



# 2011 – 2012 User Fees Policy

Fees and Revenue Plan

# City of Clarksville Department of Parks & Recreation User Fees Policy

## 1. Authority and General Provisions

### 1.1 Statement of Need

Due to operating and capital costs, and the limited amount of available tax revenues, meeting the level of parks, recreation and special event services requested by the public is a continuing challenge. General tax revenues alone are not sufficient to support the wide variety of parks, park facilities, recreational, cultural and educational activities and programs demanded by the public in a thriving and forward looking city. User fees are necessary to help provide financial support the City of Clarksville, Department of Parks and Recreation, for operations and maintenance of parks and facilities, and for conducting activities and programs. The revenue generated by these user fees constitute only a portion of the funds required for operating and maintaining the City park system and associated activities and programs.

Therefore, it is necessary for the City to develop a sound and consistent policy regarding user fees for parks, park facilities and recreation, cultural, and educational activities and programs that is efficient, fair and equitable. This policy will enable the City to continue to provide quality recreation sites, facilities, amenities and programs and to make necessary program expansions which otherwise would not be possible given the fiscal constraints and limited resources.

### 1.2 Statement of Legal Authority

The Charter of the City of Clarksville, Article I, Sections 4; 5(a)(20) ;5(a)(23); 5(a)(50); 5(a)(56); 5(b)(1); 5(b)(2); 5(b)(10); Article III, Section 4; and the Official Code of the City of Clarksville, Sections 6-103 and 6-513 provides the legal authority for establishment and operations of the City of Clarksville, Department of Parks and Recreation, and for establishment of user fees and other regulations, rules, policies or procedures pertaining to use and operations of City parks, facilities, activities and programs.

Specific proposed user fees are included in the budget submission of the Department of Parks and Recreation as part of the City annual budget process, and are approved on a fiscal year basis by the ~~City Council Parks and Recreation Committee through adoption of the City budget ordinance.~~

### 1.3 Statement of Purpose

Department of Parks and Recreation **Vision:** “A balanced, sustainable and value-focused system of parks, recreation and public spaces that reflects the priorities of our community and creates a sense of community”. Department of Parks and Recreation **Mission:** “Building a Healthy Community by Providing a Variety of Positive Experiences to Enhance Life Values for Individuals, Families and our Diverse Culture.”

### 1.4 Statement of Philosophy

The City of Clarksville Department of Parks and Recreation will efficiently manage its resources in order to provide the community with equitable opportunities for our diverse services as identified by the community’s priorities. With this in mind, the Department attempts to balance the cost-to-benefit ratio by providing certain basic facilities and services without a fee for use or participation. Specialized facilities and/or extended programs are provided through use of fees to be paid by the user and/or participant through which costs may be recovered, in full or in part.

A sound policy provides the guiding principles for establishing and managing user fees while maintaining flexibility to accommodate new programs, changing demographics and circumstances. The following guiding principles provide the cornerstone foundation for the City’s philosophy for the Parks, Recreation and Special Events User Fees Policy.

#### 1.4.1 Guiding Principles

- a. To enhance the quality of life for citizens through provision of a diversified array of affordable recreational opportunities, services, activities and programs.
- b. To efficiently manage resources to provide equal opportunity for all citizens to use City parks and facilities or to participate in activities and programs at the lowest sustainable costs possible.
- c. To establish the lowest possible user fees consistent with recovery of costs and market conditions.
- d. To pursue alternative sources of revenue (grants, donations, sponsorships, etc.) to supplement tax-based revenue and user fees in order to limit City and general public economic burden and costs
- e. To provide trained and qualified personnel for supervision and instruction in all fee related programs and activities.
- f. To welcome and actively seek public input in evaluating user fees associated with programs, activities and services.

**1.5 Community Priorities**

- A. Healthy Lifestyle – Facilities and programs that enable citizens and visitors to pursue healthy, active lifestyles.
- B. Community Access – A system that supports community access – physically, economically, and socially.
- C. Stewardship – Citizens expect the City to maintain and improve existing outdoor and indoor facilities.
- D. Environment/Outdoors – Facilities and programs that enable citizens and visitors to be outdoors and enjoy the environment.

**1.6 General Provisions**

In addition to the user fees identified herein, users may be required to pay additional costs, resulting from their use of parks and facilities (e.g. a reasonable portion of the City's costs for traffic control and/or police service when the user's event requires such services).

Patrons who reside outside the City of Clarksville and/or Montgomery County and who do not contribute financial support to the City's parks and recreation efforts via ad valorem taxes, and those patrons who propose to use public recreation facilities for private economic gain (e.g. t-shirt and food vendors), may incur fees and/or charges higher than or in addition to the user fees paid by local residents for general use.

1.7 Service Classifications and Criteria Examples

Service Classifications and Criteria:	Examples:
<b>Service Classification Basic 1</b>	
<b>Provide Infrastructure only</b> <b>Unstaffed or mostly unstaffed</b>	<ul style="list-style-type: none"> <li>○ Greenways and Trails</li> <li>○ Mini Parks</li> <li>○ Boat/canoe launches/ramps</li> <li>○ Dog Parks</li> <li>○ Skate Parks</li> <li>○ Fishing Piers or Areas</li> </ul>
<b>Service Classification Basic 2</b>	
<b>Limited resources beyond</b> <b>Infrastructure</b> <b>Mostly Unstaffed to staff monitored</b>	<ul style="list-style-type: none"> <li>○ Neighborhood Parks, including their amenities, such as: playgrounds, walking trails, basketball courts</li> <li>○ Community Center drop-in use – Open gym, game room, study areas</li> <li>○ Rentals – picnic pavilions, shelters, pools, gyms, courts, fields</li> </ul>
<b>Service Classification Community 1</b>	
<b>Staff-generated and led</b> <b>Resources above infrastructure</b> <b>Up to City-wide participation</b> <b>Safety benefit</b> <b>Stewardship benefit</b> <b>Health benefit</b>	<ul style="list-style-type: none"> <li>○ Swimming lessons/teams</li> <li>○ Environmental education programs</li> <li>○ Coach's clinics/certification</li> <li>○ National Trails Day</li> <li>○ Downtown Market</li> <li>○ Sun-rise Fitness</li> <li>○ Athletic leagues &amp; tournaments</li> <li>○ Toddlers in Action</li> </ul>
<b>Service Classification Community 2</b>	
<b>Staff-generated/led and others leading</b> <b>Resources well above infrastructure</b> <b>City-wide to State or Regional participation</b> <b>All above benefits plus:</b> <b>Leisure benefit</b> <b>Social benefit</b> <b>Networking benefit</b>	<ul style="list-style-type: none"> <li>○ Large Special Events – Riverfest, Independence Day Celebration, Christmas on the Cumberland, Movies in the Park, Fright on Franklin, Jammin' in the Alley</li> <li>○ Community Centers Specialized programs</li> <li>○ Summer Youth Program</li> <li>○ Queen City Road Race</li> <li>○ Eggstravaganza</li> </ul>

**1.7.1 Basic 1 & Basic 2: Tax Supported –**

These programs/facilities are equally accessible and available to all citizens. A nominal user fee for these facilities (Boat Launches; Pavilion Reservations, etc.) may be charges, but most will have no user fee charged since they are basic in nature and are supported through local City taxes. The Department classifies them as follows:

- B1 Bark Parks
- B1 Boat Launch Areas
- B1 Neighborhood Parks
- B2 Teen Programming (Game Rooms; Weight Training; Open Gym)
- B2 Community Center Membership
- B2 Senior Adult Services (Morning and Lunchtime Walkers Program)
- B2 Winter Gym Program

**1.7.2 Community 1: Tax Supported; Plus Additional Fee –**

These programs/facilities have a class, instructional or team user fee attached to assist with offsetting costs associated with the instructor and/or materials. The Department classifies them as follows:

- C1 Specialized Children’s Activities (i.e. Kids on Crafts; Youth Basketball; Tutoring; Computer Labs)
- C1 Sports Field Reservations
- C1 Greenways and Trail Nature Programs

**1.7.3 Community 2: Tax Supported; Plus Additional Fee, Plus Sponsorships or Other Revenue Sources –**

These programs/facilities have additional costs associated with them and therefore require sponsorships, donations or other revenue sources above and beyond tax support and/or user fees to offset the increased costs. The Department classifies them as follows:

- C2 Youth Special Events (Eggstravaganza; Fright on Franklin)
- C2 Citywide Special Events (Independence Day Celebration; Movies in the Park; Jammin in the Alley; Riverfest; Christmas on the Cumberland and Downtown for the Holidays)
- C2 Special Populations Programs

## 1.8 Direct and Indirect Costs –

Having **classified** the above facilities and programs, the Department has identified those which should recover both direct and indirect costs, and those which require recovery of only direct costs as set forth in the following paragraphs.

### 1.8.1 Direct/Indirect Cost Recovery –

Generally these types of programs/facilities have a limited enrollment/availability to provide a high quality of instruction or experience to each individual. The benefits of these types of programs/facilities are received exclusively by the participant, which results in a relatively expensive program/facility to operate. Accordingly, these types of programs/facilities are targeted to charge user fees to recover direct and indirect costs and include the following:

Instructional Classes (All Ages) – Sports; Fitness; Aquatic; Cultural Arts  
(examples include: Judo; Cheerleading; Indoor Soccer; Art For Tots;  
Aerobics; Zumba; Ballroom Dancing; Photography)

Adult Sport Leagues

Youth and Adult Club/Travel Teams

Athletic Tournaments

All Membership Related Activities

All Merchandise Sales

Concessions

Private Instruction Individual Adult and Youth Sports Classes – (example:  
Tennis)

### 1.8.2 Direct Cost Recovery –

Generally these types of programs/facilities provide benefits and are used by a wider segment of the public in general. The Department is able to furnish these programs/facilities in the quantity and quality demanded by the consuming public at a price the public is willing to pay. It is feasible and generally desirable to charge for these services, but only to the extent that individual users are willing to pay part of the costs (i.e. market conditions).

Accordingly, these types of programs/facilities are targeted to charge users fees to recover only a portion of the direct costs, and include the following:

Various Community Center Activities (e.g., Archery; Toddlers In Action)

Specialized Community Wide Sports/Activities (Queen City Road Race)

Downtown Market  
Drop-in Play Groups  
Senior Adult Recreation, Social and Educational Programs  
City Operated Youth Sport Leagues (Baseball, Softball, Tee-ball)  
Aquatics/Pools (Drop-in Programs)  
Park and Pavilion Rentals

## **1.9 Determining a Pricing Strategy (User Fees)**

### **1.9.1 Criteria –**

The determination to assess a user fee for a supplemental service or facility shall be based upon one or more of the following conditions

- a. The cost per user hour for the supplemental service is higher than the basic service
- b. The supplemental service uses consumable materials
- c. The supplemental service requires added preparation or clean-up
- d. The supplemental service requires contracted services or instruction at an additional cost
- e. The supplemental service requires additional supplies directly and only related to the supplemental service.
- f. Use of the supplemental id generally limited to relatively few individuals and is of limited benefit to the general public.

### **1.9.2 Pricing Strategy –**

The following pricing factors/methods will be taken into consideration in setting user fees or various events, programs, activities, and facilities:

- a. Primetime versus non-primetime
- b. In-season and off-season
- c. Location
- d. Age segment
- e. Level of class, level of instruction, level of exclusivity, time, size
- f. Capital replacement
- g. Contractor pricing- ability to bring in steady flow of users
- h. Incentive pricing – focus on discounts, passes, group admission, rental uses, number of classes taken
- i. Facility cost recovery
- j. Park maintenance service
- k. Sponsorships and partnerships
- l. Civic rates for those with Internal Revenue Service Code Section 501(c)3 Status

## **1.10 Policy Review**

The Clarksville Department of Parks and Recreation Pricing Policy User Fee Schedule shall be reviewed annually.

## 2. Athletics

### 2.1 Soccer

#### 2.1.1 Soccer – League Play

League Fees: A \$ 5.00 per player fee will be assessed to the Montgomery County Soccer Association (MCSA) per season of play. An additional \$10.00 per player fee will be assessed to non-residents of Montgomery County/Ft. Campbell.

Game Cancellations (non weather related): There will be no charge (\$0) if CPRD (Athletic Director or Deputy Director) is notified of cancellations of any league games 24 hours or more before the date on which they are to be played. Notification of cancellations occurring on or after the date on which the game is to be played will result in a \$10.00/game fee being assessed.

#### 2.1.2 Soccer – Tournaments

Deposit:

A \$200.00 deposit is required before the tournament can be placed on the calendar. The deposit will be applied toward the total Tournament Fee.

Tournament Cancellations:

- Four weeks prior to date of Tournament - full refund of the deposit.
- Two to four weeks prior to date of Tournament - one-half the deposit will be refunded.
- Less than two weeks prior to date of Tournament - no refund will be made.

Tournament Fees:

- a. \$250 per day for Montgomery County Soccer Association sponsored tournaments at Heritage Park\*.
- b. \$500 per day for all other soccer tournaments at Heritage Park\*.
- c. \$30.00 per field for lights/night.
- d. \$50.00/ field to be laid-out differently than the current layout.
- e. \$50.00 per vendor/per day
- f. Two security officers throughout the operating hours of the tournament – paid by tournament host or director.

\*Fees include preparation of existing fields, equipment usage, supplies, facility supervision, maintenance employees, trash collection, and coordination of concession service.

Tournament Gate Admissions: All gate admissions belong to the tournament hosts, but must be recorded for auditing purposes.

### 2.1.3 Soccer – Club/Travel Teams

Non-Recreation League Club/Teams Fee: A \$20.00 per game fee will be assessed for each game played at a CPRD ball fields/leased fields to all clubs/teams/organizations. An additional \$10.00 per player fee will be assessed to non-residents of Clarksville-Montgomery County/Ft. Campbell. The use of lights will be an additional \$30.00 per field charge for all groups utilizing the soccer fields.

## 2.2 Softball

### 2.2.1 League Play

CPRD offers the following: Men's Leagues; Men's Church Leagues; Open Co-Ed Leagues; Church Youth League; Women's Leagues; Church Co-Ed Leagues.

Deposit - \$100.00 non-refundable deposit/team by due date. The deposit is applied toward total league fee

Rosters/Eligibility:

Liability Waiver Card is \$3.00 for residence of Montgomery County and/or the Ft. Campbell Military Base. An additional \$10.00 per player fee will be assessed to non-residents of Clarksville-Montgomery County/Ft. Campbell in addition to the registration card fee. All players must have a City Softball Registration Card.

Team Fee:

The League team fees are based on a calculated formula: Number of teams in league x number of games played x umpire association fee (varies) + league fee cost -\$45 per team + Sanctioning fee -\$25 + trophy fee (varies). Average cost per team in 2010 is \$465 - \$610. **Applicable fees are then distributed to the sanctioning organization, umpire association, and trophy vendor.**

Game Cancellations (non weather related): There will be no charge (\$0) if CPRD (Athletic Director or Deputy Director) is notified of cancellations of any league games 24 hours or more before the date on which they are to be played. Notification of cancellations occurring on or after the date on which the game is to be played will result in a **\$50.00/game** fee being assessed. **This amount will cover the cost the Umpire Association charges for assigning umpires to the game.**

Practices (non weather related): There will be no charge (\$0) if CPRD (Athletic Director or Deputy Director) is notified of cancellations of any league practices 24 hours or more before the date on which they are to practice. **Notification of cancellations occurring on or after the date on which the practice is to occur will result in a \$15.00/practice fee being assessed. This amount will cover the cost to have a facility manager oversee the practices/facility.**

## 2.2.2 Softball – Tournaments

### Deposit:

A \$200.00 deposit required before the tournament can be placed on the calendar. The deposit will be applied toward the total tournament fee.

### Tournament Cancellations:

- Four weeks prior to date of Tournament - full refund of the deposit.
- Two to four weeks prior to date of Tournament - one-half the deposit will be refunded.
- Less than two weeks prior to date of Tournament - no refund will be made.

### Tournament Fees:

- A.) \$135 per field/per day facility rental\*
- B.) \$30 per field/per day lights cost
- C.) \$50 per vendor/per day
- D.) \$10 per field for additional fencing

\*Fees include facility manager(s), maintenance employees, press box/scoreboard usage, drag/line fields, trash collection, and supplies.

### Tournament Gate Admissions:

All gate admissions belong to the tournament hosts, but must be recorded for auditing purposes.

**2.2.3 Softball – Club/Travel Teams**

A \$20.00 per game fee will be assessed for each game played at a CPRD ball fields/leased fields. An additional \$10.00 per player fee will be assessed to non-residents of Clarksville-Montgomery County/Ft. Campbell. A \$30.00 per field light charge will be assessed if lights are needed.

**2.3 Baseball**

**2.3.1 Recreation League Play**

League Fees:

CPRD offers Recreation Leagues for 3-14 year olds. The cost is \$40 per player.

**2.3.2 Baseball – Tournaments**

Deposit: A \$200.00 deposit required before the tournament can be placed on the calendar. The deposit will be applied toward the total tournament fee.

Tournament Cancellations:

- Four weeks prior to date of Tournament - full refund of the deposit.
- Two to four weeks prior to date of Tournament - one-half the deposit will be refunded.
- Less than two weeks prior to date of Tournament - no refund will be made.

Tournament Fees:

- A.) \$135 per field/per day facility rental\*
- B.) \$30 per field/per day electrical cost
- C.) \$50 per vendor/per day
- D.) \$10 per field for additional fencing

\*Fees include facility manager(s), maintenance employees, press box/scoreboard usage, drag/line fields, trash collection, and other supplies.

Tournament Gate Admissions: All gate admissions belong to the tournament hosts, but must be recorded for auditing purposes.

**2.3.3 Baseball - Club/Travel Teams**

A \$20.00 per game fee will be assessed for each game played at CPRD ball fields/leased fields. Each player on a local travel/club team that resides outside of Clarksville-Montgomery County/Ft. Campbell will be assessed an additional \$10 non-resident fee. A \$30.00 per field light charge will be assessed if lights are needed.

### 2.3.4 Baseball – Lease Agreement Operations

These include: Swan Lake Ball Fields (Clarksville Girls Softball Association); Barksdale Ball Fields (Clarksville Nationals), Stokes Ball Fields (Northwest Little League), Smith Ball Fields (Clarksville Orioles) and Mericourt Park (Clarksville National Girls Softball).

League Fees: A \$10.00 per player fee will be assessed to non-residents of Clarksville-Montgomery County/Ft. Campbell.

Utilities:

Clarksville Northwest Little League Association (Stokes Fields) –  
 CPRD pays electric in Spring/Summer  
 Association pays water year-round  
 Association pays electric for Fall ball leagues

Clarksville Nationals Little League Association (Barksdale and Merricourt)  
 CPRD pays water and electric in Spring/Summer  
 CPRD pays water in the Fall  
 Association pays electric in the Fall

Clarksville Girls Softball Association (Swan Lake)  
 CPRD pays water year-round  
 CPRD pays phone year-round  
 Association pays electric in the Fall

Montgomery County Soccer Association (Heritage)  
 CPRD pays electric, water and phone year-round

Clarksville Orioles Association (Smith)  
 CPRD pays electric in Spring/Summer  
 CPRD pays water in Spring and Fall  
 Association pays electric in Fall, (but they don't normally have a Fall League)

\*\* (They will be treated as a Travel Team, see 2.3.3)

## 2.4 Basketball

### 2.4.1 League Fees:

The player/team fees are based on a calculated formula: number of games played x court use cost x sanctioning fee x referee fee x uniform costs x trophy fee divided by the number of players/teams.

## 2.5 Football

### 2.5.1 League Play– Liberty Park

League Fees: To include Junior Pro; Recreation Football Leagues and Flag Football leagues. A \$ 5.00 per player fee will be assessed to the Jr. Pro Football League and the Clarksville Football League. A \$10.00 per player fee will be assessed to non-residents of Clarksville-Montgomery County/Ft. Campbell.

Game Cancellations (non weather related): There will be no charge (\$0) if CPRD (Athletic Director or Deputy Director) is notified of cancellations of any league games 24 hours or more before the date on which they are to be played. Notification of cancellations occurring on or after the date on which the game is to be played will result in a \$10.00/game fee being assessed.

### 2.5.2 Football - Club/Travel/Tournament Teams

A \$20.00 per game fee will be assessed for each game played at CPRD ball fields/leased fields. Each player on a local travel/club team that resides outside of Clarksville-Montgomery County/Ft. Campbell will be assessed an additional \$10 non-resident fee. A \$30.00 per field light charge will be assessed if lights are needed.

## 2.6 Tennis – Swan Lake Complex

### 2.6.1 Court Fees based on Reservation

To guarantee court time the following applies:

- \$4 per hour/per court – Walk-up - prime hours (After 5:30 p.m. on M-Th & Sat)
- \$5 per hour/per court – Reservation In advance – prime hours (after 5:30 p.m. on M-Th & Sat)
- \$0 Charge for prime hours on Friday and Sun after 5:30 p.m.
- Clarksville Adult Tennis Association - \$4.00 per hour/per court.
- Clarksville Jr. Tennis League - \$3 per hour/per court.

### **2.6.2 Court Fees for Tournaments/Carnivals**

- Tournaments: \$100 deposit; \$4 per hour/per court rental
- Carnivals: \$4 per hour/per court rental

### **2.6.3 Court fees with no Reservation**

There is no charge (\$0) for tennis play approximately 30 - 35 hours per week at the Swan Lake Tennis Complex. However reservations are encouraged due to a variety of leagues, tournaments and lessons provided, especially in peak months and hours.

### **2.6.4 Tennis Professional**

A tennis professional is contracted each year to operate the Tennis Pro Shop and Courts. The tennis professional provides tennis lessons, tennis pro shop merchandise, camps and tournaments to the public at an additional cost with a minimum of 15% being retained by the CPRD.

## **2.7 Winter Gym Program**

There is no fee (\$0) for regular drop-in play/use, but a fee may apply for specialized programs, such as Dodge-ball, 3 on 3 basketball leagues/tournaments, etc.

It is anticipated the CPRD will continue to develop use agreements with the Clarksville-Montgomery County School System to expand the winter gym program and athletic programming utilizing school facilities.

## **2.8 Skate Park Rental**

\$150 deposit/\$250 for 4 hour rental/ \$500 for 8 hour rental

## **2.9 Concessionaires and Vendor Fees**

CPRD reserves the right to bid and contract concessions and retain no less than 30% of those revenues collected at all City-owned facilities.

All Baseball Club/Travel (2.3.3); Baseball Lease Operations (2.3.4) and Football Club/Travel/Tournament (2.5.2) will retain the entire concessions revenue, unless stipulated elsewhere, such as Heritage Park and/or Swan Lake Park.

Outside vendors are normally associated with tournaments and those fees have been previously described. Vendors for other similar athletic events not covered will be assessed a fee based on that current fee structure.

CPRD reserves the right to bring in specialized vendors.

**2.10** All other athletic/sport leagues or tournaments operating on City of Clarksville athletic fields (i.e. LaCrosse, Kickball, Whiffle ball, Earth ball, outdoor 3 on 3 basketball, etc.) fees will be determined by direct and indirect costs and may vary throughout the year.

### **3. Aquatics**

#### **3.1 Recreational Swimming**

**3.1.1 Pool Passes - Annual:** Includes all 5 pools and I.D. Card

1 Person \$60  
2 People \$100  
3 People \$110  
4 People \$120  
5 People \$130  
6 People \$140

\*If you have more than 6 people to register, you are required to purchase a separate pass. **Members on a pool pass must reside in the same household or show proof of guardianship. Additional members cannot be added at a later date without approval of the Director.**

#### **3.1.2 Non-Resident Pool Pass – Annual**

An additional 10% per person fee will be assessed to non residents of City of Clarksville-Montgomery County/Ft. Campbell.

#### **3.2 Daily Admission**

\$5.00 per person all day  
\$3.00 per person - after 3p.m.  
\$2.00 per person slide admission  
\$2.00 per person Senior admission at Smith pool from 4-6 p.m. daily

#### **3.3 Slide Passes – Annual**

\$20 each person (Swan Lake and Bel-Aire pools only)

#### **3.4 Swim Lessons/Classes – Per Session**

\$15 for those with a pool pass  
\$35 for those who do not have a pool pass.

Lessons are offered at all pools.

**3.5 Special Needs Swim Instruction/Lessons**

Same rates apply as above. Two (2) special needs instructors are on staff.

**3.6 Aquatic fitness**

Fees associated with aquatic fitness classes (Aqua Zumba, Senior Aerobics; Water Aerobics) will be comparable to similar programs offered at CPRD Community Centers.

**3.7 Special programs**

Examples include:

Adult swim - \$2.00 per visit cost or a \$40.00 season pass

“Dive in movies” – \$5.00 per person

Senior Sundays – 55+ swim time - \$1.00 per visit, \$20.00 per season pass

**3.8 Pool rentals – see Facility Rentals, section 4**

**3.9 Pool Birthday Party packages - see Facility Rentals, section 4**

**Lifeguard Courses and Training**

All materials will be purchased by the parks and recreation department and all guards will reimburse the city at cost.

**3.10 Indoor Aquatic Center**

The indoor aquatic center is scheduled to open October 2011-April 2012. Fees will be charged for daily admission, memberships, specialty classes, pool parties, and swim lessons

**3.10.1 Daily Admissions**

Weekday	\$3.00
Weekend (Sat/Sun)	\$5.00

**3.10.2 Memberships & Passes\***

Monthly Pass	\$40.00/person
<u>Winter 2011 Pass</u>	<u>(January-April)</u>
1 person	\$100.00
2 people	\$130.00

3 people	\$160.00
4 people	\$190.00
5 people	\$220.00
6 people	\$230.00

Indoor Season Pass (September 2011- April 2012)

1 person	\$200.00
2 people	\$220.00
3 people	\$240.00
4 people	\$260.00
5 people	\$280.00
6 people	\$300.00

10-Month Pass (Memorial Day 2011 through April 2012)

*Includes outdoor and indoor season combined.*

1 person	\$250.00
2 people	\$310.00
3 people	\$345.00
4 people	\$380.00
5 people	\$415.00
6 people	\$450.00

\*If you have more than 6 people to register, you are required to purchase a separate pass. Members on a pool pass must reside in the same household or show proof of guardianship. Additional members cannot be added at a later date without approval of the Director.

**3.10.3 Specialty Classes & Lessons (all prices per person)**

Swim lessons with pass	\$15.00/session
Swim lessons w/out pass	\$35.00/session
Water aerobics with pass	\$2.00/class
	\$10.00/week
Water aerobics w/out pass	\$4.00/class
	\$15.00/week

Additional specialty classes may be offered such as scuba lessons, canoe/kayak lessons, etc based on availability of qualified instructional staff and equipment.

**3.10.4 Pool rentals – see Facility Rentals, Section 4**

**3.10.5 Pool Party Birthday Packages – see Facility Rentals, Section 4**

## 4. Facility Rentals

### 4.1 Outdoor Pavilions

CPRD has many outdoor picnic tables; picnic pavilions; and/or shelters that are a first come, first served basis with no charge. However, these same facilities may be reserved based on a rental process. Prices are based on seating capacity, amenities and are for a four hour time block (Normally 9 a.m. – 1p.m. or 2 p.m. – 6 p.m.):

#### **Large Pavilions with amenities:**

Deposit-\$100/Rent-\$150 per 4 hour time block/\$300 for 8 hours

- Billy Dunlop Shelter
- McGregor Park-Open Air Pavilion

#### **Medium Pavilions without amenities:**

Deposit-\$ 75.00/Rent-\$75.00 per 4 hour time block/\$150 for 8 hours

- Edith Pettus Park-Pavilion #1
- Dixon Park-Pavilion #1
- Valleybrook Pavilion
- Airport Park Pavilion
- Swan Lake Park Pavilion

#### **Small Pavilions without amenities**

Deposit-\$50.00/Rent-\$50.00 per 4 hour time block/\$100 for 8 hours

- Dixon Park-Pavilion #2
- Heritage Park-Soccer Pavilion
- Heritage Park-Basketball Pavilion
- Edith Pettus Park-Pavilion #2
- Lettie Kendall Park Pavilion
- Trice's Landing Park Pavilion
- Bel Aire Park Pavilion #1
- Bel Aire Park Pavilion #2
- Coy Lacy Park Pavilion

### 4.2 Special Amenity Facilities-

#### 4.2.1 McGregor Park (Minimum 4 hours rental with electric included)

	<b>Deposit</b>	<b>4 Hour</b>	<b>8 Hour</b>
Museum	\$100.00	\$150.00	\$250.00
Amphitheatre Stage	\$150.00	\$250.00	\$500.00

Riverbend Stage	\$125.00	\$150.00	\$250.00
Packet Boat Plaza	\$50.00	\$50.00	\$100.00

Entire McGregor Park (only all day rental):  
\$1,000.00 Deposit; Full day: \$2,500.00

#### 4.2.2 Dixon Park Amphitheatre

Deposit: \$100.00; 4 hour \$100.00; 8 hour \$200.00

#### 4.2.3 Wilma Rudolph Pavilion at Liberty Park

Rentals are for half days and full days only.

##### 1. Private use (weddings, banquets, meetings, etc.):

Deposit = \$400.00

Fee for full day (12 hours) = \$700.00

Fee for half day (6 hours)= \$400.00

Additional hours will be charged at \$100.00 an hour over set times

##### 2. Public Events:

Deposit = \$750.00

Fee for one day event (8 hours maximum) = \$1,500.00 or 10% of gross proceeds, whichever is greater

Fee for two day event = \$2,500.00 or 10% of gross proceeds, whichever is greater

A fee of \$1,000.00 per day would be charged for events over two days

##### 3. Amphitheatre only-Includes Concourse (private use):

Deposit = \$300.00

Full day = \$300.00

Half day=\$150.00

##### 4. Amphitheatre Only-Includes Concourse (public use):

Deposit=\$1,000

Full day (12 hours)=\$2,000 or 10% of gross proceeds, whichever is greater

Half day (6 hours)-\$1,000 or 10% of gross proceeds, whichever is greater

##### 5. Wilma Rudolph Pavilion and Amphitheatre-includes Concourse (public use)

Deposit=\$2,000

Full Day (12 hours)=\$2,000 or 10% of gross proceeds, whichever is greater  
 Not available for half day rental for public use

**4.2.4 Freedom Point Pavilion at Liberty Park**

This facility is for private rentals only. Due to space available and parking, it will not be rented for events that are open to the public at large. Rental is for whole building, including tables and chairs

Set up fee: \$100.00 for all rentals

Deposit = \$250.00

Fee for full day (8 hours maximum) = \$400.00

Fee for half day (4 hours maximum) = \$250.00

**4.2.5 Billy Dunlop Park**

Camping is only available to the Boy Scouts and Girl Scouts. No public camping.

**4.3 Weddings**

**Small Weddings** in a CPRD Park that require no amenities or decorations (arches, food, beverages, tables, chairs, etc) permits are available for \$25 for a 30 minute ceremony.

**Large Weddings** that require amenities and decorations (arches, food, beverages, tables, chairs, etc.), normal park rental rates will apply.

**4.4 Pool Rentals**

Five (5) Parks and Recreation Aquatic facilities are available for a private pool party. Pools are available Friday, Saturday and Sunday evenings only from 6p.m. – 8:30 p.m. The fees include CPRD lifeguards and aquatics manager, which are mandatory. Parties of 50 and more are subject to a higher rental rate due to the required number of life guards per the American Red Cross.

**Private Party (under 50 attendees):**

Smith Pool	\$200.00 Deposit; \$150.00 Rent
Beachaven Pool	\$200.00 Deposit; \$200.00 Rent
New Providence Pool	\$200.00 Deposit; \$200.00 Rent
Bel Aire Pool	\$200.00 Deposit; \$300.00 Rent
Swan Lake Pool	\$200.00 Deposit; \$300.00 Rent

**Private party fees (over 50 attendees)**

Smith Pool	\$200.00 Deposit; \$225.00 Rent
Beachaven Pool	\$200.00 Deposit; \$275.00 Rent
New Providence Pool	\$200.00 Deposit; \$275.00 Rent
Bel Aire Pool	\$200.00 Deposit; \$375.00 Rent
Swan Lake Pool	\$200.00 Deposit; \$375.00 Rent

**4.4.1 Indoor Pool Facilities**

Private Pool Rentals at the Indoor Aquatics Facility will coincide with Pool Rental Rates of the outdoor season with availability outside of regular operating hours by appointment.

**4.4.2. Pool Party Packages**

The CPRD pools are available for parties during regular operating hours. These rentals are for 10 persons minimum and cap at 35 people. This party package includes a daily pool admission and daily waterslide passes. The renting party may bring birthday cake, as well as paper goods, utensils, prepackaged juices and party favors. Any other food items cannot be brought for this event. An area of the pool deck will be reserved for the parties use.

10-15 people=\$150.00

16-25 people=\$210.00

26-35 people=\$270.00

**4.5 Commercial Activities****4.5.1 Commercial photography**

Commercial photography (wedding photos, graduation photos, etc.) is allowed by permit only. Permits can be obtained at the Parks and Recreation office at no charge.

**4.5.2 Commercial Filming**

Commercial filming (commercials, movies, documentaries, music videos, etc) is allowed by permit only. Permits can be obtained at the Parks and Recreation office and are \$200.00 per day.

### 4.5.3 Vending

Vending of food, beverages or merchandise of any kind is strictly prohibited in City of Clarksville Parks except by permit during scheduled CPRD events.

### 4.5.4 Other Commercial Use

The commercial use of the City of Clarksville's Parks is strictly prohibited without the prior consent of the CPRD. Commercial use includes sales of merchandise, individual or group classes of any kind, etc.

## 4.6 Political Rallies

Political rallies, fundraisers and/or cookouts, etc. are subject to normal rental policies for that facility, park area or amenity.

## 4.7 Reciprocal Agreements

The Department of Parks and Recreation does utilize reciprocal agreements with the Clarksville-Montgomery County School System and Austin Peay State University for facility use. (i.e. Schools for Summer Youth Program).

## 5. Community Centers

### 5.1 Memberships

Community Center Membership ID cards are valid for 1 year from purchase date. All users are required to have a Community Center Membership ID or visitor pass to enter. Parents/care-givers and siblings accompanying a minor child to the community center for a program or activity will not be required to purchase a membership or visitors pass each time, however they must sign in on the visitor's log and full use of the facility is not granted.

**ID Card Rate for Individuals:** \$5.00 person (for all adults 18 and over and first child ages 6 and up)

**ID Card Rate For families with multiple children**

1<sup>st</sup> child- \$5.00

2<sup>nd</sup> child- \$3.00

3 or more children- \$2.00 each

Replacement cards are \$5.00 each regardless of original cost

### 5.2 Community Programs

In order to provide a positive experience for patrons of the Community Centers and in an effort to preserve the use of the centers for all citizens, the Clarksville Parks and

Recreation Department has defined specific criteria that must be met for a new program to be initiated in a Community Center.

- All classes/programs must be open to the public.
- Classes/programs must be offered to all eligible persons regardless of race, gender, national origin, or disability.

Programming should also fit into one or more of the following categories for consideration as an agency partnering program:

- Programs which encourage the development of positive attitudes and sportsmanship
- Programs which promote a healthy lifestyle and good self-esteem
- Programs designed to help reduce the childhood obesity rate
- Programs which encourage socialization and physical activities for senior citizens
- Programs offering therapeutic recreation for all disabled persons

### **5.3 Participation**

A variety of classes may be offered at the Community Centers with a minimum number of participants required before classes may begin. Registered participants will be notified if classes must be combined or canceled due to low participation.

### **5.4 Community Events**

Community Centers may offer events which provide social, educational and entertainment benefits to the community at large. To take part in these community events, Community Center ID cards may not be required.

### **5.5 Meeting Rooms & Gyms**

The Department charges rental fees for the use of social/meeting rooms and/or gymnasiums at Burt-Cobb, Crow and Kleeman Community Centers. Meeting room and gymnasium space is available only during times Department or City programs are not scheduled.

#### Community Center Rental Fees (When facility is open):

- Meeting Room: Non-profit groups (501c3): \$5.00/per hour with \$20 deposit
- Others: (parties, clubs, etc.) \$10/per hour with \$20 deposit
- \*Gymnasium cannot be rented when building is open.

#### Center Rental Fees (When facility is closed):

- Meeting Room: All groups \$25 per hour (2 hour minimum) with \$20 deposit
- Gymnasium: \$40/per hour (4 hour minimum) with \$100 deposit

City Departments and the Clarksville-Montgomery County School System are not charged a fee to use the Community Centers facilities but must provide at least 30 days notice for requested use to ensure there are no scheduling conflicts.

### 5.5.1 Requests to Use Meeting Rooms & Gyms

It is the policy of the Clarksville Parks and Recreation Department that community centers can be used for the following types of activities. This list is not exclusive.

- Birthday Parties
- Bridal Showers
- Weddings and Receptions
- Anniversary Parties
- Family Reunions
- Activities sponsored by other Governmental Agencies
- Neighborhood Meetings
- Community Information Meetings held by Federal, State, and Local Public Officials
- Civic and Community Groups

### 5.5.2 Procedure for reserving Community Centers

All requests for Community Center use will require a rental contract for the time period covering the activity/program requested and all appropriate fees and regulations will apply.

- A. Reservations for activities described above may be granted by the Community Center Director or designated staff if for one time use only and must be made at least 7 days in advance.
- B. Reservation for activities requiring the facility two or more times must be made through an application procedure with the Superintendent of Programs and Community Centers. These requests must be made at least 30 days prior to the first use for review and approval.
- C. Reservations for fundraising events must be made through an application procedure with the Superintendent of Programs and Community Centers. These requests must be made at least 30 days prior to date of the event to allow for Parks and Recreation Committee approval, if necessary.
- D. Clarksville Parks and Recreation will provide no equipment for a reservation other than that which is available at the Community Center. Any additional equipment must be secured by the organization or individual reserving the space.
- E. All reservations will also require the signing of a hold harmless agreement by the reserving party.

- F. The reserving party is expected to leave the premises in the same condition as it was found.
- G. Set up and clean up time is to be included in the requested reservation time. Clean up is the responsibility of the reserving party and includes:
- Removal of all decorations.
  - Collecting and placement of all trash in designated area.
- H. Selling of concessions will only be permitted for fundraising events.
- I. After the last scheduled reservation, the user must reapply during normal business hours of the next day the facility is open to the general public.

### 5.5.3 Fundraising events

Permits to use a community center for a fundraising event may be requested by persons or organizations that hold a permit for the Tennessee Charitable Solicitations Board, bona fide educational institutions, organizations with a valid 501 c3 status with the IRS, and political candidates for public office. If admission or goods are sold or fees are collected by the organization on-site, the Department will charge the regular rental rate or 30% of the gross proceeds, whichever is greater. If no sales are made or if no fees or admission is collected on-site, the standard rental rates will apply.

### 5.5.4 Insurance

Proof of Liability Insurance coverage in the amount of \$1,000,000 is required for all events that are open to the public. Policy must name the City of Clarksville and Parks and Recreation Department as additionally insured.

### 5.5.5 Advertising of Events

A league, program, or event will be considered advertised if it has been announced in the local paper, through mass mailing, radio announcements, posters throughout the community, posted in the community centers, or posted on the Internet. All advertisements must be reviewed and approved in advance by the Superintendent of Programs/Community Centers.

### 5.5.6 Prohibited Uses

Community Centers may not be used for the following purposes:

- Commercial Organizations and/or individuals seeking to make a profit or sell merchandise for personal gain, except for organizations, entities, or individuals conducting or providing recreation related services.
- Gambling or other illegal activities.
- Activities that would provide or permit the use of alcohol or drugs.
- Activities that might endanger the lives and safety of others or damage the facility.
- Activities or events that are deemed detrimental to the overall good of the community.

## 5.6 Racquetball Court Fees

Members may reserve the racquetball courts at no charge. Equipment is the responsibility of the member. If a member reserves the court and fails to notify center staff they will not be using it, a \$3.00 charge will be applied to their account and they will not be able to reserve the courts or use other center amenities until this fee is paid.

## 5.7 Instructor Agreements and Payment

### 5.7.1 Per Student

The Department may at its discretion elect to pay an instructor based on the number of students enrolled in a class or program.

### 5.7.2 Hourly

The Department may at its discretion elect to pay an instructor an hourly rate determined by years of experience and training or types of certifications the instructor has. Rates may range from \$10 - \$25 an hour.

### 5.7.3 Flat Rate

The Department may at its discretion elect to use a flat rate of pay for an instructor to teach a series of classes.

### 5.7.4 Determining Instructor Payment Method

The Department will determine which instructor payment method to use based on a thorough evaluation of the costs of providing the activity or usage of space and the instructor's credentials. The preferred method of an hourly or flat rate will be utilized whenever possible and an evaluation of the program will be completed after each session or contract term expires.

### 5.7.5 Instructor Evaluation

Instructors will be evaluated at the end of each session or series of classes.

### 5.7.6 Background Checks

CPRD reserves the right to require an annual nation-wide background check of all instructors both private and contracted.

## 5.8 Recreation Programming

The Department coordinates a variety of programming for youth, seniors, and adults. Program fees are determined by direct and indirect costs and may vary throughout the year.

## 5.9 Summer Youth Program

The community centers present opportunities to offer summer programs for children and youth. These sites, and others secured by the Department, will offer a free drop in summer youth program for youth ages 6-12.

A Teen site is offered for ages 13-16 and will be secured based on availability of facilities and interest in the program. A \$15 Field Trip Fee to cover the cost of admission and/or transportation costs will be charged for teens attending Field Trips with the Teen Sites of the Summer Youth program.

All participants ages 6-16 must be registered in the program by a parent or guardian. Registration is completed on-site and placement cannot be reserved at non-community center sites prior to the start of the program. Parents/guardians will be asked to complete a registration form and may give permission to participate in program components such as free swim, instructional classes, and the USDA Summer Lunch Program.

## 6. Special Events –

### 6.1 Festivals and Events

The City of Clarksville Parks and Recreation Department conducts over 60 events each year. These events use a variety of funding sources however they are primarily funded through sponsorships.

#### 6.1.1 Non-Ticketed or Registration Events

**Riverfest** - Program costs are funded by sponsorships, grants, participation fees, booth fees and food and beverage sales.

**Independence Day Celebration** - Program costs are funded by sponsorships and food vendor fees.

**Christmas on the Cumberland** - Program costs are funded by sponsorships and food vendor fees.

#### 6.1.4 Ticketed or Registration Events

**Queen City Road Race** - Program costs are funded by sponsorships and participation fees as follows:

5k - \$20.00 early bird

5k - \$25.00 late registration

1 mile Movement - \$5.00

## 6.2 Community Enhancement

**6.2.1 Eggstravaganza** - Program costs are funded by the City of Clarksville, sponsorships and vendor fees.

**6.2.2 Senior Olympics** - Program costs are funded by sponsorships and participation fees as shown below:

Early Bird Registration	\$18.00 (before deadline)
Registration	\$22.00 (After early bird deadline)
Bowling	\$6.50 per person (set by Bowling Alley)
Golf Fees	\$9.00 per person (set by Golf Course)
Additional Dinner Tickets	\$8.00 per person

**6.2.3 Fright on Franklin** - Program costs are funded by the City of Clarksville and sponsorships.

**6.2.4 Downtown for the Holidays** - Program costs are funded by vendor fees.

**6.2.5 Warrior Week Picnic** - Program costs are funded by the City of Clarksville. Booth fees are \$100.00.

**6.2.6 Greenway 5k** - Program costs are funded by registrations and sponsorships.

**6.2.7 Sunrise Fitness** - Program costs are funded by in kind sponsor donation of an instructor provided by a private area gym.

**6.2.8 Doggiepalooza** - Program costs are funded by in-kind sponsorships and booth fees.

## 6.3 Multi Cultural Arts-

**6.3.1 Riverfest Art Exhibit** - Program costs are funded by sponsorships and entry fees.

Senior Exhibit Division	No Charge
Amateur Division	\$10.00 for 1 entry, \$15.00 for 2 entries
Professional Division	\$15.00 for 1 entry, \$20 for 2 entries
High School Division	\$ 5 per entry

**6.3.2 Strawberry Alley Concert Series** - Program costs are funded by sponsorships.

**6.3.3 Movies in the Park** - Program costs are funded by sponsorships and concessions.

## 6.4 Downtown Market

### 6.4.1 Annual Membership Fee

Membership fee per vendor for the entire season (Normally 24 weeks), includes 10x10 tent, table, 2 chairs - \$50.00

Daily fee per vendor, includes 10x10 tent, table, 2 chairs - \$20.00

### 6.4.2 Additional Fees

Additional 10x10 tent per vendor - \$20.00 per day

Electric at vendor booths - \$10.00 per day

## 6.5 Event Permitting

In accordance with Chapter 10 Sec. 5-1002 of the City Code, events and parades held inside the Clarksville City limits are required to obtain a permit from the Parks and Recreation Department Special Events Division. These fees are as follows:

### 6.5.1 Special Event Fees

**Application** \$30.00

**Clean-up deposit** \$500.00

**Electric Service** \$25.00 per meter, per day

#### **Daily Business License-**

Merchandise vendors without a City of Clarksville Business License must pay a daily business license fee at the rate of \$1.00 per day paid through the City of Clarksville Finance Department.

**Police Services-** Rate is currently \$25.00 per officer, per hour and must be directly paid to the police officer. Clarksville Police Department will determine number of officers needed.

**Street Barricades-**Please see the Clarksville Street Department for rental and or deposit fees.

### 6.5.2 Parade Permitting Fees-

**Application** \$15.00

**Deposit** \$250.00

**Police Services-** Rate is currently \$25.00 per officer, per hour and must be directly paid to the police officer. Clarksville Police Department will determine number of officers needed.

**7. Retail Sales of Merchandise -**

**7.1 Retail Sales Operations (vendors)**

Vendors will be charged a percentage of sales, currently 25%, or a flat rate based on the length of the event and estimated attendance.

**7.2 Concessions Operations (Non-athletic)**

Vendors will be charged either a percentage of sales, currently 25%, or a flat rate based on the length of the event and estimated attendance.

**7.3 Sale of retail items and concessions as a Program Service**

CPRD may engage in retail sales of merchandise and/or concessions to promote departmental programs and facilities. Prices will be determined based on current retail markets and will recover at least production costs, plus shipping and handling. Profit from sales will directly benefit the related program or facility.

**7.4 Vending machines**

Prices are determined by the State of Tennessee; according to T.C.A. 71-4-506 Tennessee Business Enterprises assumes responsibility for vending machines on public properties controlled by Federal, State, County, and Municipal governments. Program is administered under Vocational Rehabilitation Services with the Department of Human Services with the primary mission to create employment opportunities for blind vendors. CPRD does not collect any revenue from public vending machines on city property.

**8. Docking Fees -**

**8.1 McGregor Courtesy Boat Dock-**

The City of Clarksville operates a courtesy boat dock located at McGregor Park.

**8.1.1 Fees for overnight docking are as follows:**

	With electric	Without electric
All boats up to 29 feet	\$20.00	\$12.00
Boats 30-39 feet	\$25.00	\$17.00
Boats 40-49 feet	\$30.00	\$21.00
Boats 50-59 feet	\$35.00	\$26.00
Boats 60 feet and up	\$50.00	\$35.00

No charge for "Good Will/Distress" (to be determined at time of docking)

### **8.1.2 Payment for docking**

Must be made in advance by mail or by credit card by calling the Parks and Recreation Department. A permit will be sent to the boat owner at that time to place in full view on the boat.

## **8.2 Excursion Boats**

Excursion boats may dock at the McGregor Park Wharf for up to a 24 hour period.

### **Vessels docking over night**

Deposit-\$1,000 for season

\$250.00 for 24 hours

Must include insurance in the amount of \$1,000,000 naming the City of Clarksville as additionally insured.

Water is additional at the rate charged to Parks and Recreation Department. Meter will be read upon departure and invoiced or can be taken out of deposit prior to refunding

### **Vessels docking temporarily for dinner cruises, sightseeing rides, etc.**

Deposit-\$1,000 for season

Vessels seating 1-25-\$100.00

Vessels seating 50-100-\$150.00

Vessels seating 50 or more-\$250.00

Must include insurance in the amount of \$1,000,000 naming the City of Clarksville as additionally insured.

Water is additional at the rate charged to Parks and Recreation Department. Meter will be read upon departure and invoiced or can be taken out of the deposit prior to refunding.

## **8.3 Boat Ramps**

CPRD currently operates three boat launch ramps in City Parks (McGregor, Liberty and Trice). These boat ramps are free of charge and open to the public.

#### 8.4 Canoe Launch Sites

CPRD operates a canoe launch site located at the bridge on Wilma Rudolph Blvd. This canoe launch site is free and open to the public. [Note: Launch site is closed due to new bridge construction.]

#### 8.5 Fishing Tournaments-Liberty Park

This fee will include use of Fishing Tournament Pavilion.

1. Use of boat ramp for loading and unloading only. (the public will have access to the ramp)
2. Application/Contract, to be processed thru City of Clarksville, Parks and Recreation
3. All fishing tournaments must provide insurance – minimum \$1,000,000.00 General Liability – naming the City of Clarksville as Additional Insured.
4. Must sign a Hold Harmless Agreement.
5. Financial statement of all revenues will be due at a specified time.  
*(for the large tournaments)*

##### Rates

##### Weekly/Local Fishing Club Tournaments

Deposit is \$100. Fee is \$5.00 per boat.

##### Small Tournaments: Up to 25 boats

Deposit is \$150. Fee is \$150 for one day use.

##### Large Tournaments: Over 25 Boats

Deposit is \$200. Fee is \$300 for one day use. \*\*

*\*\*Large tournaments rental fee will be 6% of the gross revenue (plus 9.5% amusement tax) or the minimum rental fee, whichever is greater. \*\**

*(Deposit is refundable)*

### 9. Greenways -

**9.1 Partnership Events:** The Clarksville Greenway is not available to lease or rent for private events, parties, runs, biking, strollers, skate parties and many other similar events.

**10. Urban Forestry -**

**10.1 Consulting Fees:**

Currently there is not a charge for home or business consultation, but requests will be honored in order of priority.

**10.2 Tree Permit/Tree Removal on Private Property:**

The City Forester works in coordination with the Clarksville Building and Codes Department who has the authority to enforce the removal of trees (hazardous and nuisance) on private property. Fee is charged based on time and labor to remove tree.

**10.4 Tree Sculpture Program:**

A \$25 fee will be assessed to local artisans to create their Chainsaw carvings or “sculptures” on city property. This is an excellent way to turn the unfortunate loss of a tree into something attractive.

**10.5 Commemorative “Living Legacy” Tree Program:**

A \$250 donation is made to CPRD Tree Board, in which a tree is planted and a marker commemorating the loved one is placed at the tree. The donor also receives a map of where the tree is and a certificate.

**10.6 Invasive Species Program:**

A removal fee is determined based on size and approximate length of time to remove, number of staff and equipment needed, etc. on private property.

**10.7 Forestry Education and Training Programs:** The City Forester provides education and training to groups and individuals upon request. Due to limitations Forester only conducts these once a quarter. There is no charge at this time for these services.

**10.8 Fees Collected:**

Any fees collected from above services will be placed in a Special Revenue Account to pay direct costs and upgrade urban forestry initiatives.

**11. Fort Defiance**

Admission to Fort Defiance is free for individuals and groups. There may be times a fee will be assessed for field trips or groups for special programs such as arts and crafts or hands-on activities that require the purchase of materials. Ideally this will be direct cost recovery only.

**12. Gift Catalog -**

CPRD may engage in the solicitation of gifts/donations in the form of memorializing or naming an individual, group, business, or organization as a fundraiser for providing park amenities, programs, or facilities.

Such items could be Park Benches, Memorial Bricks, Picnic Tables, Bicycle Racks, Playground equipment, T-shirts, Uniforms, Sports Equipment, etc.

Prices will be determined based on production costs, plus shipping and handling, and any necessary installation costs. Sales will directly benefit the related program or facility only. No returns on custom or individualized gifts.

**13. Waivers, Reductions and Promotions -****13.1 Fair Share Policy**

A City of Clarksville resident or a person working in Clarksville makes a significant contribution to the financing and operation of the Clarksville Department of Parks and Recreation.

The City property taxes are the primary source of funds and are paid whether or not the individual participates or uses the facilities and parks of the city. Secondary share of funds is received from local sales taxes. The fair share concept is intended to apportion to non-residents an equalized fee, so that they can contribute to the overall financing on an equitable basis with the resident.

Traditionally, the Clarksville Department of Parks and Recreation has not charged a fee to non city residents (Montgomery County) for programs, facilities, events and it is anticipated that will not change.

Many non city residents (Montgomery County) work and a high majority spend their personal finances at city businesses. Therefore city and county residents share a reciprocal relationship for the support of CPRD.

However, as stated elsewhere in this policy a fair share fee may be assessed to those individuals or groups who reside outside of the City and/or Montgomery County.

### 13.2 Military Discounts

A 15% discount is offered to both current active military personnel, and veterans (based on resident or non-resident fees). These discounts apply to pool passes, select community center programs such as fitness classes and racquetball.

### 13.3 Senior Discount

A 15% discount is offered to those citizens of 65 and over. These discounts apply to pool passes, select community center programs such as fitness classes and racquetball.

### 13.4 City Employee and Family Discount

A 15% discount is offered to regular fulltime/retired City employees and **regular (year-round) part time employees**. These discounts apply to pool passes, pavilion rentals and select community center programs such as fitness classes and racquetball. The 15% discount does not apply to elected officials, including the Mayor, Council and/or City Court Judge. **Recreation privileges for sitting and former Mayors and City Council Members are provided free of charge per Resolution 29- 2010-11 (Dec. 2, 2010). A recreation use card is issued to the individual. The card is not transferable and privileges are not extended free of charge to family or guests of the individual.**

### 13.5 Refund Policy

#### 13.5.1 Policy

The Department of Parks and Recreation is dedicated to providing quality, programs, services and facilities. The Department strives to achieve and maintain a high level of customer satisfaction. In certain cases and conditions outlined herein, it is the policy of the Department to provide refunds to our customers.

#### 13.5.2 Refund Guidelines

- Refund request must be made in writing.
- Refund requests received 10 days in advance of program, service, vendor, or facility rental start date will be honored in full, less deposits or registration fees, if required.
- Refund requests received 9 days in advance but prior to program start date or rental date will be honored at 70% of

the amount in addition to any deposits or registrations fees, if required.

- Refund requests for programs or services received after the start date but prior to half the class sessions will receive a 50% refund.
- No refund requests for programs, services will be honored after 50% of the program or services has elapsed. No refund requests for rentals will be honored 49 hours or more after the start date.
- A 100% refund will be given to athletes (Youth or adult) where uniforms and/or other equipment/items (trophies, etc.) have not been ordered normally 30 days before the first game.
- A 50% refund will be given to athletes (youth or Adult) where uniforms and/or other equipment/items (trophies, etc.) have been ordered.
- Special consideration may be given for life altering situations.

### **13.5.3 Refund Methods**

All refunds will follow the city of Clarksville, Department of Finance bill paying schedule and be issued by City check. There will be no cash or credit/debit card refunds.

### **13.5.4 Non-refundable fees and charges**

- Boat dock (once boat has docked-no matter when it leaves)
- Parking fees (once lot has been entered)
- Non- Refundable deposits or registration fees.
- Administrative processing fees.
- Gift Certificates
- Day Passes

## **13.6 Waivers and Reductions**

### **13.6.1 Waiver**

The Director of Parks and Recreation is authorized to waive or reduce entry fees, user fees or sponsorships in conjunction with

promotional opportunities and the marketing of Parks and Recreation programs.

### **13.6.2 Reduced Pricing Policy**

**Purpose:** To provide discounted prices (50% of current pricing) on selected programs and services for customers are at recognized poverty levels. **Participants must provide one of the following to determine eligibility for a reduced pricing waiver: income records or documents showing housing or nutrition program participation.**

**Procedure:** Applicants are eligible for reduced fees for a period of one year beginning with the approval date. Required forms can be submitted to the CPRD Office.

## **14. Alternative Sources of Revenue –**

### **14.1 Grants**

CPRD will seek to obtain and utilize grants as an alternative and/or supplemental form of funding whenever possible.

### **14.2 Sponsorships**

CPRD will actively solicit sponsorships as an alternate and sometimes sole source of funding programs, facilities and events not supported by the General Fund. Sponsorships can be in-kind donations or financial donations or a combination of both.

## **15. Marketing and Promotions Support –**

CPRD may engage in promotional pricing such as offering an individual session free when combined with other sessions or offering discounted rates for group and individuals or other marketing strategies.