

**WATERTOWN PARKS & RECREATION DEPARTMENT
FEES AND CHARGES POLICY**

1. **Program Fees** - Are those fees charged to participants of recreational and educational programs, and are set by the department.
 - A. Participants of recreational and educational programs shall be charged a fee to cover all operational cost in addition to a 20% maintenance and administrative fee.
 - 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.
 - D. Nonresident Program Fees - Nonresident will pay 50% more than residents. Resident Status - a person has resident status when that person's principal residence is located within the city limits of Watertown.
 - E. Nonresident Player Fees - For adult sport leagues where the team pays a team fee rather than an individual player fee, each nonresident will pay a nonresident player fee which will be determined by the commission. The present nonresident fee is \$5.00 per person.
 - F. Senior Center Membership Fees – Senior Center Membership Fees will be determined by the commission on an at-needed basis. The present membership fee is \$10.00 for residents and \$15.00 for nonresidents. New members will receive a 25% discount. All members will receive a 20% discount (from the resident rate) on senior-related program fees.
 - G. 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 commission are exempt from fees.
 - G. The 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.
 - H. 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.
 - I. 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.
2. **Admission Fees** - Charges paid to enter a facility. Admission fees will be set by the commission based on demand, need, cost of maintenance and operation, public benefit, and the public's ability to pay.
 - A. Daily Admission Fees - ~~Additional nonresident fees will not be charged for daily admissions because of the difficulty of administration.~~ Nonresidents will pay 50% more than residents. 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 when it is necessary to close the Aquatic Center within (2) hours of its opening.

- B. Aquatic Passes - An additional nonresident fee will be charged for all seasonal and yearly passes. Nonresidents will pay 50% more than residents.
~~* If passes are purchased prior to the first Monday in May, a \$5.00 discount will be applied.~~
~~* Halfway into the season passes will be reduced to half price.~~
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3. **Rental Fees** - are those fees which are paid to secure reservations for exclusive use of a facility. Rental fees will be set by the commission based on demand, need, cost of the operation and maintenance, public benefit, and public's ability to pay.

- A. All department-sponsored programs are exempt from rental fees.
- B. Rental Fee Payment - Payment is **due upon reservation**. ~~to be paid within five days of making the reservation or the reservation will be cancelled.~~ 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 Contract, etc.
- G. Bentzin Family Town Square – See Bentzin Family Town Square Reservation Packet.
- H. Fee Exempt Groups - The following groups have received endorsement by the commission for exemption of all rental fees:
- Watertown Public Schools
 - ~~Sports Teams endorsed by the commission~~
 - ~~Senior Center Room Rentals, (See Policy Governing Use of the Senior and Community Center).~~

4. **Special Events and Services** - ~~See the Statement of Policy for Celebrations, Events and Special 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

The department regularly schedules 2 full-time employees for 2 hours every Saturday Sunday morning 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 department crews will be charged on a for-cost basis.

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 August 2023

FEE SCHEDULE FOR ADDITIONAL EQUIPMENT (Revised 8/21/23 starting 2024)

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 department crews.
\$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, \$15.00 (**with 8 chairs/table**)
7. **Extra Park Benches** - **\$4.00** ea
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. **Volleyball/Tennis Court Rentals**
\$10/court/day for city residents
\$15/court/day for non-city residents
11. **Ball Diamonds/**
\$150/diamond/day city based functions (**\$50 rental – unprepped**)
\$225/diamond/day non-city based functions (**\$75 rental**)
\$75/diamond/day for city based private schools (**\$25 rental**)
12. **Diamond Dry Compound** - based on market costs.
13. **Dry Line Marking Compound** in addition to initial prep - based on market costs.
14. **Football & Soccer Fields Rental & Prep/ Disc Golf Course**
\$100/field/game
15. **Concession Stand Rental or based on Concession Contract for long-term use**

CR BQ \$150/day	NCR BQ \$225/day	Private BQ \$75/day
RS \$75/day	RS \$112.50/day	RS \$37.50/day
WP \$50/day	WP \$75/day	WP \$25/day
16. **Labor Charges** - Additional charges for labor may apply for special requests, additional setup or additional maintenance (minimum \$100/hr/staff).
17. **Amplified Sound Permit** - \$30.00
18. **Tent Permit/Locate** - **\$25.00**
19. **Soccer Goals:** **\$30.00**/set
20. **Soccer Flags:** \$5/set of 4
21. **Portable Toilet Rental** – based on market costs.
22. **Paper & Cleaning Products** – based on market costs.