THE CITY OF WATERTOWN
PARKS, RECREATION, & FORESTRY

514 South 1st Street
Watertown, WI 53094
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Memo

To: Park, Recreation & Forestry Commission

From: Ryan Schmidt, Director

Date: November 16, 2026

Subject: Proposed Park Facility Rental Fees

To administer park discount rates, including Facility Use agreements, in a structured manner that is defensible and objective for staff to enforce, a fee reduction rate that is based on community benefit is proposed for final approval and implementation beginning January 1, 2027.

Any fee reduction will apply to all park facilities, shelters, and athletic facility use. This policy does not apply to Senior and Community Center rentals, which already has an established set of rates. There is the potential to merge these rates in the future if desired. Separate MOUs and Contracts already established, with separate pricing agreements, will not be included in the fee reduction schedule below.

All other applicable rental fees (security deposit, Meridian Barrier fee, additional park supplies, park laborer fees, etc.) will not be discounted and will be charged as listed in the City's Fee Schedule.

Option 1 – Based on Community Benefit

Category	Fee Reduction	Examples

Municipal and Community Partner	100%	• All City of Watertown use
		• All events co-sponsored by the City of Watertown that are open and free to the public
		  ○ E.g.: Community Band, Sandwiches in the Park, etc.
		  ▪ The co-sponsorship is the fee reduction

Community Benefit	50%	• An organization's legal status does not establish automatic eligibility for a fee reduction. Fee reduction for Watertown-based organizations shall be based upon community benefit of the proposed rental • To qualify for a 50% fee reduction, the following must all be met: 1. Event must be open to the public or participation is not restricted to membership of the host organization (not a private function)

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		2. The activity directly benefits Watertown residents and provides community benefit beyond the host organization 3. The activity is recreational, cultural, health, wellness, youth-oriented, civic, or community-minded in nature 4. The activity is provided at no charge or at a nominal charge ▪ A nominal charge is established to primarily cover costs and not intended to generate revenues 5. The activity is not primarily a fundraiser or revenue generator • Fee reductions to be administered by Office Staff at the time of reservation(s) • Appeal of a fee reduction administered by City Staff must be presented in-person at monthly Parks, Recreation & Forestry Department Commission meeting or via letter to be posted on Commission Meeting's agenda
Private, For-profit/fundraising, WUSD	0%	• Revenue generating and/or fundraising events ○ Admission, registration, sales, or donations generate revenue for the renter • WUSD use • Private rentals • All tournaments, games, and practices with field preparation

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