

Parks & Recreation Advisory Board Meeting

The Zebulon Parks and Recreation Advisory Board will meet Monday, November 20th at 6pm.
This meeting will be held at Zebulon Town Hall, 1003 N. Arendell Avenue.

Meeting Agenda

1. Call to Order
2. Approval of Agenda
3. Public Comment

Public comments are limited to 3 minutes. Anyone wishing to speak must sign up by 5:50 PM. Public comment may be limited to 15 minutes.

4. Consent
 - A. Adoption of Minutes
 1. September 18th, 2023
5. New Business
 - A. Facility Use Allocation
 - B. Sponsorship Standard
 - C. FY 25 Budget Goals
 - D. Fee Schedule Review
6. Open Discussion
7. Staff Updates
 - A. Department Update
8. Adjournment

Parks & Recreation Advisory Board Meeting

September Minutes

The Zebulon Parks and Recreation Advisory Board met Monday, September 18th at 6pm.

This meeting was held at Zebulon Town Hall, 1003 N. Arendell Avenue.

Present Advisory Board Members:

Brandon Wiggins, Wendi Watson, Garrett Underhill, Quinton Taylor

Meeting Agenda

1. Call to Order

Brandon Wiggins called to order at 6:07 PM.

2. Approval of Agenda

Motion: Wendi Watson

2nd: Garrett Underhill

All voted in favor.

3. Public Comment

Public comments are limited to 3 minutes. Anyone wishing to speak must sign up by 5:50 PM. Public comment may be limited to 15 minutes.

- None.

4. Consent

A. Adoption of Minutes

1. August 21st, 2023

Motion: Wendi Watson as amended to remove Garrett Underhill's name from the attendance.

2nd: Quinton Taylor

All voted in favor.

5. Old Business

A. How We Play

Sheila Long reviewed a visual preference activity for the board on How We Play. The members privately responded to the exercise and then reported out their selections and engaged in discussion.

Results were as follows:

Neighborhood Parks	Wendi Watson, Brandon Watson, Quinton Taylor
Greenways	All
Athletic Fields	Quinton Taylor
Basketball Courts	Garret Underhill, Quinton Taylor
Tennis Courts	Garret Underhill, Quinton Taylor
Athletic Programs	Wendi Watson, Brandon Wiggins, Quinton Taylor
Fitness Programs	Brandon Wiggins
Senior Programs	Wendi Watson
Aquatic Programs	Wendi Watson
Splash Pad	Brandon Wiggins, Wendi Watson
Downtown Park	Quinton Taylor
Sports Complex	Garrett Underhill, Brandon Wiggins
Pickleball	Garrett Underhill
Playgrounds	Quinton Taylor, Wendi Watson, Garrett Underhill
Meeting Space	Brandon Wiggins
Wayfinding/Signage	Brandon Wiggins, Garrett Underhill
Amphitheater	Wendi Watson
Public Art	Brandon Wiggins, Garrett Underhill
Gymnasium	All
Summer camps	Garrett Underhill, Quinton Taylor
Special Events	Quinton Taylor, Wendi Watson, Garret Underhill
Adult Sports	Garrett Underhill
Special Needs	Brandon Wiggins, Wendi Watson
Preschool	Quinton Taylor
Outdoor Fitness	Brandon Wiggins, Wendi Watson

Other Programs: Teen Programs, Theater Programs

3/5/10 year goals:

3 year

- Athletics
- Get more support to meet demand
- Focus on quality
- Gymnasium
- Neighborhood Parks
- Acquire Land
- Keep up with growth
- Splash Pad
- Special Needs Programs

5 year

- Greenway Connections
- ZCP Expansion
- Communications & Branding
- Landscape standard
- Signage

10 year

- Pool
- DT Park
- More important to have it connected
- Multipurpose Rec Facility

B. Gill St Playground

Sheila Long reviewed a visual preference activity for the board on the Gill St Playground Project. The members privately responded to the exercise and then reported out their selections and engaged in discussion.

Results were as follows:

Image 1 (Pour in place, red border)

Garrett Underhill: Trees incorporated into play space, elevation changes

Image 4 (wooden climbing wall with slide)

Wendi Watson, Quinton Taylor: more engaging, safe challenge, climbing

Image 5 (mixed surfacing, metal slide)

Brandon Wiggins, Quinton Taylor: natural mound & green space, TP, elevation changes, sight lines, netting provide a sensory opportunity, mix of wood and grass surfacing, slide

Image 8 (twisting climbing wall w/ a view)

Brandon Wiggins, Quinton Taylor: offered an oasis feel with the use of palm trees in the landscaping, would be an escape for adults, condensed, creative play, climbing rope structure, big variety in small space, diverse play

Image 9 (green, blue, and yellow modern)

Wendi Watson: Creative, a lot going on, colors, shade

Image 10 (tree play structure)

Wendi Watson, Brandon Wiggins, Garrett Underhill: Natural looking space, creative play, condensed, tree house

Image 12 (deck and slide w/ green panels)

Garrett Underhill: opportunity for older kids with adults, sturdy, lots to do

Other Play considerations:

- Sensory
- Teen social spaces
- Music stations
- In ground trampoline

6. Open Discussion

- Brandon Wiggins shared he thought the Bojangles signs regarding Popeyes were funny and that the community has a sense of humor. Quinton Taylor noted there was a need for a comedy club
- Wendi Watson mentioned the upcoming Business After Hours with the Chamber of Commerce
- There was discussion regarding

7. Staff Updates

- Staff will continue working with the community on How We Play and Gill St Playground project. Both engagement opportunities will be highlighted at the upcoming Gill St Cookout. There are also surveys online.
- Basketball registration is in process

8. Adjournment

Motion: Wendi Watson

2nd: Garrett Underhill

All in favor

Topic: Facility Use Allocation Standard
From: Parks & Recreation Staff
Prepared by: Nick Rummage, Parks & Athletics Manager
Presented by: Nick Rummage, Parks & Athletics Manager

Background

As the Town of Zebulon continues to grow, the demand for athletic field spaces, both from Parks & Recreation based leagues as well as community-based teams, tournaments and events, will only continue to increase as well. This Facility Use Allocation Standard will set a clearly defined standard as to when field reservation requests will be received as well as how the different requests shall be prioritized when allocating field space.

Discussion

The Board will engage in discussion and provide recommendations about the proposed Facility Use Allocation Standard

Attachment: Facility Use Allocation

Town of Zebulon Parks and Recreation
Athletic Facility Use Allocation

Introduction

This document establishes the procedure for allocating all Town of Zebulon athletic field rental requests. The goal of this process is provide fair and equal access to private, for profit and non-profit youth and adult athletic organizations for athletic fields.

This standard is designed to enable the largest number of users to have access to public fields while also aiming to protect the health of the athletic turf for future use. Zebulon Parks and Recreation (ZPRD) shall be responsible for allocating any requests that are made for field usage.

Prioritization

All requests that are received during a Reservation Period will be considered based upon the below order of priority. Any requests received after the deadline will only be considered following issuance of contracts to all parties that submitted a Field Rental Request prior to the deadline on a first come, first served basis and only if space remains available.

Submission of an Athletic Field Rental Request Form does not guarantee any specific dates, times or fields will be made available for rent. Contracts may be issued in whole or in part of the initial request submitted.

Requests that are received after the closing of the reservation period shall be issued contracts on a first come, first served basis and only when spaces are still available.

1. Zebulon Parks & Recreation Department
2. Education based athletics (Public, Private and Homeschool groups)
3. Youth athletic non-profit & for-profit organizations
4. Adult athletic non-profit (501c3 status)
5. Adult athletic for-profit
6. All other events

Reservation Periods

Requests for field rentals will not be accepted prior to the opening of the Reservation Period. All requests received after the deadline will only be considered following issuance of contracts to all parties that submitted a Field Rental Request prior to the close of the deadline.

Rental Period	Reservation Period	Deadline	Contracts Issued By
March 1 – May 31	December 1 – January 15	January 15 at 5:00 PM	February 1
June 1 – July 31	March 1 – March 31	March 31 at 5:00 PM	April 15
August 1 – October 31	May 1 – June 15	June 15 at 5:00 PM	July 1

Turf Management

The Town of Zebulon reserves the right to limit the total number of hours of use per field to 250 total rented hours per calendar year to protect the health and safety of natural turf and the participants that will play on it.

To preserve natural turf and ensure it remains available for the community to use long term, natural turf should be rested during the months of November-February. Use of the fields will be limited to extenuating circumstances such as reasonably completing or beginning a Town or school league. ZPRD will analyze the number of playing hours, the condition of the fields, and the potential damage to playing surfaces when determining if play during the rest period should be authorized.

Topic: Sponsorship Standard
From: Parks & Recreation Staff
Prepared by: Sheila Long, Parks & Recreation Director
Presented by: Sheila Long, Parks & Recreation Director

Background

Parks & Recreation seeks sponsorships for a variety of programs, projects, and initiatives including but not limited to events and athletic leagues. With the ever-growing population, the department strives to continuously improve the quality of these services. Acquiring sponsorships supports enhancement opportunities and offers the community an opportunity to get involved.

The department has long sought sponsorships to support various programs, projects and initiatives. This sponsorship standard will identify the guidelines and procedures for entering into sponsorship agreements.

Discussion

The Board will engage in discussion and provide recommendations on the proposed sponsorship standard.

Attachment: Sponsorship Standard

TOWN OF ZEBULON PARKS AND RECREATION

SPONSORSHIP STANDARD

INTRODUCTION

The Town of Zebulon Parks and Recreation Department (ZPRD) welcomes partnership opportunities and sponsorships that enhance our ability to deliver parks and recreation services. It is our policy to actively seek sponsorships for events from individuals, foundations, corporations, nonprofit organizations, service clubs, and other entities that support the mission and goals of ZPRD.

PURPOSE

In order to host programs, events and projects and showcase the wish level of services the Town offers its residents, ZPRD seeks sponsorships to offset the cost of providing select recreation services and projects. Sponsorships increase ZPRD's ability to deliver and promote services to the community as well as provide enhanced levels of services. In appreciation of such support, it is the policy of the ZPRD to provide suitable acknowledgement for sponsors' contributions.

This policy will outline the guidelines and procedures for entering into sponsorship agreements.

DEFINITION

'*Sponsorship*' is financial or in-kind support from an outside person or entity, including other governmental or quasi-governmental organizations, (collectively "outside entity") to associate outside entity's name, logo, products or services with a Town facility or service. Sponsorship is a business relationship in which the Town and the outside entity exchange goods, services and/or financial remuneration for the public display of an agreed-upon sponsorship recognition message.

CRITERIA FOR APPROVAL

The following criteria shall be considered in determining sponsorship approvals:

1. The potential sponsor is ready, both financially and organizationally, to enter into an agreement with ZPRD at the time of approval.
2. The potential sponsor has a record of responsible stewardship and their prior involvement in the community and community projects.
3. The potential sponsor projects a positive and desirable image to the community and is appropriate for the sponsorship program, event or project.
4. The potential sponsor's organization is not substantially derived from any of the following activities:
 - i. The sale of cannabinoids and other intoxicants, not including alcohol.
 - ii. Promoting products or services that may be considered offensive or distasteful.
 - iii. Promoting a political candidate, political affiliation, or political position regardless of the timing of the ballot issue. This restriction shall not prohibit a person appointed, elected or currently running for office from partnering with ZPRD to promote an organization they may own or operate.

- iv. Products or businesses that would create a clear conflict of interest between ZPRD, its officers, agents, or employees.
- v. Profanity and Obscenity, hate speech, illicit products, activities or materials.

RECOGNITION OF SPONSORS

Sponsors will be provided with a level of recognition commensurate with their contribution. Acknowledgement of a sponsor may include one or more of the following:

1. Organization logo or name through ZPRD's website, social media, newsletters, media releases, and any other applicable public outreach.
2. Recognition during announcements.
3. Certificate of recognition from the Town.
4. Organization logo or name featured on promotional items including t-shirts.
5. Organization logo or name on a banner at a program or event.
6. Special recognition at a town council meeting or Town event.
7. Booth at events.
8. Signage including:
 - a. Fencing fabric and/or fence signage
 - b. Certain interior walls
 - c. Scoreboards
9. PA audio and visual messages.
10. Inclusion on pavers or other similar fixtures.

In-kind sponsorship will be recognized based on its monetary value.

Recognition of a sponsorship shall not suggest in any way the endorsement of the sponsor's goods or services by the ZPRD.

Additional recognition opportunities may be considered with approval from the Parks and Recreation Director and the Communications Manager.

Naming sponsorships for parks and facilities must be approved by the Board of Commissioners unless otherwise authorized in the fee schedule (ex: disc golf course or seasonal field sponsors).

PROCEDURES

Interested sponsors are encouraged to contact ZPRD at any time to discuss potential sponsorships. Organizations interested in sponsoring a special event must submit a completed Event Sponsorship Application to ZPRD by email or in person. Application forms will be available on the town website or by request. If the sponsorship is approved payment must be received within 10 days of approval. Contact information for local sponsors, which sponsors have been contacted, when, as well as sponsorships that have been finalized will be tracked by ZPRD. This will help to avoid repeat solicitation efforts in a short period of time, make decisions based on most appropriate solicitations and levels of benefits offered, keep a current list of all ZPRD supporters and contacts, and help provide leads for new sponsorships.

With approval from the Parks and Recreation Director and Communications Manager, ZPRD may partner with a non-profit or consultant to seek sponsorships. The Town will contractually require approval of the sponsorship program and the right to approve sponsors to ensure the sponsors will positively reflect the program, event, or project.

STAFF RESPONSIBILITIES

Staff will contact potential sponsors to discuss sponsorship opportunities to establish relationships with organizations that would benefit from sponsoring an event. Staff is responsible for operating the sponsorship program including, but not limited to:

1. Soliciting sponsorships from local organizations, verbally or in writing.
2. Creating and circulating a sponsorship packet detailing the event date, application deadline, sponsorship tiers, and associated benefits.
3. Exercising due diligence when evaluating sponsorship applications to determine the benefits and risks of the proposed sponsorship.

AUTHORITY

This standard is approved by the Parks and Recreation Director with advisement from the Communications Manager and with feedback from the Parks and Recreation Advisory Board. This standard may be amended at the discretion of the Parks and Recreation Director at any time.

The Town's Fee Schedule is adopted by the Board of Commissioners and should be followed as it pertains to sponsorships.

Topic: FY 25 Budget Goals
From: Parks & Recreation Staff
Prepared by: Sheila Long, Parks & Recreation Director
Presented by: Sheila Long, Parks & Recreation Director

Background

Each year the department submits a budget to the Town Manager for consideration. The Manager will consider the departments requests and make a recommendation to the Board of Commissioners. The Board of Commissioners must adopt a budget each year by the end of June. The adopted budget will include operating, capital and schedules.

To support Zebulon's rapidly growing population, the department intends to continue to focus on:

- Expanding capacity.
- Expanding capability.

Discussion

The Board will engage in discussion and provide recommendations on the FY 25 Budget Goals.

Topic: Fee Schedule Review
From: Parks & Recreation Staff
Prepared by: Sheila Long, Parks & Recreation Director
Presented by: Sheila Long, Parks & Recreation Director

Background

The Board of Commissioners adopts the Fee Schedule annually during the fiscal year budget adoption. Fees for park rentals, programs, and other department services are assigned in the Fee Schedule. The Parks and Recreation Department must submit recommended changes by January 31st, 2024 for the Fiscal Year 2025 budget.

Discussion

The Board will engage in discussion and provide recommendations on the FY 25 Fee Schedule.

Attachment: FY 2024 Fee Schedule

		Town of Zebulon Adopted Fee Schedule					
Department & Fee Description				Adopted FY 2024 Fees		Proposed FY 2025 Fees	
Recreation Impact Fee							
Plat Already Recorded for Development - Fee Collected at time of Building Permit							
Single Family				\$3,000.00/unit		\$3,000.00/unit	
Multi - Family				\$2,500.00/unit		\$2,500.00/unit	
Plat Not Recorded for Development - Fee Collected at time of Recordation							
Single Family				\$3,000.00/unit		\$3,000.00/unit	
Multi - Family				\$2,500.00/unit		\$2,500.00/unit	
Recreation & Open Space - Fee-in-Lieu							
Single-Family				\$2,500.00/unit		\$2,500.00/unit	
Multi-Family				\$2,500.00/unit		\$2,500.00/unit	
<i>Note: Residential fee-in-lieu is due upon plat approval.</i>							
Weaver's Pond Subdivision							
Easement Recovery Fee				\$192.96 per acre		\$192.96 per acre	
Greenway Impact Fee				See Recreation Impact Fee		See Recreation Impact Fee	
<i>Note: Easement recovery fee is due upon submission of application for plat approval.</i>							
Parks and Recreation							
Outdoor Facility Rental							
Picnic Shelters Half Day residents (10 AM-1 PM or 2 PM-5 PM)				\$30.00 per 3 half day		\$30.00 per 3 half day	
Picnic Shelters Half Day -non-residents				\$60.00 per 3 half day		\$60.00 per 3 half day	
Picnic Shelter Full Day Resident (10 AM-5 PM)				\$60 per full day		\$60 per full day	
Picnic Shelters Full Day -non-residents				\$120 per full day		\$120 per full day	
Zebulon Elementary School Softball/Baseball Field Hourly Rate				\$30 per hour (\$45 per hour non-resident)		\$30 per hour (\$45 per hour non-resident)	
Zebulon Elementary School Softball/Baseball Field Half Day (4 hours)				\$90 half day (\$125 half day non-resident)		\$90 half day (\$125 half day non-resident)	
Zebulon Elementary School Softball/baseball Field Whole Day (5-10 hours)				\$150 whole day (\$200 whole day non-resident)		\$150 whole day (\$200 whole day non-resident)	
Zebulon Community Park - Griswold Field Hourly Rate				\$30 per hour (\$45 per hour non-resident)		\$30 per hour (\$45 per hour non-resident)	
Zebulon Community Park - Griswold Field Half Day (4 hours)				\$90 half day (\$125 half day non-resident)		\$90 half day (\$125 half day non-resident)	
Zebulon Community Park - Griswold Field Whole Day (5-10 hours)				\$150 whole day (\$200 whole day non-resident)		\$150 whole day (\$200 whole day non-resident)	
Zebulon Community Park - Multi Purpose Field Hourly Rate				\$50 per hour (\$65 non-resident)		\$50 per hour (\$65 non-resident)	
Zebulon Community Park - Multi Purpose Field Half Day (4 hours)				\$150 half day (\$195 half day non-resident)		\$150 half day (\$195 half day non-resident)	
Zebulon Community Park - Multi Purpose Field Whole Day (5-10 hours)				\$350 whole day (\$455 whole day non-resident)		\$350 whole day (\$455 whole day non-resident)	
Wakelon Elementary School Upper/Lower Field Hourly Rate				\$50 per hour (\$65 non-resident)		\$50 per hour (\$65 non-resident)	
Wakelon Elementary School Upper/Lower Field Half Day (4 hours)				\$150 half day (\$195 half day non-resident)		\$150 half day (\$195 half day non-resident)	
Wakelon Elementary School Upper/Lower Field Whole Day (5-10 hours)				\$350 whole day (\$455 whole day non-resident)		\$350 whole day (\$455 whole day non-resident)	
GSK Field Hourly Rate				\$50 per hour (\$65 non-resident)		\$50 per hour (\$65 non-resident)	
GSK Field Half Day (4 hours)				\$150 half day (\$195 half day non-resident)		\$150 half day (\$195 half day non-resident)	
GSK Field Whole Day (5-10 hours)				\$350 whole day (\$455 whole day non-resident)		\$350 whole day (\$455 whole day non-resident)	
Disc Golf Course Hourly Rate				\$50 per hour (\$65 non-resident)		\$50 per hour (\$65 non-resident)	
Disc Golf Course Half Day (4 hours)				\$150 half day (\$195 half day non-resident)		\$150 half day (\$195 half day non-resident)	
Disc Golf Course Whole Day (5-10 hours)				\$350 whole day (\$455 whole day non-resident)		\$350 whole day (\$455 whole day non-resident)	
* Exclusive use of the Disc Golf Course is not guaranteed with rentals.							
Lights (Community Park & Zebulon Elementary School Ball Fields)				\$35.00 per hour (\$50.00 per hour non-resident)		\$35.00 per hour (\$50.00 per hour non-resident)	
Field Preparation				see below by sport		see below by sport	
Baseball/Softball				\$60.00 per field per day		\$60.00 per field per day	
Soccer				\$100.00 per field per day		\$100.00 per field per day	
Football				\$200.00 per field per day		\$200.00 per field per day	
Field Preparation includes one line/dragging per day.							
Tennis Courts (Whitley Park)				\$25.00 per hour (\$40.00 per hour non-resident)		\$25.00 per hour (\$40.00 per hour non-resident)	

	Basketball Courts (Community Park)		\$25.00 per hour (\$40.00 per hour non-resident)	\$25.00 per hour (\$40.00 per hour non-resident)
	Non-Profit Groups		Fees determined on a case-by-case basis per the Cost Recovery Policy	Fees determined on a case-by-case basis per the Cost Recovery Policy
	<u>Community Center Rental</u>			
	Classroom A or B		\$15.00 per hour (\$25.00 per hour non-resident)	\$15.00 per hour (\$25.00 per hour non-resident)
	Classroom C		\$25.00 per hour (\$40.00 per hour non-resident)	\$25.00 per hour (\$40.00 per hour non-resident)
	Activity Room A or B		\$25.00 per hour (\$40.00 per hour non-resident)	\$25.00 per hour (\$40.00 per hour non-resident)
	Youth Birthday, ages 12 and under (Activity Room + Gym for 2 hours)		\$120.00 (\$150.00 non-residents)	\$120.00 (\$150.00 non-residents)
	Warming Kitchen		\$25.00 per hour (\$40.00 per hour non-resident)	\$25.00 per hour (\$40.00 per hour non-resident)
	Gym-Basketball Setup		\$60.00 per hour (\$90.00 per hour non-resident)	\$60.00 per hour (\$90.00 per hour non-resident)
	Gym-Volleyball Setup		\$60.00 per hour (\$90.00 per hour non-resident)	\$60.00 per hour (\$90.00 per hour non-resident)
	Gym-Assembly Setup		\$75.00 per hour (\$125.00 per hour non-resident)	\$75.00 per hour (\$125.00 per hour non-resident)
	Gym-Banquet Setup (includes Warming Kitchen use)		\$100.00 per hour (\$150.00 per hour non-resident)	\$100.00 per hour (\$150.00 per hour non-resident)
	Gym-Including Alcohol Use (includes Warming Kitchen use)		\$150.00 per hour (\$225.00 per hour non-resident)	\$150.00 per hour (\$225.00 per hour non-resident)
	A/V Equipment Use		\$25.00 per event (\$40.00 per event non-resident)	\$25.00 per event (\$40.00 per event non-resident)
	After Hours Rates		See below Additional Department Rental Fees	See below Additional Department Rental Fees
	Non-Profit Groups		Fees determined on a case-by-case basis	Fees determined on a case-by-case basis
	<i>Please note that all rentals are for a maximum time of 4 hours.</i>			
	Assembly or Banquet Setup Charge		\$60.00 per event	\$60.00 per event
	Facility Cleaning			
	1-150 persons		\$125.00 per event	\$125.00 per event
	151 or more persons		\$175.00 per event	\$175.00 per event
	Additional Rental Fees			
	Standard staffing rate		\$25.00 per hour per staff	\$25.00 per hour per staff
	Supervisor staffing rate		\$45.00 per hour per staff	\$45.00 per hour per staff
	After hour (night & weekend)		Staff Rate times 150%	Staff Rate times 150%
	Application fee for reoccurring/banquet/tournament rentals		\$25.00 per application	\$25.00 per application
	Admission/gate fee		\$25.00 per day	\$25.00 per day
	<u>Event Fees</u>			
	Booth/concession registration will be determined on a per event basis.			
	<u>Sponsorship Fees</u>			
	Baseball/Softball/Soccer Team Sponsor		\$300.00	\$300.00
	League Sponsor (per age group, per season)		\$1,000.00	\$1,000.00
	Basketball per team, per season		\$150.00	\$150.00
	Athletic Field Sponsor (per season)		\$500.00	\$500.00
	Athletic Field Sponsor (per year)		\$1,500.00	\$1,500.00
	Basketball Court (Community Center) Court Sponsor (per season)		\$500.00	\$500.00
	Disc Golf Hole Sponsor (per year)		\$500.00	\$500.00
	Disc Golf Course Sponsor (3 years)		\$10,000.00	\$10,000.00
	Annual Event Sponsorship Package			
	Platinum		\$10,000.00	\$10,000.00
	Gold		\$5,000.00	\$5,000.00
	Silver		\$2,500.00	\$2,500.00
	Bronze		\$500.00	\$500.00
	Other Event & Program Sponsor Packages will be determined on a per program/event basis.			
	<u>Youth Athletic Program Fees</u>			
	Basketball (ages 4 and up)		\$45.00	\$45.00

	Baseball				
	Ages 4-6			\$35.00	\$35.00
	Ages 7 and older			\$45.00	\$45.00
	Girls Softball (ages 7 & up)			\$45.00	\$45.00
	Soccer			\$45.00	\$45.00
	Youth Athletic Program Non-Resident Fees		\$20.00 in addition to the regular program fees		\$20.00 in addition to the regular program fees
	Youth/Adult Combined Athletic Program Fees				
	Karate				
	Two days per week		\$40.00 per monthly session / \$50.00 per month non-residents		\$40.00 per monthly session / \$50.00 per month non-residents
	One day per week		\$20 per month/ \$25 per month non-residents		\$20 per month/ \$25 per month non-residents
	Spring Adult Softball Leagues (per team)			\$500.00	\$500.00
	Adult Basketball Leagues (per team)			\$500.00	\$500.00
	<i>Please note that all other youth and adult athletic and recreational program fees will be based on instructor salary, supply costs, facility rental, and the cost recovery policy.</i>				
	Community Center User Fees				
	Weight Room		\$10.00 per month (\$15.00 per month non-resident)		\$10.00 per month (\$15.00 per month non-resident)
	Youth Programs				
	Summer Camps (based on cost of instruction & supplies)		\$60-200.00		\$60-200.00
	Camp & Program Nonresident Rates				
	Program with 7 or more days or sessions		\$20 in addition to the regular program fees		\$20 in addition to the regular program fees
	Program with 2-6 days or sessions		\$10 in addition to the regular program fees		\$10 in addition to the regular program fees
	Program with 1 day or session		\$5 in addition to the regular program fees if more than \$15		\$5 in addition to the regular program fees if more than \$15
	Senior Trips		Program fees will vary, but must recover 100% of costs.		Program fees will vary, but must recover 100% of costs.
	Non-Athletic & Camp Programs		Recreation program fees vary by program and goal. Fees will adhere to the Town's Recreation Cost Recovery Policy as attached behind this fee schedule.		Recreation program fees vary by program and goal. Fees will adhere to the Town's Recreation Cost Recovery Policy as attached behind this fee schedule.
	Get Fit Pass				
	Trekking, Zumba, Pilates, Kettlebell and Yoga Classes (7 sessions or \$5 per class)		\$25.00 for resident/ \$30.00 for non-resident		\$25.00 for resident/ \$30.00 for non-resident
	All Access Pass				
	Includes monthly membership to exercise rooms & unlimited daytime exercise programs for the month		\$35.00 for resident/ \$45.00 for non-resident		\$35.00 for resident/ \$45.00 for non-resident
	*some exercise programs may be excluded from fitness passes due to demand and format				
	Living Tree Memorial				
	Living Tree Memorial Tree and Brass Leaf			\$100.00	\$100.00
	Optional Outdoor Plastic Tree Tag			\$15.00	\$15.00
	Special Events				
	Applicant Fee:				
	Parade, Walk/Race, General Event Tier I & II			\$100.00	\$100.00
	Municipal Complex			\$25.00	\$25.00
	Permit Fee				
	Parade, Walk/Race, General Event Tier II			\$100.00	\$100.00
	General Event Tier 1			\$250.00	\$250.00
	Municipal Complex		Rental Fee Paid		Rental Fee Paid
	Back/Side Lawn and Parking				
	Full Day (6AM-11 PM)			\$500.00	\$500.00
	Half Day (7 hrs)			\$300.00	\$300.00
	<i>Does not include closing the front gates or circular drive.</i>				
	Entire Complex				

	Full Day (6AM-11 PM)		\$1,000.00	\$1,000.00
	Half Day (7 hrs)		\$600.00	\$600.00
	* Fridays are billed at the half day rate.			
	After Hours Fee		\$200 per hour	\$200 per hour
	<i>This fee will be charged if applicant and all items brought onto the property are not removed from the municipal complex by the end time listed on the rental agreement.</i>			
	Security Deposit		Equal to the Rental Fee, not less than \$500	Equal to the Rental Fee, not less than \$500
	Late Fee		\$250.00	\$250.00
	Insurance Reimbursement		100% cost incurred by town	100% cost incurred by town
	Processing Fee		\$250.00	\$250.00
	* The applicant is expected to purchase their own insurance.			
	Mailer		100% cost incurred by Town	100% cost incurred by Town
	Processing Fee		\$50.00	\$50.00
	Emergency Action Plan Late Fee		\$25 per day	\$25 per day