

**Centre Region Council of Governments  
Centre Region Parks & Recreation Board / Centre Regional Recreation Authority**

## **2010 CRPR / CRRA Fee Policy**

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*Prepared by Ronald J. Woodhead, Director*

**Approved with revisions (as shown) by  
Centre Region Parks & Recreation Board / Centre Regional Recreation Authority  
on 10 Dec 09**

\_\_\_\_\_  
*Sue Mascolo, Chair* *Date*

ATTEST: \_\_\_\_\_  
*Ronald J. Woodhead, Director* *Date*

## 2010 AGENCY BUDGET OVERVIEW (as of 4 Dec 09/)

The Fee Policy works in conjunction with the 2010 Agency Budget, currently pending action by the five participating municipalities. This proposal is therefore subject to change pending the final adoption of that budget. As shown below, a balanced combination of User Fees, Grants, Donations and Municipal Contributions is vital to the ongoing success of CRPR.

### % Revenue from Fees & Charges by Fund

Fund Name 2010	Fund 45 Parks & Rec.	Fund 46 Pool Ops.	Fund 49 Sr. Center	Fund 47 Nature Ctr.	Total All Funds
Total Revenue*	\$1,308,622	\$278,397	\$229,619	\$101,833	<b>\$1,918,471</b>
Total Municipal Contributions	\$1,043,711	\$58,147	\$117,586	\$43,277	<b>\$1,262,721</b>
% Rev. from Municipal Contributions	80%	20.9%	51.2%	42.5%	<b>65.8% from municipal contributions</b>
<b>Balance From:</b>	20% from Program Fees & Pavilion Reservations	79.1% from User Fees	32.7% County; 13.8% Program Fees, 2.3% Other	47.9% Program Fees & Rentals, 9.6% Grants & Donations	<b>34.2% from other sources</b>

\* Total Revenue does not include carryover balances from 2009

**Note:** Four P&R funds for capital projects do not involve user fees and are not included in this policy:

- Fund 39 Nature Center Capital
- Fund 40 Parks Capital Equipment (funded by Fund 45 Parks & Recreation)
- Fund 42 Regional Parks Capital
- Fund 48 Pools Capital

### Scheduling of School District Events on Municipal Parklands:

The big picture is that the two-way relationship with SCASD is central to providing P&R services to residents. Among other items, that relationship includes leasing the lands under Welch Pool, the shared parking and access for the renewed Welch Pool, obtaining access to indoor and outdoor facilities for CRPR programs and events, shared use of the Park Forest Pool parking area, leasing the lands of the Fogleman Field Complex, Memorial Field uses impacting Central Parklet, the leasing of three school sportfield areas as municipal parklands and SCASD uses of municipal and Authority facilities.

Group permits are required for any District use of the municipal park facilities. For 2010, the Park Pavilion Rental Fee and the Sportfield Reservation Fee for State College Area School District-operated groups will continue to be waived for Monday through Friday (daytime and evening) uses during the school year (from 14-days prior to the opening of school through the last day of school for students). Uses at other times will be charged the standard fees.

The fee waiver does not include uses or pavilion rentals at Millbrook Marsh Nature Center, Central Parklet, the outdoor swimming pools or the Orchard Park Amphitheater.

## Centre Region Parks & Recreation 2010 FEE POLICY

## PICNIC PAVILION RESERVATIONS - 2010 Fee Policy

### PAVILION RESERVATION REVIEW

Year	# of Reservable Pavilions	# of Reservations Issued	Fee per Reserved Event
1997	7	558	\$20
1998	10	634	@ \$25 for parks with portable toilets / \$30 for parks with restrooms.
1999	11	832	
2000	11	849	
2001	14	875	
2002	16	836	@ \$25 for parks with portable toilets / \$30 for parks with restrooms.
2003	17	935	
2004	17	896	
2005	18	848	
2006	19	892	@ \$35 / \$40 In-season Rate An off-season discount of \$5 was added for 6 year-round pavilions. For 2008, a separate Large Group Event Permit Fee of \$40 was added.
2007	21	998	
2008	23	953	
2009	24	<b>1,086</b>	@ \$40 / \$45 In-season Rate with the same \$5 off-season discount. The Large Group Event Permit Fee was increased to \$45.
<b>2010</b>	<b>25</b>	-	No changes from 2009

- The fee is charged for the service of reserving a picnic pavilion in advance. All park pavilions may be used (without a reservation) at no charge by a “single-family group” if the facility is not reserved in advance by another group.
- In all cases and in order to protect park facilities, the agency requires a pavilion reservation for “non-family” or “multiple-family” group requests for events at any municipal park site or use. In addition, staff was previously authorized to direct a “catered event” (or any event that will involve private vehicle access to the pavilion) to a pavilion best able to accommodate that access. This is an ongoing effort to eliminate the operation of private vehicles on pedestrian walkways or service areas.
- 2010 pavilion reservations may be made starting on 4 Jan 10 for events occurring Sat., 17 Apr 10 through Sun., 17 Oct 10. However, seven pavilions are available and may be reserved on a year-round basis.
- Electrical service is optionally available at specified pavilions with an additional fee of \$5 per day.

• **CANCELLATION POLICY:**

Any cancellation or schedule changes **7 or more calendar days** prior to the reserved time are eligible for a 50% refund, same-year credit, or transfer to another reservation (same year).  
No refunds.

Any cancellation or schedule changes **less than 7 calendar days** prior to the reserved time are not eligible for a refund, credit, or transfer.

• **RAIN OUT POLICY**

If weather conditions (at the park) prohibited use of the facility, the CRPR Office must be notified by phone no later than 5:00 PM on the first business day after the reservation day. CRPR will attempt to reschedule the group at no additional charges during the current season, pending availability. No refunds or credits can be provided.

Pavilion permit revenue for 2009 will total \$32,647 @ \$40 / \$45 per event. Of the 1,086 reservations in 2009:

- 865 reserved events involved collecting reservation fees,
- 162 reserved events involved fees waived for CRPR activities,
- 59 reserved events involved fees waived for qualifying SCASD requests

<b>2009 Pavilion Reservations Issued</b>		
S.C. Borough (369permits)	Central Parklet	28
	Holmes-Foster #1 (upper)	50
	Holmes-Foster #2 (lower)	46
	Lederer	23
	Orchard	47
	Sunset #1 (right)	91
	Sunset #2 (left)	84
College Twp. (233 permits)	Spring Creek #1 (upstream)	116
	Spring Creek #2 (downstream)	108
	Spring Creek #3 (Balmoral Way)	6
	Fogleman Field Complex	3
Ferguson Twp. (168 permits)	Autumnwood	4
	Fairbrook	8
	Haymarket	4
	Homestead	4
	Tudek	148
Harris Twp (19 permits)	Blue Spring	18
	Nittany View	1
Patton Twp. (84 permits)	Circleville 1	37
	Circleville 2	25
	Circleville 3	10
	Graysdale	12
CRRA (213 permits)	Nature Center pavilion*	161
	PF Pool Pavilion	52
<b>2009 Total = 1,086 reservation permits</b>		

\* Includes reservations where the entire facility was reserved.

**Centre Region Parks & Recreation 2010 FEE POLICY**

**Reserving a Sportfield with a pavilion:** *(started in 2009)*

If a group wishes to reserve a ballfield with a pavilion reservation, then a Sportfield Reservation Fee of \$15 per field will be payable (in addition to the Pavilion Fee). (Please see the Sportfield Reservation Policy on Page 11 and 12)

**Other Municipal Park Pavilions available at no charge for Public Uses (without reservations):**

The pavilions listed at the 15 sites below are available for unreserved, neighborhood group uses. Pending special event requests, reservations may be issued by CRPR for these pavilions - with conditions and the standard, authorized fees.

**State College Borough:** Smithfield Park, Tusseyview Park

**College Twp.:** Dalevue Park, Slab Cabin Park (w/ 2 pavilions)

**Ferguson Twp.:** Meadows, Suburban Park, Greenbriar-Saybrook Park (w/2 pavilions)

**Harris Twp.:** Fasick Park, Kaywood Park

**Patton Twp.:** Oakwood Park (2), Woodycrest Park, Green Hollow, Park Forest Tot Lot, Marjorie Mae Park, Ambleside Park

This list does not include any single-table pavilions or the gazebos at Thompson Woods Preserve or Nittany Orchard Park.

## 25 Municipal Picnic Pavilions Available for 2010 Reservations

The pavilions will be available Sat., 17 Apr 2010 through Sun., 17 Oct 2010. Pavilions with underlined names will be available year-round in 2010, with a \$5 discount for off-season dates. Depending on group size and activities, events may also be subject to the LARGE GROUP EVENT POLICY with the additional permit fee of \$45 (see Page 18) .

Location	Park Name <small>Underlined Pavilions are available for reservation year-round.</small>	Fee per event	Max. Group	No. of Tables	Park Toilets	Elec.
Harris Twp.	1. <u>Blue Spring Park</u>	\$40	48	6	Portable	No
	2. Nittany View Park	\$40	48	6	Portable	No
State College Borough	3. Holmes-Foster Park Pavilion #1 (Upper)	\$45	128	16	Flush	Yes
	4. Holmes-Foster Park Pavilion #2 (Lower)	\$45	128	16	Flush	Yes
	5. <u>Lederer Park</u> (includes 2 pavilions)	\$40	96	12 total	Portable	No
	6. Orchard Park	\$45	128	16	Flush	No
	7. Sunset Park Pavilion #1 (Right)	\$45	128	16	Flush	No
	8. Sunset Park Pavilion #2 (Left)	\$45	96	12	Flush	No
College Township	9. Fogleman Field Pavilions (includes 2 pavs)	\$45	88	11 total	Flush	No
	10. <u>Millbrook Marsh Nature Center Pavilion</u>	\$40	64	8	Portable	No
	11. <u>Spring Creek Park Pavilion #1</u> (Upstream)	\$45	80	10	Flush	No
	12. <u>Spring Creek Park Pavilion #2</u> (Downstream)	\$45	80	10	Flush	No
	13. Spring Creek Park Pav. #3 (off Balmoral Way)	\$40	32	4	Portable	No
Ferguson Township	14. Autumnwood Park	\$40	64	8	Portable	No
	15. Fairbrook Park	\$40	96	12	Portable	No
	16. Homestead Park	\$40	64	8	Portable	No
	17. <u>Tom Tudek Memorial Park Pavilion #1</u>	\$45	128	16	Flush	No
	18. <u>Tom Tudek Memorial Park Pavilion #2</u>	\$45	80	10	Flush	No
	19. Haymarket Park (with a limited schedule)	\$40	64	8	Portable	No
Patton Township	20. Circleville Park Pavilion 1 (near playground)	\$40	88	11	Portable	No
	21. Circleville Park Pavilion 2	\$40	96	12	Portable	No
	22. Circleville Park Pavilion 3 (near disk golf)	\$40	48	6	Portable	No
	23. Circleville Park Pavilion 4 *	\$40	Pending	Pending	Portable	No
	24. Graysdale Park	\$40	96	12	Portable	No
	25. Park Forest Pool Pavilion (Summer only)	\$45	64	8	Flush	Yes

\* Circleville Park Pavilion #4: Pending completion and acceptance by CRPR in 2010.

## Centre Region Parks & Recreation 2010 FEE POLICY

## AQUATICS - 2010 Fee Policy for Park Forest & Wm. Welch Community Swimming Pools

*It is noted that Welch Pool will not open in 2010 due to construction.*

For 2010 the Centre Regional Recreation Authority will:

• **Retain** the policies that:

- (1) all entrants (swimmers, non-swimmers, sunbathers, etc.) must pay an entrance fee (via daily admission or season pass). Non-swimming accompanying adults, not dressed in swimwear, will be admitted at \$2.00 per person. Those entering only to locate a patron or drop off an article will not be charged.
- (2) Entrance fees (daily admissions, group admissions & season passes) are not eligible for refunds or credits. See the next page for info related to hand stamps and coupons as a result of pool closings.
- (3) Season Passes are not transferable or refundable. Since the season pass cards are reusable from year to year, a \$5 fee is charged to replace any "CRPR RecCard."
- (4) All entrants age 10 & under must be accompanied by a responsible adult (age 16+).

• **Continue** the daily admission fees: *Proof of residency may be required.*

Age 2 and under	Free	(Swim diaper required)
Age 3-10	\$4 R / \$6 N	
Age 11+	\$5 R / \$7 N	
\$2 per person non-swimming adult, not attired in swimwear		
"After 5 PM" (all ages) \$4 R / \$6 N		

• **Increase the Season Pass rates for the 2010 season** (for use at Park Forest Pool & the HS Natatorium):

(1) *Age at time of purchase.*

(2) *Proof of residency may be required.*

Age 2 & under	Free	No card issued; swim diaper required.
Age 3-10 and 65+	\$50 R / \$75 N	(was \$45 R / \$68 N)
Age 11-64	\$65 R / \$98 N	(was \$60 R / \$90 N)
5 <sup>th</sup> person and up	\$30 R / \$45 N	(was \$27 R / \$41 N)

• **Continue** the "Early-Bird" discount for season pass purchasers (4 Jan -30 Apr 2010) with a \$5.00 discount (R/N) on the 2010 season pass prices (does not apply to 5<sup>th</sup> + Family Member passes).

• **Increase the "Prescheduled Group" Admission** to \$4.50 R/N per person (see Pg. 9) and reduce the number of groups to one per 2-hour period (was \$4 pp with two groups per period).

• **Authorize fees related to the expanded rental of the SCASD High School Natatorium:**

HS Sat. General Swim - all ages (up to 6 Sats.)	\$5 daily fee (R&N) per swimmer; Non-swimming guest \$2 each, or A 2010 Park Forest Pool Season Pass (not valid for HS Nat. Adult Lap Swims).
HS Adult Lap Swim - Age 16+ (up to 35 days)	\$5 daily fee (R&N) per swimmer or HS Nat. Lap Swim Pass for \$40 per person. A Park Forest Season Pass will not be valid for the HS Nat. Adult Lap Swims.

## Aquatic Program Fees

Fees for regular CRPR programs will be calculated by using the Program Budget Worksheet. Per established Board policy, nonresidents (including Halfmoon Twp. residents and the SCASD section of Benner Township) are charged 150% of the resident rate.

### Private Group Rental Rates:

<b>2010 Pool Rental Rates for a 2-hour time block at either pool</b>	
Up to 50 People	\$250
51 to 100 People	\$280
101 to 150 People	\$305

The pools are available for rentals during the summer season from 8-10 PM on Friday, Saturday and Sunday evenings (after the regular closing time of 8 PM.). For school group rentals, the pools are also available for rental during the school day on a limited basis (per the "School Day Schedule" at the beginning and end of the summer). With regard to school group rentals during those times, the Director is authorized to prorate the rental duration and rental fees as he deems appropriate.

Each rental includes use of the waterslides at the pool and at Park Forest Pool, free use of the picnic pavilion. The estimated rental fee must be paid in full no less than 7 days prior to the event date; otherwise, the rental will not be scheduled. The proper forms must be completed for all pool rental requests. All regular pool rules apply during group rental periods. The provisions of the CRPR Large Group Event Policy will apply for rentals involving more than 100 people.

### Picnic Pavilion at Park Forest Pool:

In line with the other regional picnic pavilions, the pavilion inside Park Forest Community Swimming Pool may be reserved at the standard pavilion rate of \$45 for the event, during regular pool hours. However, in addition to the pavilion reservation fee, all pavilion users (including non-swimmers) must pay the applicable admission fee or use their season pass.

### Same Day Re-Admissions and "Next Visit" Coupons:

- No refunds are issued for any reason, including inclement weather, water quality closings, etc.
- All Daily Admission Patrons are eligible at any time to obtain a hand-stamp at the Pool Office that will enable FREE, same-day re-admission to that pool. This offer is not applicable to Group Admission patrons.
- If the main pools close due to weather or facility conditions for a period in excess of 30 minutes, upon request the cashier will issue to each Daily Admission patron a coupon which provides \$3.00 off their next 2010 admission. The coupon is not transferable and does not apply to Group Admission patrons.

**2010 GROUP ADMISSION POLICY**  
**Park Forest Community Swimming Pool**

*(This policy has been limited since Welch Pool will not open in 2010 and to better accommodate more patrons at Park Forest Pool)*

The **2010 CRPR Pricing Policy** includes:

- Daily Admission Rates:
  - Age 3-10      \$4 R / \$6 N per person
  - Ages 11+      \$5 R / \$7 N per person
- Season Passes:
  - \$45 R / \$68 N for ages 3-10 and 65+
  - \$60 R / \$90 N for ages 11-64
- An “After 5 PM” Admission Rate of \$4 R / \$6 N per person (for all ages)
- A non-swimming (and not attired in swimwear) chaperone rate of \$2.00 per person

<b>• 2010 Group Admission Rate of \$4.50 per person      R and N /All ages</b>
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If an organization requests the Group Admission Rate, the request will be considered with the following provisions:

- In the interest of safety, groups must schedule all swim dates & times at least 24 hours in advance with the Aquatics Supervisor. For 2010, **no more ONE group of up to 35 members** will be admitted to Park Forest Pool at one time, except with the express approval of the Aquatics Supervisor. The Pool Staff may decline admission to unscheduled groups at the Group Admission Rate.
- A group is defined as a non-family party consisting of at least 10 persons, including supervisors and leaders.
- An organization may send no more than 35 group-members (including supervisors) at any one time onto pool grounds for an afternoon period,
- The 35 group-members from that organization may stay on pool grounds no longer than 2 hours (i.e., 1-3 PM, 3-5 PM).
- The group supervisors must accompany and actively supervise the swimmers during the entire period. At least one supervisor must be present for each 10 children.
- All entrants related to the group will be included in the calculation of the group admission fee at \$4.50 per person (i.e., supervisors, chaperones, group leaders, babysitters, parents, swimmers & non-swimmers), except non-swimming chaperones, not attired in swimwear will be admitted @ \$2.00. It is noted that season passholders of the group will be counted as a group member, but are exempt from the admission fee.

This policy applies to all groups and organizations, including CRPR camp programs. The maximum time per day is 2 hours per swimmer-group (*vs. 2-hours per organization*). If the organization has more than 35 children, they may choose to rotate groups of up to 35 into the pool, reduce their pool time to accommodate their schedule, or rotate the days per week that a particular group would visit the pool. Group Admission fees are not eligible for refund, credit, same-day readmission or “next visit” discount coupons.

The group leader will log-in and out with the Pool Cashier, certify the group count for each visit, sign the invoice for payment of the appropriate entrance fees (terms: net 10 days), and be responsible for the conduct and the 2-hour (maximum) schedule of the group on pool grounds. Groups who abuse the supervision policies, pool conduct rules, invoice payments, or the time limits may be suspended from using the pools by the Pool Managers, Aquatics Supervisor or the Agency Director.

This policy was adopted in response to pool customer concerns, and to provide a fair trade-off for the reduced group entrance rates. **No time restrictions will apply to groups if they purchase standard daily admissions or individual season passes.**

## PROGRAM and LEAGUE SERVICES - 2010 Fee Policy

For 2010 the agency will continue the existing process used by CRPR staff to calculate program and league fees. **In essence, program and league fees are established based upon an examination of all costs involved with offering that program or league.** With the number of special events and low-cost programs offered, each program may not cover expenses, but as a group the programs should be self-supporting.

- The pricing process for each program includes identifying direct costs (personnel, facility costs, transportation, advertising, supplies) and indirect costs (fees for staff support services, criminal background checks, insurance, overhead, etc.). Overall, program participants are asked to bear the cost for individual services (i.e., pay as you go). In addition, the fee history for each program is also an important component of determining each program fee. Given the many recreation opportunities in the region, coupled with the fact that CRPR is a public agency, the agency intends to keep the fees both attractive and competitive.

### The Challenge for 2010

Each year CRPR provides a range of popular recreation programs, ranging from free special events to fee-based classes, programs and day camps. The original intention was that, as a group, program revenue must cover all program expenses. An analysis in 2009 confirmed that, for a number reasons, program revenue was covering 63% of the related program expenses. **As a result, Recreation Supervisors will refocus on that goal for 2010 and future years.** The process will involve careful consideration for all program expenses, an evaluation of each program fee, as well as increased sponsorship fees for special events. The agency wishes to maintain both the popularity of CRPR programs as well as the quality and value provided to each participant.

- The resultant program or league fee establishes the “Resident rate.” The Resident rate applies only to residents of the 5 participating COG Parks & Recreation municipalities (State College Borough and the Townships of College, Ferguson, Harris Twp. and Patton). The Nonresident rate has been previously-established by Board action at 150% of the Resident rate (= the Resident rate + 50%).
- In the case of aquatic instructional programs held at the High School Natatorium, before 2000 the residents of Halfmoon Twp. and the SCASD section of Benner Township were included in the Resident rate, since they had contributed to district capital costs through their SCASD real estate taxes. (Halfmoon Twp. and the SCASD section of Benner Township do not cooperate in funding CRPR operational costs). In view of the increased fees that have been implemented by SCASD to recover pool operational costs, starting in 2000 the CRPR Fee Policy provided that Halfmoon Township & Benner Township residents were to be charged the nonresident rates for CRPR aquatic programs held at the HS Pool.
- Recreation services are especially valuable to youth. Any increase in fees requires that the agency also take steps to accommodate those individuals that would benefit from our services, but cannot afford the program fees. In view of agency budget limitations, the Board again authorizes the Director to waive any amount of the fee for qualifying youth as necessary. The Board previously authorized staff to:
  - use the School Lunch Program as a measure of need, and
  - seek special Gifts-For-Park donations for youth recreation scholarships.

<u>Year</u>	<u>Fee Reductions/Waivers</u>	<u>Total Value</u>
2009	139	\$2,559

## Centre Region Parks & Recreation 2010 FEE POLICY

- With respect to adult league operations, the Recreation Supervisor will not prepare, distribute or post a league playing schedule until all participating teams are paid in full. This policy was initiated in 2000 and will continue.

**Sportfield Reservation Policy**

- The purpose of this Sportfield Reservation Policy, initiated in 2008, is to
  - (1) effectively manage the high demand for safe, public sportfield uses, and to
  - (2) recover some of the costs associated with sportfield maintenance across the Centre Region.
 This process is intended to operate similar to the Pavilion Reservation Policy - by posting an informational sign at the selected field(s) and issuing permits, but without posting a weekly schedule at each field.
- The seasonal request procedure will remain unchanged, although this reservation fee system will only apply to sportfields available during the seasonable months:  
*All recreation-related requests must be submitted to CRPR in writing by a specific date prior to their “season”:*

<b>WINTER</b> (Jan-Mar):	<i>(Not applicable for field uses)</i>
<b>SPRING/SUMMER</b> (Apr.-Aug.):	<i>March 1 application deadline</i>
<b>FALL</b> (Sept.-Nov.):	<i>August 1 application deadline</i>

- The reservation system will include only “regional-use” sportfields (not “neighborhood” fields):
 

1.	CT Fogleman Fields	3 soccer/lacrosse fields
2.	CT Spring Creek Park	2 softball fields (skinned infields), 1 baseball field, overlapping football / soccer/lacrosse fields
3.	FT Fairbrook Park	1 youth softball field (skinned), 2 overlapping football/soccer/lacrosse fields
4.	FT Haymarket Park	1 youth softball field (skinned infield) w/ football/soccer/lacrosse field
5.	FT Homestead Park	1 youth ballfield w/ seasonal soccer field
6.	FT Suburban Park	1 youth ballfield (skinned infield)
7.	FT Tudek Park	1 softball field w/ football/soccer/lacrosse field
8.	HT Blue Spring Park	2 youth ballfields (one w/skinned infield) w/ 2 seasonal soccer fields
9.	HT Fasick Park	1 youth ballfield (skinned infield) w/ seasonal soccer field
10.	HT Nittany View Park	1 youth ballfield w/ seasonal soccer field
11.	PT Circleville Park	1 youth baseball field (skinned infield), 1 football/soccer/lacrosse field, 1 adult softball field (new for 2010)
12.	PT Graysdale Park	1 youth ballfield (skinned infield) w/ seasonal soccer field
13.	PT Oakwood Park	1 youth ballfield (skinned infield) w/ seasonal soccer field
14.	PT Woodycrest Park	1 softball field (skinned infield) w/ seasonal soccer field
15.	SCB Highpoint Park	1 youth ballfield (skinned infield) w/ seasonal soccer field
16.	SCB Orchard Park	1 softball field (skinned) w/ football/soccer/lacrosse field , 1 youth ballfield
17.	SCB Sunset Park	1 youth softball field (skinned infield)

All other sportfield sites would be available for site-appropriate uses and permits at no charge, pending a review by CRPR staff of the activities and schedule proposed by the group.

(Continued)

The following procedures will apply during 2010 to reserve the specific sportfields at the 17 parks listed above:

1. If the requested field is available, a permit for a single, 4-hour use of the sportfield will be issued at no charge. Use of the field would only be in compliance with municipal and agency regulations and would be subject to weather-related cancellation.
2. If a group wishes to reserve one or more fields in excess of one 4-hour block, a Reservation Fee of \$15 per field will be payable in advance.
3. If a group wishes to reserve a sportfield with a pavilion reservation, then a Sportfield Reservation Fee of \$15 per field will be payable (in addition to the Pavilion Fee and Large Group Event Fee).
4. **If a group wishes to reserve one or more fields for their entire “sport season,” the Reservation Fee will be \$140 per field per sport-season for Resident groups and \$210 for Nonresident groups.** Resident groups are those groups with an address within the 5 participating municipalities and at least 50% of the participants are residents of those municipalities.
5. A “Tournament Reservation Permit” of \$140 per field per day is required for sport tournaments involving the municipal parks, in lieu of the 4-hour block. The permit will be in addition to the provisions of the CRPR Large Group Event Policy with respect to reimbursing CRPR for any event-related costs.
6. The Reservation Permit holder must be a resident of a participating municipality, except that the Director is authorized to waive this requirement for state-wide organizations.
7. Each requesting organization must furnish in advance the required insurance certificates and waivers.
8. As with the pavilions, sportfield requests from State College Area School District-sponsored groups will be waived for Monday through Friday (daytime and evening) uses during the school year (from 14-days prior to the opening of school through the last day of school for students). The standard Reservation Fees will apply for other days. In all cases, SCASD must provide the necessary request forms so that a Reservation Permit can be issued for each sportfield use.
9. The agency will accommodate weather-related cancellations and permits for make-ups.

The Reservation Permit reserves the facility for use by the group. It does not provide field lining, special field preparations, bleacher relocations, pre-game turf / infield grooming or any other special services. The agency reserves the right to invoice the using group if their use damages the turf due to extended play, wet soil conditions, excessive litter, etc.

This process and policy may be refined or revised by the CRPR Board as necessary.

## Millbrook Marsh Nature Center - 2010 Fee Policy

Visitors to the Nature Center are important to the growth of the center and the first priority is to encourage those uses without endangering the visitor, the resource, or the facilities. The purpose of this section is to establish group policies and fees for facility uses and educational program services. Group or organizational uses of the facility are monitored to protect visitors and the ecosystem.

These policies and fees are subject to change by the Centre Regional Recreation Authority as the Nature Center facilities are improved. **A group is defined as an organized, non-family body of people consisting of 8 or more individuals.** Note that the current Centre Region Code Agency-approved "inside capacity" of the barn is 40 people per floor. The standard fees listed below do not include any type of fund-raising event. The facilities are available March - November only, except by special permission of the CRPR Director.

### FACILITY RENTALS At Millbrook Marsh Nature Center

#### 1. Group Use of Picnic Pavilion Only

*Permit Required; Fee \$40 per event (No change from 2009)*

*No Program or Instructional Services*

This fee matches the region-wide rates for municipal park pavilions and all CRPR procedures apply to this pavilion. Maximum capacity is 64 people. This pavilion remains one of six in the region that are available for reservation on a year-round basis.

#### 2. Group Use of Barn & Grounds

*Permit Required; Fee \$50 for 2 hours; \$15 for each additional hour (No change from 2009)*

*No Program or Instructional Services*

The renting group may have use of the main floor-level in the barn. In no case may occupancy of the barn exceed 40 people per floor at any time. A \$5.00 per event surcharge will be made if the group numbers 41 or more on-site. The starting time shall be considered as that time when the barn is requested by the group to be opened for access. The ending time shall be considered as that time when the barn may be locked up or ready for another rental. With a barn rental, no use of the pavilion or Wetland Laboratory is permitted; however they may be reserved separately. **Groups of 100 or more** will follow the guidelines of the Large Group Event Policy and have an additional fee.

#### 3. Group Use of the "Wetlab" (Wetland Laboratory):

(This area will become available as a multi-purpose space upon approval by Centre Region Code Agency)

*Permit Required; Fee \$50 for 2 hours; \$15 for each additional hour (No change from 2009)*

*No Program or Instructional Services*

The renting group may reserve use of the lower floor-level of the barn (the future WetLab room) in the barn. A \$5.00 per event surcharge will be made if the group numbers 41 or more on-site. The starting time shall be considered as that time when the barn is requested by the group to be opened for access. The ending time shall be considered as that time when the barn may be locked up or ready for another rental. With this rental, no use of the pavilion or Main-Floor Barn is permitted; however they may be reserved separately.

### GUIDED EDUCATIONAL VISITS at Millbrook Marsh Nature Center

#### 4. Programs and Instructional Services (provided by MMNC Staff):

**Large Group Programs, Small Group Programs & Scout Programs**

*Permit Required; Fee \$ 6 per participant; facility rental fees waived (No change from 2009)*

•If the group selects one of the "MMNC Programs for Groups" (a 2-3 hour program presented by MMNC staff), the fee is a **\$6 per participant program fee**. The facility rental fee for either the barn or the pavilion will be waived. The facility for the program (either the barn or the pavilion) will be determined by the Recreation Supervisor - Nature Center. If the group wishes to utilize a second

facility, that facility may be reserved by the group at the regular rates (for reserving the pavilion or barn).

• **Groups who wish to lead their own educational activities at the Nature Center MUST pre-schedule their visit** with the Recreation Supervisor and use *Category #5: Walk-Through Only OR Category #6: Group Use of Grounds With Instructional Areas*.

• **Any student or child who attends the program with the group must be registered**, including siblings or friends who are present with the group. Adults are not charged for youth programs. Groups of more than 50 will be scheduled for multiple program sessions as determined by CRPR staff.

• **Group leaders should inquire with Centre Region Parks & Recreation for more information and scheduling**. Programs should be requested at least 3-weeks prior to the desired program date. An estimated fee for this service must be paid in full at least 7 days prior to the event. All fees are payable at the event, or within 30 days if paid by the proceeds of a grant or donation.

• If the group does not desire to have a standard group program and requests a **custom program**, the facility rates (above) apply to the event, and a program fee will be calculated to recover all costs for planning, materials, instructors, and cleanup. Payment in full will be due at least 7 days prior to the event.

• Groups should have **at least one adult per ten children**, or as determined by the CRPR staff. Group participants under the age of 5 must be accompanied by an adult unless they are visiting as part of a school group.

## UNGUIDED EDUCATIONAL VISITS at Millbrook Marsh Nature Center

The following qualifications apply to #5 and #6 below.

• **Leaders of groups who wish to use the nature center Instructional Areas for self-led activities** (No program or Instructional Services from Nature Center Staff) are required to attend a Group Leader Training Workshop before leading activities in the nature center. This orientation-style workshop, offered several times throughout the season, will orient leaders to the important marsh ecosystem, provide a guided tour of the usable areas, outline processes for using the site, explain the mission statement and nature center priorities, and provide useful information about outdoor instruction. The goal of these training sessions is to provide quality information and guidelines to Group Leaders and to protect the marsh ecosystem. Training session schedules will be posted seasonally. The cost is \$25 per person for a 2 hour session and is valid for one calendar year. (ACT 48 credit and reimbursement may be available through school district or your organization.)

• **A staff person will be on-site to orient the scheduled groups**. This person will answer facility-related questions and monitor the group's activities periodically throughout the rental. No instruction or interpretive services will be provided.

• **University faculty and staff** are welcome and encouraged to use the nature center grounds for instruction with their students; however these uses MUST be scheduled with nature center in advance and use *Category #5: Walk-Through Only OR Category #6: Group Use of Grounds With Instructional Areas*. This is required to monitor use of the site, control the number of groups impacting the ecosystem at one time, and comply with municipal ordinances.

### 5. Group Use of Grounds Only and/or Group Walk-Through Only

*Permit Required; No Charge (for groups of 25 or less) (No change from 2009)*

**No Program or Instructional Services included**

**By municipal ordinance, any group activity requires a permit in advance. Therefore, all requests for group activities at the site must be coordinated with and scheduled through the CRPR office.** There is no fee for groups less than 25 people who arrive and walk through the Nature Center grounds. (*Example: An instructor with students studying flora and fauna*). This option permits no use of or access to buildings, interior equipment, the telephone, or any shelter in case of rain. Any use of MMNC Instructional Areas or shelters should be minimal and may only be used if it is not reserved by another group. In view of the size of the marsh area, the agency may grant permits for more than one group per time depending on the activity and area of use. **Groups of 25 or more**, or groups wishing to make use of designated instructional areas must request a permit under *Category #6*.

## 6. Group Use of Instructional Areas

**Permit Required; Fee \$50 for 2 hours; \$15 for each additional hour** (No change from 2008)

**No Program or Instructional Services**

**Teacher/Leader Training Session required** (\$25 fee. Available only at specified times throughout the season, reflecting priority for Staff-Guided Programs)

Groups who wish to use the Grounds & Instructional Areas (*i.e.*, school group self-guided field trips) will have priority access to these areas during the time of the rental. No access to the barn, wetlab, or pavilion will be granted unless reserved separately. A \$5.00 per event surcharge will be made if the group numbers 41 or more on-site. **Group size is limited to 2 classrooms or 50 people, to protect the marsh ecosystem.** The starting time shall be considered as that time requested by the group for access. The ending time shall be considered as that time when the areas are available for another rental. **Instructional areas are defined as: sun shelters, boardwalk observation / viewing decks, boardwalk bridges, and bird blind, as these areas can impact the effectiveness of other reserved groups.** This type of rental was approved as a Pilot Program for 2007 and continues to be included for reference.

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## 7. Birthday Parties at Millbrook Marsh Nature Center:

**Fee: Base fee of \$120, includes 10 children. \$10 per child for each additional child, limit 25 children.** (Base fee increased from \$100 to \$120 from 2009)

**Offered April - October for ages 4-10; Age 11+ birthday parties available by special request.**

A birthday party package at MMNC includes:

- Barn Rental (3 hour total use: 30 minute set up and 30 minutes clean up time, 1 hour program + craft, 1 hour family time),
- Use of tables & chairs in barn, trash removal, free parking, and a MMNC T-shirt for the birthday child.

Parents are responsible for food, beverages, paper products, decorations, and all set up and clean up.

Parties for over 25 children require express permission of the Director or the Recreation Supervisor and are based on staff and facility availability.

## 8. Friends of Millbrook Marsh Nature Center:

**Fee: \$35 per household per calendar year**

(No change from 2009)

A membership provides support for the Nature Center and gives families the knowledge that members are supporting a local environmental education effort. Membership benefits include:

- Monthly email updates, including important upcoming events and dates at the Center,
- Special informational mailings and data not available to the public about topics and issues at the Center,
- 10% discount off program registration fees and facility rental fees (*excludes Group Program Fees*)
- 20% discount on the purchase of a MMNC T-shirt.

Contributions to the Nature Center are fully tax-deductible to the extent permitted by the IRS. A household membership includes the head of the household and adults/children living at that residence for the current calendar year.

### GENERAL REGULATIONS AT MMNC:

- All uses of the facility must end at dusk, except by written permission of the Director of Parks and Recreation.
- The Director is authorized to require the group to provide a Certificate of Insurance for the proposed event(s), listing Centre Region Parks & Recreation and Centre Regional Recreation Authority as an additional insured. The appropriate types and amounts of coverages shall be determined by Centre Region Parks & Recreation.
- Centre Region Parks & Recreation may specify permitted use-areas, schedules, and all activity locations that are in the best interest of the Nature Center. In addition, CRPR may establish the level of training required of group leaders to conduct any activities in the marsh, or may require that a CRPR staff member accompany the group. The costs for this leadership shall be added to the facility rental fee.
- All proposed activities must conform to the lease agreement with Penn State, the ClearWater Conservation Easement, and any agreements that may be made with Nature Center partners.
- Per municipal ordinances for all parks, the consumption or possession of alcoholic beverages on Nature Center

property is prohibited.

### **FUND-RAISING EVENTS at Millbrook Marsh Nature Center:**

A fund-raising event is defined as any activity which generates revenue in excess of the costs involved with that particular program or event. Any group may apply for a Fund-raising Event Permit no less than 60 days prior to the planned event, by submitting a written request to Centre Region Parks & Recreation for review. The request shall provide all information regarding the event or program. The Director may, at his discretion, obtain the approval of the Centre Regional Recreation Authority at a regularly-scheduled meeting for a request of this type. The permit fee, which shall be determined by the Director will reimburse the Nature Center for all costs involved (in addition to the facility rental fees listed above). The amount of the fee may be appealed to the Centre Regional Recreation Authority at a regular meeting prior to the event in question.

## **CENTRE REGION SENIOR CENTER - 2010 Fee Policy**

### **PARTNERSHIP STATUS:**

CRPR operates the Senior Center in partnership with the Centre County Office of Aging; the county reimburses the COG for (up to) 50% of a number of specified expenditure accounts. Since 2008 Centre County has provided less than the full 50% reimbursement of those costs.

### **PROGRAM FEES:**

During 2005, the Centre County Office of Aging approved a request from CRPR to expand the programs offered to participants by offering two types of programs:

- (1) Level I (Core) Programs: no fees are charged to participants because they are led by volunteers or interns, and
- (2) Level II Programs: fees to participants offset the costs involved, using the standard Resident /Nonresident fee policy.

Given the success of this initiative, the agency will continue this approach to offer more programs and attract new customers to the Center.

### **PC LEARNING LAB FEES:** (No changes from 2009)

The 2010 fees for the PC Learning Lab will be:

- Use of the computer without a tutor: \$3R / \$5N per person per hour
- Use of the computer with a tutor: \$5R / \$8N per person per hour

This fee helps to offset computer supply and maintenance costs.

### **SENIOR CENTER FACILITY RENTALS:** (No changes from 2009)

Since 2001, nonprofit community service groups have been required to furnish a security deposit plus a donation to the Senior Center. For 2009 the following fee policies will remain in effect:

- **Security Deposit:** \$50, payable in advance. In the event that a group stops meeting at the Center and wants to reclaim their security deposit, they can do so for up to one year from their last meeting. If unclaimed after one year, the deposit will not be available for refund and will be used by the Senior Center.
- **Nonprofit Community Groups** for evening & weekend uses:  
Donation for the use of 1 or 2 rooms (payable within 48 hours of the end of the event):
  - Up to 3 hours @ \$10/day
  - Up to 6 hours @ \$15/day
  - Up to 12 hours @ \$25/day

Additional rooms will be available at \$20/day per room.

Additional fees will be charged if it is necessary, in the opinion of staff, to reimburse the agency for any supervision or janitorial costs associated with the rental.

## **Centre Region Parks & Recreation 2010 FEE POLICY**

In addition, the “Osher Lifelong Learning Institute at Penn State” utilizes weekday, daytime class space for cooperative programming with the Senior Center. They provide a donation of \$10 per class meeting for courses that have 1-5 sessions, and \$50 for a 6-session course.

• **Private and/or Commercial Groups** for evening & weekend uses:

Fee for use of 1 or 2 rooms (payable in advance):

- Up to 3 hours @ \$25/day
- Up to 6 hours @ \$50/day
- Up to 12 hours @ \$100/day

Additional rooms available at \$40 per room. Additional fees will be charged if it is necessary, in the opinion of staff, to reimburse the agency for any supervision or janitorial costs associated with the rental.

**SENIOR CALENDAR PARTNER POLICY** (No changes from 2009)

The “Senior Calendar Partner Policy” was initiated in 2008 to encourage local businesses and healthcare professionals to advertise in both monthly and yearly calendar publications. The policy will be revised to make it more effective in 2009. There are two types of advertising spaces in the yearly calendar, the “individual” undated cells within the calendar grid, and the “banner” space that is located at the bottom of each month. This policy is intended to provide an approach which combines the visibility for both the annual and the monthly calendars. In 2009, the following three advertising options will be available:

1. A fee of \$500 will enable one advertiser to reserve the specified promotional spaces for the selected month in the following CRPR publications:
  - ▶ for the Annual Senior Center Calendar, all undated “individual cells” plus the footer banner (1,000 copies of this calendar are printed for distribution in late-October; at least 10 will be provided to each advertiser); and,
  - ▶ for the monthly Senior Center Activity Calendar, one undated “individual cell” in the selected month (Approx. 150 copies are printed and the document is provided to the CRPR website 2 weeks prior to the start of each month).
2. A fee of \$300 will enable an advertiser to reserve the “banner space” for available months.
3. A fee of \$60 will enable an advertiser to reserve “individual” cells within the calendar grid.

The "Senior Calendar Partner" advertising package, as specified in item #1, will be offered from April through June. After 15 July advertising options #2 & #3 will be offered. For the monthly calendars, any undated cells will not be available unless part of a Senior Calendar Partner package (option #1).

Proceeds of the sponsor program will be directed to offset the publication costs and to benefit the programs and operations of the Senior Center. Centre Region Parks and Recreation reserves the right to decline advertising to businesses or products that conflict with the mission of the Senior Center. Any such action may be appealed to the CRPR Board at a regularly-scheduled monthly meetings. All advertising fees must be paid in full within 30 days of the invoice from CRPR. The final deadline for all printing details in the annual calendar will be 15 Sept. The sponsors will provide camera-ready ad copy in a compatible, high-resolution format.

**STAFF PROCESSING INFORMATION:** The position and number of the undated calendar cells will vary depending upon the beginning and ending dates for each month. In the annual calendar, each month there will be 4 to 7 undated cells (1 ½" x 2") plus the footer banner (10" x 2"). In the monthly calendar, the undated cell spaces measure 2" x 2 ½". From April through June, advertisers can select the month(s) they wish to sponsor, and the annual and monthly calendars will be linked with the same, sole sponsor that month.

## OTHER AGENCY SERVICES - 2010 Fee Policy

### **Large Group Event Policy:** (No changes from 2009)

The Large Group Event Policy (LGE) was approved in 1999 and amended in 2004. The policy authorizes a process for issuing permits for events in all parks for any event that may exceed 100 visitors/event. A base Permit Fee to issue any LGE Permit is set at **\$45 per day, year-round** (including events at Central Parklet, sportfields, nature center, dog park, and limited application at the swimming pools). The \$45 LGE Permit Fee is in addition to:

- any Pavilion or Sportfield Reservation Fees necessary,
- the Central Parklet Electrical Service Fee of \$5 per day. (The Director was previously authorized to increase this fee if high-demand electrical devices are used at an event.)
- reimbursements for event-related costs incurred by CRPR (for planning, set-up, operations or clean-up).

### **Show Wagon Rental:** (No changes from 2009)

A rental fee was initiated for the CRPR Show Wagon during 2001, and will be continued for 2009 with an increased fee of \$45. The wagon may only be used by CRPR and/or nonprofit groups in participating municipalities, and only as a stage or performance platform. Any use by commercial groups is prohibited, as is any use as a parade float. The rental fee was \$40 for 2000-2008.

This fee must be paid prior to the day of delivery, and includes one delivery trip and one pickup trip for the rental. For multi-day use on weekdays, there will be an additional \$10 per day charge for rental of the show wagon. Any movement of the Show Wagon by CRPR staff during a multi-day event would require a Moving Fee of \$20. Any necessary cleanup of the Show Wagon after the event (remove trash, staples, nails, etc.) would result in Service Fee of \$20. Finally, the cost of any repairs necessary as a result of the rental would be invoiced to the group.

### **“Sport Pack” Picnic Kits:** (No changes from 2009)

As a public service, the agency has provided duffle-bags (containing sports equipment) to requesting groups or individuals. In view of the staff and equipment costs to provide this service, it is proposed that the agency continue the successful rental policies started in 1998:

- offer one Sport Pack to groups for use at events with a paid pavilion reservation at no charge, with a security deposit of \$20/group. If additional sport packs are required for the renting group, they may be rented per below.
- rent a Sport Pack to other groups for private or public uses at \$10 each, plus a security deposit of \$20 / group.

If any item is missing from the sport bag when it is returned, the entire \$20 security deposit will be forfeited.

### **Remembrance Trees (part of the Gifts-For-Parks Initiative):** (Expanded for 2010)

The Remembrance Tree Program started in 1994 and has generated donations for the purchase and planting of 333 trees in the municipal parks. Donations to the program must be sufficient to cover the following material & labor costs:

- tree bidding and selection
  - purchasing the tree
  - tree planting, mulching, staking
  - follow-up care
  - engraving of tree tag
  - certificate to donor
  - replacement of trees, if necessary
- A provision was added in 2004 for an additional donation for higher-priced species, if so specified by the donor.
  - For 2010, the basic donation will continue to be \$240 for a 1.5" caliper tree and \$350 for a 2.5" caliper tree, unless the costs associated with a specific tree request exceeds agency costs. The plastic “donor tag” provided for each Remembrance Tree is guaranteed for one-year from planting. They will not be

replaced after that time. If the tree is placed at Lederer Park and the donor wishes to fund the purchase and installation of a cast bronze plaque, an additional donation to cover all agency costs shall be required.

- **New for 2010:** The program will provide for park bench donations with cast-bronze plaque with agency-approved text for a minimum donation amount of the cost of item(s) plus \$100 for the installations. The agency will then assume maintenance and repair costs for the bench.

#### **Discounted Amusement Park & Ski Lift Ticket Sales:**

The agency is authorized to continue participation in the annual consignment program for discounted amusement park and ski-lift tickets as offered by the PA Recreation and Park Society (PRPS). Proceeds of these sales have been designated to benefit the CRPR Gifts-For-Parks program. The fees and policies for the ticket sales are specified by PRPS each year.

#### **Tudek Dog Park Events:**

The Tudek Dog Park opened in 2006 and CRPR was authorized to operate this section of Tom Tudek Memorial Park starting in 2007. The facility was built as a result of the efforts of the Tudek Dog Park Committee, the Tom Tudek Memorial Trust and Ferguson Township. Use of the Dog Park is free. It is expected that the Tudek Dog Park Committee will remain active in the operation of the Dog Park, especially since they wish to raise funds for additional improvements there.

For special events in and around the dog park, the provisions of the Large Group Event Policy will apply, along with the provisions of the Ferguson Township Parks Ordinance. Given the unique nature of the Dog Park, the Director is authorized to adjust fees associated with proposed event, so that all agency expenses related to a group event are reimbursed by the event organizers.

#### **Tudek Park Community Garden Plots:**

The fenced garden area was built as a result of the efforts of community volunteers, the Tom Tudek Memorial Trust and Ferguson Township. The Community Garden Plots opened in 2005 at this site; the garden was expanded for the 2006 growing season. CRPR was authorized to operating this section of Tom Tudek Memorial Park starting in 2007.

#### **FEE HISTORY:**

- 2005, 2006: Operated by volunteers @ \$15 single plot, \$25 double plot (no security deposit)
- 2007, 2008, 2009: Operated by CRPR @ \$20 single plot, \$30 double plot (plus security deposit)

The garden plots were fully-rented for 2007, 2008 & 2009; the garden operation must be financially self-supporting by the gardeners. Although the plots operated at a deficit in 2007, the Garden Plots were financially self-supporting in 2008 and 2009 and those funds were used to reimburse part of the 2007 deficit. The same process must continue for 2010, when the deficit should be fully reimbursed.

**FOR 2010:** Due to increased labor and material expenses, the following fees will apply:

<b>46 single-plots</b>	<b>20'x15' = 300 sq. ft. @ \$23 per year</b>
<b>58 double-plots</b>	<b>20'x30' = 600 sq. ft. @ \$35 per year</b>

In addition to the plot fee, a security deposit for each plot was established in 2008. The security deposit is equal to the plot fee and is refunded at the end of the season to those gardeners who maintain the plot in compliance with the Garden Rules and Regulations set forth at the beginning of the season. The security deposits retained will be retained by CRPR to offset the cost of clean-up for abandoned plots or any plot that is not cleaned at the end of the season.

**Orchard Park Amphitheater:** (No changes from 2009)

The following policies apply to group uses of the Orchard Park Amphitheater, off Bayberry Drive in State College Borough.

1. A permit is required for any group use of the amphitheater; the group must also reserve the Orchard Park pavilion.
2. The Large Group Event policy and fee will apply to events that may, in the opinion of CRPR staff, attract over 100 spectators and participants.
3. The Permit Fee is \$90, payable in advance (plus the pavilion reservation fee). Access to electricity is included. A Certificate of Insurance is required with State College Borough and CRPR listed as Additional Insureds.
4. The amphitheater is available only during the same dates as the pavilion reservations.
5. Providing adequate parking and limiting volume of any performance are prime concerns - to protect the park neighbors and the neighborhood.
6. No admission may be charged for any performance. Accepting donations from patrons is permitted, but a donation may not be a condition of attendance.
7. The sale of any goods or services related to the performance must be specifically approved by staff in advance.
8. CRPR may invoice the group for any special services provided by staff.
9. A rain-out date should be scheduled at the time of the original reservations.
10. Access (schedule and route) by event-related contractors is subject to the approval of CRPR.

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