

An agency of the Centre Region Council of Governments.
Serving the Borough of State College and the Townships of College, Ferguson, Harris, and Patton.

2024 Fee Policy

(Centre Region Parks and Recreation Authority Approval: July 20, 2023)

This Fee Policy updates fees and charges set by the Centre Region Parks and Recreation Authority (CRPRA), for use by the Centre Region Parks and Recreation Agency (the Agency), per the municipal ordinances set by College, Ferguson, Harris, and Patton Townships, as well as the State College Borough.

This Fee Policy includes a philosophy statement regarding program fees and direct/indirect costs, revenue projections, minimum and maximums, etc. We continue to use an updated business model for program fees and this document shows how Agency staff will be pricing programming, including the options for instructor pay scales, as well as a definition of direct and indirect costs related to program expenses. Since the programs contained within the Winter/Spring Active Guide are already priced during the current calendar year, and not affected by this document, the other updated fee policies will become effective January 1, 2024, and as of the CRPRA approval.

A program fee business model balanced with a combination of grants, donations, and municipal contributions is vital to the ongoing success of the Agency. The annual Fee Policy works in conjunction with the 2024 Agency Budget, as approved by the five participating municipalities.

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Program Pricing Philosophy

The Centre Region Parks and Recreation (CRPR) Agency provides a wide-variety of popular programs, ranging from free events to fee-based programs like instructional classes and day camps. The Agency seeks to maintain both the popularity of its programs as well as the quality and value provided to participants. This process involves careful consideration of all program expenses, to include rental costs, fair and competitive program fees, wages for instructors, and sponsorships.

When creating a program/special event/camp for the Agency, staff must calculate an individual budget for each program during the planning phase. This budget shall include all direct costs for the program (i.e., instructor fees, facility rental/custodial fees, supplies, equipment, transportation, staff time invested in the actual, physical operation of the program and program prep, vehicle rentals, tickets, etc.). These direct costs are crucial to determining a program's registration fee and minimum/maximum enrollment based on the proposed model.

Programs do not cover indirect costs of the Agency (i.e., FT staff costs, electricity, heat, vehicle maintenance, insurance, etc.). These indirect expenses are considered as the cost of doing business and are covered directly through municipal support. The exceptions to this rule are: 1) the printed and mailed Active Guide, and 2) the costs of providing credit card payment options and those payment processing fees, 3) and the choice to offer a virtual platform that began in 2020 and will continue as needed.

Minimum/Maximum Enrollment

It is important to note that determining the minimum/maximum enrollment, with instructor input, is very important to staying on track with each program's budget. The minimum enrollment should always be the break-even point for each program; this means that all direct costs are covered when the minimum enrollment is met. Once minimum enrollment is exceeded, even by one person, the program then generates a positive variance. There are exceptions to this rule; for example, an Agency staffer creates a brand-new program through a partnership with another agency and they are one person short of the minimum enrollment. If an Agency staffer decides to run this program without the minimum, they must determine that the negative variance from doing so can be covered by revenue generated from other programs. Programs that continue to run with a negative variance should be re-evaluated and either cancelled or modified to meet the minimum.

Pricing Model for Program Budgets

There is a mix of free and fee-based programs within all genres noted below. These guidelines are simple to use, and they will guide staff toward making our programming more self-sustaining over time. This business model has not changed in the previous six years, but margins were updated in 2022. The following margins are used for programming:

- **Youth Instructional Programs – 5% margin:** these will generate a small positive variance, and fees will cover all expenses plus an additional 5% margin over break-even costs of running each program. This covers the hours of work that it takes to schedule, hire staff/finding partnered instructors, secure space, purchase supplies, evaluate the program, etc.
- **Youth Sports Leagues – 10% margin:** these will generate a small positive variance, and fees will cover all expenses plus an additional 10% margin over break-even costs of running each program.
- **Adult Instructional Programs – 15% margin:** these programs generate an additional 15% margin over the break-even costs of running each program. This covers the hours of work that it takes to schedule, hire staff/finding partnered instructors, secure space, purchase supplies, evaluate the program, etc.
- **Active Adult Instructional Programs (55+ yrs.) – 0% margin:** these programs do not generate a positive variance, and simply cover all expenses based on a minimum enrollment.
- **Adult Sports Leagues/Tournaments – 15% margin:** these programs generate an additional 15% margin over the break-even costs of running each league. Tournaments are typically priced as a flat fee, so staff must calculate tournament expenses to ensure that team fees meet this margin.
- **Bus Trips – 10% margin:** these travel programs generate an additional 10% margin over the break-even costs. Please note that if this is an all-ages bus trip, then discounted rates will be provided for active adults (55+ yrs.) and youth whenever possible and appropriate.
- **Special Events – 0% margin:** these programs typically are not designed to generate a positive variance as they are typically free community events. However, at least **35% of the expenses should be covered** through sponsorships, donations, or in-kind services, or through positive variance generated from other programs. When possible, donations should be accepted at each special events to support Agency fundraisers. It's imperative to know the overall budget in advance to ensure this % is being met. A sponsorship program is in place to formally recruit new partners and sponsors.

It should be noted that approximately 60%-80% of all programs will run during a season and the Agency has three programming seasons throughout the year. The reason for this, is that not all programs are successfully embraced by the citizenry, instructors may need to cancel, or a facility's availability changes, and a program needs to be canceled. It is the Agency's goal to average an 80% success rate across all programming seasons; of the 20% of programs that do fail, the Agency staff will have the opportunity to evaluate that program to determine the "why" behind the failure. If it simply was an instructor scheduling issue, that program can be offered again. If there was not an obvious determining factor, the staff will need to take a close look at program outcomes, day/time, price, etc.

Fees Included:

These indirect fees are the exception to the rule, as noted in the last paragraph.

- \$4 Administration Fee (\$2 for RecDesk and \$2 for the Active Guide)
- \$2 Online Platform Fee

The Agency may also offset any direct costs by looking for good, meaningful community partnerships that would allow for these costs to be covered through donations, an on-site partnership, or reduced fees in trade for advertising/promotion as examples.

Staff and Contract Instructors

Agency staff have two options for program instruction: 1) programs can be taught by the Agency staff, whether full- or part-time seasonal paid staff, or 2) programs can be taught by independent contractors. Any time new instructors come on board, the Agency staff can use two models to evaluate whether the instructor should be paid staff or an independent contract: 1) the Manufacturer & Business Association evaluation tool, and 2) the IRS' Form SS-8. Any potential instructor deemed an independent contractor will sign a contract for each programming season (this includes program instructors and sports officials), provide proof of insurance, and complete required background checks at the individual's expense, and then will receive a Misc. 1099 form for the previous tax period. Background check costs *for Agency staff* will be reimbursed to the individual, based on their request once the Agency completes the hiring process and a successful background check is returned.

Defining Residency Rates

"Resident Rate" applies only to residents of the five participating COG municipalities that provide funding to support parks and recreation (State College Borough and the Townships of College, Ferguson, Harris and Patton). The "Non-Resident Rate" was previously established by Board action at 150% of the Resident Rate [Resident Rate (using new pricing schedule + 50%)]. The exception to this rule is for programs at the Active Adult Center; all participants at the Center are considered County Residents through the cooperative agreement with the Centre County Office of Aging.

Program Refunds and Policies

General Program Refunds: These refunds must be requested a minimum of seven (7) days in advance of the program start date to be considered; if request is made seven (7) days or more in advance of program start date, a refund will be provided minus a \$5 administration fee.

Summer Camp Registration Refunds: These refunds must be requested a minimum of fourteen (14) days in advance of the program start date to be considered; if request is made fourteen (14) days or more in advance of program start date, a refund will be provided minus a \$20 administration fee. If a summer camp registration refund is requested less than fourteen (14) days in advance of the program start date, a refund will be provided ONLY if the spot can be filled and minus a \$20 administration fee.

For adult leagues, staff does not prepare, distribute, or post league schedules until all participating teams are paid-in-full to ensure accurate information to participants.

Youth Scholarship Program

Recreation services are especially valuable to youth. Fee increases require the Agency to take steps to accommodate individuals who would benefit from services but cannot afford the program fees. Because of agency budget limitations,

the Board authorizes the Director to waive any amount of the fee for qualifying resident youth as necessary through the Agency Youth Scholarship Program. The Agency staff will utilize participation in any Centre County Council on Human Services organization's assistance program; a counselor from one of these organizations must sign the scholarship application verifying that the individual is receiving financial or utility assistance, housing stipends, free or reduced lunches, etc. The screening process should be evaluated throughout the year, along with the available funding for this program.

Additionally, youth can apply and receive up to two 75% scholarships per calendar year, and the purchase of a pool pass does count toward the overall scholarship total. For the eight-week Summer Camp programs, camp cluster scholarships are available: 50% for the full eight-week camp, 40% scholarship for four-weeks of camp, and a 35% scholarship for a single week of camp. See the Youth Scholarship Application Form (Appendix A, page 34) for more details. Agency staff actively fundraise for the Youth Scholarship Program; funds generated for this program are accounted for through the Gifts-For-Parks program.

REC ON THE GO!

REC ON THE GO Rentals will bring fun and games to area events and will provide a revenue stream to offset municipal contributions or any underwriter's support. This package can be used for school functions, festivals, family gatherings, private parties, fundraisers, etc.

Option 1:

Rental Rates: \$195 for a two-hour minimum rental (includes set-up/breakdown, one-hour of activities and two staff members). Additional hour: \$50 per hour

Option 2 (at one of the Agency-managed parks):

Rental Rates: \$245 for a two-hour minimum rental (includes set-up/breakdown, one-hour of activities, and two staff members). Additional hour: \$50 per hour

Both rental packages include activities for children of all ages, including organized games like Giant Jenga, Capture the Flag, Giant Connect4, Cornhole, Parachute Games, Kickball, Disc Golf, Ladder Ball, and much more! There will also be a variety of arts and crafts projects and quiet games available. This is a flexible program that can serve just a few children or larger groups.

Inclement weather policy:

- Rain dates will not be granted. In the case of rain, REC ON THE GO will arrive at the event and staff will assess the situation. They will make every effort to accommodate the event, but they will not set up if the weather conditions make the area unsafe.
- If staff decide the program is not safe to run in inclement weather and less than 50% of the program has taken place, the Agency will offer a 50% refund.
- Once the program/event is more than 50% complete, a refund will not be provided.

Reservation/Cancellation Policy:

- All bookings and payments must be submitted at least 14 days prior to the event date.
- In the event the client cancels less than seven (7) calendar days prior to the event, the client will forfeit the entire reservation.
- See Inclement Weather Policy for weather cancellations. If the Agency cancels the reservation for any other reason than weather, the client will receive a full refund.

Site Requirements:

- REC ON THE GO truck must be able to park directly next to the set-up area.
- Sites should be accessible for the 14 ft. box truck. They must be clear of trash, glass, garbage, shrubs, low hanging branches, trees, and other potentially hazardous obstructions. Open grassy areas are preferred.
- REC ON THE GO staff will arrive at the location of the program/event at least 30 minutes prior to the start of the activity time. Staff will clean-up the area once programming has finished.

During Your Event

- The REC ON THE GO staff provide structured activities for all ages, including children. Please note that staff cannot be responsible for supervising children at any time. Parents, community organizers, camp counselors, and event organizers are responsible for the safety and behavior of the children.

Sports Fields Reservation Policies

The purpose of the Sports Fields Reservation Policy is to effectively manage the high demand for safe, public sports fields and recover costs associated with sports fields maintenance. This process is intended to operate in line with the Pavilion Reservation Policy by posting an informational sign at the reservable sports fields and issuing permits; it does not include posting weekly schedules at fields. Group requests involving the municipal tennis courts remain part of this policy section.

Tennis Court Scheduling

The Agency is authorized to issue reservation permits to non-profit, community groups for use of the municipal tennis courts for public, non-commercial tennis activities. SCASD Tennis Courts remain scheduled by the District and are not included.

The reserved courts are scheduled to permit open court time for public use. The Reservation Fee associated with the permit is comparable to the current pavilion rental fee. The Special Events/Fundraisers fees and pavilion rental fees may also apply. Event organizers are encouraged to partner with the Agency for events, when applicable.

The Agency will operate and schedule **14** tennis (only) courts at **7** parks:

College Twp. (6)	Spring Creek Park (4 courts)
Patton Twp. (4)	Bernel Road Park (2 courts), Green Hollow Park (2 courts)
State College Boro (4)	High Point Park (1 court), Orchard Park (2 courts), Tusseyview Park (1 court)
Ferguson Twp. (4)	Tom Tudek Memorial Park (2 courts)

The following **eight (8)** courts allow for both tennis and pickleball:

College Twp. (2)	Dalevue Park (1 court), Nittany Orchard Park (1 court)
Patton Twp. (2)	Bernel Road Park (2 courts)
State College Boro (2)	High Point Park (1 court), Tusseyview Park (1 courts)
Ferguson Twp. (2)	Suburban Park (2 courts)

The following **four** courts allow for pickleball only:

Patton Township (6)	Bernel Road Park (6 courts)
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Reservation Request Schedule

This reservation system only applies to sports fields available during the seasonable months. All recreation-related requests must be submitted to the Agency in writing by a specific date prior to their season:

WINTER (Jan-Mar):	<i>(Not applicable for sports fields use)</i>
SPRING/SUMMER (Apr-Aug):	<i>March 1, 2024, application deadline</i>
FALL (Sept-Nov):	<i>August 1, 2024, application deadline</i>
TOURNAMENTS:	<i>January 2, 2024, application deadline</i>

The field reservation system includes only “regional-use” sports fields, not “neighborhood” fields.

SPORTS FIELDS ROSTER

College Township

Fogleman Fields	3 soccer/lacrosse fields
Spring Creek Park	2 softball fields (skinned infields), 1 baseball field, overlapping football/soccer/lacrosse fields

Ferguson Township

Autumnwood Park	2 soccer fields
Fairbrook Park	1 youth softball field (skinned), 2 overlapping football/soccer/lacrosse fields
Haymarket Park	1 youth softball field (skinned infield) w/ football/soccer/lacrosse field
Homestead Park	Soccer field

Suburban Park 1 youth ballfield (skinned infield)
Tom Tudek Mem. Park 2 youth softball fields w/ football/soccer/lacrosse fields

Harris Township

Blue Spring Park 1 youth ballfields (one w/skinned infield) w/2 seasonal soccer fields
Fasick Park 1 youth ballfield (skinned infield) w/ seasonal soccer field
Nittany View Park Soccer field/lacrosse, football

Patton Township

Circleville Park 1 youth baseball field (skinned infield), 1 football/soccer/lacrosse field, 1 adult softball field (skinned).
Graysdale Park 1 youth ballfield (skinned infield) w/seasonal soccer field
Oakwood Park 1 youth ballfield (skinned infield) w/seasonal soccer field
Woodycrest Park 1 softball field (skinned infield) w/seasonal soccer field

State College Borough

Highpoint Park 1 youth ballfield w/seasonal soccer field
Orchard Park 1 adult softball field (skinned) w/ football/soccer/lacrosse field, 1 youth ballfield (grass)
Sunset Park 1 youth softball field (skinned infield)

CRPR Authority

John Hess Softball Complex 4 adult softball fields (all skinned infields, 1 lighted). *Special conditions apply.*
Oak Hall Regional Park 4 adult softball fields (all skinned infields). *Special conditions apply.*

The following reservation procedures apply in 2024 for the sites listed above:

- All sports fields use must follow the Agency's Safe Sports Fields Policy especially in regard to weather-related cancellations. The Agency strives to accommodate weather-related cancellations and permits for makeups.
- Organizations must provide, in advance, the required insurance certificates and waivers.
- Park and sports fields requests from State College Area School District groups are processed per the School District Events section of this policy (page 32).
- Per municipal ordinances, the possession or consumption of alcoholic beverages and illegal drugs on park properties is prohibited.
- The Sports Fields Reservation process may be refined or revised by the CRPRA, as necessary.
- On a per-event basis, the Agency Director is authorized to adjust the provisions of this policy to accommodate special situations.
- All other sports fields sites are available for site-appropriate use and permits at no charge, upon advance confirmation by the Agency staff.

A. Daily Sports Fields Reservations

Groups requesting the reservation of a sports field, with or without a pavilion reservation, are subject to a Sport Field Reservation Fee of \$30 per field for up to three (3) hours; in addition to the Pavilion Reservation Fee and/or Large Groups/Special Events/Fundraiser fees, if applicable. If needed, additional three-hour time blocks may be reserved at \$30 per field, due at time of reservation. Sports field permit revisions due to weather conditions are exempt from the Permit Revision Fee.

B. Seasonal Sports Fields Reservations

Softball/Baseball Fields	\$360 per field per sport-season for Resident Groups \$540 per field per sport-season for Non-Resident Groups
Soccer/Lacrosse/Football Fields*	\$480 per field per sport-season for Resident Groups \$720 per field per sport-season for Non-Resident Groups

Resident groups are those with an organizational address within the five (5) participating municipalities or with at least 50% of the participants residing in one of those municipalities and verified by a complete roster.

* The Seasonal Use Fee includes an initial field line painting on soccer, lacrosse, and football fields ensuring that fields are in a safe and approved area. Outfield line painting and chalking of softball and baseball fields is not provided for seasonal reservations, except for league games organized and operated by the Agency. For routine field lining painting services, see the Sports Fields Line Painting Fees listed below.

C. Tournaments

Tournament Reservation Permit Fee

- A **Tournament Reservation Permit Fee** of \$220 per youth field per day or \$170 per adult field per day for the John Hess Softball Complex and Oak Hall Regional Park sites and \$400 per field per day for each satellite tournament field (any sports field outside of the Hess or Oak Hall complexes) is required for one-three-day tournaments. This fee includes field-lining services by the Agency.
- Similar fees also apply for soccer and other tournaments involving Fogleman Field Complex and other areas, depending upon the specific arrangements required for each tournament as determined by the Agency staff.
- For multiple-day events, a minimum Tournament Reservation Permit Fee of \$500 must be paid-in-full at least 30 days prior to each tournament.
- Any outstanding balance of the Tournament Reservation Permit Fee must be paid-in-full by noon on the first day of the tournament.
- A refund of Tournament Reservation Permit Fees is provided only if a tournament is cancelled 10 or more business days before the scheduled event or if extreme weather conditions affect overall tournament field use.

For single day events a deposit equal to one field reservation is due 30 days prior to each tournament. These deposits will be applied to the balance due for each tournament and are non-refundable.

D. Sports Field Goals Policy

Centre Region Parks and Recreation will no longer transport goals to and from the sports fields/parks; all sports groups will be responsible for transporting goals to and from the sports fields if goals need to be replaced, relocated, or removed completely.

At no time is a sports group allowed to drive onto a field for loading/unloading any sports goals. Equipment can be delivered to the closest parking lot, unloaded, and then hand-carried to the sports field for assembly and placement.

During the sports season, any goals that become damaged or broken and are unusable must be removed from the sports field and the park for repairs within one week of being notified of the damage by Centre Region Parks Operations. If damaged or broken goals are not removed when they become unusable, Centre Region Parks Operations staff will remove those goals and dispose of them at the owner's expense.

Only goals that will be used for the upcoming season can be stored at each sports field/park. Extra goals that are not going to be used for any sports field rental/tournament during the rental period must be removed from the sports fields/parks. Extra goals cannot be stored at the sports fields/parks. ***If the Centre Region Parks Operations finds extra sports goals being stored and not used during the rental period, the goals will be removed to the designated storage area and locked; those goals will not be accessible by the sports group until the removal fee of \$300/goal is paid. Then, those goals will need to be removed immediately. Additionally, each sports group will lose field request privileges for the next field use season.***

At the conclusion of each sports season, whether June, August, or November, goals used for that season (not extra goals) will be allowed to be stored in a designated location. Each sports group will be instructed on where to store their goals; each sports group will be responsible for disassembling and moving their goals to the storage areas by hand. No vehicles will be allowed to drive on the fields to move goals or goal parts. All sports groups should coordinate their goal moving with the Centre Region Parks Operations department to ensure that they are secured in the correct location and locked properly.

Each sports group will need to de-net each goal and remove nets to storage off-site.

Additionally, each sports group will be required to lock their own goals with their own cables/locks. The Centre Region Parks Operations department will NOT be responsible for the security of these goals nor does the department request keys or combinations.

Annual Tournament Services Fee

Organizations hosting two or more multi-day tournaments per year are subject to a non-refundable **\$400 Annual Tournament Services Fee** with their Tournament Reservation Request. This fee provides the materials and labor to provide safe, playable sports fields during the season (except following extreme weather events).

The annual tournament fee is due 30 days prior to the first tournament. This fee is non-refundable.

Other Policies

- If weather conditions prohibit or delay tournament play, the Agency will schedule facilities for make-up games at no additional charge; those facilities will be provided pending available dates for the requested sports fields.
- Tournament Organizers are responsible for reimbursing the Agency for any extra repair and clean-up costs associated with their tournament (non-weather related); additional fees will be invoiced, net 30 days.

Portable Outfield Fences (for softball / baseball games requiring shorter outfields)

The Portable Fence Fee provides for the use, set-up, and removal of portable outfield fencing at John Hess Softball Complex and Oak Hall Regional Park. The fee is \$150 per field for “one set-up and one removal” (multi-day tournaments are not charged for multiple days). Groups must request and pay for the portable fencing at least two weeks in advance.

Sports Fields Line Painting Fees

The Sports Field Line Painting Program allows Agency staff to accept requests from resident organizations for scheduled sports fields lining services for a fee. The fee is based on the size and type of use of the field. For example, if three fields are laid out and painted upon one “regular field area,” the lining fee will be for three field layouts. Pending the labor required and staff availability, the Parks Manager will approve, on a first-come, first-serve basis, qualified requests to layout and paint lines for the specified sports fields.

The fees are as follows:

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|---|---------------------------|
| • Football, Lacrosse, Soccer (11 v 11) | \$115 115 per application |
| • Mid-size soccer fields (9 v 9), Lacrosse practice area. | \$85 85 per application |
| • Small soccer fields (7 v 7) and practice areas | \$75 75 per application |

John Hess Softball Field Complex – Sports Fields Lighting Fee

Use of the lights on Hess Field #H1 is provided for scheduled tournaments as part of the Tournament Fee. Requests by groups using the field for other uses are accepted at a rate of \$50 per hour (full hour increments only) in addition to the standard sports fields reservation fee. The field lights are set to automatically turn off at 10:15 PM. Any extension of that time requires the express approval of the Director.

Outfield Fence Banners

The Agency continues to offer businesses and organizations the opportunity to show their support for active recreation by purchasing a 4’ x 6’ or 4’ x 8’ vinyl banner at the John Hess Softball Complex and/or Oak Hall Regional Park. Promotional banners are displayed on outfield fences for the 2024 season (Apr-Oct). Full details of this program are available on the Agency website. 2023 Banner sponsorship fees are listed below:

One 4’ x 6’ Banner (at Hess or Oak Hall) \$315	Two Identical 4’ x 6’ Banners (at Hess and at Oak Hall) \$515
One 4’ x 8’ Banner (at Hess or Oak Hall) \$415	Two Identical 4’ x 8’ Banners (at Hess and at Oak Hall) \$615

Picnic Pavilion Reservations

The 2024 Reservation Fees for pavilions (see full list of reservable pavilions on page 12) are listed below:

For Small Pavilions (Seating capacity of 1-24 people)	\$50 for a 3-hour block (minimum) \$10/hr. for each additional hour
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<p>For Large Pavilions (Seating capacity of 25-65 people)</p> <p>For Groups who are not doing a special event/fundraiser, multiple pavilions may be required.</p>	<p>\$65 for a 3-hour block (minimum) \$15/hr. for each additional hour +\$15 electric use fee for Holmes-Foster and Spring Creek Park pavilions</p>
<p>Special Events/Fundraisers</p>	<p>\$155 / 3 hr. block (minimum) \$50/hr. for additional hours. +\$30 electric use fee for Holmes-Foster and Spring Creek Park pavilions</p> <p>\$355 / 8 hr. block (maximum) “All Day” rate +\$70 electric use fee for Holmes-Foster and Spring Creek Park pavilions.</p> <p>Rentals are limited to:</p> <ul style="list-style-type: none"> • Holmes-Foster pavilions #1 and #2 • Sunset pavilions #1 and #2 • Spring Creek Park pavilions #1 and #2 • Tudek Park pavilions #1 and #3 (#2 would be added if needed) • Circleville Park pavilions #1 and #2 <p>Special Event/Fundraiser Organizers must be recognized as an officially organized group or a PSU-recognized group in good standing; all PSU-recognized groups must provide an “in good standing letter” from the Penn State Office of Student Activities.</p> <p>For Fundraisers, sponsoring group must be recognized as an official non-profit, and must provide a copy of the current IRS-determination letter and/or the PA Bureau of Charitable Organizations letter.</p> <p>Special Events requests will be considered on a case-by-case basis, but only a few locations can accommodate a large special event. Approval is at the discretion of the Centre Region Parks and Recreation Director.</p>

- The Agency will accept pavilion rentals no more than one year in advance.
- **All non-special event pavilion rentals must reserve a minimum of eight (8) days in advance.**
- The season for pavilion rentals runs from the first Saturday in April through the end of October, and the daily rental period runs from 8 AM-8 PM.
- All family rentals such as birthday parties, small reunions, or picnics DO NOT need to provide proof of liability insurance.
- Groups, clubs, organizations, special events, and fundraiser rentals must provide proof of Liability Insurance with a minimum general liability policy of \$1,000,000.
- For Special Events/Fundraisers, please refer to additional policy information in the Special Events/Fundraising Policy.
- Pavilions not reserved in advance by another group may be used at no charge by a “single-family group” on a first-come, first-serve basis.
- Funbrella rentals at the pools and the pavilion at Park Forest Pool fall subject to the policies within this Fee Policy.
- In line with municipal park ordinances, and in order to protect park facilities, pavilion reservations are required for all “non-family” or “multiple family” groups.
- Staff is authorized to direct a catered event or those that involve private or commercial vehicle access to a site best able to accommodate access and to require a sufficient number of pavilion reservations to best accommodate the event at that park.

- Facility reservations must be paid in full at the time of reservation; **tentative reservations are not accepted**. A rental is complete once all documentation has been provided and the fees are paid.
- If an Agency requires an invoice for pavilion rental payment, that agency will have **10 business days** to make payment; if that payment deadline is not made, the reservation will be removed from the schedule.
- Reserving groups are entitled to sole occupancy of the rented pavilion.
- Pavilion reservations must include set-up time, the actual event time, and clean-up.
- Per municipal ordinances, the possession or consumption of alcoholic beverages and/or illegal drugs on park properties is prohibited.
- SCASD clubs and groups are exempt from pavilion rental fees (Monday-Friday, day or evening) during the school year, including a two-week period after the school year concludes and a two-week period before the school year begins. (For more information, see page 32.)
- Fees will be waived for sanctioned municipal events (i.e., official homeowner's association meetings/picnics).

Permit Revision Fee

Once a pavilion rental payment is received, any revision (site, date, time) to that reservation is subject to a \$20 Revision Fee, payable at the time of revision. The Revision Fee is not eligible for refund, transfer or credit. Revisions must be made eight (8) days or more in advance of the reservation date.

Cancellation Policy

- Any cancellation within a **minimum of eight (8) days in advance** of the reserved time is eligible for a refund, credit or transfer to another date or site (in the same year) minus the \$20 Revision Fee.
- Any cancellation **less than eight (8) calendar days** prior to the reserved time is not eligible for a refund, credit or transfer.

Inclement Weather Policy

If heavy rain/downpours, thunderstorms, flooding, or high-wind conditions prohibit the scheduled pavilion use, a request to reschedule must be submitted to the Agency's Office **on the first business day after the reservation no later than 5 PM**. No cancellations or rescheduling will be honored prior to the scheduled reservation date based on predicted weather forecast. The Agency will attempt to reschedule the group at no additional charge during the current season (April-October), pending availability. If rescheduling cannot be accommodated, a refund or credit is provided minus the \$20 Revision Fee.

Reserving a Sports Field with a Pavilion

If a group requests to reserve a sports field with a reserved pavilion, the Sports Field Reservation Fee (page 6) applies.

Other Municipal Parks & Pavilions

The pavilions listed below are available for unreserved, neighborhood group use. Pending special event requests at these neighborhood parks, reservation permits may be issued by the Agency for these pavilions; standard fees and conditions apply.

State College Borough	Smithfield Park, Tusseyview Park
College Twp.	Dalevue Park
Ferguson Twp.	Meadows Park, Suburban Park, Greenbrier-Saybrook Park (w/two pavilions)
Harris Twp.	Kaywood Park
Patton Twp.	Oakwood Park (two pavilions), Woodycrest Park, Green Hollow Park, Park Forest Tot Lot, Marjorie Mae Park, and Ambleside Park

Staff is authorized to establish permit conditions and applicable fees (as specified in this policy) for non-family group use in the parks and/or pavilions listed above. Generally, these sites are not equipped with the facilities needed to host regular group use. The permit conditions seek to accommodate both neighborhood, sports, general park use, and group event(s). Group activity requests for sites without pavilions may be considered for special event permits as approved by the Agency Director. Permit conditions and applicable fees remain compliant with the intent of this Fee Policy.

Mobile Concessions Vendors

For renters using any Ferguson Township pavilions who want to contract with a mobile concession's vendor, that vendor must complete a Ferguson Township Mobile Concessions Vendor Permit before they can be scheduled for any Ferguson

Township Park. This permit policy is NOT in effect for any other rentable pavilion or park within the Centre Region (does not include Halfmoon Township).

Location	Park Pavilion Name	Max. Group (based on available seating)	Total Tables (8' = 6 ppl; 6' = 4 ppl)	ADA Tables Available	Grills	Park Restrooms*	Electric available for a fee
Harris Township	1. Blue Spring Park Pavilion	36	6 8' tables	1	1 small. 1 Double	Porta-John (year-round)	No
	2. Nittany View Park Pavilion	24	6 6' tables	1	2 small	Porta-John (seasonal)	No
	3. Eugene Fasick Park Pavilion	36	9 6' tables	1	1 small	Porta-John (seasonal)	No
State College Borough	4. Holmes-Foster Park Pavilion #1 (Upper)	44	11 6' tables	0	1 small 1 Double	Flush (seasonal); Porta-John (winter)	Yes
	5. Holmes-Foster Park Pavilion #2 (Lower)	68	17 6' tables	1	1 small 1 Double	Flush (season); Porta-John (winter)	Yes
	6. Lederer Park (includes use of two side-by-side pavilions)	52	13 6' tables	0	2 Double	Porta-John (year-round)	No
	7. Orchard Park Pavilion	60	15 6' tables	1	1 small 1 Double	Flush (seasonal); Porta-John (winter)	No
	8. Sunset Park Pavilion #1 (Right)	60	12 6' tables and 2 8' tables	0	1 small 1 Double	Flush (seasonal); Porta-John (winter)	No
	9. Sunset Park Pavilion #2 (Left)	46	10 6' tables and 1 8' table	1	1 small 1 Double	Flush (seasonal); Porta-John (winter)	No
College Township	10. Fogleman Field Pavilions (includes use of two nearby pavilions)	44	11 6' tables	0	2 Double	Flush (seasonal); Porta-John (fall)	No
	11. Spring Creek Park Pavilion #1 (Upstream)	44	11 6' tables	0	1 small 1 Double	Flush (seasonal); Porta-John (winter)	Yes
	12. Spring Creek Park Pavilion #2 (Downstream)	60	15 6' tables	0	1 Double	Flush (seasonal); Porta-John (winter)	Yes
	13. Spring Creek Park Pavilion #3 (off Balmoral Way)	16	4 6' tables	0	1 small	Porta-John (seasonal)	No
	14. Slab Cabin Pavilion #1 (lower) (new)	16	4 6' tables	0	2 small	Porta-John (year-round)	No
	15. Slab Cabin Pavilion #2 (upper) (new)	16	2 6' tables and 2 7' tables	0	1 small	None	No
Ferguson Township	16. Autumnwood Park Pavilion	32	8 - 6 foot	1	1 small 1 Double	Porta-John (seasonal)	No
	17. Fairbrook Park Pavilion	48	12 6' tables	1	2 small 1 Double	Porta-John (seasonal)	No
	18. Homestead Park Pavilion	40	4 6' tables and 4 8' tables	0	2 small	Porta-John (seasonal)	No
	19. <u>Tom Tudek Memorial Park Pavilion #1</u>	64	16 6' tables	1	1 small 1 Double	Flush (Seasonal); Porta-John (winter)	No
	20. <u>Tom Tudek Memorial Park Pavilion #2</u>	40	10 6' tables	2	1 small 1 Double	Flush (Seasonal); Porta-John (winter)	No
	21. <u>Tom Tudek Memorial Park Pavilion #3</u>	36	9 6' tables	1	1 small 1 Double	Flush (Seasonal); Porta-John (winter)	No
	22. Haymarket Park Pavilion #1 (near playground)	36	9 6' tables	1	1 small 1 Double	Porta-John (seasonal)	No
	23. Haymarket Park Pavilion #2 (near park entrance)	44	11 6' tables	1	2 small	Porta-John (seasonal)	No
Patton Township	24. Circleville Park Pavilion #1 (near playground)	44	11 6' tables	1	1 Double	Porta-John (year-round)	No
	25. Circleville Park Pavilion #2	48	12 6' tables	3	1 small 1 Double	Porta-John (year-round)	No
	26. Circleville Park Pavilion #3 (near disc golf)	24	6 6' tables	2	1 small 1 Double	Porta-John (year-round)	No
	27. <u>Circleville Park Pav. #4 (off Valley Vista Dr.)</u>	48	12 6' tables	6	1 small 1 Double +Fireplace in pavilion	Porta-John (year-round)	No
	28. Graysdale Park Pavilion	52	13 6' tables	1	2 small	Porta-John (seasonal)	No
	29. Bernel Road Park Pavilion	56	14 6' tables	6	1 small 1 Double	Porta-John (year-round)	No

*Flushing toilets are typically available from mid-April to mid- to late-October, weather dependent.

*Porta-Johns: seasonal is mid-April to mid- to late-October; winter is mid- to late-October through mid-April.

ADA-Accessible Picnic Tables are included with the master table count for each pavilion.

Special Events/Fundraisers Requirements

PURPOSE: The purpose of this policy is to specify and clarify procedures regarding the use of municipal parks for special events or fundraising events. **A Special Event or Fundraiser can be defined as any event that exceeds 66 people, and which is open to the general public, and/or where fundraising may occur through an event pre-registration, and/or where donations will be accepted.**

This policy applies to:

- all municipal park areas
- the community swimming pools*, and
- Orchard Park Amphitheater

*The community swimming pools also have a separate fee schedule for Funbrella rentals as well as general pool rentals. A fundraiser or special event request for a community pool would be subject to this policy.

Millbrook Marsh Nature Center's rates for rentals related to Special Events/Fundraisers can be found starting on page 19 as they differ from in-park Special Events/Fundraisers. All special events/fundraisers must follow the rules and regulations posted here, but the Marsh's rate structure is different.

Permits must be secured for special events/fundraisers AT LEAST 60 days in advance. Some events may require additional lead time and should be discussed in advance. Special Events/Fundraiser fees are listed under the pavilion reservations table, page 9.

Special requirements are necessary to balance the use at the various municipal parks and to ensure that parking is available for all events scheduled at the parks as well as for general drop-in users. The municipal parks are popular areas and are used for family and group picnics, sports activities such as tennis, softball, baseball, soccer, and general park enjoyment along various walking paths and trails. The Agency is charged by the various municipalities with overseeing large group activities at the parks including pavilion rentals, special events requests, and fundraisers.

The following types of large group events are subject to the provisions of this policy:

- Community events sponsored by Centre Region-based civic or social organizations,
- Fundraising events sponsored by a Centre Region-based non-profit group or agency to benefit a Centre Region-based program,
- Centre Region-based company picnic involving more than 75 visitors;
- Special athletic or sporting events by a Centre Region-based group,
- Concerts or public performance events at any park,
- Special events at Tudek Dog Park,
- Other events as determined by the Director or the Centre Region Parks and Recreation Authority

The following rules apply:

- Since each event is somewhat unique, the Director of Parks & Recreation will determine if the planned event shall be covered by this policy.
- Each organization sponsoring a special event/fundraiser must be sponsored by a group based in a participating municipality of Centre Region Parks & Recreation, unless expressly waived by the Agency Director or the Authority.
- None of the municipal pavilions can singly accommodate more than 68 people; therefore, multiple pavilions are required as part of the rental process.

SCHEDULING Picnic pavilions are available to be reserved by groups no more than one year in advance. A large group event form must be completed and all documentation supplied before a rental is scheduled; in addition, no rental will be booked without all fees paid at the time of booking. **Permits must be secured for special events/fundraisers AT LEAST 60 days in advance. In addition, the Director may:**

- deny or revoke permits to any event which is not compatible with the park facility or other scheduled events;
- restrict the total number of Special Events/Fundraisers which may be held per year at each park;

- deny or revoke permits to any event with the potential of overloading park visitor capacity with respect to public safety or facility damage;
- suggest alternate locations in order to better accommodate Special Events/Fundraisers with respect to public safety, parking, visitor capacity;
- move activity locations or cancel specific activities if inclement weather has created hazardous conditions or the potential for excessive facility damage.

All cases of permit denial or revocation may be appealed to the Centre Region Parks and Recreation Authority at their next regularly-scheduled monthly meeting.

EVENT PLANNING: Special event/fundraiser organizers shall meet with the Director or designee at least 60 days prior to the event to review preliminary event plans, determine activity locations in the park, and confirm all operational details. A second meeting 7-10 days prior to the event may also be scheduled. Provisions for rain should be made by the sponsoring group with regard to all event operations (parking areas, activities, food service, etc.). The Agency Director must approve event details in advance.

TENT POLICY: If you intend to erect tents of your own or tents owned by a third-party, you will need to adhere to the following policies regarding tents:

- Any tents greater than 400 sq. ft. that will have side panels will require a Centre Region Code Agency permit.
- Any tents greater than 900 sq. ft. that will not have side panels will require a Centre Region Code Agency permit.
- The permit fee is \$25 and should be applied for no less than one full week in advance of your approved event.
- Once a permit is filed, an inspection of the tent will be scheduled, and the resulting approval/form must be attached to one of the tent poles and visible at all times.
- A tent's Fire Retardant Certificate must be provided to the Code Inspector.
- The tent owner must provide to the Agency a Certificate of Insurance proving that the owner carries liability insurance.
- Tents under 900 sq. ft. must have one (1) 5 lb. fire extinguisher on-hand during inspection and the duration of the event.
- Tents 900 sq. ft. and larger must have two (2) 5 lb. fire extinguishers on-hand during inspection and the duration of the event.
- A drawing of the location of the tent must be provided with the permit request in addition to being provided to the Agency during the planning stages.
- Tent stakes/support guy wires must be 12' or more from any structures, parking lots, trees, vehicles, signage, etc.
- Installation areas must be marked for utilities in advance of any tent installation if there is even the slightest chance that underground utilities are in the area. Utility marking is the sole responsibility of the permit holder and should only be scheduled once permit holder has an approved tent location from the Agency.
- Additional rentals fees may be required if a tent must be installed several days in advance of a special event/fundraiser.

PARK OPERATIONS: Centre Region Parks and Recreation is not able to financially assist special or fundraising events. The Agency may assign staff for park maintenance before, during, and after the event (for trash collection, restroom maintenance, special setups/take downs, facility maintenance), based on the potential number of visitors the event may generate. The Agency will invoice the event sponsors for all expenses incurred that were in excess of the normal level of park operations (such as manpower and utilities), based on the potential number of visitors the event may generate. Only agency employees are permitted to operate agency vehicles and equipment. The large event sponsors may also be required to provide volunteers to direct event parking and pedestrian access or to provide overflow parking at a non-municipal owned area, and to assist with trash collection duties. Therefore, the organizing group can expect to pay for these functions:

- Permit fees
- Tent Permit fees,
- Food Service Permit fees,
- Extra agency staff: expense depends on event details; an estimate can be provided in advance,
- Repairs to park facilities, as required and if resulting from the group's use,
- Portable toilet rentals (supplemental) from a private supplier, pending event details,
- Additional insurance premiums for coverage of the park and, if needed, for any private parking areas near the park (see below).

INSURANCE: All rentals except family rentals shall provide to the Agency, in advance of the event, a Certificate of Insurance which:

1. Provides evidence of coverage in both commercial general liability insurance and automobile liability insurance (if applicable) for a minimum coverage amount of \$1,000,000 per occurrence, combined single limit, and
2. For pavilion rentals, a Certificate of Insurance must include:
 - Centre Region Parks and Recreation Authority and the owning municipality as additional insureds.
 - Be date specific to the event.
 - Example: Additional insureds: Centre Region Parks and Recreation Authority and Patton Township (Circleville Park) for Saturday, June 8.
3. For Millbrook Marsh Nature Center rentals, a Certificate of Insurance must list Centre Region Parks and Recreation Authority and the Pennsylvania State University as additional insureds and should be date specific; in addition, when the Centre Region Parks and Recreation Authority and the Pennsylvania State University are listed as additional insureds, and the general liability limits must follow the specific policy noted on page 19.
4. Family rentals do not need to provide a Certificate of Insurance.

The minimum coverage amount that is required by the Agency may be increased pending the event or an additional rider may be requested. Food service operations may require additional permits, and these are typically approved by the municipality that owns the particular site where the special event is to be held. Additional insurance coverage for food service (as well as meeting the requirements of the municipal health department) may be required. In addition, other groups or businesses which use park facilities during special events (i.e., third-party concessionaires like food vendors) must also present in advance a similar Certificate of Insurance for their operations. Please contact the Agency regarding specific insurance requirements for the planned event.

PARKING & VEHICLE ACCESS: Parking at all parks can be at a premium. Parking is permitted only in designated spaces. No parking on the grass or in driveways is permitted during a large group event, except with the express written permission of the Agency. The organizers should also make arrangements to furnish Parking Guides (volunteer or paid) to safely direct vehicles to the proper spaces, as well as providing safe pedestrian crossings of nearby roadways.

- Considerations should be given to making directional and information signs for your event.
- Vehicles parked illegally on park property or public roadways will be ticketed by Police and are subject to towing at the owner's expense.
- It is especially important that no emergency access areas be blocked during the event.
- Vehicular access to any areas off the paved roadways must be approved by the Agency in advance, including by event contractors, caterers, event leaders, etc.

COMMERCIAL ACTIVITIES: Commercial activities involve, but are not limited to, selling goods or services to the public, or holding private classes or activities in the parks where participants register with a third-party instructor or company. Commercial activities are prohibited in all parks, *except as specifically permitted by the Director of Parks & Recreation or the municipality that owns the park*. In the case of the two public swimming pools, the Centre Region Parks and Recreation Authority must approve all requests for commercial activities. **Organizers must allow 60 days prior to the event to obtain the necessary approvals. In some cases, additional time may be needed.**

If a commercial activity is found operating within a park without a permit, the Director of the Agency has the right to request that the vendor cease all activity immediately. Additional steps will be taken if that request is not heeded by the vendor.

Those who wish to apply for a permit for commercial activities will need to do so directly with the Parks and Recreation Director and will need to provide the proper documentation to supplement a commercial activity permit application. The Director reserves the right to deny a commercial activity request. Additionally, these activities may require permits from the various municipalities in which the requested park(s) is located.

MOBILE CONCESSIONS VENDORS: For renters using any Ferguson Township pavilions who want to contract with a mobile concession's vendor, that vendor must complete a Ferguson Township Mobile Concessions Vendor Permit before they can be scheduled for any Ferguson Township Park. This permit policy is NOT in effect for any other rentable pavilion or park within the Centre Region (does not include Halfmoon Township).

POLITICAL ACTIVITIES: Political activities are permitted in the parks, but they require that a permit be secured prior to the event or activity. These activities fall under the same guidelines as a small or large pavilion rental or a special event/fundraiser. There may be additional fees, over and above the rental fees, if security is required.

FEES TO PARTICIPANTS: No private group may charge an entrance fee to visitors for admittance to public park property. Similarly, no parking fee may be charged. For fundraisers, it is recommended to host registration in advance for a 5K for example, although late registration will be allowed. For officially-designated non-profits, donations may be accepted for special services, products or events offered by the organizer (i.e., food, family or individual games).

MISCELLANEOUS ITEMS

- The placement of all temporary structures and activity locations related to the event must be approved by the Agency staff.
- The sponsor shall advise the municipal Police Department (for the park site) of all event details at least three (3) weeks prior to the event.
- If the event involves any food services, municipal Health Department requirements may apply, and a pre-event Health Dept. inspection may be required. The sponsors should call the municipal Health Department for information at least three (3) weeks prior to the event.
- The sponsor should make provisions for adequate first aid care at the park during the event.
- All provisions of the municipal park ordinances apply to Special Events/Fundraisers.
- Alcoholic beverages and illegal drugs are strictly prohibited in all municipal parks.
- Pets are prohibited in all Borough parks (exception: they are permitted on-leash at Lederer Park and Walnut Springs Park) and must be kept on a leash in all Township parks (except inside the Tudek Dog Park).

THIRD-PARTY VENDORS and/or THIRD-PARTY RENTED SERVICES/EQUIPMENT:

Often, the Agency receives requests with pavilion rentals and large group events, special events, and fundraisers for additional entertainment activities or rented equipment. The following items are NOT permitted in any municipal- or regionally-owned park unless special permission is granted by the Agency Director.

- Inflatables (ex.: bounce houses, inflatable obstacle courses)
- Generators
- Pony Rides
- Third-Party Concessionaires that are non-Agency licensed concessionaires
- Food trucks (Exception: Mobile Concessions Vendor with a Ferguson Township Mobile Concessions Permit.)
- Party Equipment (ex.: dunk tanks, basketball tosses, climbing walls)
- Party Services (ex.: DJs, specialty vehicles, Bubble Football)
- DJs

Items that are allowed to accompany events, rentals, or fundraisers:

- Caterers who deliver food and set-up food serving lines; no on-site cooking is allowed and no food trucks.
- Portable Gas Grills and they must be utilized outside of the pavilion (not under cover). Most pavilions do have permanently installed charcoal grills.
- ipods and Bluetooth Speakers (speakers cannot be larger than 8" high); music must be kept very low and should not be heard outside of the pavilion.

UNMANNED AIRCRAFT

Unmanned Aircraft include radio-controlled, string-controlled, remote-controlled, and tethered model aircraft and drones. Unmanned Aircraft shall not be placed in flight or landed in any park. Unmanned Aircraft may be placed in flight or landed with a permit from the Director of the Centre Region Parks and Recreation Agency in the Regional Parks (Oak Hall Regional Park, John Hess Softball Complex, and Whitehall Road Regional Park) when not interfering with other permitted and scheduled events or activities.

All Unmanned Aircraft operators must follow all Federal Aviation Administration's (FAA) protocols to include safe operations, licensing, inspections, training, flight patterns, distances, heights, etc. Exceptions will be made for other parks for commercial uses only (i.e., commercial filming) with a permit request to the Director of Parks and Recreation.

AQUATICS Park Forest & William L. Welch Community Pools
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Priorities

- Provide safe, fun, and clean facilities that are affordable to individuals and families.
- Residents of the five participating municipalities are recognized for their capital contributions with reduced daily admission and season pass fees.
- Pool revenue should seek to offset all operational expenses and contribute to capital project costs.
- Pool Admission Process and Resident Confirmation must be simple and hassle-free for both patrons and seasonal staff.
- Encourage the purchase of season passes.

Pool Fees	2024
Daily - Age 2 and Under (In-water chaperone & swim diaper required)	FREE
Daily - Youth Age 3-10 (Chaperone required) and 65+	\$10R / \$12NR
Daily - Regular (Age 11-64)	\$12R / \$14NR
Daily - After 5 PM (all ages)	\$7R / \$9NR
Daily - Non-Swimming Adult (not in swimwear attire and not entering the water)	\$3
Prescheduled Group Admissions	\$8 per person for Resident Groups* \$10 per person for Nonresident Groups* Limit two groups @ 50 visitors max. at any one time
Prescheduled CRPR Agency Group Admissions (Summer Camps)	\$6 per camper* Limit two groups @ 50 visitors max. at any one time.
Season Pass: Age 2 and Under	FREE
Season Pass: Youth (3-10)/ Senior (65+)	\$85R / \$128NR
Season Pass: Regular (Ages 11-64)	\$110R / \$165NR
Season Pass for the 5 th (or more) Family Member from the same household, ages 3 and over	\$50R / \$75NR
Season Pass for After 5 PM (after 5PM on weekdays and all day on weekends; any age)	\$65R / \$98NR
Early Bird Pool Pass Purchases: December 1, 2023-April 30, 2024	\$10 discount available to Residents only

*Any group members or summer camps participants may use their valid season pool pass in lieu of the group admission fee.

- To obtain the **Resident Rate** for season passes, proof of residency in one of the five participating municipalities is required at the time of the season pass purchase or photo. Proof of residency can include current Driver's License, current utility bill, or current lease/homeowner's insurance document.
- Season Passes may be used solely in lieu of payment of the daily admission fee. A season pass provides no guarantee on pool availability or access.

- The season pass age restrictions apply to a swimmer's age at the time of purchase.

Same Day Re-admission and "Next Visit Discount" Coupons

- No refunds (via cash or credit card) are issued for any reason, including inclement weather, water quality closings, medical conditions, etc.
- All Daily Admission patrons are eligible to obtain a hand-stamp at the Pool Office that enables 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 in excess of 30 minutes, the cashier will issue each requesting Daily Admission patron a coupon that provides a **free 2024 admission**. Coupons are non-transferable and do not apply to Group Admission or Season Pass patrons.

Pool Rental Rates for Private Groups

The pools are available to rent during the regular operating season from **8-10 PM on Friday, Saturday, and Sunday evenings**. Lap Lane Rentals are available between 6:30 AM and 10 PM during the regular operating season, when there is no previously scheduled use of the lap sections. In all cases, reservations are available in full-hour increments and must include setup and transition times. In order to provide proper staffing, reservations must be made a minimum of 14 calendar days in advance.

Rental Type	Fee
All Two-Hour Rentals	1-99 Guests: \$260 – Park Forest Pool \$370 – Welch Pool 100+ Guests: \$370 - Park Forest Pool (max. 200 guests) \$480 - Welch Pool (max. 300 guests) Non-resident groups are charged an additional rental fee of \$125 per rental.
Lap Pool/Lap Lanes Only *	\$100 per hour Scheduled outside of the regular pool operating hours, as approved by staff.

*Only available for training groups, in season, wishing to use the lap lanes (at either site) with no water features and requiring only two (2) lifeguards and a Manager for the rental period. Proof of insurance is required by the requesting group.

- Regular rentals include use of all pools, water features, shade structures and pavilions. The proper forms must be completed for pool rental request. The rental fee must be paid in full no less than 7 days prior to the event. All regular pool rules and municipal ordinances apply.
- 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 Agency Director. Additional requirements regarding insurance coverage, visitor safety and facility operations may be specified by the Agency staff.
- Per municipal ordinances, the possession or consumption of alcoholic beverages on park properties is prohibited.

Pavilion and Funbrella Reservations at the Pools

The Park Forest Pool Picnic Pavilion and two Welch Pool Funbrellas may be reserved during regular pool hours at the standard pavilion rate of \$60 for the first three (3) hours plus \$15 each additional hour (8 hr. or \$135 maximum). All pavilion users (including non-swimmers) must pay the applicable admission fee or use their current season pass. All standard pool rules and regulations apply to group members. Proof of Liability Insurance must be submitted prior to all non-family group events. The Permit Revision and Cancellation Procedures (page 3) apply to pavilion and Funbrella reservations.

- **PARK FOREST POOL:** One pavilion is available for reservations = 16' x 34' under roof, with eight 6' picnic tables, capacity of 48 visitors.
- **WELCH POOL:** Two 20' diameter Funbrella umbrella-structures are available; each accommodates seven 6' picnic tables, with a capacity of 42 visitors. The smaller Funbrellas are not available for reservations.

Inclement Weather Policy: The Agency staff will attempt to reschedule groups at no additional charge during the current season, pending availability. If the pool schedule cannot accommodate a rescheduled date, a full refund or credit will be provided.

Aquatic Program Fees

Fees for aquatic programs are calculated using the Program Budget Worksheet and fee schedule on page 2. Per established Board policy, non-residents (including Halfmoon Twp. residents and the SCASD section of Benner Township) are charged 150% of the resident rate.

Prescheduled Group Admission Policy Park Forest and Welch Community Swimming Pools

If an organization requests the Prescheduled Group Admission Rate, the request is considered with the following provisions:

- A group is defined as a non-family party consisting of at least 10 persons, including supervisors and leaders.
- Groups must request swim dates and times at least 48 hours in advance with the Aquatics Supervisor. **No more than two groups (up to 50 members each)** are admitted to either pool at one time, except with the express approval of the Aquatics Supervisor. For safety reasons, pool staff may decline requests for unscheduled groups at the Group Admission Rate.
- An organization may send no more than 50 group-members (including supervisors) at any one time onto pool grounds.
- The 50 members from an organization may stay on pool grounds no longer than two (2) hours (i.e., 1-3 PM, 3-5 PM). **No time restrictions apply to groups that purchase standard daily admissions or use individual season passes.**
- Group supervisors must accompany and actively supervise swimmers during the entire period, requiring at least one chaperone for every 10 children they are actively supervising.
- All patrons related to the group are included in the calculation of the group admission fee (i.e., supervisors, chaperones, group leaders, babysitters, parents, and swimmers), except non-swimming chaperones, not attired in swimwear who are admitted at \$3 each. Please note that season pass holders in the group are counted as group members but are exempt from the admission fee.

This policy applies to all groups and organizations including the Agency's summer camps. The maximum time per day is two (2) hours per swimmer-group (*vs. two-hours per organization*). If the organization has more than 50 children, they may choose to rotate groups of up to 50 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 rain checks.

Group leaders are responsible to check-in and out with the Front Desk Staff, certify the group count for each visit, sign invoices for payment of the appropriate entrance fees (terms: net 10 days) and be responsible for the patron conduct and the two-hour (maximum) schedule of the group on pool grounds. Groups that abuse the Agency's Policies and Procedures may be suspended from using the pools by the Pool Managers, Aquatics Supervisor or Agency Director. This policy was created in response to pool patron concerns and to provide a fair set of standards for reduced group entrance rates.

Millbrook Marsh Nature Center (MMNC)

The purpose of this section is to establish group policies and fees for facility use and educational programs. Groups or organizations using the facility are monitored to protect visitors, facilities and the ecosystem. **A group is defined as an organized, non-family party consisting of eight (8) or more individuals.**

General Policies at Millbrook Marsh Nature Center

- All outdoor facility use must end at dusk, except as approved on the permit or in writing from the Agency Director.
- The event times and fees are calculated upon total event times, including set-up and clean-up.
- Facility Rental fees do not include instructional or program services; these can be scheduled for an additional charge.
- **By municipal ordinance, all group activities require a permit in advance.**
- **Payment for rental reservations is due in full at the time the reservation is made; except for wedding**

packages (see Section A, Facility Rentals, #4 for payment requirements).

- Proof of Liability Insurance must be submitted prior to all non-family group events. The Director is authorized to require any group to provide proof of insurance for proposed events, listing the Centre Region Parks and Recreation Authority and The Pennsylvania State University as additional insureds. Liability insurance must be a minimum amount of \$1 million and provided at least 10 days prior to the scheduled event.
- Staff may specify permitted use-areas, schedules and activity locations that are in the best interest of the Nature Center.
- All proposed activities must conform to the lease agreement with The Pennsylvania State University, the ClearWater Conservation Easement, College Township ordinances, and any agreements made with Nature Center partners.
- Alcoholic beverages are permitted inside the Nature Center facilities only for third-party rentals. See Section F for the full Alcohol Policy.
- Use of balloons, confetti and loose glitter is prohibited.
- Candles are not permitted, except for closely monitored birthday candles.
- Nature Center furniture may not be used outdoors.
- With respect to food safety, all food service practices must follow ServSafe ® protocols.
- Renters are required to sign a liability waiver to assume responsibility for the behavior and welfare of their guests.
- Any damages to Millbrook Marsh Nature Center or Centre Region Parks and Recreation property including but not limited to amenities, belongings, grounds and facilities following a rental will be repaired and the party signing the rental agreement will be assessed the cost of the repair plus a 25% surcharge to cover staff time in arranging to have the damages repaired.

Permit Revision Fee

Once a permit is issued, any revision (site, date, time, etc.) to that reservation is subject to a \$20 Revision Fee, payable at the time of revision. The Revision Fee is not eligible for refund, transfer, or credit.

Cancellation Policies

- Any cancellation seven (7) or more calendar days prior to the reserved time is eligible for a refund, credit or transfer to another date or site (in the same year) except for the deduction of a \$20 Administrative Fee.
- Any cancellation less than seven (7) calendar days prior to the reserved time is not eligible for a refund, credit, or transfer.
- Please refer to the program policies below. Cancellation of the Puddle Jumpers program thirty days (30) or more before the start of the program results in a total refund, minus a \$15 cancellation fee. A refund may also be offered within the 30-day period if a customer on the waitlist fills the open spot in the program.

Inclement Weather Policy

If inclement weather prohibits the scheduled use, a request for reschedule must be submitted to the Millbrook Marsh Nature Center Office **on the first business day after the reservation day and no later than 5 PM.** MMNC staff will attempt to reschedule the group at no additional charge during the current season, pending availability. If the rental schedule cannot accommodate a rescheduled date, a 50% refund or credit will be provided.

Provisions for MMNC Nonprofit Partner Groups and Municipal Government Meetings

Centre Region 501(c)3 nonprofit groups affiliated with the MMNC Advisory Committee as Founding Partners may rent the facilities (Section A, #2-3 below; excludes the pavilion) at a 20% discount off the total rental fee, up to two days per calendar year. Additional rentals and fundraising events for the partner groups are accommodated using the regular fees. Meetings directly conducted by one of the five participating municipalities or the Centre Region COG may be held twice per calendar year (per entity) at no charge (Section A, #2-3 below; excludes the pavilion). Other nonprofit groups wishing to propose a partnership or explore exchanging services with the Nature Center for meeting space may be considered. Offers where the partner group provides “marketing exposure” for the Nature Center cannot be considered.

Multiple-Use Group Reservations

Groups looking to reserve a facility at the Nature Center for multiple dates during a month can do so at a multi-use fee. Groups must submit requested dates, agree to the dates and costs in advance, and pay-in-full at the time of reservation. If the scheduled reservation times exceed 10 hours per month, a 10% discount off the month's reservation fees is provided. This system streamlines the reservation process allowing groups to schedule multiple dates in advance, receive one invoice, and to earn a discount in exchange for multiple rentals. Contracts are reviewed every three months. The Permit Revision and Cancellation Policies apply to Multiple-Use Group Reservations.

Provisions for the "Rental Customer Appreciation & Referral Program"

Rental customers who reserve and complete a rental at MMNC are eligible for this program. **When a rental customer refers a new rental customer who reserves and completes a reservation, the original rental customer receives a 10% discount voucher toward a future rental.** The new customer must mention who referred them at the time of their reservation and the original customer must mention the discount voucher at the time a second reservation is made. Vouchers cannot be used on past rentals. Rental customers who refer new customers are eligible for this program. Customers who refer more than one new customer (as long as the new customer reserves and completes the reservation) are eligible for additional vouchers. Vouchers are given to the customer or company who made the reservation and are non-transferrable to other customers or companies. All vouchers must be used within the current calendar year.

2024 Nature Center Fees and Categories "At a Glance"

A. Facility Rentals	1. Picnic pavilion only	\$60/3 hours + \$10/each add hour
	2. Barn	\$165/2 hours + \$25/each add hour
	3. Spring Creek Education Building Donald Hamer Community Room Dr. Robert Brooks Classroom	\$195/2 hours + \$25/each add hour \$125/2 hours + \$25/each add hour
	4. Wedding/Reception Package	Base package fees ranging from \$775 to \$1,475 (plus options) with an 18-month advance reservation window.
B. Educational Visits - Guided	Programs & Instructional Services	\$8/person
C. Educational Visits - Unguided	Grounds Only - Uses of Instructional Areas	Permit required; fees vary.
D. Recreational Visits	Kids' Birthday Parties	Base fee of \$200 for up to 10 children + \$10/each additional child; limit 25 children.
E. Fundraising Events	All	Pending the Agency costs for the event.
F. Alcohol Policy, Nature Center	Facility Reservations	\$100 permit fee \$200 refundable deposit (pending any damage deductions)

A. FACILITY RENTALS

1. Picnic Pavilion Only (year-round)

Permit Required; Fee \$60 for three (3) hours plus \$10/each additional hour (\$100 maximum per day) Capacity is 64.

2. Barn (Facility is not heated or cooled.)

Permit Required; Fee \$165 for two (2) hours plus \$25/each additional hour

Rental groups have use of the main floor of the barn. In no case may occupancy of the main floor barn exceed 150 people. If group size is larger than 150 people, two spaces must be rented and activities spread between the two spaces. Rental does not include any other spaces but they may be reserved separately. Rental includes use of available tables and chairs, plus the refrigerator. Complimentary wireless internet is available. **Groups of more than 75** must follow the policies and procedures of the Special Events/Fundraisers Policy). **Wedding/Receptions** must follow the Wedding/Reception Package policies.

3. Spring Creek Education Building (Heated/Cooled Facility)

Permit Required; Donald Hamer Community Room Fee \$195 for two (2) hours plus \$25/each additional hour

Dr. Robert Brooks Classroom Fee \$125 for two (2) hours plus \$25/each additional hour

Rental includes use of tables, chairs, projector, screen, trash cans, and recycling bins. Complimentary wireless internet is available.. The-rental does not include any other spaces, but they may be reserved separately. **Groups of more than 75** must follow the policies and procedures of the Special Events/Fundraisers Policy.

Wedding/Receptions must follow the Wedding/Reception Package policies.

Facility rentals include one (1), one-hour walk-through scheduled with MMNC staff prior to the event. Each additional walk-through will be charged a \$25 fee per hour. Walk-throughs must be scheduled with Nature Center staff by the individual who booked the facility. Pre and post walk-throughs may be conducted in all facilities rented during a large group event regardless of alcohol presence.

For every half hour of staff time required to return rented facilities to original condition, a fee of \$35 will be charged. Any vandalism, damage, missing equipment, or extra janitorial services required after a rental will also be billed to the rental customer.

4. Wedding/Reception Package at Millbrook Marsh Nature Center (year-round)

Permit Required

This category applies to all weddings, vow renewals, and related reception events. Renters must select a base package (outdoor areas and/or indoor spaces at the Nature Center), and renters may customize the package with add-on options to meet their needs.

Base Packages:

- A. Outdoor Package = \$875 for outdoor areas for a one-day rental between the hours of 9 AM and dusk.
- B. Indoor Package = \$975 for Barn or Donald Hamer Community Room.
- C. Platinum Package = \$1,375
 - Option #1 – Use of two indoor facilities: Barn and Donald Hamer Community Room.
 - Option #2 – Use of one indoor facility (Barn OR Donald Hamer Community Room) and Grounds
- D. Diamond Package = \$1,575 Barn, Spring Creek Education Building and Grounds

All packages include:

- Up to three (3) one-hour pre-event walk-throughs with staff after booking.
- Use of natural areas for the scheduled engagement or save-the-date photos.
- Use of natural areas for wedding photos.
- Use of restroom facilities in the Spring Creek Education Building during the event.

Packages B, C and D also include the use of the selected facility/facilities for one day only, between the hours of 8 AM and 11 PM.

Add-on rental options:

1	Wedding Eve: four (4) hour rental of one facility for rehearsal, rehearsal dinner or wedding decoration/set-up.	\$200
2	Day After Wedding Ceremony: four (4) hr. rental of one facility for farewell brunch or cleanup.	\$200
3	Walk-throughs: Additional meetings with staff @ \$25/hour (in addition to the three provided in the Base Package).	\$25/hr
4	Picnic Pavilion: eight (8) hour rental of the picnic pavilion.	\$50

5	Holiday Rental: For Agency observed holidays, holiday eves, or holiday weekends event rentals.	\$200
6	Alcohol Permit: Valid for inside the Spring Creek Education Building and Barn facility; alcohol outdoors, in the pavilion, or any other facility is prohibited. <u>Only beer, champagne, and wine are allowed (no distilled spirits).</u> See full policy below.	\$100

The Base Package and add-on rental options must be selected and calculated as part of the wedding package at the time the reservation is made. Add-ons selected after the initial reservation is made will include the Permit Revision Fee and must be paid with the remaining balance no less than 30 days prior to the reservation.

Reservation Fees for Wedding/Reception Events:

- 25% of the total Wedding Package/Rental Fees with add-on options is due at the time the reservation is made. This amount is not eligible for refund, credit, or transfer. Reservations may be scheduled up to 18 months in advance.
- The remaining 75% is due in full no less than 30 days prior to the event date. Failure to pay the fees in full during that period will result in cancellation of the reservation. Payments can be accepted anytime between the initial payment at the time the reservation is made and the 30-day-prior cut off.
- Refunds will be issued solely to the original payer, either by posting to the credit card that was used for payment or by a paper refund check to that individual. Checks may take up to three (3) weeks to process.
- Reservation times and fees are calculated upon total rental times, including any set-up and clean-up times.

Wedding/Reception Cancellation Policy

- Any cancellation 30 or more calendar days prior to the reserved date will result in forfeiting the 25% initial payment. Any further payment obligations are waived. Any amounts paid in excess of the 25% deposit will be refunded.
- Any cancellation less than 30 calendar days prior to the reserved date and after full payment has been made, is eligible for a 50% refund of the total reservation fee paid, UNLESS it is within 7 calendar days of the event, in which case no refund, credit or transfer can be provided.
- In case of hardship such as a death in the bride's/groom's immediate family or a military deployment that affects the wedding, if notice is given to the Agency less than 30 days prior, a 50% refund will be given, even within the final 7-day window.

Permit Revision and Date Alteration Fees

- Once a reservation is made with the Agency (with the 25% initial payment), any revisions to that reservation will require the payment of a Permit Revision Fee (\$20) at the time of the revision. The Revision Fee is not eligible for refund, credit, or transfer. Reservation revisions cannot be accepted less than seven (7) calendar days prior to the reserved event; any date(s) alterations must be made at least 60 days prior to the reserved event.

Inclement Weather Policy

If inclement weather prohibits the scheduled outdoor event(s), coordination must be made with Nature Center staff immediately. If possible, outdoor plans will be moved inside (if available) to accommodate the event. If renter decides to cancel the event based on the actual weather the day of the rental (not the forecast), an attempt will be made to reschedule the group at no additional charge during the current season, pending availability. If the rental schedules cannot accommodate a rescheduled date, a 50% refund or credit will be provided.

No rescheduling provisions can be made for indoor packages, except for cases of road closures (e.g., due to flooding) or when a state of emergency is declared by College Township (e.g., due to a winter storm).

Additional Policies

- All municipal park ordinances remain in effect.
- To protect the environment, throwing of rice/confetti/glitter or releasing any type of wildlife (butterflies, doves, etc.) or lighted lanterns is prohibited. Soap bubbles or birdseed may be used outdoors only. Use of balloons for decoration or release is prohibited.
- No sparklers, fireworks, pyrotechnic devices, or open flames are permitted, including candles.

- The renter is responsible to assure that music or any amplified output is not audible beyond the boundaries of the park at any time.
- Liability Insurance in the amount of at least \$1 million must be provided 30 days before the event and list Centre Region Parks and Recreation Authority and the Pennsylvania State University as additional insureds. All applicable vandalism, damage, missing equipment, or extra janitorial services required after a rental will be billed to the customer. Any damages following a rental will be repaired and the party signing the rental agreement will be assessed the cost of the repair plus a 25% surcharge to cover staff time in arranging to have the damages repaired.
- For every half hour of staff time required to return rented facilities to original condition, a fee of \$35 will be charged.
- Caterer(s) engaged by the Renter must provide a Certificate of Liability Insurance in advance of the event that (1) provides coverage of at least \$1 million and that (2) includes the Centre Region Parks and Recreation Authority and the Pennsylvania State University as additional insured.
- With respect to food safety, all food service practices must follow ServSafe ® protocols.
- Renters are required to sign a liability waiver to assume responsibility for the behavior and welfare of their guests; hold harmless Millbrook Marsh Nature Center, Centre Region Parks & Recreation Authority, The Pennsylvania State University, The Millbrook Marsh Advisory Committee, The Centre Region Council of Governments; and to assume responsibility for damage caused to the facilities and property.

5. Tent Placement Fee: *Permit Required; \$200 per day*

Tent placement on Nature Center grounds is permitted only with a grounds reservation and must adhere to the Agency Tent Policy. Tent(s) may be erected at no additional charge on the date of a Grounds reservation, all additional dates incur the per day Tent Placement Fee.

6. Reservation Fees for Internal Agency Programs:

Internal program rental fee for the Nature Center barn or Spring Creek Education Building is \$15 per session. Reservations made by Agency staff for MMNC facilities are secure once a reservation is confirmed. In the case of program cancellation, Agency staff should notify the Nature Center Supervisor, Program Coordinator and Nature Center Staff Assistant at the time of the cancellation. Agency staff will be invoiced for all rental dates associated with a specific program on the date the first session is held.

B. GUIDED EDUCATIONAL VISITS

MMNC Programs and Instructional Services

Guided Programs

Permit Required; Fee \$8/participant, minimum ten (10) participants; facility rental fees waived

- The facility for the program (barn, pavilion, or classroom) is determined by the Nature Center Program Coordinator. If the group wishes to utilize a second facility that facility may be reserved by the group at the regular rates.
- Groups wishing to lead their own educational activities at the Nature Center must schedule their visit with the Nature Center Staff Assistant and use *Category #1: Walk-Through Only OR Category #2: 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 Nature Center staff.
- 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 program. 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 want a standard group program and requests a custom program, the Walk with a Naturalist program fees apply. Payment in full is due at least 7 days prior to the event.

Number of Participants	Fee per Hour
1-4	\$48
5-8	\$76

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

C. UNGUIDED EDUCATIONAL VISITS

The following qualifications apply to #1 and #2 below:

- **Leaders of groups wishing to use the Nature Center Instructional Areas for self-guided activities** (No program or Instructional Services from Nature Center Staff) **must contact the Nature Center to schedule the visit.** Group uses of the Grounds/Walk-through Only (#1) that prevent other groups or Nature Center staff from using the Instructional Areas are considered a #2 rental (rental fees apply).
- **For #1, a staff person is on-site to orient the scheduled groups.** This person answers facility related questions and monitors the group's activities periodically throughout the rental. No instruction/interpretive services are 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 #1: Walk-Through Only OR Category #2: Group Use of Grounds with Instructional Areas*. This is required to monitor use of the site, to limit impacts on the ecosystem, and to comply with municipal ordinances.

1. Non-commercial Group Walk-Through Only

Permit Required; No Charge groups of 25 or fewer

By municipal ordinance, all group activities require a permit in advance. Therefore, all requests for group activities at the site must be coordinated with and scheduled by Nature Center staff. There is no fee for non-commercial groups of 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. In view of the size of the marsh, the Agency may grant permits for more than one group per time period, depending on the activity and area of use. **Non-commercial groups of 25 or more**, or groups wishing to make use of designated instructional areas must request a permit under *Category #2*.

2. Use of Grounds and Instructional Areas

Permit Required; Fee \$100 for two hours plus \$20/each additional hour

Non-profit Group Fee \$60 for two hours plus \$20/ each additional hour

Groups who wish to use the Grounds and Instructional Areas (*i.e., school group self-guided field trips*) have priority access to these areas during the time of the rental. No access to the barn, Spring Creek Education Building, or pavilion is granted unless reserved separately. **Group size is limited to two classrooms, or 50 people, to protect the marsh ecosystem.** The event times and the fees are calculated upon total event times, including any setup and cleanup times. **Instructional areas are defined as the boardwalk observation/viewing decks, sun shelters, field areas, boardwalk bridges and bird blind (these areas can impact the effectiveness of other reserved groups).** **Non-profit groups charging admission or a fee for the scheduled activity are subject to the regular group rate.**

D. RECREATIONAL VISITS

Kids' Birthday Parties at Millbrook Marsh Nature Center \$200 Base Fee includes up to 10 children, plus \$10/each additional child, limit 25 children. Offered seasonally in the barn or year-round in the Spring Creek Education Building. For ages 4-10; Birthday parties for Age 11+ are available by special request.

Birthday party packages include:

- Facility Rental: Barn or Spring Creek Education Building based on availability. Three (3) hour total use: 30 minutes setup, one-hour program (including staff-led nature walk, games and optional craft), one-hour family time plus 30 minutes cleanup time.
- Use of tables & chairs, trash/recycling removal, free parking, and a Millbrook Marsh t-shirt for the birthday child. Parents are responsible for food, beverages, paper products, decorations, and all set-up and clean-up. Parties with over 25 children require express permission of the Nature Center Program Supervisor are based on staff and facility availability and may incur additional fees.

E. SPECIAL EVENTS & FUNDRAISERS

Special events include those that are open to the public and/or require registration. Fundraising is defined as any activity that generates revenue in excess of the costs involved with that particular program or event. Groups can apply for a Special Event/Fundraising Event Permit no less than 60 days prior to the planned event, by submitting a written request to the MMNC Staff Assistant to be approved by the Nature Center Supervisor and Centre Region Parks and Recreation Director. Requests should include all information regarding the event or program. The Director may, at their discretion, obtain the approval for special requests from the Centre Region Parks and Recreation Authority at a regularly scheduled meeting. The fee for Special Events and Fundraisers is equivalent to the regular rental cost for the duration of the event, including setup and cleanup times.

F. NATURE CENTER ALCOHOL POLICY

The use of alcohol at the Millbrook Marsh Nature Center is limited to beer, champagne, and wine only, and users must complete and abide by the permitting process to include:

- **\$100 Alcohol Permit Fee (per event),**
- **\$200 Security Deposit (refundable pending any damage deductions),**
- **Completion of a credit card authorization form to be used should damages exceed the \$200 deposit,**
- **A Certificate of Liability Insurance submitted to the MMNC Staff Assistant as least 10 days prior to the event that (1) provides coverage of at least \$1 million to include host liquor liability and that (2) includes the Centre Region Parks and Recreation Authority and the Pennsylvania State University as additional insureds,**
- **All other applicable event permit fees,**
- **And the signed policy form that acknowledges all permit conditions.**

Permit Conditions

1. Alcohol Permits for third-party rentals are valid for inside the Spring Creek Education Building and Barn facility; alcohol outdoors, in the pavilion, or any other facility is prohibited.
2. Alcohol Permits are available only for private rental events such as weddings, reunions, art shows, or similar.
3. Reservation requests involving an Alcohol Permit must be made at least 60 days prior to the proposed event date and are based on availability and appropriateness due to other activities already scheduled.
4. The individual signing the permit application and providing the permit fee, the security deposit, and the credit card authorization must be at least 21 years of age and be on-site during the entire event.
5. No person less than 21 years of age may consume, possess or distribute alcoholic beverages. Applicant is responsible for verifying the age of all persons to whom alcoholic beverages are served and/or consumed during the event.
6. All applicable PA Liquor Control Board regulations apply, including any “Bring Your Own Beverage” requests.
7. In the case of a caterer/bartender providing and serving alcohol, the caterer’s PA Liquor Control Board Catering Permit/ABC Operator’s License/RAMP Certification as well as their Certificate of Insurance noting limits and type of coverage must be provided to MMNC at least 10 days prior to the event, and the Certificate of Liability must also list the Centre Region Parks and Recreation Authority and The Pennsylvania State University as Additional Insureds for the duration of the event. The caterer’s liability insurance **must be a minimum of \$1,000,000 coverage**, and the caterer’s staff must check photo-

identification cards to verify the age of each person consuming alcohol.

8. In the case of “Bring Your Own Beverage” where the Applicant is purchasing and providing the alcohol, the Applicant must provide liability insurance **with a minimum of \$1,000,000 coverage** to include host liquor liability to MMNC at least 10 days prior to the event. The Certificate of Insurance must note limits and type of coverage, and list the Centre Region Parks and Recreation Authority and The Pennsylvania State University as Additional Insureds for the duration of the event. Photo-identification cards to verify the age of each person consuming alcohol must be checked by the person(s) serving the alcohol. If a bartending service is serving but not providing the alcohol, they must submit their RAMP certification and certificate of liability of at least \$1,000,000 listing Centre Region Parks and Recreation Authority and The Pennsylvania State University as Additional Insureds.
9. Millbrook Marsh Nature Center will remain open during these third-party rentals when appropriate. Therefore, guests must remain within rental areas outlined in the rental agreement, in control, and must not be disruptive in a way that impacts the facility’s guests, program participants, neighbors, or anyone in or near the center. MMNC may limit third- party rental days/times based on activities already scheduled at the facility.
10. Third-party rental requests must meet MMNC’s occupancy limits and parking lot capacity as additional parking is not available; renter may secure off-site parking and utilize a shuttle service if appropriate.
11. Capacity limits are recommended to 150 people maximum when using both the Education Building and the Barn.
12. All trash, decorations, cans, and recyclables must be discarded properly in the appropriate waste or recycling containers.
13. MMNC Staff may conduct a pre- and post-event “walk-through” with the applicant to inspect facility conditions prior to the refund of the security deposit including but not limited to amenities, belongings, grounds and facilities. The post-event “walk-through” will be prescheduled at the time of rental to ensure that the grounds are checked post-event and so that the return of the security deposit can be handled expeditiously if there are no issues resulting from the rental.
14. MMNC Staff may also monitor events where alcohol is being served to ensure compliance with this policy; in the future, MMNC authorized and trained volunteers may be used in this capacity once they have completed a thorough and formal MMNC Docent Training Program.
15. Any damages to Millbrook Marsh Nature Center or Centre Region Parks and Recreation property including but not limited to amenities, belongings, grounds and facilities following a rental will be repaired and the party signing the rental agreement will be assessed the cost of the repair plus a 25% surcharge to cover staff time in arranging to have the damages repaired. Any damage above and beyond the collected security deposit will be charged using the credit card authorization form. These items will be determined via the post-event “walk-through” noted above.
16. Alcohol permit is limited to six (6) hours.
17. All conditions specified on the permits must be followed.

CENTRE REGION ACTIVE ADULT CENTER

The Active Adult Center is a cooperative arrangement between the Centre Region Parks and Recreation Authority and the Centre County Office of Aging. The County provides financial contributions per the new three-year agreement enacted in October 2018; the updated agreement will be in place for the period of 2022-2024. County funds are applied to the Active Adult Center budget to cover operating expenses, and co-branding of the Center and its events, when appropriate, are part of the agreement.

Program Fees

During 2005, the Centre County Office of Aging approved a request from the Agency to expand the program menu to participants by offering two levels of programs:

- (1) **Level I (Core) Programs:** No fees are charged since they are led by staff, volunteers, or interns.
- (2) **Level II Programs:** Participant fees offset the program costs involved, and fee-based programs require County review to ensure that pricing is similar across the County's senior centers.
- (3) **County Resident/Non-County Resident:** All Centre County residents will pay 100% of any program fees (County Resident rate; CR), and all non-Centre County residents will pay 125% of any program fees (County Non-Resident Rate; CNR). This policy includes all fee-based programming, special events, and trips.

Trip Refund Fees

The refund deadline for trips is set for two weeks prior to the scheduled trip; the Agency must pay the vendor and trip fees at that time. With respect to withdrawals and cancellations:

- Full refunds will be provided to registrants for trips that are cancelled or withdrawn by the Agency or the tour company.
- For registrants, a full refund or credit, less a \$5 service fee, will be provided to trip registrants who provide notice to the Active Adult Center Office no less than 14 calendar days before the trip. No refund or credit can be provided less than 14 calendar days before a trip. However, that person may transfer their space and payment to another individual. It shall not be the responsibility of the staff to facilitate these transfers.

Active Adult Center Facility Rentals

When the Center is not in use, space is available, by priority use: 1) other Centre Region Parks and Recreation Agency programming, and 2) third-party rentals. When used by Agency staff, a percentage of the program's costs will be dedicated to be transferred to the Active Adult Center's budget; this is typically agreed upon between the Active Adult Center Supervisor and the individual programmer, using the guidelines below.

The public rental fees for the Center's rooms are as follows:

- Fitness Room - \$35/hour
- Movie/Game Room Area – \$25/hour
- Large Community Room Area - \$35/hour
- Large Community Room/Movie/Game Room Area with use of Kitchen - \$50/hour
- Projector and use of either small or large projector screens – \$15/per event*
- Bluetooth Podium - \$10/per event*
- Sonos Surround System (Smart phone required to use system)- \$10/per event*

*Additional deposit of \$25.00 is required for use of any equipment as requested, i.e. Projector, Projector Screens, Bluetooth Podium or Surround Sound System. After day and time of event, equipment will be checked by Active Adult Center Supervisor, if equipment has remained in its original working condition, deposit will be returned. If any devices are damaged, and are not in their original working order, the Active Adult Center will retain the initial rental deposit, as well as the equipment rental deposit. Renter will be billed any additional costs to repair said equipment or refunded the remaining balance less the cost of repairs.

For internal agency non-Active Adult Center programming that is held at the Center (ex.: youth instructional classes), the internal rental rate is:

- \$10/session (ex.: six-week program, \$10/week x 6 weeks = \$60)

The following policies are in place for Active Adult Center rentals:

- All rentals must be within operational guidelines set by the Nittany Mall's operating hours. Because operational hours can change, Active Adult Center staff will review hours at the time of booking. **If rentals times fall outside of Nittany Mall hours, a "Late Stay Request" can be submitted for approval from the Mall Manager.**
- Rental applications must be submitted at least two weeks in advance and will be considered based on availability. Active Adult Center activities take precedence over any rentals, and second priority is given to the Agency general programming before third-party rentals will be considered.
- A \$50 security deposit is required in addition to the rental fee and payable at time of reservation. The security deposit will be refunded if the Center is left in good, operational condition and no additional expenses are required for custodial work.

- Once a permit is issued, any change (room, date, time) to that reservation will require a Permit Revision Fee of \$20.
- Proof of Liability Insurance must be submitted prior to all non-family rentals. The Certificate of Insurance should list Centre Region Parks and Recreation Authority and Nittany Mall as additional insured, and the certificate should be date specific based on the rental.
- The rental applicant must receive a facility tour and training from the Active Adult Center Staff on various operations, locking procedures, and kitchen specifics at least 24 hours prior to rental. Additional arrangements will need to be made regarding picking up and returning the key.
- Any cancellation seven (7) or more calendar days prior to the reserved time is eligible for a refund, credit, or transfer to another date or site (in the same year) except for the deduction of a \$5 Administrative Fee.
- Any cancellation less than seven (7) days prior to the reserved time is not eligible for a refund, credit, or transfer.

OTHER AGENCY SERVICES

MEMORIAL TREES (part of the Agency's Gifts-For-Parks Initiative)

Annual Donation Deadline for Spring Planting: December 31

The Remembrance Tree Program for the parks (including the Arboretum trees) started in 1994 and has generated donations for the purchase and planting of 506 trees to date in the municipal parks. Tree plaques will be ordered upon confirmation of the availability of tree species. Donations to the program must cover the following material and labor costs:

- | | | |
|---|----------------------------------|------------------------------------|
| - tree bidding and selection | - purchasing the tree | - tree planting, mulching, staking |
| - follow-up care | - engraving of acrylic tree tag* | - certificate to donor |
| - replacement tree as necessary during the one-year guarantee period. | | |

- **REMEMBRANCE TREES:** Through the donation deadline of December 31 of the previous year, the donation for a Remembrance Tree is \$430 for a 1.5"-2" caliper tree with a one-year guarantee period. For a 1.5"-2" caliper American Beech or Cucumber Magnolia, the donation is \$495. A provision was added in 2004 to require an additional donation for higher-priced species that may be requested by the donor, and currently, the American Beech and Cucumber Magnolia are running much higher than other trees. The list of available PA Native Trees is available on the Agency's website (www.crpr.org). The acrylic donor tag provided for each Remembrance Tree is guaranteed for one-year from planting; the tag is not replaced after that time. Oak Hall Regional Park and Whitehall Road Regional Park are now available for Remembrance Trees locations.
- **REMEMBRANCE TREES WITH BRONZE PLAQUE:** Trees with plaques are available for planting at the Bob Tudek Arboretum at Tom Tudek Memorial Park and in other select parks; the donation for a 1.5"-2" caliper tree is \$610 which includes a 5" x 7" cast bronze plaque. For a 1.5"-2" caliper American Beech or Cucumber Magnolia, the donation is \$680, which includes a 5" x 7" cast bronze plaque. A provision was added in 2004 to require an additional donation for higher-priced species that may be requested by the donor, and currently the American Beech and Cucumber Magnolia are running much higher than other trees.
- **MY VETERAN/MY HERO TREES:** To provide special places for families, friends, businesses, and organizations to honor or memorialize their US Military Veteran/Hero, living or passed, regardless of their dates of military service. The new Regional Parks serve as the host sites, starting at Oak Hall Regional Park. The donation for a MyVeteran/MyHero Tree is \$430 for a 1.5"-2" caliper tree with a one-year guarantee period. Whitehall Road Regional Park is now available for My Veteran/My Hero Remembrance Trees. For a 1.5"-2" caliper American Beech or Cucumber Magnolia My Veteran/My Hero tree, the donation is \$495 with a one-year guarantee period. A provision was added in 2004 to require an additional donation for higher-priced species that may be requested by the donor, and currently the American Beech and Cucumber Magnolia are running much higher than other trees.

Memorial Bench Donations (part of the Gifts-For-Parks Initiative)

This program provides for park bench donations (each with a cast-bronze plaque with agency-approved text) for a minimum donation amount of the bench and plaque costs plus \$100 for installation. In 2023, a donation of \$990 (for Municipal Parks) and \$1,490 (for Regional Parks) will provide for the purchase and installation of a commercial-grade

bench with a cast bronze plaque (2.5" x 8") inset into the bench backrest. The Agency assumes maintenance and repair costs for the bench.

Discount Ticket Sales

The Agency is authorized to participate in the annual discount ticket program offered by the PA Recreation and Park Society (PRPS). The proceeds of this program benefit the Agency's Gifts-For-Parks program, specifically the Youth Scholarships Program. Fees and policies for the ticket sales are specified by PRPS each year. Checks are not accepted for the discount tickets.

Tudek Dog Park Events

In 2007, the Agency was authorized to operate the Tudek Dog Park after it opened in 2006. The park 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 with operational assistance by volunteers. Special events in and around the dog park are subject to the Large Groups/Special Events/Fundraisers Policy, 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 that cover agency expenses and remain consistent with this policy.

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 and the garden was expanded for the 2006 growing season. The Agency was authorized to operate this section of Tom Tudek Memorial Park starting in 2007.

Fee History:

YEAR	SINGLE PLOTS @ 300 sf	DOUBLE PLOTS @ 600 sf
2010-2011	\$23 (~8¢/sf)	\$35 (~6¢/sf)
2012-2016	\$27 (~9¢/sf)	\$50 (~8¢/sf)
2017-2023	\$35 (~12¢/sf)	\$70 (~12¢/sf)
2024	\$40 (~13¢/sf)	\$75 (12.5¢/sf)

A waitlist is kept if there is demand for plots so that if a gardener moves away and there is time available to re-start a garden, the Agency can pull from the waitlist. A Security Deposit equal to the plot fee was established in 2008; it is refunded at the end of each season to non-returning gardeners who have maintained the plot in compliance with the Garden Rules and Regulations. Security deposits retained by the Agency offset costs for clean-up of abandoned plots and for those plots not properly closed at the end of the season.

Each year, the Agency evaluates the costs of providing enough equipment for the garden users, and we must account for the percentage of pieces that are not returned to the garden sheds and storage area. Currently, inventory is holding steady.

The Garden Oversight Committee continued to help with garden maintenance such as keeping the paths clear by trimming and weeding, spreading the mulch used for paths, clearing fence lines, and other work; additional gardeners volunteered for this work to help the Garden Oversight Committee members.

There is no price break for a larger plot as it requires double the amount of compost and water. Due to empty plots, we will begin to advertise the gardens in late 2021 and will also allow gardeners to rent more than a double plot or two singles plots if they are in good standing with their current plots.

Orchard Park Amphitheater

The following apply to group use of the Orchard Park Amphitheater, off Bayberry Dr. 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 Permit Fee is \$90, due at the time of reservation (plus the pavilion reservation fee). Electricity is included. The Permit Revision Fee applies to reservations for this facility.
- C. A Certificate of Insurance is required with State College Borough and the Agency listed as Additional Insured.

- D. The Large Groups/Special Events/Fundraising policy and fee will apply to events that, in the opinion of the Agency staff, may attract over 75 spectators and participants.
- E. The amphitheater is available only during the current year “seasonal pavilion rental period.”
- F. Providing adequate parking and limiting volume of any performance are prime concerns to protect park neighbors and the surrounding neighborhood.
- G. No admission may be charged for performances. Donations may be collected from patrons but cannot be a requirement to attend. The requirements of the Agency’s Commercial Activity Permit apply for the sale of any goods or services related to the performance.
- H. The Agency 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 is scheduled at no charge, involving the venue and 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 the Agency.

Commercial Activity Permits

The municipal park ordinances specify that any commercial activity in parks requires a special permit from the Agency. Commercial activities involve, but are not limited to, selling goods or services to the public, or holding private classes or activities in the parks where participants register with a third-party. Commercial activities are prohibited in all parks, *except as specifically permitted by the Director of Parks & Recreation or the municipality that owns the park.* In the case of the two public swimming pools, the Centre Region Parks & Recreation Authority must approve all requests for commercial activities. Organizers must allow 60 days prior to the event to obtain the necessary approvals.

If a commercial activity is found operating within a park without a permit, the Director of the Agency has the right to request that the vendor cease all activity immediately.

Given the range of commercial activities, the Director is permitted to:

- A. Issue permits for commercial or political uses that are compatible with municipal park operations and ordinances,
- B. Require proof of insurance by the applicant,
- C. Specify in writing all restrictions associated with the request,
- D. Require periodic reports from applicants with regard to park activities,
- E. Request a permit fee or recommended donation to the Gifts-For-Parks program to cover the issuance of the Commercial Activity Permit (based upon the requested activity), and
- F. Report periodically to the Authority on the Commercial Activity Permits issued.

The Authority authorizes the Director to continue with this approach as well as continue to have permit fees directed into the general operating budget to offset park expenses.

Those who wish to apply for a permit for commercial activities will need to do so directly with the Parks and Recreation Director and will need to provide the proper documentation to supplement a commercial activity permit application. The Director reserves the right to deny a commercial activity request. Additionally, these activities may require permits from the various municipalities in which the requested park(s) is located.

Scheduling of School District Events on Authority or Municipal Parklands

As specified in the municipal park ordinances, group permits are required for all non-family group use at the municipal park facilities; all park rules and regulations apply. The following Reservation Fee Waiver applies to sanctioned State College Area School District (SCASD) functions involving **Pavilion Reservation Fees & Sports Field Reservation**

Fees:

- Waived for weekday (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 are charged the standard fees.
- The Large Groups/Special Events/Fundraising Policy, facility maintenance fees and special conditions specified by staff may apply pending the event logistics.

The waiver of Reservation Fees for SCASD uses does not extend to the following sites:

- Millbrook Marsh Nature Center
- Sidney Friedman Park (for use of full park to include the Performance Canopy)

- Wm. L. Welch or Park Forest Community Pools
- Regional Park facilities (at Oak Hall and the Hess Softball Field Complex)
- Orchard Park Amphitheater

In all cases, SCASD must provide Proof of Insurance for all sanctioned events on COG/CRPRA/Municipal parklands. The Agency is authorized to invoice the District, if necessary, for any clean-up or damage repair costs associated with District uses.

Discount Admission Ticket Program

Each year, the Agency participates in the Pennsylvania Recreation and Park Society's (PRPS) Discount Admission Ticket program, providing discounted admission tickets to various PA, MD, and NJ amusement parks, aquariums, museum, etc.

Annually, PRPS negotiates the ticket purchase prices with the vendors as well as the re-sale price for each Agency that elects to participate in this program. Agencies generate approximately \$0.50 from each ticket sold.

Tickets are purchased in-person at the Agency's main office, and the purchase is either via cash or credit card. No personal checks are accepted since the customer leaves with tickets in-hand. Since the Agency pays with credit card processing fees, the Agency charges a service fee for tickets sold. This fee is per transaction and not based on the number of tickets sold. The transaction fee is \$3, and it offsets credit card processing fees. Any proceeds generated from the sales of these tickets, after covering the processing costs, benefit the Youth Scholarships Program, which is part of the Gifts-For-Parks program.