

City of Waupaca

Recreation Center Facility Use Policy

A. Requests to use City of Waupaca Parks and Recreation Department facilities not including park shelters will use the following criteria.

- a. Parks and Recreation run or sponsored programs will always take priority over other requests for use.
- b. All outside organizations or individuals must submit facility use requests on our online reservation system (Activenet). Staff will review and approve all requests who meet all requirements including cost and proof of insurance when necessary. Recreation Center staff will be available to assist in scheduling should individuals or groups need assistance.

B. The order of preference for use of facilities:

- a. **Waupaca Parks and Recreation and Waupaca School District affiliated programs: (Facilities are available to these groups without charge)**
 - i. These apply to all ages including programming for youth, adults and senior center programming.
 - ii. Examples include but not limited to:
 1. Department Directly Run Programs: Recreation Youth Basketball Program, Women's Volleyball Leagues, Senior Center Yoga Class, etc.
 2. Partner Programs: Library After-School Program, Community Recreation Association Supported Programs (Youth Baseball/Softball/Soccer), Friends of Waupaca Parks, etc.
 3. School District Programs: Educational Reward Days, All School District Supported Extra-Curricular Activities, etc.

- b. Community Associated Groups: (Facilities are available to these groups at Category A pricing noted below)**
 - i. Organizations which are non-profit and whose purpose is the promotion of activities for Waupaca children and/or adults.
 - ii. Examples include but not limited to:
 1. *All Waupaca Youth Athletic Associations/Clubs*
 2. *Community Civic Groups*
 3. *Resident Neighborhood Associations*
 4. *Church Organizations*
 - iii. For these groups parks and recreation facilities will be available at the Category (A) rate listed below. Parks and Recreation Staff will determine the entities that meet these criteria.

- c. Other Organizations – Resident and Non Resident for-profit Groups: (Facilities are available to these groups at Category B pricing noted below)**
 - i. Any organized, recognized and active for-profit organization that operates for the benefit of a restricted group is in this category. Any organization that charges admission is included in this category.
 - ii. Examples include but are not limited to:
 1. *Business Organizations, etc.*
 - iii. Parks and Recreation Facilities will be available at the Category (B) rate listed below for organizations that are for-profit.

C. Rental Fees

- a. Rental fee rates, one for non-profits and Individuals (A) and one for organizations that are for-profit (B).**

<u>Facility</u>	<u>(A)</u>	<u>(B)</u>
Half Gymnasium	\$10 per hour	\$20 per hour
Full Gymnasium	\$20 per hour	\$40 per hour
Exercise/Activity Room	\$10 per hour	\$20 per hour
Meeting Room	No Charge	\$20 per hour
Senior Center Room	\$10 per hour	\$20 per hour
Concession/Lobby	\$10 per hour	\$20 per hour
Stage/Batting Cage	No Charge	\$20 per hour

b. Other Items That May Affect Final Pricing:

- i. The Parks and Recreation Department will require a minimum of one staff member to be present at all times of use. An additional charge of \$15 per hour will be applied to all facility uses that require staff to be present during hours in which the facility would otherwise be closed.
- ii. Situations in which community organizations (non-profit) require multiple uses of facilities over an extended period of time over the course of a calendar year, fees will be charged at 30% of the full cost according to the Category (A) fee structure. These organizations will qualify for the discount pricing if their programs requiring ten (10) or more dates.

One example may be:

A Waupaca youth athletic association needs 25 separate reservations for various practices/instructional sessions.

The purpose of this discounted pricing is to make facility usage costs manageable for non-profit community organizations in which volunteers are working to provide extracurricular opportunities for Waupaca area residents enriching quality of life for many in the Waupaca area.

- iii. For individual rentals, full payment will be due before final approval of the reservation is given. In group situations where multiple dates are requested and schedules may fluctuate a final cost will be determined after the last date of use for the organization. Payment will be required within thirty (30) days of receiving the final invoice. Failure to pay will result in denial of future facility requests until the outstanding balance is paid in full.