THE CITY OF WATERTOWN
PARKS, RECREATION, & FORESTRY

WATERTOWN PARKS, RECREATION, & FORESTRY DEPARTMENT
514 S. First St.
Watertown, WI 53094
920-262-8080

FEES AND CHARGES POLICY

1. **Program Fees** - Are ~~those~~ fees charged to participants of ~~recreational and educational programs, and~~ of Parks, Recreation, and Forestry offering are set by the department and approved by the Parks, Recreation, and Forestry Commission.

A. Participants of recreational and educational programs shall be charged a fee to cover all operational costs, including maintenance and administrative costs.
   i. Operational costs are those costs necessary to effectively operate a program to include all personnel, supplies, and expenses are to be based on past program expenses and anticipated new expenses.

B. Resident Status - a person has resident status when that person's principal residence is located within the city limits of Watertown.
Non-resident Program Fees – Non-residents will pay 50% more than residents.

D. Senior Center Membership Fees – Senior Center Membership ~~Fees~~ annual rates will be determined by the Commission ~~on an at-needed basis~~. The ~~present~~ 2027 annual membership rate is $12.00 for residents and $18.00 for non-residents. ~~New members will receive a 25% discount. All members will receive a 20% discount (from the resident rate) on senior-related program fees~~. New members joining after October 1 each year will have their membership automatically renewed through the following calendar year at no cost.

Non-members are allowed to participate in one program for no fee. Any subsequent visit to the Center requires a $1.00 per activity fee, or current membership.

E. Community Service Programs - are ~~those~~ programs which are considered to be a community service and important to the total community recreation program, and because of their nature, it is impractical or undesirable to have a fee charged. Those programs designated as such by the Parks, Recreation, and Forestry Commission are exempt from fees.

G. Refunds of Program Fees – A full refund will be given up to two weeks prior to program start. Within two weeks of the program start refunds will be given as credits depending on department ability to fill spots.

H. Facility Improvement Fee - A $1.00 fee will be included in all individual program registration fees and a $10.00 fee for all team registration fees. This fee will be used to update parks and facilities in our park system.

The Parks, Recreation, and Forestry Commission reserves the right to assess additional fees to groups or activities which require exclusive use of facilities or require excessive maintenance, supplies or expenses.

2. **Admission Fees** –

Charges paid to enter a facility. Admission fees will be ~~set~~ approved by the Parks, Recreation, and Forestry Commission based on demand, need, cost of maintenance, operational costs, public benefit, and the public's ability to pay.

A. Daily Admission Fees – Non-residents will pay 50% more than residents.

B. Refunds will not be granted for daily admission fees ~~except at the Watertown Aquatic Center as follows: A free admittance coupon will be issued to patrons who have paid the daily admittance fee in the event the Department must close the Aquatic Center.~~

C. Aquatic Passes - An additional non-resident fee will be charged for all seasonal and yearly passes. Non-residents will pay 50% more than residents.

3. Rental Fees - are those fees which are paid to secure reservations for exclusive use of a facility. Rental fees will be ~~set~~ approved by the commission based on demand, need, cost of the operation and maintenance, public benefit, and public's ability to pay.

A. All rental rates will be based on the following categories. See each facility's applications for rental policies and specific rates:
1. Department-sponsored ~~programs/activities~~ offerings and functions of the City of Watertown ~~municipal government~~
2. Programs and ~~L~~league ~~G~~games – charged as ~~P~~programs per appropriate rate.
   Practices – will not be charged
3. Resident Status - a person has resident status when that person's principal residence is located within the city limits of Watertown.
4. Non-resident Status – non-residents will pay 50% more than residents. For-profit organizations will pay non-resident rate.
5. Add rental classification information once approved.

B. Rental Fee Payment - Payment is due upon reservation. No refunds will be granted for additional equipment and services which have been provided by department staff.

C. Rental Fee Refunds - To receive a full refund for a rental cancellation of a facility, the refund request must be made at least 14 days prior to the reservation date. No refunds will be given within 14 days of the reservation date.

D. Park Rentals – See the current reservation application.

E. Senior & Community Center Room Rentals - See the Policies Governing Use of The Senior & Community Center and current rental application.

F. Park Facility Use – See the ~~General~~ Facility Use Contract, ~~Club Facility Use Contract~~, Condition of Facility Use Agreement, Concession in Parks Permit, etc.

G. ~~Fee Exempt Groups - The following groups have received endorsement by the commission for exemption of all rental fees:~~
~~- Watertown Public Schools~~

4. Special Events and Services

A. BASIC SERVICES - The department provides a basic service for the general operation of all facilities. Each facility is equipped with a designated amount of equipment and has a basic maintenance schedule. Any activity requiring additional equipment or any additional service shall be considered as a special service.

B. PLANNING ASSISTANCE - The department will assist in the layout, organization and inventory of available facilities and equipment. All major celebrations, events and special services must be approved by the Park, Recreation and Forestry Commission.

C. PARK DEPARTMENT PERSONNEL

i. The dDepartment regularly schedules ~~2~~ two full-time employees for ~~2~~two hours every Saturday and Sunday morning from 7:00 a.m.to 9:00 a.m. ~~One summer employee is scheduled for 8 hours, 7:00 a.m. to 3:30 p.m. Saturdays, Sundays and holidays.~~

Park personnel clean restrooms, pick up garbage, and make needed repairs in the entire park system. The department's ability to assist events and special services is limited. All special services required by the ~~d~~ Department crew will be charged on a for-cost basis.

ii. Noxious weeds, grasses, and brush/snow removal ordinance violations: - The fee for mowing or removal of noxious weeds, grasses or brush by the City's Weed Commissioner or Weed Commissioner's designee shall be no less than $500 in each instance of any such expended labor. Any time spent on a property in excess of ~~three~~ two hours shall be billed at the rate of $250 per hour. Ordinance 457-11.

All sidewalks shall be removed of snow and ice within 24 hours after snow has stopped falling. Failure ~~to remove~~ or cover the snow and ice as specified in Ordinance 457-11 will submit the owner to the forfeitures and responsible for an itemized report of all sums for removal of snow and ice by the Department.

D. PARK USE SUSPENSION APPEAL

Any person considering him or herself aggrieved by all or any part of a park use suspension may appeal such action in writing within 72 hours of issuance of written notice of park use suspension. Any such written appeal shall be filed with the City Clerk along with an administrative filing fee of $35.00.

5. Concession in Parks Fees

A. Merchant Concessionaire – $25.00/day – Any concessionaire not using a park shelter or facility which is selling pre-packaged goods and/or merchandise.

B. Non-Intoxicating Beverage Concessionaire – Any concessionaire either using or not using a park shelter or facility which is selling non-intoxicating beverage or food merchandise for consumption.
   i. Concession Stand - $75/event or $300/year
   ii. Food Truck - $35/day or $300/year

C. Intoxicating Beverage Concessionaire – $250.00/day – Any concessionaire either using or not using a park shelter or facility which is selling intoxicating beverage merchandise for consumption.

Adopted by Commission November 6, 1995
Revised by Commission December 6, 2004
Revised by Commission December 4, 2014
Revised by Commission October 2016
Revised by Commission October 2017
Approved by Commission December 2018
Approved by Commission October 2023
Approved by Commission January, September 2024
Revised by Commission April, June 2025
Approved by Commission October 2025
Revised by Commission January 2026
Revised by Commission March 2026
Revised by Commission September 2026

FEE SCHEDULE FOR ~~ADDITIONAL~~ EQUIPMENT/RENTALS

(Revised 9/21/26 starting 2027 ~~starting 2026~~)

If the same group utilizes the same equipment at the same location for multiple events within a three-day period, only one equipment fee will be charged.

1. **Snow Fencing** - $10.00 per 50 foot roll of snow fence.
   Includes delivery of fencing, wire ties and post pounder. Park staff is responsible for setup and removal.
2. **Concrete Snow Fence Standards** - Set in place by ~~d~~ Department ~~crews~~ staff.
   $20.00 per standard
3. **Bleachers - portable type**
   $60.00 per set
4. **Orange Boards** - Organizations renting the boards are responsible for setup of the orange boards.
   $6.00 per 10 ft. section; includes standards and risers.
5. **Extra Picnic Tables** -$10.00 ea
6. **Extra Plastic Gray Folding Tables or Banquet tables** - $10.00 ea~~,~~ or $15.00 with 8 chairs/table
7. **Extra Park Benches -** $4.00 ea
   Note: Requests for moving/removing chairs, tables, benches, etc. from their original location in any capacity will be subject to rental fees.
8. **Extra Trash Cans** - $4.00 ea
9. **Screens, Upper Pavilion** - $100.00
   Note: Only reservable by federally-recognized holiday events and Riverfest. Overnight supervision is required and is to be provided by organizations making the reservation.
10. **Meridian Barriers –** $275.00 per event. Includes set up and removal~~.~~by Department.
11. **Volleyball/Tennis Court Rentals**
    $10/court/day - resident rate
    $15/court/day - non-resident rate
12. **Ball Diamonds** (games only, no charge for practices)
    $150/diamond/day weekday prepped ($50 rental/weekend day) - resident rate
    $225/diamond/day weekday prepped ($75 rental/weekend day) - non-resident rate
13. **Diamond Dry Compound** - based on market costs.
14. **Dry Line Marking Compound** in addition to initial prep - based on market costs.
15. **Football & Soccer Fields ~~Rental~~/ Disc Golf Course Rental** (games/tournaments only, no charge for practices)
    $75/field/day- resident rate
    $112.50/field/day - non-resident rate
16. **Labor Charges** - Additional charges for labor may apply for special requests, additional setup, maintenance, or cleaning (~~minimum~~ $100/hr~~/staff~~ for a minimum of two hours).
17. **Amplified Sound Permit** - $30.00/event
18. **Tent/Inflatables Locate** - $25.00/event
19. **Driving/Parking Permit** - One permit is included with each reservation; additional permits (up to 5) are $10 each.
20. **Vendor Fair Fee** - $50.00/event
21. **Soccer: Goals** - $30.00/~~set~~field, **Soccer Flags -** $5/~~set~~ field
22. **Portable Restroom Rental** – based on market costs.
23. **Paper & Cleaning Products** – based on market costs.
24. **Water Access** - $100 deposit, $20 fee, and usage based on current rate.
25. **Bentzin Family Town Square**
    - Electrical Box fee – $25/event
    - Interactive Water Feature (turn on/off) fee - $25/event

26. Park Shelter Security Deposit: $150/city resident, $225/non-resident