

FACILITY AND PROGRAM POLICY STATEMENT

The Wausau Park and Recreation Committee and Marathon County Park Commission annually approve of the department Facility and Program Fee structure which guides all rental and program rates.

1. SCHEDULING

Up to 8 working hours of separation may be provided between independent rental requests for the purposes of allowing department staff to inspect and/or clean in-between reservations.

2. PERMITS

Fees for camping, cross-country skiing, tubing, indoor ice skating, skate rentals, boat launching, biking and range shooting are collected on a per ticket basis.

3. RENTAL CONTRACTS/FACILITY AGREEMENTS

Rental contracts and facility agreements are entered into by completing a rental request via the department's reservation software (CivicRec). By booking a rental or reservation through our reservation software the renter agrees to comply by all waivers, terms, conditions, and rules set in place for that facility/reservation.

4. SALES TAX

All building fees and facility fees are subject to the current Wisconsin sales tax collectible at the time the fee is paid. Biking, boat launching, camping, cross-country skiing, demos, disc golf, firewood, food/drink concessions, ice skating, ice skate rental, Marathon Junction train, participant fees, playground registration, pool admission, shooting, storage, tubing, violation notice, walk with ease, wood cutting permits and building and facility fees include sales tax. Administrative fees for contracts with insurance or scheduling needs, Athletic Park and ball diamonds game and light fees, ice arena hourly charges, soccer field practice/game and light fees, Sunny Vale Softball Complex diamond use and field light fees and tennis court hourly fees are pre-tax rates. Advertising, lesson fees and tree top explorer registration fees are non-taxable.

5. RENTAL PAYMENTS

Fees for all facility rentals and deposits shall be paid in full at the time of the reservation approval. Local non-commercial community endorsed events may be subject to exception. All additional event fees may be invoiced after use of facility based on rental agreement. Additional event fees can be required to be paid up front if the department determines a need exists for a rental.

Sylvan Hill private tubing rentals require a \$100.00 non-refundable down payment at the time of reservation. The remaining balance of the private tubing rental will be invoiced after the event. This remaining balance is calculated based on an actual headcount calculation of the number of participants.

6. SECURITY DEPOSIT / ADDITIONAL CHARGES

Key Deposit - Where required, a \$50.00 key deposit shall be collected at the time of reservation approval. Keys to access the facility reserved can be obtained from the Wausau/Marathon County Parks Recreation and Forestry park office 24 hours in advance of or on the final business day before your reservation begins. If your reservation is for Cherokee Park, a key will be mailed to the address of the renter the week of the event. A mailed key may be returned in person or via mail post event. Keys picked up in person, should be returned in person. The key deposit shall be returned when key is returned, facility is cleaned and facility is secured in accordance with park regulations. Failure to return the key for any reason will result in a forfeiture of your deposit. Failure to pick up a key, resulting in staff having to provide access for the event, will result in forfeiture of your deposit.

For all county forest permits involving the loan of a gate key, a \$50.00 security deposit shall be paid at the time the permit is purchased/approved and the key is picked up from the park office. This deposit will be refunded if, and only if, the key is returned to the park office within five business days of the expiration of the permit. If the key is returned after five business days beyond the expiration of the wood cutting permit, your deposit shall be forfeited.

Security Deposit - \$200 deposits shall be paid at the time your reservation is approved if your event is open to the public, having alcohol sales, playing amplified music, or placing a tent/temporary structure on site at any one of the following locations. This deposit may also be applied in additional places if the department determines there is a clear need for it.

- Marathon Park: Big Kitchen, East Gate Hall, Grandstand, Meeting Hall, Marathon Junction, Multi-Purpose Buildings,
- Mission Lake Shelter
- Nine Mile Chalet
- Oak Island Enclosed Shelter
- Riverside Park Lodge
- Sylvan Hill Chalet

This security deposit shall be returned if:

- Building/Space is occupied only during the specified time on the contract
- Building/Space is totally vacated by the contractual end time
- Building/Space is cleaned, undamaged and secured
- All tents, temporary structure or other items are removed by agreed time

Deposit Retention – Any portion of or the entire deposit may be retained to offset additional fees incurred by the department. If the additional fees incurred as a result of your rental exceed the deposit amount, the renter shall be billed for the difference. Manager shall notify office staff immediately if a retention of the deposit will be required.

Non-refundable Deposit - Unique situations/events may require a non-refundable deposit at time of reservation.

7. **REFUND POLICY - FEE RETENTION**

Any fee, deposit, or charge labeled as non-refundable will not be refunded upon cancellation. Refunds may be granted in the form of credit on CivicRec account, check, or credit back to card on file. There shall be a service fee for all cancellations of park facility agreements. The amount retained shall be as follows:

- a. Rentals cancelled 30 calendar days or more prior to the scheduled event will result in a 10% cancellation fee. The remaining balance will be refunded.
- b. Rentals cancelled 29 calendar days or less before the scheduled event will result in 100% forfeiture of all fees
- c. Rentals may be modified or moved to a different date up to 4 days in advance of the scheduled event at no cost.
 - a. Reservations cannot be modified or moved 3 days or less before the scheduled event dates.

8. **INSURANCE**

Insurance is required if an event or rental is open to the general public, seen as for-profit (either by taking donation or charges an entry fee/admissions), erecting a large temporary structure on site, working with outside vendors to supply services during the event, or conducting sales of any kind.

When insurance is needed, the minimum amount required is \$1,000,000 per occurrence/\$2,000,000 in aggregate with "Marathon County" and the "City of Wausau" named as the additional insured. A certificate of insurance must be

provided to the Parks, Recreation, & Forestry Department preferably one week, but not less than 48 hours prior to the event. Said certificate of insurance must have the below listed as the “certificate holder”.

“Wausau and Marathon County Parks Recreation & Forestry Dept.
Attn: Jamie Polley
518 S 7th Ave, Rm 085
Wausau WI 54401”

The “description” on the certificate of insurance should list the name of the event, all of the dates of the event, and the location of event (park, building, city and state).

If liquor is being sold, the individual or organization reserving the facility(s) must provide additional proof of “Host Liquor Liability” coverage. This coverage must be noted or documented on the certificate of insurance provided to the department. The party/group actually conducting the sale of liquor must provide proof of “Liquor Liability” to the department as well. All certificates of insurance provided for liquor liability must include all language specified in paragraph 8 above.

9. COMMERCIAL/NON-COMMERCIAL RATES

Commercial rates are charged on applicable events to any individuals or groups (business, commercial enterprise, service, youth, church, professional, non-profit or commercial), if the facility is used for a commercial activity (regardless of the disbursement of the proceeds). These commercial rates will be charged for all days that the facilities are occupied. A Non-Commercial rate may be applied to an event considered to be a commercial activity if it is being conducted by a Marathon County based Civic Group (proof of State of Wisconsin Tax Exemption Certification may be required) which can prove their events sole objective is contributing to the betterment of Marathon County facilities or citizens.

Commercial Activity includes but is not limited to:

- a. Events charging spectator admission, entry fees, participation fees, gate fees, or is soliciting donations.
- b. Events with for-profit sales of products or services.
- c. Events conducted for the promotion of commercial products and/or services.

Examples of some events qualifying for commercial rates include:

- a. Events organized by a for-profit group that promotes the entities products or services.
- b. Events organized by private organizations where an entrance fee is required to participate.
- c. Events open to the public that are widely promoted via social media or other marketing avenues.
- d. Events open to the public such as fundraisers or athletic events with registration organized by any private businesses, individuals or civic groups from outside of Marathon County.

Examples of some events qualifying for non-commercial rates include:

- a. Events of strongly affiliated groups such as families, clubs, service organizations and company employees where donations are accepted for the sole purpose of helping defer the cost of hosting the event.
- b. Events where a facility is rented by a single individual for the purpose of gathering a privately invited group of people to celebrate. (Birthday party, memorial service, graduation party, wedding, family reunion, etc)
- c. Events open to the public such as fundraisers or athletic events with on-site registration organized by a Marathon County based Civic Group who prove their events sole objective is contributing to the betterment of Marathon County facilities or citizens.
- d. Non-profit organizations based in Marathon County utilizing a facility for a non-commercial activity such a meeting, or a private party.
- e. Set up days prior to commercial rate activity if group is a Marathon County Civic Group.

10. **RENTAL FEE POLICY FOR LOCAL NON-PROFIT AND CHARITABLE GROUPS**

Non-profit and charitable groups who rent park facilities for their activities shall pay the standard facility rental fees for commercial and non-commercial rentals. Setup fees for tables and chairs in the East Gate Hall and Multi-Purpose Buildings 1 and 2 can be waived if the renter sets up, takes down and properly stores the tables and chairs needed for their event. 'Local non-profit and charitable groups' include those groups who are based in Marathon County whose events benefit the citizens of Marathon County beyond their own members, affiliates and associates.

11. **SPECIAL FEES**

All event fees, additional unforeseen departmental expenses, or damage reimbursements may be billed to the user after the events.

12. **WINTER STORAGE FEES**

Winter storage fees must be collected before the stored item is removed. All storage items must be removed by May 1. A penalty of \$5.00 per day will be assessed if storage items are not removed by May 1. Storage items are not accepted before October 1.

14. **TRANSFERRING FACILITY AGREEMENTS**

Facility agreements are not transferable without the express written permission of the Park Commission or their designated representative. The signator is the responsible party of each individual facility and must be on site during the use period or have a designated representative acceptable to the Park Commission on site during the use period.

15. **RECREATION PROGRAM POLICY**

Recreation program participants are charged fees to cover a portion of the costs associated with the program. Youth programs are subsidized at a rate of 50%, while contracted recreation services, adult recreation and special events are set up to recover 100% of their expense, including a 15% mark up for administrative costs associated with the program. Non-residents pay increased fees to participate in programs funded by resident tax payers. Concessions are set up to recover costs with a markup of 200% to 600%, depending upon the item.

JAMIE POLLEY

Director