



MEMO

COMMUNITY ENRICHMENT & RECREATION

To: Personnel and Finance Committee

From: Terri Vosters, Community Enrichment & Recreation Director
Jake Van Gompel, Street & Park Superintendent

Date: 10/17/2022

Re: Park pavilion fee increase for 2023

Staff evaluated current park pavilion rental fees and used comparable from neighboring communities**. Our current rental fee is \$25 per day per pavilion. Additionally, there is no security deposit required. The current fee structure has been in place for at least 15 years. Currently, pavilion reservation process opens the first business day of the year for the upcoming year. Our facility (SPaR Building) reservation opens to:

- Kaukauna-based, not-for-profit organizations 395 days (13 months) in advance of the rentals first booking date.
- The patron that booked this year may reserve 366 days in advance of the booking date.
- All other City resident 365 days in advance of the booking date.
- Non-resident 335 (11 months) days in advance of the booking date.
- Kaukauna Area School District is exempt from rental fees.

We recommend mirroring the facility rental policy for the park pavilion rentals. Below are fees from local communities.

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	Small	Medium	Large
Outagamie County	\$65	\$75	\$75
Little Chute	\$60	\$60	\$60
Kimberly	\$53	\$58	\$74
Menasha	\$35	\$80	\$110
Appleton	\$50	\$65	\$90

*All communities require a security deposit.

Staff recommendations for fee structure:

Rentals Available	Resident	Non-Resident	Picnic Tables/Capacity
Horseshoe Valley Park	\$50	\$75	5/40
La Follette Park	\$75	\$100	24/192
Riverside Park	\$75	\$100	18/144
Hydro Park	\$50	\$75	5/40
Jonen Park	\$75	\$100	9/72

Security deposit \$50 resident/non-resident.

Recommended Action:

Approval of the new fee structure and policy for the 2023 season.

