

## FACILITY AND PROGRAM POLICY STATEMENT

The Wausau Park and Recreation Committee and Marathon County Park Commission have approved all fee charges. The fees and charges in the attached schedule shall take effect immediately.

### 1. SCHEDULING

Separation of Events (East Gate Hall and Multi-Purpose Building).

- a. For most part-day events allow 2 working hours between events (East Gate Hall or MPB 1 & 2).
- b. For major, full-day events (weddings, commercial shows) allow 8 working hours between events. (East Gate Hall or MPB 1 & 2).
- c. For multiple building events allow 8 working hours between events.

### 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

A Park Facility Use Agreement (Form P663) is required for reserving all Fairgrounds buildings at Marathon Park, organized race events at Nine Mile, and any other shelter/facility rental where the department requires proof of insurance, contract garbage service or where the event may involve the exchange of money. A Facility Reservation Agreement (Form P173) or Field Reservation Agreement (Form P176) is required for reserving all other reservable park shelters and facilities.

### 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. Special events, ice skating lesson, school running race, swim lesson, tennis lesson and tree top explorer registration fees are non-taxable.

### 5. RENTAL PAYMENTS

Fees for all facility rentals (\* with exceptions listed below), shall be paid in full at the time of the reservation. Facility Use Agreement (P663), Facility Reservation Agreement (P173), or on-line forms shall be completed for rentals of all facilities.

\* East Gate Hall/Multi-Purpose Buildings/Judging Pavilion/Grandstand/Midway/Cattle Barns/Misc. Fairground Areas - \$100 plus current sales tax is required at the time the reservation is made. Balance of rental fee due 3 weeks prior to reservation date.

\* Tournaments/Races. Park shelter rental fees due at the time of reservation, all other rental fees invoiced after use of facility based on agreement.

\* Sylvan Tubing Hill - \$100 plus current sales tax is required at the time the reservation is made. The balance of the tubing hill rental will be invoiced after the event. The balance due will be calculated after an accurate head count of the number of participants has been established.

## 6. SECURITY DEPOSIT / STAFF CHARGES

Key Deposit \$20.00 shall be collected at the time the key is picked up with the exception of Cherokee in which the fee is collected at the time of the reservation and mailed directly. Key deposit shall be returned when key is returned, facility is cleaned and facility is secured in accordance with park regulations.

- a. If the key is determined to be lost, a replacement penalty of \$20.00 will be assessed.
- b. For all county forest wood cutting permits involving the loan of a gate key, a \$50.00 security deposit shall be paid at the time the key is picked up from the Park Office. The security deposit shall be deposited upon receipt into the County financial system. 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 wood cutting permit. If the key is returned after five business days beyond the expiration of the wood cutting permit, a replacement penalty of \$50 will be assessed.

Facility Deposit - \$200 deposits shall be paid at the time of the reservation and \$500 deposits shall be paid within 15 days of the reservation date.

Deposits shall be returned if:

- Building is occupied only during the specified time on the contract
- Building is totally vacated by the contractual end time
- Facility is cleaned, undamaged and secured
- Tent, temporary structure or other is removed by agreed time

The \$200.00 deposit shall apply to the following buildings where alcohol and amplified music or sound are present:

Marathon Park:	Big Kitchen, Meeting Hall, Marathon Junction
Riverside Park:	Lodge
Sylvan Hill Park:	Chalet
Nine Mile:	Chalet
Oak Island:	Enclosed Shelter

The \$200 deposit shall apply to all shelters where tents, temporary structures or equipment is present.

Security Deposit Retention – complete or any portion (cleaning fee/repairs/etc.) of the deposit may be retained. If charges exceed the deposit, 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

There shall be a service fee for all cancellations of park facility contracts. The amount retained shall be as follows:

- a. For all cancellations 14 calendar days or more prior to the scheduled event: \$10.00/contract or 10% of the total fee, whichever is greater.

- b. For all cancellations 13 calendar days or less before the scheduled event: the entire fee is forfeited.

## 8. **INSURANCE**

When insurance is needed, minimum amount required is \$1,000,000 per occurrence/\$2,000,000 in aggregate with Marathon County and the County of Wausau named as additional insured. A Certificate of Insurance must be delivered to the Parks, Recreation, and Forestry Office, preferably one week, but not less than 48 prior to the event.

If liquor is being sold, Liquor Liability Insurance must be submitted by the selling entity.

## 9. **COMMERCIAL/NON-COMMERCIAL RATES**

Commercial rates for buildings are charged to any individual or group (business, commercial enterprise, service, youth, church, professional, non-profit or commercial), if the facility is used for a commercial activity (regardless of the disposition of the proceeds). The commercial rates will be charged to any private individual or group for all days that the facilities are occupied.

Events qualifying for commercial rates include:

- a. Athletic events with on-site registration, charitable fund raisers or non-profit organization activities sponsored by other than Marathon County residents.
- b. Events with for-profit sales of products or services.
- c. Events charging spectator admission, entry fees or gate fees.

Events qualifying for non-commercial rates include:

- a. Gatherings of strongly affiliated groups such as families, clubs, service organizations and company employees where donations are accepted to help defer the cost of putting on the event.
- b. Athletic events with on-site registration and charitable fund raisers sponsored by Marathon County residents, where the event is open to the public.
- c. Non-profit organizations based in Marathon County utilizing a facility for a non-commercial activity.
- d. Set up days prior to commercial rate activity if group is Marathon County based.

## 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. Rentals utilizing no more than the 10 tables and/or 100 chairs included in the standard rental fee may have appropriate setup fees deducted from the standard rental fee. '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**

Set-up fees, special equipment, labor, manager's time, etc. may be billed to the user after the events.

## 12. **WINTER STORAGE FEES**

Winter storage fees must be collected at the time 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.

13. **PROOF OF IDENTIFICATION**

Effective immediately, the person who signs the **Facility Use Agreement (P-663) or Facility Reservation Agreement (P-173)** for a commercial event is required to provide Proof of Identification with/photo to the Park Office at the time the reservation is made.

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