



Centre Region Council of Governments
CENTRE REGION PARKS AND RECREATION BOARD
CENTRE REGIONAL RECREATION AUTHORITY

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Serving the Borough of State College and the Townships of College, Ferguson, Harris and Patton

Centre Region Parks & Recreation
2011 Fee Policy

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Updated on 12 Dec 2010 by Ronald J. Woodhead, Director, to reflect Board actions at their 9 Dec 2010 meeting.

As Approved By
Centre Region Parks & Recreation Board / Centre Regional Recreation Authority

Sue Mascolo, Chair *9 Dec 2010*

ATTEST: *Ronald J. Woodhead, Director* *9 Dec 2010*

2010 AGENCY BUDGET & REVENUE SUMMARY

The annual Fee Policy works in conjunction with the 2011 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 Operations	Fund 49 Senior Center	Fund 47 Nature Center	Total All Funds
Total Revenue*	\$1,474,023	\$354,540	\$207,499	\$119,220	\$2,155,282
Total Municipal Contributions	\$1,153,096	\$48,640	\$103,717	\$46,281	\$1,351,734
% Rev. from Municipal Contributions	78%	14%	50%	39%	63% from municipal contributions
Balance From:	22% from Program Fees & Facility Reservations	86% from User Fees	36% County; 12% Program Fees, 2% Other	50% Program Fees & Rentals, 11% Grants & Donations	37% from other sources

* Total Revenue does not include carryover balances from 2010

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 COG, CRRA and Municipal Parklands

As specified in the municipal park ordinances, group permits are required for all non-family group uses at the municipal park facilities; all park rules and regulations apply. The following Reservation Fee Waiver will apply for sanctioned State College Area School District (SCASD) functions involving:

Pavilion Reservation Fees & Sportfield Reservation Fees

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 Large Group Event Policy, facility maintenance fees, and special conditions specified by staff may be applied pending the specific event. In all cases, SCASD must provide coinsurance for all sanctioned events on COG/CRRA/Municipal parklands.

The Reservation Fee Waiver for SCASD does not extend to programs or facility uses at:

- ▶ Millbrook Marsh Nature Center,
- ▶ Friedman Parklet,
- ▶ Wm. L. Welch or Park Forest Community Swimming Pools,
- ▶ John Hess Softball Field Complex,
- ▶ the Orchard Park Amphitheater, and
- ▶ use of the CRPR Show-Wagon.

PICNIC PAVILION RESERVATIONS - 2011 Fee Policy

PAVILION RESERVATION FEE HISTORY

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	20	998	
2008	22	953	
2009	23	1,086	@ \$40 / \$45 In-season Rate with the same \$5 off-season discount. The Large Group Event Permit Fee was increased to \$45. Circleville Park Pav. #4 added for 2010, but not completed by the Patton Twp. contractors for use.
2010	24	951	
For 2011	24	-	@ \$45 / \$50 for all reservations (year-round). Increase the year-round pavilions to 8. Increase the Large Group Event Fee to \$50.

- The standard fees are charged for the service of reserving a picnic pavilion or park facilities in advance. If the pavilion is not reserved in advance by another group, it may be used (without a reservation) at no charge by a “single-family group.” All facility reservations must be paid in full at the time of making the reservation; tentative reservations cannot be accepted.
- In line with the municipal park ordinances and in order to protect park facilities, the agency requires a pavilion reservation for all “non-family” or “multiple-family” group requests for events at any municipal park site. In addition, staff was previously authorized to (1) direct a “catered event” (or any event that may involve private or commercial vehicle access to a pavilion) to a site best able to accommodate that access, and (2) to require a sufficient number of pavilion reservations to best accommodate the event. These policies represent an ongoing effort to protect both the park facilities and the visitor experience.
- 2011 pavilion reservations may be made starting on 3 Jan 2011 for events occurring Sat., 16 Apr 2011 through Sun., 23 Oct 2011. However, 8 pavilions are available on a year-round basis, so event dates outside of the standard reservation period may be made at anytime during the same calendar year.
- 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 charge during the current season, pending availability. No refunds or credits can be provided.

Pavilion permit revenue for 2010 will total \$34,520 (not including the nature center or swimming pool pavilions) @ \$40 / \$45 per event . Of the 951 reservations in 2010:

- 864 events involved collecting reservation fees,
- 43 events involved fees waived for qualifying SCASD requests,
- 44 events involved fees waived for CRPR activities.

2010 Pavilion Reservations Issued		
S.C. Borough (338 permits)	Friedman Parklet	20
	Holmes-Foster #1 (upper)	48
	Holmes-Foster #2 (lower)	43
	Lederer	18
	Orchard	44
	Sunset #1 (right)	87
	Sunset #2 (left)	77
	Tusseyview	1
College Twp. (236 permits)	Spring Creek #1 (upstream)	122
	Spring Creek #2 (downstream)	103
	Spring Creek #3 (Balmoral Way)	5
	Fogleman Field Complex	2
	Slab Cabin	4
Ferguson Twp. (151 permits)	Autumnwood	2
	Fairbrook	4
	Haymarket	8
	Homestead	5
	Tudek #1	98
	Tudek #2	34
Harris Twp. (16 permits)	Blue Spring	13
	Nittany View	2
	Stan Yoder Preserve	1
Patton Twp. (97 permits)	Circleville #1	46
	Circleville #2	31
	Circleville #3	14
	Circleville #4	n/a
	Graysdale	6
CRRA (113 permits)	Nature Center pavilion *	80
	PF. Pool Pavilion	33
2010 Total = 951 reservation permits		

* Includes reservations where the entire facility was reserved.

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

If a group wishes to reserve a ballfield with a pavilion reservation, 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 12-13.

Centre Region Parks & Recreation 2011 FEE POLICY

Other Municipal Parks and Pavilions:

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.

For 2011, staff is hereby authorized to establish the permit conditions and the applicable event fees (as specified in this policy) for non-family group uses requested for the parks and/or pavilions listed above. Generally, these sites are not provided with facilities to host regular group uses. The permit conditions will seek to accommodate both the neighborhood and the group event(s).

Group activity requests for other sites without pavilions, including Thompson Woods Preserve and Stan Yoder Preserve, may also be considered for special event permits as may be approved by the CRPR Director. The permit conditions and the applicable fees will be compliant with the intent of this Fee Policy.

24 Municipal Picnic Pavilions Available for 2011 Reservations

The pavilions will be available for events from Sat., 16 Apr 2011 through Sun., 23 Oct 2011. The 8 pavilions with underlined names are available year-round at the standard fee. Depending on group size and activities, events may also be subject to the LARGE GROUP EVENT POLICY with the additional permit fee of \$50 (see Page 21).

Location	Park Name <u>Underlined Pavilions</u> are available for reservation year-round.	Fee per event	Max. Group	No. of Tables	Park Toilets	Elec.
Harris Twp.	1. <u>Blue Spring Park</u>	\$45	48	6	Portable	No
	2. Nittany View Park	\$45	48	6	Portable	No
State College Borough	3. Holmes-Foster Park Pavilion #1 (Upper)	\$50	128	16	Flush	Yes
	4. Holmes-Foster Park Pavilion #2 (Lower)	\$50	128	16	Flush	Yes
	5. <u>Lederer Park</u> (includes 2 pavilions)	\$45	96	12 total	Portable	No
	6. Orchard Park	\$50	128	16	Flush	No
	7. Sunset Park Pavilion #1 (Right)	\$50	128	16	Flush	Yes
	8. Sunset Park Pavilion #2 (Left)	\$50	96	12	Flush	Yes
College Township	9. Fogleman Field Pavilions (includes 2 pavs)	\$50	88	11 total	Flush	No
	10. <u>Millbrook Marsh Nature Center Pavilion</u>	\$50	64	8	Flush	No
	11. <u>Spring Creek Park Pavilion #1</u> (Upstream)	\$50	80	10	Flush	No
	12. <u>Spring Creek Park Pavilion #2</u> (Downstream)	\$50	80	10	Flush	No
	13. Spring Creek Park Pav. #3 (off Balmoral Way)	\$45	32	4	Portable	No
Ferguson Township	14. Autumnwood Park	\$45	64	8	Portable	No
	15. Fairbrook Park	\$45	96	12	Portable	No
	16. Homestead Park	\$45	64	8	Portable	No
	17. <u>Tom Tudek Memorial Park Pavilion #1</u>	\$50	128	16	Flush	No
	18. <u>Tom Tudek Memorial Park Pavilion #2</u>	\$50	80	10	Flush	No
	19. Haymarket Park (with limited schedule)	\$45	64	8	Portable	No
Patton Township	20. Circleville Park Pavilion #1 (near playground)	\$45	88	11	Portable	No
	21. Circleville Park Pavilion #2	\$45	96	12	Portable	No
	22. Circleville Park Pavilion #3 (near disk golf)	\$45	48	6	Portable	No
	23. <u>Circleville Park Pav. #4</u> (off Valley Vista Dr.)	\$45	96	12	Portable	No
	24. Graysdale Park	\$45	96	12	Portable	No

For 2011, the swimming pool picnic pavilions are shown in the Aquatics Section.

AQUATICS - 2011 Fee Policy for Park Forest & Wm. L. Welch Community Swimming Pools

A. Priorities

- Provide safe, fun and clean facilities that are affordable to individuals and families.
- Pool revenue should seek to minimize the annual municipal contributions to subsidize operations.
- Residents of the five participating municipalities should be recognized for their capital contributions with reduced daily admission and season pass fees.
- The Pool Admission Process and any Resident Confirmation must be simple & hassle-free for both patrons and seasonal staff. It is acknowledged that any verification process has advantages and disadvantages.
- The Fee Policy should encourage the purchase of season passes rather than weather-dependant daily admissions.

B. Pool Fee Summary	2010 <i>Welch not open</i>	2011 <i>With two new facilities open</i>
Daily - Non-swimming Chaperone (not attired in swimwear)	\$2	\$2
Daily - Age 3 & Under (Chaperone & swim diaper required)	Free	\$2
Daily - Youth Age 4-10 (Chaperone required)	\$4R / \$6N	\$6 R / \$8 N
Daily - Regular (Age 11+)	\$5R / \$7N	\$7 R / \$9 N
Daily - After 5 PM (all ages)	\$4R / \$6N	\$5 R / \$7 N
Prescheduled Group Admissions	\$4.50	\$5 per person for Resident-based groups, \$7 per person for Nonresident-based groups; Limit 2 groups @ 40 max. at any one time.
Season Pass: Age 3 & under	Free (no card)	\$20 R / \$30 N = 10 R daily visits / 15 N visits
Season Pass: Youth 4-10 / Senior 65+	\$50R / \$75N	\$60 R / \$90 N Youth = 10 R daily visits / 11 N visits Senior = 8 R daily visits / 10 N visits
Season Pass: Regular (Ages 11-64)	\$65R / \$98N	\$70 R / \$105 N = 10 R daily visits / 11 N visits
Season Pass: Family Member #5 & Up, same household	\$30 R / \$45 N	\$40 R / \$60 N
Early Bird Purchases through 30 April	\$5 discount	\$10 discount available to Residents only
Pass Card Fee	\$5 replacement	\$5 for both <u>new cards</u> and <u>replacement cards</u> (There is no charge when cards are reused from year to year.)

- In order to obtain the **Resident (R) Rate** for Season Passes, Proof of Residency in one of the five participating municipalities must be presented at the time of purchase. Otherwise, the Nonresident (N) Rate will apply.
- The season pass age restrictions apply for the swimmer's age at the time of purchase.
- The fee schedule above includes a "Senior Citizen Discount" for Season Pass purchasers age 65+.
- The fees above apply to General Swims, Adult Fitness / Toddler Time Swims and to staff-designated Special Events.

Private Group Rental Rates:

Rental Group Size	2010 (at Park Forest Only)	2011
Up to 50 people	\$250 for 2 hours	\$280 Park Forest Pool for 2 hours \$370 Welch Pool for 2 hours Uses by nonresident-based groups are charged an additional rental fee of \$105 per rental.
51 to 100 people	\$280 for 2 hours	
101 to 150 people	\$305 for 2 hours	
Lap Pool / Lap Section Only *	Not Offered	\$80 per hour Scheduled outside of regular pool operating hours, as approved by staff.

* For training groups who wish to use only the lap lanes (either site) with no water features and requiring only 2 lifeguards and a Manager for the rental period. Coinsurance is required by the requesting group.

- ▶ AVAILABILITY: The pools are available for regular rentals during the summer season from 8-10 PM on Friday, Saturday and Sunday evenings (after the regular closing time of 8 PM). The Lap Lane Rentals are available between 6:30 AM and 10 PM during the regular operating season, when there is no scheduled public or programmed use of the lap sections. In all cases, the rental durations are provided only in full-hour increments and must include any set-up and transition times.
- ▶ For SCASD-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). The CRPR Director is authorized to prorate the rental duration and rental fees as he deems appropriate.
- ▶ Each regular rental includes use of all pools, water features, shade structures and pavilions. 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 final fee must be paid in full by the end of the rental period. The proper forms must be completed for all pool rental requests. All regular pool rules and municipal ordinances apply during group rental periods.
- ▶ The provisions of the CRPR Large Group Event Policy will apply for rentals involving more than 100 people.
- ▶ All activity locations and event plans must be approved in advance by the Aquatics Supervisor. Any or all vendors and service contractors utilized during a rental must be approved in advance by the Aquatics Supervisor or the CRPR Director. Additional requirements regarding insurance coverage, visitor safety and facility operations may be specified by CRPR staff.

Picnic Pavilion Reservations at the Pools:

PARK FOREST POOL: One pavilion is available for reservations = 16' x 34' under roof, with 8 picnic tables inside, capacity of 64 visitors. In line with the CRPR Park Pavilion Process, the picnic pavilion inside Park Forest Community Swimming Pool may be reserved for use during regular pool hours at the **standard pavilion rate of \$50, including electrical access**. All pavilion users (including non-swimmers) must pay the applicable admission fee or use their season pass. All standard pool rules and regulations apply to group members.

WELCH POOL: Two 20' diameter umbrella-structures are planned for the site; each is expected to accommodate 4-5 picnic tables (for 30-40 participants). Staff is authorized to implement the standard reservation process for the 20' umbrellas if the final fixture layout permits sufficient conditions to do so. For example, this may be an ideal size to make available for reservations for birthday parties. A number of 12' diameter umbrella-structures will also be available for patrons, but not reservable in advance.

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, the cashier will issue each requesting Daily Admission patron a coupon which provides **\$3.00 off their next 2011 admission**. For age 3 & under, the coupon will be good for one free admission. The coupon is not transferable and does not apply to Group Admission or Season Pass patrons.

Authorization for SCAHS Athletic Dept. access to the Welch Pool Bathhouse

(Starting in Fall 2011)

- Based upon the prior agreement with SC Area School District related to the Welch Pool Renewal.
- SCAHS Athletic Dept. access will begin in Fall 2011; details are to be finalized by the CRPR staff.
- No rental fee is charged.
- An Operations Fee of \$10 per day will be invoiced to reimburse operational / utility costs only.
- Additional fees may be charged as necessary for clean-ups / repairs.
- CRRA reserves the right to suspend or cancel use of the facilities at any time.

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) is charged 150% of the resident rate.

2011 PRESCHEDULED GROUP ADMISSION POLICY

Park Forest and Welch Community Swimming Pools

2011 Prescheduled Group Admission Rates:

- ! \$5 per person for Resident-based groups (all ages),
- ! \$7 per person for Nonresident-based groups (all ages);

If an organization requests the Prescheduled 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. **No more than two groups of up to 40 members each** will be admitted to either 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 40 group-members (including supervisors) at any one time onto pool grounds for an afternoon period,
- The 40 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 \$5 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 40 children, they may choose to rotate groups of up to 40 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 tradeoff for the reduced group entrance rates. **No time restrictions will apply to groups if they purchase standard daily admissions or utilize individual season passes.**

PROGRAM and LEAGUE SERVICES - 2010 Fee Policy

For 2011, agency staff will continue the existing process 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 ideally be 100% self-supporting.

The Challenge

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 of reasons, program revenue was covering 63% of the related program expenses. In 2010, that number increased to 73%, thanks to staff efforts. **As a result, Recreation Supervisors will continue to focus on that goal for 2011.** 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 / value provided to each participant.

- 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 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>
2010	96 for 43 individuals	\$2,136.19 (+ \$337.50 paid by AAUW scholarships)

- 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 like 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. For 2011, group requests involving the municipal tennis courts are added to the policy.

- The seasonal request procedure will continue, 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":

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

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

1.	CT Fogleman Fields	3 soccer/lacrosse fields
2.	CT Houserville Elem.	1 softball field (skinned infield)
3.	CT Spring Creek Park	2 softball fields (skinned infields), 1 baseball field, overlapping football / soccer/lacrosse fields
4.	FT Elem. School	2 youth softball fields (not skinned) softball fields/ 1 soccer field
5.	FT Fairbrook Park	1 youth softball field (skinned), 2 overlapping footballs/soccer/lacrosse fields
6.	FT Haymarket Park	1 youth softball field (skinned infield) w/ football/soccer/lacrosse field
7.	FT Homestead Park	1 youth ballfield w/ seasonal soccer field
8.	FT Suburban Park	1 youth ballfield (skinned infield)
9.	FT Tudek Park	1 softball field w/ football/soccer/lacrosse field
10.	HT Blue Spring Park	2 youth ballfields (one w/skinned infield) w/ 2 seasonal soccer fields
11.	HT Fasick Park	1 youth ballfield (skinned infield) w/ seasonal soccer field
12.	HT Nittany View Park	1 youth ballfield w/ seasonal soccer field
13.	PT Circleville Park	1 youth baseball field (skinned infield), 1 football/soccer/lacrosse field, 1 adult softball field.
14.	PT Graysdale Park	1 youth ballfield (skinned infield) w/ seasonal soccer field
15.	PT Oakwood Park	1 youth ballfield (skinned infield) w/ seasonal soccer field
16.	PT Woodycrest Park	1 softball field (skinned infield) w/ seasonal soccer field
17.	SCB Highpoint Park	1 youth ballfield (skinned infield) w/ seasonal soccer field
18.	SCB Orchard Park	1 softball field (skinned) w/ football/soccer/lacrosse field , 1 youth ballfield
19.	SCB Sunset Park	1 youth softball field (skinned infield)
20.	SCB Radio Park Elem.	2 youth softball fields (skinned)/ 1 soccer field/1 lacrosse field
21.	CRPR Hess Complex	4 softball fields (all skinned infields, 1 lighted). <i>Special conditions apply.</i>

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.

The following procedures will apply during 2011 to reserve the specific sportfields at the sites listed above:

- 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.
- 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.
- If a group wishes to reserve a sportfield with a pavilion reservation, then a Sportfield Reservation Fee of

Centre Region Parks & Recreation 2011 FEE POLICY

\$15 per field will be payable (in addition to the Pavilion Fee and Large Group Event Fee).

- **If a group wishes to reserve one or more fields for their entire “sport season,” the Reservation Fee will be: \$180 per field per sport-season for Resident-based groups, and \$270 per field per sport-season for Nonresident-based groups.**

Resident groups are those groups with an organizational address-of-record within the 5 participating municipalities or at least 50% of the participants are legal residents of those municipalities.

- A **“Tournament Reservation Permit” of \$30 per team** is required for 2-day or 3-day 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. A non-refundable deposit of \$240 must be paid at the time the reservation is made; tentative reservations are not accepted. Prior to start of the play on the first day of the event, the balance of the permit fee must be paid in full. If the event is cancelled by the permit-holder, the full deposit will be forfeited. If weather conditions prohibit or extend play, CRPR will provide facilities for make-up games at no charge.
- Use of the lights on Hess Field #1 will be provided for scheduled tournaments as part of Tournament Fee. Use of the field with lights will also be provided for groups requesting individual nights at rate of \$15 per hour, then increasing to \$30 per hour (in full-hour increments only) while the lights are on.
- The CRPR Director is authorized to extend the provisions of this policy to accommodate special events or requests.
- The Reservation Permit holder must be a resident of a participating municipality, except that the CRPR Director is authorized to waive this requirement for statewide organizations.
- Each requesting organization must furnish in advance the required insurance certificates and waivers.
- As with the pavilions, reservation fees for 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), except for the facilities named on Page 2 of this policy. 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 considered for each sportfield use.
- The agency will accommodate weather-related cancellations and permits for makeups.
- Per municipal ordinances, the possession or consumption of alcoholic beverages on park properties is prohibited.

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 play damages the turf due to extended play, wet soil conditions, excessive litter, etc.

TENNIS COURTS:

The agency is authorized to issue reservations to nonprofit, community-based groups involving the use of the municipal tennis courts for public, noncommercial tennis events to improve tennis opportunities in the region. SCASD Tennis Courts remain scheduled by the District and are not included in the initiative.

The reserved quantity and sites shall be set so that unscheduled tennis courts are still available in the region. The Reservation Fee associated with the permit shall be comparable to the current pavilion rental fee. The Large Group Event Fee and pavilion rental fees may also apply. Event organizers are encouraged to partner with CRPR for the events, when possible.

- ▶ College Twp. Dalevue Park (1 court), Nittany Orchard Park (1 court), Spring Creek Park (4 courts)
- ▶ Patton Twp. Green Hollow Park (2 courts)
- ▶ State College Borough High Point Park (1 court), Orchard Park (2 courts), Tusseyview Park (2 courts)
- ▶ Ferguson Twp. Tom Tudek Memorial Park (2 courts), Suburban Park (2 courts w/1 court lined for Pickleball)

The Sportfield Reservation process may be refined or revised by the CRPR Board as necessary.

Centre Region Parks & Recreation 2011 FEE POLICY

Millbrook Marsh Nature Center - 2011 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 barn, pavilion, and wetland laboratory are available March - November only, except by special permission of the CRPR Director. The newly constructed Spring Creek Education Building will be available year-round starting in Spring 2011.

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 CRPR / Centre Regional Recreation Authority and College Township as additional insureds. 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, College Township ordinances 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.

Summary of Fee Categories:

- A. Facility Rentals**
 1. Group use of picnic pavilion only
 2. Group use of Barn & Grounds
 3. Group use of Barn Wetlab
 4. Group use of the Spring Creek Educ. Bldg.
- B. Guided Educational Visits**
 5. Programs & Instructional Services
- C. Unguided Educational Visits**
 6. Group Uses of Grounds Only
 7. Group Uses of Instructional Areas
- D. Recreational Visits / Programs**
 8. Birthday Parties
 9. Friends of MMNC
- E. Fundraising Events**

A. FACILITY RENTALS

1. Group Use of Picnic Pavilion Only

Permit Required; Fee \$50 per event

(\$10 increase from 2010; matches CRPR pavilions w/ restrooms)

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 8 in the region that are available for reservation on a year-round basis.

2. Group Use of Barn & Grounds

Permit Required; Fee \$75 for 2 hours; \$25 for each additional hour

(Increase of \$25 for 2 hrs and \$10 per hour)

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. If group size is larger than 40 people, two spaces must be rented and activities must be spread between the two spaces. 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 included; however they may be reserved separately. Rental includes use of available tables and chairs, plus the refrigerator. No use of the Kitchenette in the Spring Creek Education Building is permitted. **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):

Permit Required; Fee \$75 for 2 hours; \$25 for each additional hour

(Increase of \$25 for 2 hrs and \$10 per hour)

No Program or Instructional Services

The renting group may reserve use of the lower floor-level of the barn. If group size is larger than 40 people, both floors must be rented and activities must be spread between the two floors. 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. Rental includes use of available lab tables and stools. With this rental, use of the pavilion or Main-Floor Barn is not included unless reserved separately. No use of the Kitchenette in the Spring Creek Education Building is permitted.

4. Group Use of the Spring Creek Education Building Classroom (upstairs) OR Meeting Room (downstairs):

Permit Required; Fee \$75 for 2 hours; \$25 for each additional hour

No Program or Instructional Services

The renting group may have use of the upstairs classroom space OR downstairs meeting room space in the Spring Creek Education Building. **The Kitchenette** may be reserved for an additional \$15 fee per event. A credit card number is required at the time of reservation and a \$35 fee will be charged if the kitchenette is not returned to a clean condition and extra cleaning by staff is needed. Reserving the Classroom (upstairs) entitles the user to also reserve the Kitchenette; the downstairs meeting room will have access to the upstairs Kitchenette **ONLY** if requested when the reservation is made and another group is not scheduled in the upstairs classroom space. Rental details will be printed on the customer receipt and a signed copy of the receipt is due back to the CRPR office at least one week in advance of the rental. Any vandalism, damage, missing equipment, or extra janitorial services required after a rental will also be billed to the rental customer. The starting time shall be considered as that time when the space is requested by the group to be opened for

access. The ending time shall be considered as that time when the space may be locked up or ready for another rental. With a rental in the SCEB, no use of the barn, pavilion or Wetland Laboratory is included; 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.

B. GUIDED EDUCATIONAL VISITS

5. Programs and Instructional Services (provided by MMNC Staff): Large Group Programs, Small Group Programs & Scout Programs

Permit Required; Fee \$6.50 per participant; facility rental fees waived

(Increase of \$0.50 per participant)

- If the group selects one of the "MMNC Programs for Groups" (a 2-3 hour program presented by MMNC staff), the fee is a **\$6.50 per participant program fee**. The facility rental fee for the educational space used during the program will be waived. The facility for the program (either the barn, pavilion, wetlab, or classroom) 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.

- **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 #6: Walk-Through Only OR Category #7: Group Use of Grounds With Instructional Areas (See below)*.

- **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 three weeks prior to the desired program date. An estimated fee for this service must be paid in full at least seven days prior to the event. All remaining 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.

C. UNGUIDED EDUCATIONAL VISITS

The following qualifications apply to #6 and #7 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) **must contact the Recreation Supervisor to schedule the visit.** Group uses of the Grounds/Walk-through Only (#6) that prevent other groups or Nature Center staff from using the Instructional Areas will be considered a #7 rental (rental fees apply).
- **For #7, 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 encouraged to use the Nature Center grounds for instruction with their students; however these uses must be scheduled with nature center staff in advance and use *Category #6: Walk-Through Only* OR *Category #7: 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.

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

Permit Required; No Charge (for groups of 25 or less)

(No change from 2010)

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 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 #7*.

7. Group Use of Instructional Areas

Permit Required; Fee \$60 for 2 hours; \$20 for each additional hour

(Increase of \$10 for 2 hrs and \$5 per hour)

No Program or Instructional Services

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. **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 added in 2007.

D. RECREATIONAL VISITS / PROGRAMS

8. Birthday Parties at Millbrook Marsh Nature Center:

Fee: Base fee of \$140, includes 10 children + \$10/child for each additional child, limit 25 children. (Base fee increased by \$20 from 2010)

Offered year-round (starting in April) in barn or the Spring Creek Educ. Building for ages 4-10; Age 11+ birthday parties available by special request.

A birthday party package at MMNC includes:

- Facility Rental: Barn or Classroom based on availability. 3 hour total use: 30 minute set up and 30 minutes clean up time, 1 hour program (including staff-led nature walk, games and take-home craft project) and 1 hour family time.
- Use of tables & chairs, 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.

9. Friends of Millbrook Marsh Nature Center:

Fee: \$35 per household per calendar year

(No change from 2010)

A membership provides support for the Nature Center and gives families the knowledge that members are supporting a local environmental education effort. Group organization and membership benefits will be reviewed and updated during 2011.

E. FUNDRAISING EVENTS

A fundraising 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 Fundraising 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 - 2011 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. Overall, in 2011 the county will contribute 36% of the senior center 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 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)

The 2011 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)

Since 2001, nonprofit community service groups have been required to furnish a security deposit plus a donation to the Senior Center. For 2011, 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.

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)

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 - 2011 Fee Policy

1. Large Group Event Policy:

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 **\$50 per day, year-round** (including events at Friedman Parklet, all sportfields, nature center, dog park, and limited application at the swimming pools). The LGE Permit Fee is in addition to:

- any Pavilion or Sportfield Reservation Fees necessary,
- the Friedman 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).

2. Show Wagon Rental:

A rental fee was initiated for the CRPR Show Wagon during 2001, and will be extended for 2011 with a fee of \$50. 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 and \$45 for 2009-2010.

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 \$25. Any necessary cleanup of the Show Wagon after the event (remove trash, staples, nails, etc.) would result in Service Fee of \$25. Finally, the cost of any repairs necessary as a result of the rental would be invoiced to the group.

3. "Sport Pack" Picnic Kits:

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 \$25/ 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 \$25 / group. If any item is missing from the sport bag when it is returned, the entire security deposit will be forfeited.

4. Remembrance Trees (part of the Gifts-For-Parks Initiative): (Updated)

The Remembrance Tree Program started in 1994 and has generated donations for the purchase and planting of 351 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 2011, one donation amount of \$300 will be available for a 1.5"-2" caliper tree with a 3-year guarantee period, unless the costs associated with a specific tree request exceeds agency costs. The acrylic donor tag provided for each Remembrance Tree is guaranteed for one-year from planting; the tag will not be replaced after that time. If the tree is placed at the (new) Tudek Park Arboretum and the donor wishes to

fund the purchase and installation of a cast bronze plaque, an additional donation to cover all agency costs is required. Cast bronze plaques are only permitted at the Tudek Park Arboretum.

5. Memorial Bench Donations (added in 2010):

The program will provide for park bench donations with cast-bronze plaque with agency-approved text for a minimum donation amount of the bench and plaque plus \$100 for the installations. Currently, a donation of \$700 enables the purchase and installation of the bench along with a cast bronze plaque (2.5" x 8") inset to the bench backrest. The agency will then assume maintenance and repair costs for the bench.

6. 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.

7. 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 set the fees associated with each proposed event so that all agency expenses related to the event are reimbursed by the event organizers and remain consistent with this policy.

8. 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 operate 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 due to some necessary improvements, the Garden Plots were financially self-supporting in 2008 and 2009 and those funds were used to reimburse part of the 2007 deficit.

- 2010: Due to increased labor and material expenses, the following fees applied:

46 single-plots	20'x15' = 300 sq. ft. @ \$23 per year + security deposit
58 double-plots	20'x30' = 600 sq. ft. @ \$35 per year + security deposit

At the end of 2010, the operating deficit from 2007 was fully reimbursed.

- For 2011: The same fees will continue for 2011.

The security deposit for each plot was established in 2008 and is equal to the plot fee. It 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 offset the costs for staff to clean-up abandoned plots or any plot that was not maintained at the end of the season.

9. Orchard Park Amphitheater: (No changes)

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

- A. A permit is required for any group use of the amphitheater; the group must also reserve the Orchard Park pavilion.
- B. 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.
- C. 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.
- D. The amphitheater is available only during the same dates as the pavilion reservations.
- E. Providing adequate parking and limiting volume of any performance are prime concerns - to protect the park neighbors and the neighborhood.
- F. No admission may be charged for any performance. Accepting donations from patrons is permitted, but a donation may not be a required condition of attendance.
- G. The sale of any goods or services related to the performance must be specifically approved by staff in advance.
- H. CRPR may invoice the group for any special services provided by staff.
- I. In the event of a full rain-out of the planned performance, a make-up date may then be scheduled at no charge, involving the venue and the pavilion pending availability at the time. The make-up date must be in the same calendar year.
- J. Access (schedule and route) by event-related contractors is subject to the approval of CRPR.

10. Active.Net Convenience Fees:

The Active Network provides the Secured Internet database service to organize, process and record all transactions for the agency, including registrations, reservations, league scheduling, point of sale (cash register), memberships, season passes, donations, camp registrations and customer messaging. Following an evaluation and selection process in 2007, the Active.Net service began hosting all CRPR data and serving staff needs in January 2008; Internet services by customers was opened in April 2008. Since that time, entries and transactions have been entered by either staff or by customers. The transaction processes and the data reports are also consistent with the annual audit process conducted by the Authority and COG. A variety of detailed database reports are also available to staff.

The cost for providing this service is derived from the established “Per Transaction Convenience Fee” which is deducted from CRPR revenue before the proceeds are transferred biweekly from Active.Net to the agency for deposit. While a routine invoice for Active.Net services is not processed, reports are provided to confirm and verify the service costs deducted. Total Convenience Fees must exceed \$750 per quarter, or this amount is deducted from agency revenue. This deduction has not been necessary since CRPR implemented the service.

The Convenience Fee is added to the regular program and facility prices advertised by the agency. The fee is tabulated per the table below, then, for Customer-Entered Transactions, displayed and added to the total fees at checkout based upon the listed rates. For Staff-entered Transaction, no additional fees are paid directly by the customer for the other (non-Internet) forms of program registration (phone, fax, walk-in, mail) provided by staff; that cost is paid by CRPR.

CONVENIENCE FEE AMOUNTS	
Agency annual service fees must exceed \$750 per quarter (= \$3,000/yr).	
For Staff-entered Transactions	1.5% fee (plus 2.25% for credit cards)
For Customer-Entered Transactions (with credit cards only)	
Less than \$150	6.5% + 50¢ (Minimum fee \$2)
\$150-\$500	3.5% + \$5
Over \$500	2.5% + \$10

Essentially, the agency pays the specified Convenience Fee when a staff member processes a transaction while Internet customers are charged extra for doing something that requires less staff costs. Many customers report that they started the Internet registration process but upon seeing the Convenience Fee at checkout, they instead decide to mail, phone, fax or drop-off the registration for staff processing. **Our goal should be to encourage Internet transactions and to reduce the need for staff processing of registrations.**

No change in the Active.Net Convenience Fees is recommended at this time. However, during 2011 the Authority should consider a pilot project which reduces the Convenience Fee for Customer-Entered Transactions. While the agency would have to fund the difference between the reduced fee vs. the specified Customer-Entered Convenience Fee (listed above), it is expected that the increased Internet registrations may encourage (1) more Internet registrations, (2) more registrations overall and (3) reduced office staffing levels to process registrations.