

Parks, Recreation, and Forestry Department

To: Parks, Recreation, and Forestry Commission

From: Andrea Draeger – Senior Center, Enrichment, and Office Manager

Date: 6/15/2026

Subject: 2026 park rental application & waiver of fees – Watertown Family Connections

Background

Park reservation applications are being executed annually for organizations utilizing Parks & Recreation facilities. This agreement establishes clear expectations regarding facility use, scheduling, and applicable terms and conditions for use of Parks & Recreation facilities.

The department has created a draft park reservation form for the Watertown Family Connections play group program scheduled during the 2026 season. The total applicable rental fees for 20 dates is \$870.

Watertown Family Connections is requesting a waiver of these fees due to the community-focused nature of its program. The youth meal program is free and open to the public throughout the summer season.

Budget Goal

1. Create a community where all can feel safe and strive for economic success.

Financial Impact

Facility rental revenues contribute toward offsetting the costs of facility preparation, maintenance, utilities, and ongoing upkeep of Parks & Recreation facilities. Waiving the applicable fees would result in a loss of \$870 in anticipated revenue, though has not been charged in the past.

Recommendation

Staff recommends approval of the park reservation application for Watertown Family Connections and requests Commission consideration of waiving the applicable rental fees due to the public benefit and community nature of the program.

Motion

Motion to approve the park reservation application with Watertown Family Connections and waive the applicable facility rental fees totaling \$870 or charge applicable fees.