a range of prices which may then be adjusted in order to assure that the public opportunities do not impede the success of private ventures, or vice versa. Wherever possible, Manitowoc P&R, YMCA, and other Manitowoc County recreation providers will be the minimum comparison. On occasion national and state comparisons and trends will need to be used.

Special Note: Using surveys to determine the going rate charged for similar services by other agencies and/or the commercial sector may lead to a cost-based price being adjusted to ensure that it is perceived as reasonable for Two Rivers.

Pool and Community Center admissions, passes and punch cards are established and evaluated by determining the going rate. A going rate survey for programs is recommended whenever possible. However, a going rate survey for programs is complex due to the differences in geography, instructors, materials and facility needs.

*\*Flexibility is needed to accommodate changing factors which impact the approved budget and fees. The department must respond to market trends in a timely manner. If during the fiscal year the costs or demand for a particular program or service needs to be adjusted, or if a new program is offered, staff will modify or establish the fee after consultation with the City Manager. Any new program fee must be established on the guidelines set forth in this policy document.*

### Non Profit Groups

Resident rate rental fees will be charged to all non-profit groups. Groups must prove 501c3 status and provide a copy of liability insurance naming the city as co-insured. This is subject to facility availability.

Examples of non-profits include the following: Boy Scouts, Girl Scouts, any religious denominations, museums, service clubs, Chamber of Commerce, etc. School district functions are exempt from rental charges, except to cover the cost of staff labor.

### Park Permits

The Department will issue an exclusive use permit for an area of a municipal park as availability allows. There will be a fee to reserve a picnic shelter in a park for exclusive use during a set time.

### Business Activity in City Parks

If an event is held in a City park and ANY fees are collected, the Department shall collect the minimum fee per day as stated in the Fees and Charges Policy. The fee will be collected before the event and the additional funds, if applicable, shall be submitted to the Parks and Recreation office within 10 working days from the completion of the event. This may be a portion of the gross amount of fees/admissions/sales collected or a set amount determined ahead of time, whichever is in the best interest of the city.

Passes/Punch Cards may be charged to gain admittance to facilities or programs on a frequent basis. Entry and exits are normally controlled and attendance is regulated. Examples are: passes or punch cards for racquetball, exercise room, aerobics, etc.

### Refunds

The Department of Parks and Recreation has a satisfaction guarantee policy. The City of Two Rivers Parks and Recreation Department is striving to provide you with excellence in recreational programs and services. At the discretion of the P&R Director, prorated or full refunds may be given.

#### Recreation Program Refund Policy Statement:

A full credit toward a future program or activity or a refund will be issued for any program that is cancelled by the department. If, for any reason, you find that you cannot participate in a program for which you are registered, credits or refunds will gladly be given for most programs – for best results, please request these before the class meets for the first time. Some programs require notification of your withdrawal seven (7) days prior to the beginning of the program, and in some cases, full refunds cannot be granted if expenses for the program have already been incurred.

...And

If you are not satisfied with a class, program or activity offered by our department, let us know your concerns in writing within 10 days of the last class. We will arrange for you to repeat the program at no additional charge, receive a credit which may be applied to another activity, or receive a refund. This policy does not apply to trips and tours, adult sport league programs, and season passes/tickets or punch cards.

Park shelter, room, or facility rental refund policy statement:

All regular park shelters and room rentals will be refunded in full if reservations are cancelled more than ten (10) calendar days in advance. Refunds after an event or day of the rental will not be refunded. If the department does not meet your expectations after an event please notify P&R Director ASAP.

Rental Fees will be charged for the privilege of exclusive use of a facility. This fee gives the patron the right to use tangible public property without consuming or injuring it in any way. This fee will be set based on Market/Going Rate procedures. Examples are: Community Center Room Rentals, Senior Center, Meeting Rooms, Park Shelters, and Recreation Fields.

#### Reservation Timetables

Park Shelters—Shelters may NOT be reserved before the first Monday in December of the preceding year.

Room rentals—not more than one (1) year in advance of the event without prior approval of the Advisory Recreation Board or City Council.

Special Events or activities approved by the City Manager, P&R Director, Advisory Recreation Board, or City Council-- not more than 15 months in advance. For events to be considered advance reservations, the event must benefit and be in the best interest of the city, community, and/or the Parks and Recreation Department.

Sales/Rental Revenues will be charged to sell or rent merchandise, which adds to the patron's enjoyment and/or increased safety of the facility or area. These fees will be established based on Market/Going Rate criteria.

Sales Tax is collected based on state statute. For customer convenience, ease of registering, and tracking, fees will be priced to include sales tax.

#### Scholarships, Recreation

Two Rivers residents who desire access to programs and services will have the opportunity to participate. Therefore, a liberal scholarship program should be in effect for those residents who do not have the ability to pay either all or part of the established fee or charge. The scholarship policy will establish a program, which provides staff the guidelines and procedures to provide reduced fees for those residents who do not have the means to pay in full.

The guidelines will be based upon established standards, such as the school Income Eligibility Guidelines used for the free lunch program. The guidelines will respect the privacy of the individual/family and will be applied consistently.

If a participant requests a scholarship the approval will be based on the following criteria. The department scholarship will waive:

- 50% of resident fee if the participant qualifies for reduced lunch at TR School District.
- 100% of resident fee if the participant qualifies for FREE lunch at TR School District.
- If a non-resident is eligible and requests a scholarship, the participant is responsible for the non-resident balance of the program fee.

Exceptions: Programs run by independent contractors will not have scholarships available, unless the contractor specifically agrees to waive his/her portion of the payment. Examples; Yoga, Kayaking, SCUBA, Camps, etc.

Adult league team fees are exempt from scholarship consideration.

Programs or services with a cost of less than \$10.00 per participant and any items for resale are exempt from scholarship consideration.

### Scholarships, Senior Center

A liberal scholarship program will be available on an as needed basis at the discretion of the Parks and Recreation Director as recommended by the Senior Center Supervisor. This will be funded annually up to \$500 from Senior Center fundraising. Scholarships shall be available for an annual membership fee only. In addition, in keeping with the Two Rivers Senior Center Volunteer Policy, volunteer members awarded the Volunteer of the Year award shall receive a lifetime membership to the Senior Center at no cost.

### Senior/Adult Programs

Senior programs that take place in the senior center will be based on either the no-cost or minimal cost. Programs that take place out of the senior center will be based on Full-Cost recovery and should cover all direct costs and some indirect costs to help offset general fund expenses associated with providing health and human services.

## **Cost Recovery Guidelines**

### 1. Full Cost Recovery Programs (adult and general recreation) –

Fee contribution 90%-110% cost recovery, tax subsidy level 0%-10%.

This type of program will generate enough revenue from user fees to cover direct costs and some of the expenses associated with indirect costs. For most programs, adults are defined as 18 years or older.

Examples: adult programs--adult leagues (basketball, soccer, volleyball), aerobics, art classes, adventure/outdoor programs, and any program that is contracted with a private contractor or provider.

Examples of senior center full cost recovery fees are: trips, bowling, golf; anything that is off the senior center premises.

Benefits: Improves emotional and physical HEALTH. Provides opportunities for COMMUNITY INVOLVEMENT AND SOCIAL INTERACTION.

### 2. Partial Cost Recovery (senior and youth programs, athletics, and general recreation)

Fee contribution 50% -75% Subsidy level 50% -25%



Generally this type of program will generate enough revenues to partially cover expenses associated with direct costs. For most programs, youth is defined as 18 years or younger and a senior as 55 and older. The user groups are preschool, school age, and teens. Whenever possible; grants, donations, sponsorships will be sought out to help reduce the subsidy level.

Examples are: Senior Center Activities, Wiggles & Giggles, Aquatics, Youth Leagues, Baseball, Tennis, Gymnastics, and Basketball.

Examples of senior center partial cost recovery fee programs are: walking program, senior exercise, and dart ball.

Benefits: Provides source of SELF ESTEEM AND POSITIVE SELF IMAGE. Improves SOCIAL SKILLS and BUILDS CONTRIBUTING CITIZENS.

3. Minimal and Zero Cost Recovery—(Senior Center and youth events, after school and summer youth programs, community and department special events)- fee contribution 0%-25% Subsidy level 75% - 100%

Generally this type of program is equally available and beneficial to all citizens in our community. Typically a special event may take place periodically (annually, quarterly, etc.) These are public services programs with no fees or only nominal charges. Outside funding will be pursued more aggressively than for partial cost recovery programs in the form of grants, donations, sponsorships to help reduce the subsidy level.

Revenue may be collected in the form of sales, donations, sponsorship, etc. Minimum enrollment is stated and should be enforced to properly meet all of the direct labor costs. The programs are structured for primary/elementary and middle school age youth following strict guidelines for programming, facility use, instruction and snacks. Examples are: Summer Playground, After school, or out-of-school-day programs.

Examples are: fireworks, Easter egg hunt, volunteer banquet, Bands on the Beach, Kids Nights, Music under the Stars, Municipal Band, etc.

Examples of senior center minimal cost recovery programs are: bingo, knit & stitch, speaker & desserts, health programs, computer education, chair exercise, bean bags, cards-cribbage & sheepshead, kitchen band, chorus, card makers, volunteers at various locations.

Benefits: Builds STRONG COMMUNITIES and REDUCES ALIENATION. Builds strong FAMILIES, the foundation of a stronger society. Enhances SOCIAL AND MOTOR SKILLS. Provide opportunities for PHYSICAL AND CREATIVE ACTIVITIES.

#### Senior Center Cost Recovery Classification Guidelines

The City of Two Rivers has an obligation to support the health and fitness of seniors. In the case of an outside contractor who operates a senior recreation program for the Center, a use fee specific to the activity will be assessed. Activities are generally for individuals 55 years of age and older.

Benefits: Physically active older adults have LOWERED BLOOD PRESSURE. People who are socially involved are two to five times, LESS LIKELY TO SUFFER FROM HEART DISEASE.

## **Cost Recovery Implementation Strategy, 2003-2007**

### **Recreation Programs --Increase registration fees gradually and reduce ineffective and under-attended programs, over the course of 5 years.**

A phase-in process is recommended to meet the goal of 65% cost recovery by year's end of 2007. This will be achieved through a combination of increased registration fees, reduced operating expenses, elimination of low or no recovery programs, accurate cost-based pricing for new programs, and seeking outside funding for the recreation division through grants, donations, and sponsors.

2003-- The recreation division will strive to generate revenue equal to 45% of operating expenses. All new programs will be priced based on the adopted cost-base pricing philosophy. Existing program fees will be evaluated and increased accordingly not to exceed an increase of 15% per year until fees are consistent with cost-based philosophy.

2004— the recreation division will strive to generate 50% of operating expenses by increasing fees a total not to exceed a 15% increase.

2005— the recreation division will strive to generate 55% of operating expenses by increasing fees a total not to exceed a 15% increase.

2006—the recreation division will strive to generate 60% of operating expenses by increasing fees a total not to exceed a 15% increase.

2007—the recreation division will strive to generate 65% of operating expenses by increasing fees a total not to exceed a 15% increase.

### **Senior Center—Gradual increase in registration fees and a reduction of ineffective or under attended programs, over the course of 5 years.**

2003--The Senior Center division will continue to generate revenue equal to 45% of total operating expenses. All new programs will be priced based on the adopted cost-base pricing philosophy.

2004--The Senior Center division will strive to generate 47% of operating expenses by increasing membership fees a total not to exceed a 15% increase.

2005--The Senior Center division will strive to generate 48% of operating expenses by increasing fees a total not to exceed a 15% increase.

2006-- The recreation division will strive to generate 49% of operating expenses by increasing fees a total not to exceed a 15% increase.

2007-- The recreation division will strive to generate 50% of operating expenses by increasing fees a total not to exceed a 15% increase.

## Fees and Charges (Rental fees and Facility Charges)

### Concession and Sales in City Parks—See Appendix 4 for sample menu and pricelist

Concession or novelty sales cannot take place in a City park without prior approval of the Parks and Recreation Department. The City of Two Rivers will operate concessions either in-house or contracted out at Vietnam Vets Park, Neshotah Park, City Park Playground Programs, and the J.E. Hamilton Community House during P&R programs. The Parks and Recreation Department will retain first right of refusal to provide concessions during “non-department” programs conducted on Parks and Recreation Department property/facilities.

Concession prices will be set at fair market rate and shall be intended to generate offsetting revenue for the Parks and Recreation Department. Revenue from concession operations will assist the department in providing park and recreation services and will not be a tax-subsidized service.

The Parks and Recreation Department will provide vending machines in parks and recreation facilities.

### Community House and Senior Center Room Rental

This section will be reviewed and updated with new building program and renovation, past policy established in 1995. All regular room rentals must be paid at the time of reservation, not more than one year in advance of the event date. All room rental refunds will be made in full if cancelled no later than 10 days prior to reservation. The city will retain a \$10 processing fee if cancelled within 10 days of rental.

Facility	2004 Fee	
	Resident	Non Resident
Senior Center--Room 105 per hour	\$ 10.00	\$ 20.00
Senior Center--Room 106 per hour	\$ 8.25	\$ 16.50
Senior Center--Kitchen per <b>day</b>	\$ 20.00	\$ 40.00
CH--Banquet Room per hour	\$ 8.25	\$ 16.50
CH-- Conference Room per hour	\$ 8.25	\$ 16.50
CH--Lobby/Teen Center per hour	\$ 8.25	\$ 16.50
CH--Gym per hour	\$ 9.00	\$ 18.00
CH--Concession per <b>event</b>	\$ 50.00	\$ 100.00
CH--Racquetball court per visit	\$ 2.00	\$ 2.00
CH-Racquetball court per <b>year</b>	\$ 60.00	\$ 90.00
CH--Weight room per visit	\$ 2.00	\$ 2.00

CH--Weight room per year	\$ 60.00	\$ 90.00
CH--Weight room & Racquetball Combo per year	\$ 85.00	\$ 125.00

### Park Shelter Rental Policy

Shelter rental fees shall be set based on market rate. Reservations for park shelters will be taken beginning the first Monday in December of the preceding year. All reservations must accompany payment. Reservations are for the day and end when the park closes or if a predetermined time is given. Park patrons using shelters should have receipt and reservation information available. In the event that a conflict over who has approved use of the shelter please refer to information posted at the shelter, seek out park host (Neshotah), or call non-emergency dispatch for assistance.

*Shelters may be rented more than once in a day's time, in order to accommodate more than one request for services, please indicate the times of used when renting shelter.*

Facility	2004 Fee	
	Resident	NR
Park Shelters, M-F	\$ 18.00	\$ 36.00
Park Shelters, Weekend & Holiday	\$ 22.00	\$ 44.00

### Senior Center

There shall be an annual membership charge for the senior center. The revenue will be for general operations of the senior center and be contributed to general fund operations. The fee is based on market rate and includes a 55 years of age and older resident and non-resident fee.

Facility	2004 Fee	
	Resident	Non Resident
Senior Center Membership, 55+ years	\$ 6.00	\$ 9.00
Senior Center Membership, Under 55 years	\$ 12.00	\$ 18.00

### Softball Facilities

Softball field rental fees shall be set based on Market Rate. A tournament may be scheduled at Vietnam Vets Fields, Neshotah, Riverside, CC Case, and Magee fields. The rental rate includes the initial field preparation for the tournament. Softball field maintenance will be scheduled after the completion of the tournament day prior the next scheduled day. The minimum tournament rate must be paid before the tournament and any additional fees associated with the tournament (lights, diamond dry) must be paid within 10 working days following the tournament. A contract **MUST** be signed prior to tournament.

Certificate of insurance is required for tournaments charging a registration or admission fee for the tournament. The city of Two Rivers must be named co-insured and a copy must be kept on file at the P&R office.

All information regarding the tournament (insurance, contract, dates and times) must be submitted to the Parks and Recreation office a minimum of 7 days prior to the actual event. No field reservation will be accepted without receipt of a non-refundable reservation fee equal to 1/3 of minimal rental fee.

Facility	2004 Fee	
	Resident	NR
Fields per Hour	\$ 5.50	\$ 11.00
Fields Lights per Field per Hour	\$ 8.00	\$ 16.00
Field lining charge case-by-case basis. No less than \$12/hour	\$ 12.00	\$ 12.00
Field lining charge case-by-case basis. No less than \$12/hour	\$ 12.00	\$ 12.00
Tournament (see application for details Attachment # 6)	\$250 min at \$50 per session	\$250 min at \$50 per session

### Tennis Courts

Rental rates are set based on market rate for exclusive use of courts during specific times. Rental charges apply for exclusive use of a court or tennis facility during a specified time and/or location. This will allow renters to “take priority” over open or public use.

With the exception of TR Parks and Recreation programs, 50% or more of the courts must be available at all times or rental charges will apply to groups using courts. Organizations that use courts without paying the fee do not have exclusive use of the facility. Exception: Two Rivers School District. TRSD will have second priority after Parks and Recreation programs.

Courts may be reserved on a per-hour/per-court basis provided the courts are available. Private individuals may teach private lessons providing courts are still available for public play. Reservations will not be allowed unless the P&R Department collects required court fees.

Facility	2004 Fee	
	Resident	NR
Tennis Courts per court per hour	\$ 5.50	\$ 11.00

### Walsh Field—Multi Use Field

Rental rate will be set based on market rate. Any use including special events and non-athletic use of the facility must be pre-approved by the Department. The Two Rivers School District receives second priority only behind the Parks and Recreation Department programs. Rental charges will apply for exclusive use by non-school district or city uses.

Facility	2004 Fee	
	Resident	NR
Fields per Hour	\$ 5.50	\$ 11.00
Fields Lights per Field per Hour	\$ 8.00	\$ 16.00
Field lining charge case-by-case basis. No less than \$12/hour	\$ 12.00	\$ 12.00
Tournament (see application for details Attachment # 6)	\$250 min at \$50 per session	\$250 min at \$50 per session

## Appendix

Appendix 1	Scholarship Information; Recreation and Senior Center
Appendix 2	User Fees and the State of Wisconsin, April 2002
Appendix 3	Determination of Program Fees from Cost-based Pricing
Appendix 4	Concession Stand Menu and Price List
Appendix 5	1995 TRPR Fees and Charges Policy
Appendix 6	Tournament/Field Application