

PARKS & RECREATION DRAFT FEE SCHEDULE PRESENTATION

4/28/26 CITY COUNCIL MEETING

**PRESENTED BY:
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DIRECTOR OF PARKS & RECREATION**

OVERVIEW

1. Overview & Introduction
2. Purpose of Update
3. Guiding Principles
4. Key Improvements
5. Community Considerations
6. Event & Service Based Fees
7. Fee Schedule Structure
8. Event Overview & Quote Structure
9. Example Quotes
10. How Fees Are Applied
11. Summary
12. Recommendation & Next Steps

PURPOSE OF UPDATE

Why Update The Fee Schedule?

- Current fees & structure of schedule are outdated
- Inconsistent structure across programs and rentals
- Rising operational and maintenance costs
- Limited cost recovery under existing structure
- Need for clearer, more comprehensive fee categories

GUIDING PRINCIPLES

Goals Of The New Fee Schedule

- Balance between affordability and sustainability
- Improve cost recovery where appropriate
- Increase clarity and consistency across all rentals and programs
- Better reflect staff time, facility use, and event impacts
- Maintain access for community-based and local users
- Structurally improve the City's approach to cost recovery

KEY IMPROVEMENTS

What's Changed?

- Expanded and more detailed fee categories
- New line items for event-related impacts
- Clear definitions for rental types and uses
- Event support services (staffing, setup/cleanup)
- Standardized structure across all facilities

COMMUNITY CONSIDERATIONS

Balancing Cost Recovery, Community Access & Impact

- Continued support for local and community-based groups
- Sustainable funding for facilities and programs
- Transparent structure helps users plan and budget

EVENT & SERVICE-BASED FEES

Fees vary based on:

- Type of use (private or nonprofit)
- Duration and scale of event
- Level of City support required
- Community Impact of event
- Staffing (setup, monitoring, cleanup)

Comprehensive Cost Recovery

- Standardized approach replaces ambiguity
- Facility preparation and restoration
- Considerations for larger events

FEE SCHEDULE STRUCTURE

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1. Table of Contents
2. Program Fees, Drop-in Sports, Sports Leagues & Team Sports
3. Skate Program – Admission
4. Skate Program – Public/Private Parties
5. Camps
6. Facility Rental Info & Fees, Prasch Hall Rentals
7. Perigot Park Rentals
8. Taylor Way, Horse Arena, Court & Other Rentals
9. Special Event Info & Fees, Cancellation Fees
10. Outside Vendor/Concessionaire Fees
11. Equipment Rental & Miscellaneous Fees, Discounts, Event Sponsorships
12. Footnotes

EVENT OVERVIEW & QUOTE STRUCTURE

General Info

- ❖ EVENT TYPE:
- ❖ LOCATION:
- ❖ EVENT ATTENDANCE:
- ❖ NON-PROFIT RATE:
- ❖ LENGTH OF RENTAL:
- ❖ FACILITIES RENTED:

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- ❖ SPECIAL EVENT PERMIT
- ❖ ADMINISTRATIVE PROCESSING:
- ❖ AMPLIFIED MUSIC:
- ❖ OUTSIDE PARKING REQUIRED:
- ❖ PARKING PLAN REQUIRED:
- ❖ ALCOHOL:
- ❖ DUMPSTER:
- ❖ PORTABLE TOILETS REQUIRED:
- ❖ OVERNIGHT SETUP/STORAGE:

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- ❖ FOOD TRUCK:
- ❖ CONCESSION SALES:
- ❖ CRAFT/OTHER VENDOR:

EXAMPLE QUOTES

EVENT	SIZE # OF PEOPLE	PREVIOUS \$	WITH PROPOSED FEE SCHEDULE \$
Medieval Festival	Large 5,000	\$1,220	\$3,900
Company Picnic	Large 750	\$1,795	\$2,425
Music Festival	Medium 250	\$550	\$1,225
Small Picnic	Small 50	\$75	\$175
Block Party Event	Large 800	\$80	\$860

HOW FEES ARE APPLIED

Breaking the Proposed Fee Schedule Down

1. Event Classification
2. Facility Rental Fees
3. Special Event Fees
4. Outside Vendor/Concessionaire Fees
5. Equipment Rental Fees
6. Discounts

HOW FEES ARE APPLIED

What's New

1. Event Classification

- ❖ Small (Under 100 People) – No Requirement
 - ❖ Medium (101-250 People) – Requires Traffic Control Plan
 - ❖ Large (251+ People) – Requires Outside Parking & Traffic Control Plan + Portable Toilets
-
- Parking Plan clause added (PG. 6)
 - Restroom clause added (PG. 6 & 7)

2. Facility Rental Fees

- ❖ Expanded Rental Options including: Prasch Hall, Perigot Park, Taylor Way, Horse Arena, Basketball/Tennis Courts, Skinner Store & Town Square

HOW FEES ARE APPLIED

What's New

3. Special Event Fees

Expanded Line Items, including:

- **Administrative Processing (Based on event size)**
- **Amplified Music/Sound (Based on # of people)**
- **Traffic Control (Admin Review, Barricade, Cone)**
- **Alcoholic Beverage (Served, Sold)**
- **Dumpster**
- **Porta Potty**
- **Overnight Setup/Storage**

HOW FEES ARE APPLIED

What's New

4. Outside Vendor/Concessionaire Fees

Expanded Line Items, including:

- **4 types of vendors: Food truck, Concession (Non-Food Truck), Craft, Table**
- **City Hosted Events**
- **Special Events (Non-City)**
- **Other Vendor Fees (Parking/vending on City property – no event)**

5. Equipment Rental Fees

Expanded Line Items, including:

- **Audio/Video rentals, tables, grill, ice chest, ice machine**

HOW FEES ARE APPLIED

What's New

6. Discounts

Refined Line Items, including:

- **Non-profit/School Discount**
- **Repeat Customer Discount**
- **Resident Discount**
- **Community/Event Partner Discount**

SUMMARY

- Modernized, comprehensive fee schedule
- Aligns fees with service levels and impacts
- Supports financial sustainability while maintaining access
- Revisited annually to adjust

RECOMMENDATION & NEXT STEPS

Recommendation:

Staff recommends the Council review and adopt the presented Fee Schedule

Alternatives:

- Direct staff to refine *specific* areas of the presented Fee Schedule

**Event Cost Comparison
Parks & Recreation Fee Schedule Development 2026**

QUOTES BASED ON PROPOSED DRAFT FEE SCHEDULE (4/28/26)

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PG. 3 - MEDIEVAL FESTIVAL - DRAFT QUOTE

PG. 4 - LARGE COMPANY PICNIC - EVENT OVERVIEW

PG. 5 - LARGE COMPANY PICNIC - DRAFT QUOTE

PG. 6 - MEDIUM MUSIC FESTIVAL - EVENT OVERVIEW

PG. 7 - MEDIUM MUSIC FESTIVAL - DRAFT QUOTE

PG. 8 - SMALL PICNIC TABLE RENTAL - EVENT OVERVIEW

PG. 9 - SMALL PICNIC TABLE RENTAL - DRAFT QUOTE

PG. 10 - BLOCK PARTY EVENT - EVENT OVERVIEW

PG. 11 - BLOCK PARTY EVENT - DRAFT QUOTE

Event #1 - MEDIEVAL FESTIVAL - DRAFT EVENT OVERVIEW

2025 - \$1,220.00

PROPOSED - \$3,900.00

EVENT TYPE: Festival

LOCATION: Perigot Park, Horse Arena, Courts

EVENT ATTENDANCE (max expected per day): 5,000

NON-PROFIT RATE: Yes

LENGTH OF RENTAL: 3 Days (see below)

- Friday (Setup/Overnight storage)
- Full Day - Saturday (Event 10am-5pm)
- Full Day - Sunday (Event 10am-5pm/Teardown 5pm-10pm)

FACILITIES RENTED:

- Perigot Park - Full Park Rental
- Prasch Hall - Kitchen
- Basketball/Tennis Courts
- Horse Arena - Grass & Arena (Events)
- Taylor Way Parking

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SPECIAL EVENT PERMIT REQUIRED: Yes (Large Event)

ADMINISTRATIVE PROCESSING - REGULAR: Yes (Large Event)

AMPLIFIED MUSIC: Yes (>251 people - Full Day)

OUTSIDE PARKING REQUIRED: Yes (>251 people)

PARKING PLAN REQUIRED: Yes (>251 people)

ALCOHOL: Yes (Sold) - 2 days

DUMPSTER: Yes

PORTABLE TOILETS REQUIRED: Yes (>251 people)

OVERNIGHT SETUP/STORAGE: Yes

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FOOD TRUCK - No

CONCESSION SALES (NON FOOD TRUCK) - Yes (2 days)

CRAFT/OTHER VENDOR - Yes (2 days)

Event #1 - MEDIEVAL FESTIVAL - DRAFT QUOTE OVERVIEW

- **Non Profit Discount Applied (\$5/hr for hourly rates and \$25/full day rates)**

Facility Rental Fees: \$2,430.00

- **PG. 6** - Prasch Hall Kitchen - ($\$25/\text{hr} \times 7\text{hrs}$) = $\$175/\text{day} \times 2\text{ days}$ = \$350
- **PG. 7** - Perigot Park - Full Rental - $\$575/\text{day}$ (>251 people) $\times 2\text{ days}$ = \$1150
- **PG. 8** - Parking - Taylor Way - ($\$125/\text{day} \times 2\text{ days}$) = \$250
- **PG. 8** - Horse Arena/Grass Rental (Events) - $\$200/\text{day} \times 2\text{ days}$ = \$400
- **PG. 8** - Basketball/Tennis Courts - Full Court Rental - ($\$20/\text{hr} \times 7\text{hrs}$) = $\$140/\text{day} \times 2\text{ days}$ = \$280

Special Event Fees: \$1,130.00 (Discounts not applicable)

- **PG. 9** - Special Event Application - \$80
- **PG. 9** - Administrative Processing Fee (Large) - \$75
- **PG. 9** - Amplified Music Fee - $\$200 \times 2\text{ days}$ = \$400
- **PG. 9** - Traffic Control - Administrative Review Fee - \$75
- **PG. 9** - Barricade Closure Fee - \$50 (1 Full Closure/event)
- **PG. 9** - Cone Fee - \$50 (2 occurrences) - \$100
- **PG. 9** - Alcohol Sold - ($\$75/\text{day} \times 2\text{ days}$) = \$150
- **PG. 9** - Dumpster Fee - ($\$75/1\text{ dumpster}$) = \$75
- **PG. 9** - Porta Potty Fee - \$50
- **PG. 9** - Overnight Storage Fee - \$75 (1 Occurrence - Friday)

Outside Vendor/Concessionaire Fees: \$140.00 (Discounts not applicable)

- **PG. 10** - Concessionaire Vendors (Non Food Truck) Fee - $\$20 \times 2\text{ days}$ = \$40
- **PG. 10** - Craft Vendor Fee - $\$50 \times 2\text{ days}$ = \$100

Equipment Rental Fees: \$200.00

- Ice Machine Usage - $\$100 \times 2\text{ days}$ = \$200

*** Quote does not include staff time for event preparation, staffing, or tear down (if applicable)

= \$3,900.00 DRAFT QUOTE

Event #2 - LARGE COMPANY PICNIC - DRAFT EVENT OVERVIEW

2025 - \$1,795.00

PROPOSED - \$2,425.00

EVENT TYPE: Company Picnic

LOCATION: Perigot Park

EVENT ATTENDANCE (max expected per day): 750

NON-PROFIT RATE: Yes

LENGTH OF RENTAL: 1 Full Day

- Saturday (Setup 9am-11am, Event 11am-5pm, Teardown 5pm-7pm)

FACILITIES RENTED:

- Prasch Hall (Skate Parties)
- Perigot Park - Full Park Rental
- Iorg Field Bathrooms
- Taylor Way - Parking

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SPECIAL EVENT PERMIT REQUIRED: Yes (Large Event)

ADMINISTRATIVE PROCESSING - REGULAR: Yes (Large Event)

AMPLIFIED MUSIC: Yes (>251 people - Full Day)

OUTSIDE PARKING REQUIRED: Yes (>251 people)

PARKING PLAN REQUIRED: Yes (>251 people)

ALCOHOL: No

DUMPSTER: Yes

PORTABLE TOILETS REQUIRED: Yes (>251 people)

OVERNIGHT SETUP/STORAGE: No

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FOOD TRUCK - No

CONCESSION SALES (NON FOOD TRUCK) - No

CRAFT/OTHER VENDOR - No

Event #2 - LARGE NONPROFIT COMPANY PICNIC - DRAFT QUOTE OVERVIEW

- **Non Profit Discount Applied (\$5/hr for hourly rates and \$25/full day rates)**

Facility Rental Fees: \$1,720.00

- **PG. 4** - Private Skate Parties - Full Day Weekend Rate (75+ People) = \$775
- **PG. 7** - Iorg Field Restrooms \$35/hr x 7 hours (10am-5pm) = \$245
- **PG. 7** - Perigot Park - Full Park Rental - \$575/day x 1 day = \$575
- **PG. 8** - Taylor Way - Parking - (\$125/day x 1 day) = \$125

Special Event Fees: \$605.00 (Discounts not applicable)

- **PG. 9** - Special Event Application - \$80
- **PG. 9** - Administrative Processing Fee (Large) - \$75
- **PG. 9** - Amplified Music Fee - \$200 x 1 day = \$200
- **PG. 9** - Traffic Control - Administrative Review Fee - \$75
- **PG. 9** - Cone Fee - \$50 (1 day) - \$50
- **PG. 9** - Dumpster Fee - (\$75/1 dumpster) = \$75
- **PG. 9** - Porta Potty Fee - \$50

Equipment Rental Fees: \$100

- **PG. 11** - Ice Machine Usage - \$100 x 1 day = \$100

*** Quote does not include staff time for event preparation, staffing, or tear down (if applicable)

= \$2,425.00 DRAFT QUOTE

Event #3 - MEDIUM MUSIC FESTIVAL - DRAFT EVENT OVERVIEW

2025 - \$550.00

PROPOSED - \$1,225.00

EVENT TYPE: Music Festival

LOCATION: Perigot Park

EVENT ATTENDANCE (max expected per day): 250

NON-PROFIT RATE: Yes

LENGTH OF RENTAL: 1 Full Day

- Saturday (Setup 9am-11am, Event 11am-6pm, Teardown 6pm-7pm)

FACILITIES RENTED:

- Prasch Hall - Restrooms
- Perigot Park - Serving Booth & Picnic Area

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SPECIAL EVENT PERMIT REQUIRED: Yes (Medium Event)

ADMINISTRATIVE PROCESSING - REGULAR: Yes (Medium Event)

AMPLIFIED MUSIC: Yes (101-250 people - Full Day)

OUTSIDE PARKING REQUIRED: No

PARKING PLAN REQUIRED: Yes (101-250 people)

ALCOHOL: Yes - Sold

DUMPSTER: Yes

PORTABLE TOILETS REQUIRED: No (101-250 people)

OVERNIGHT SETUP/STORAGE: No

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FOOD TRUCK - No

CONCESSION SALES (NON FOOD TRUCK) - No

CRAFT/OTHER VENDOR - No

Event #3 - MEDIUM MUSIC FESTIVAL - DRAFT QUOTE

- **Non Profit Discount Applied (\$5/hr for hourly rates and \$25/full day rates)**

Facility Rental Fees: \$645.00

- **PG. 6** - Prasch Hall - Restrooms Only (101-250 people) - \$35/hr x 7 hrs = \$245
- **PG. 7** - Perigot Park - Stage & Picnic Table (101-250 people) - \$250/day x 1 day = \$250
- **PG. 7** - Perigot Park - Serving Booth - Full Day - \$150

Special Event Fees: \$580

- **PG. 9** - Special Event Application - \$80
- **PG. 9** - Administrative Processing Fee (Medium) - \$50
- **PG. 9** - Amplified Music Fee (101-250 people) - \$175 x 1 day = \$175
- **PG. 9** - Traffic Control - Administrative Review Fee - \$75
- **PG. 9** - Cone Fee - \$50 (1 Occurrence) - \$50
- **PG. 9** - Alcoholic Beverage Charge (Sold) Fee - \$75
- **PG. 9** - Dumpster Fee - \$75

*** Quote does not include staff time for event preparation, staffing, or tear down (if applicable)

= \$1,225.00 DRAFT QUOTE

Event #4 - SMALL PICNIC TABLE RENTAL - DRAFT EVENT OVERVIEW

2025 - \$75.00 PROPOSED - \$175.00

EVENT TYPE: Company Picnic

LOCATION: Perigot Park

EVENT ATTENDANCE (max expected per day): 50

NON-PROFIT RATE: Yes

LENGTH OF RENTAL: 1 Day - (3 hours)

- Saturday (Event 1pm-4pm)

FACILITIES RENTED:

- Perigot Park Picnic Tables & Stage
- Prasch Hall - Restrooms

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SPECIAL EVENT PERMIT REQUIRED: No (Small Event)

ADMINISTRATIVE PROCESSING - REGULAR: Yes (Small Event)

AMPLIFIED MUSIC: No

OUTSIDE PARKING REQUIRED: No

PARKING PLAN REQUIRED: No

ALCOHOL: No

DUMPSTER: No

PORTABLE TOILETS REQUIRED: No (Under 100 People)

OVERNIGHT SETUP/STORAGE: No

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FOOD TRUCK - No

CONCESSION SALES (NON FOOD TRUCK) - No

CRAFT/OTHER VENDOR - No

Event #4 - SMALL PICNIC TABLE RENTAL - DRAFT QUOTE OVERVIEW

- **Non Profit Discount Applied (\$5/hr for hourly rates and \$25/full day rates)**

Facility Rental Fees:

- **PG. 6** - Prasch Hall - Restrooms (<100 people) - \$25/hr x 3 hrs = \$75
- **PG. 7** - Perigot Park - Stage & Picnic Table (<100 people) - \$75/half day = \$75

Special Event Fees: (Discounts not applicable)

- **PG. 9** - Administrative Processing Fee (Small) - \$25

*** Quote does not include staff time for event preparation, staffing, or tear down (if applicable)

= \$175.00 DRAFT QUOTE

Event #5 - BLOCK PARTY EVENT - DRAFT EVENT OVERVIEW

2025 - \$80.00 PROPOSED - \$860.00

EVENT TYPE: Block Party

LOCATION: H Street/Railroad Avenue

EVENT ATTENDANCE (max expected per day): 800

NON-PROFIT RATE: Yes

LENGTH OF RENTAL: 1 Day

- Saturday (Event 2-8pm; Music 4-8pm)

FACILITIES RENTED:

- Taylor Way - Parking

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SPECIAL EVENT PERMIT REQUIRED: Yes (Large Event)

ADMINISTRATIVE PROCESSING - REGULAR: Yes (Large Event)

AMPLIFIED MUSIC: Yes (251+ People - Half Day) [Music - 4 hours - Half Day]

OUTSIDE PARKING REQUIRED: Yes

PARKING PLAN REQUIRED: Yes

ALCOHOL: Yes - Sold

DUMPSTER: No

PORTABLE TOILETS REQUIRED: Yes

OVERNIGHT SETUP/STORAGE: No

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FOOD TRUCK - Yes

CONCESSION SALES (NON FOOD TRUCK) - No

CRAFT/OTHER VENDOR - Yes

Event #5 - BLOCK PARTY EVENT - DRAFT QUOTE OVERVIEW

- **Non Profit Discount Applied (\$25/full day rates)** - Local nonprofit assists with organizing this event

Facility Rental Fees: \$125

- **PG. 8** - Taylor Way Parking - Full Day - \$125

Special Event Fees: (Discounts not applicable) \$735

- **PG. 9** - Special Event Application - \$80
- **PG. 9** - Administrative Processing Fee (Large) - \$75
- **PG. 9** - Amplified Music Fee - (Half Day) - \$80
- **PG. 9** - Traffic Control Administrative Review Fee - \$75
- **PG. 9** - Barricade Fee (3 closures @ \$50/closure) - \$150
- **PG. 9** - Cone Fee - \$50
- **PG. 9** - Alcoholic Beverage Charge - Sold - \$75
- **PG. 9** - Porta Potty Fee - \$50
- **PG. 10** - Special Events - Food Truck Vendor Fee (2 trucks \$25/each) - \$50
- **PG. 10** - Craft Vendor Fee - \$50

*** Quote does not include staff time for event preparation, staffing, or tear down (if applicable)

= \$860.00 DRAFT QUOTE