



**Centre Region Council of Governments**  
**CENTRE REGION PARKS AND RECREATION BOARD**  
**CENTRE REGIONAL RECREATION AUTHORITY**

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*Serving the Borough of State College and the Townships of College, Ferguson, Harris and Patton*

**Centre Region Parks & Recreation**  
**2012 Fee Policy**  
*Board Approved on 17 Nov 2011*

A balanced combination of User Fees, Grants, Donations and Municipal Contributions is vital to the ongoing success of CRPR. The annual Fee Policy works in conjunction with the 2012 Agency Budget, currently pending action by the five participating municipalities. These proposals are therefore subject to change pending the municipal adoptions of that budget:

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**As approved by the**  
**Centre Region Parks & Recreation Board / Centre Regional Recreation Authority**  
*Sue Mascolo, Authority Board Chair*  
*Kathy Matason, Authority Board Secretary*

## PROGRAM and LEAGUE SERVICES

For 2012, agency staff will continue the current processes to calculate program and league fees. **In essence, program and league fees are established based upon an examination of all costs involved with offering that program or league.** With the number of special events and low-cost programs offered, some programs or events may not cover expenses, but as a group the programs are planned to be 100% self-supporting.

### The Challenge

The agency wishes to maintain both the popularity of CRPR programs as well as the quality / value provided to each participant. Each year CRPR provides a range of popular recreation programs, ranging from free special events to fee-based classes, programs and day camps. The intention remains that, as a group, program revenue must cover all program expenses. CRPR Supervisors will continue to focus on this goal in 2012. The process involves careful consideration for all program expenses, an evaluation of each program fee, as well as increased sponsorship fees for special events.

- The pricing process for each program includes identifying direct costs (personnel, facility costs, transportation, advertising, supplies) and indirect costs (fees for staff support services, criminal background checks, insurance, overhead, etc.). Overall, program participants are asked to bear the cost for individual services (i.e., pay as you go). In addition, the fee history for each program is also an important component of determining each program fee. Given the many recreation opportunities in the region, coupled with the fact that CRPR is a public agency, the agency intends to keep the fees both attractive and competitive.
- The resultant program or league fee establishes the “Resident rate.” The Resident rate applies only to residents of the five participating COG Parks & Recreation municipalities (State College Borough and the Townships of College, Ferguson, Harris and Patton). The Nonresident rate has been previously-established by Board action at 150% of the Resident rate (= the Resident rate + 50%).
- Recreation services are especially valuable to youth. Any increase in fees requires that the agency also take steps to accommodate those individuals that would benefit from our services, but cannot afford the program fees. In view of agency budget limitations, the Board again authorizes the Director to waive any amount of the fee for qualifying youth as necessary. The Board previously authorized staff to:
  - use the School Lunch Program as a measure of need, and
  - seek special Gifts-For-Park donations for youth recreation scholarships.

Year	Fee Reductions & Waivers	Total Value
2011	95 individuals	\$3,463.60 (+ \$130 paid by AAUW scholarships)

- With respect to adult league operations, the staff will not prepare, distribute or post a league playing schedule until all participating teams are paid in full. This policy was initiated in 2000.

## Sportfield Reservation Policies

The purpose of this Sportfield Reservation Policy, initiated in 2008, is to

- (1) effectively manage the high demand for safe, public sportfield uses, and,
- (2) to recover some of the costs associated with sportfield maintenance across the Centre Region.

This process is intended to operate like the Pavilion Reservation Policy - by posting an informational sign at the reservable sportfield(s) and issuing permits, but not including posting a weekly schedule at each field. Group requests involving the municipal tennis courts remain a part of this policy.

The seasonal request procedure will continue, although this reservation fee system will only apply to sportfields available during the seasonable months:

*All recreation-related requests must be submitted to CRPR in writing by a specific date prior to their “season”:*

**WINTER (Jan-Mar):** (Not applicable for sportfield uses)

**SPRING/SUMMER (Apr.-Aug.):** March 1 application deadline

**FALL (Sept.-Nov.):** August 1 application deadline

This schedule does not apply to CRPR permits issued for tournaments, since additional lead time is desired for proper planning.

The field reservation system includes only “regional-use” sportfields (not “neighborhood” fields):

1. CT Fogleman Fields 3 soccer/lacrosse fields
2. CT Houserville Elem. 1 softball field (skinned infield)
3. CT Spring Creek Park 2 softball fields (skinned infields), 1 baseball field, overlapping football/soccer/lacrosse fields
4. FT Elem. School 2 youth softball fields (not skinned) softball fields/ 1 soccer field
5. FT Fairbrook Park 1 youth softball field (skinned), 2 overlapping football/soccer/lacrosse fields
6. FT Haymarket Park 1 youth softball field (skinned infield) w/ football/soccer/lacrosse field
7. FT Homestead Park 1 youth ballfield w/ seasonal soccer field
8. FT Suburban Park 1 youth ballfield (skinned infield)
9. FT Tudek Park 1 softball field w/ football/soccer/lacrosse field
10. HT Blue Spring Park 2 youth ballfields (one w/skinned infield) w/ 2 seasonal soccer fields
11. HT Fasick Park 1 youth ballfield (skinned infield) w/ seasonal soccer field
12. HT Nittany View Park 1 youth ballfield w/ seasonal soccer field
13. PT Circleville Park 1 youth baseball field (skinned infield), 1 football/soccer/lacrosse field, 1 adult softball field.
14. PT Graysdale Park 1 youth ballfield (skinned infield) w/ seasonal soccer field
15. PT Oakwood Park 1 youth ballfield (skinned infield) w/ seasonal soccer field
16. PT Woodycrest Park 1 softball field (skinned infield) w/ seasonal soccer field
17. SCB Highpoint Park 1 youth ballfield (skinned infield) w/ seasonal soccer field
18. SCB Orchard Park 1 softball field (skinned) w/ football/soccer/lacrosse field , 1 youth ballfield
19. SCB Sunset Park 1 youth softball field (skinned infield)
20. SCB Radio Park Elem. 2 youth softball fields (skinned)/ 1 soccer field/1 lacrosse field
21. CRPR Hess Complex 4 softball fields (all skinned infields, 1 lighted). *Special conditions apply.*

All other sportfield sites would be available for site-appropriate uses and permits at no charge, pending a review by CRPR staff of the activities and schedule proposed by the group.

The following procedures will apply during 2012 to reserve the specific sportfields at the sites listed above:

- All sportfield uses must be in compliance with the CRPR Safe Sportfield Policy, especially in regard to weather-related cancellations.
- The CRPR Director is authorized to extend the provisions of this policy to accommodate special events or requests.
- The Sportfield Reservation Permit applicant must be a resident of a participating municipality, except that the CRPR Director is authorized to modify this requirement if warranted.
- Each requesting organization must furnish in advance the required insurance certificates and waivers.
- Sportfield requests from State College Area School District-sponsored groups will be handled per the School District Events section of this policy (Page 19).
- The agency will strive to accommodate weather-related cancellations and permits for makeups.
- Per municipal ordinances, the possession or consumption of alcoholic beverages on park properties is prohibited.
- The Reservation Permit reserves the facility for use by the group. It does not provide field lining, special field preparations, bleacher relocations, pre-game turf / infield grooming or any other special services. The costs for these services will be billed to the event organizers. In addition, the agency will invoice the group if their play damages the turf due to extended play, wet soil conditions, excessive litter, etc.
- The Sportfield Reservation process may be refined or revised by the CRPR Board as necessary.

#### DAILY USES

- If a group wishes to reserve a sportfield with or without a pavilion reservation, then a Sportfield Reservation Fee of \$15 per field for up to 3 hours will apply (in addition to the Pavilion Reservation Fee and the Large Group Event Fee). If needed, additional 3-hour time blocks may be reserved at \$15 per field, payable in advance.

#### SEASON-LONG USES

- If a group wishes to reserve one or more fields for their entire “sport season,” the Reservation Fee will be:
  - \$210 per field per sport-season for Resident-based groups, and
  - \$315 per field per sport-season for Nonresident-based groups.Resident groups are those groups with an organizational address-of-record within the 5 participating municipalities or at least 50% of the participants are legal residents of those municipalities.

## TOURNAMENT OR MULTI-DAY USES

- A **“Tournament Reservation Fee” of \$30 per team** is required for 1, 2 or 3-day sport tournaments involving the municipal or regional parks. The permit will be in addition to the provisions of the CRPR Large Group Event Policy with respect to reimbursing CRPR for any event-related costs. A non-refundable deposit of \$240 must be paid at the time the reservation is made; tentative reservations are not accepted. Prior to start of the play on the first day of the event, the balance of the permit fee must be paid in full. If the event is cancelled by the permit-holder, the full deposit will be forfeited. If weather conditions prohibit or extend tournament play, CRPR will provide facilities for make-up games at no additional charge.

## HESS FIELD LIGHTING FEES

- Use of the lights on Hess Field #1 will be provided for scheduled tournaments as part of Tournament Fee; such uses require that the lights be off by 10:00 PM. For other field uses, the lights will be provided for groups requesting individual nights at rate of \$30 per hour (in full-hour increments only) - in addition to the standard sportfield use fee. The lights may not remain on beyond 10 PM except by the express permission of the Director or his assigned designate.

## TENNIS COURT SCHEDULING

The agency is authorized to issue reservations to nonprofit, community-based groups involving the use of the municipal tennis courts for public, noncommercial tennis events to improve tennis opportunities in the region. SCASD Tennis Courts remain scheduled by the District and are not included.

The reserved courts shall be set so that unscheduled tennis courts are still available in the region. The Reservation Fee associated with the permit shall be comparable to the current pavilion rental fee. The Large Group Event Fee and pavilion rental fees may also apply. Event organizers are encouraged to partner with CRPR for the events, when possible.

In 2012 CRPR will operate and schedule 21 tennis courts at 10 parks:

- ▶ College Twp. (6 courts) Dalevue Park (1 court), Nittany Orchard Park (1 court), Spring Creek Park (4 courts)
- ▶ Patton Twp. (6) Green Hollow Park (2 courts), Bernel Road Park (4 new courts, when opened)
- ▶ State College Boro (5) High Point Park (1 court), Orchard Park (2 courts), Tusseyview Park (2 courts)
- ▶ Ferguson Twp. (4) Tom Tudek Memorial Park (2 courts), Suburban Park (2 courts, also lined for Pickleball)

## PICNIC PAVILION RESERVATIONS

The 2012 Reservation Fee for the following pavilions will be \$50 for a 3-hour time block (year-round), plus \$10 for each additional hour up to a maximum fee of \$100 per day. Depending on group size and activities, events may also be subject to the LARGE GROUP EVENT POLICY with additional permit fees. The 8 pavilions with underlined names are available year-round (with the same fees). Those pavilions not designated as “year-round” will be available for events from **Sat., 14 Apr 2012 through Sun., 28 Oct 2012**. Reservations for 2012 events will be accepted beginning on 3 Jan.

Location	Park Name <small>Underlined Pavilions are available year-round.</small>	Max. Group	No. of Tables	Park Toilets	Elec.
Harris Township	1. <u>Blue Spring Park Pavilion</u>	48	6	Portable	No
	2. Nittany View Park Pavilion	48	6	Portable	No
	3. Eugene Fasick Park Pavilion	64	8	Portable	No
State College Borough	4. Holmes-Foster Park Pavilion #1 (Upper)	128	16	Flush	Yes
	5. Holmes-Foster Park Pavilion #2 (Lower)	128	16	Flush	Yes
	6. <u>Lederer Park</u> (includes 2 pavilions)	96	12 total	Portable	No
	7. Orchard Park Pavilion	128	16	Flush	No
	8. Sunset Park Pavilion #1 (Right)	128	16	Flush	Yes
	9. Sunset Park Pavilion #2 (Left)	96	12	Flush	Yes
	10. Friedman Parklet - Performance Canopy	-	4	Portable	Yes
College Township	11. Fogleman Field Pavilions (includes 2 pavilions)	88	11 total	Flush	No
	12. <u>Millbrook Marsh Nature Center Pavilion</u>	64	8	Flush	No
	13. <u>Spring Creek Park Pavilion #1</u> (Upstream)	80	10	Flush	No
	14. <u>Spring Creek Park Pavilion #2</u> (Downstream)	80	10	Flush	No
	15. Spring Creek Park Pav. #3 (off Balmoral Way)	32	4	Portable	No
Ferguson Township	16. Autumnwood Park Pavilion	64	8	Portable	No
	17. Fairbrook Park Pavilion	96	12	Portable	No
	18. Homestead Park Pavilion	64	8	Portable	No
	19. <u>Tom Tudek Memorial Park Pavilion #1</u>	128	16	Flush	No
	20. <u>Tom Tudek Memorial Park Pavilion #2</u>	80	10	Flush	No
	21. Haymarket Park Pavilion #1	64	8	Portable	No
	22. Haymarket Park Pavilion #2	64	8	Portable	No
Patton Township	23. Circleville Park Pavilion #1 (near playground)	88	11	Portable	No
	24. Circleville Park Pavilion #2	96	12	Portable	No
	25. Circleville Park Pavilion #3 (near disk golf)	48	6	Portable	No
	26. <u>Circleville Park Pav. #4</u> (off Valley Vista Dr.)	96	12	Portable	No
	27. Graysdale Park Pavilion	96	12	Portable	No
	28. Bernel Road Park Pavilion ( <i>Available 1 Jun 2012</i> )	96	12	Portable	No

The picnic pavilion / funbrellas at Welch & Park Forest Pools are shown in the Aquatics Section.

- The standard fees are charged for the service of reserving a picnic pavilion or park facilities in advance. If the pavilion is not reserved in advance by another group, it may be used (without a reservation) at no charge by a “single-family group.” All facility reservations must be paid in full at the time of making the reservation; tentative reservations cannot be accepted. Reserving groups are entitled to sole occupancy of the rented pavilion.
- Proof of Liability Insurance coverage for each non-family group event must be submitted prior to permit issuance.
- The event times and the fees are calculated upon total event times, including any setup and cleanup times.
- In line with the municipal park ordinances and in order to protect park facilities, the agency requires a pavilion reservation for all “non-family” or “multiple-family” group requests for events at any municipal park site. In addition, staff was previously authorized (1) to direct a “catered event” (or any event that may involve private or commercial vehicle access to a pavilion) to a site best able to accommodate that access, and (2) to require a sufficient number of pavilion reservations to best accommodate the event. These policies represent an ongoing effort to protect both the park facilities and the visitor experience.
- Electrical service is optionally available at specified pavilions with an additional fee of \$5 per day.
- There is a **\$25 refundable security deposit** for the key requested for limited vehicle access. At present, this is necessary only at Sunset Park to unlock the bollard between the parking area and the pavilions.
- **CANCELLATION POLICY:**
  - Any cancellation or schedule changes **7 or more calendar days** prior to the reserved time are eligible for a 75% refund, credit, or transfer to another date or site (in the same year). Full refunds or credits are not provided.
  - Any cancellation or schedule changes **less than 7 calendar days** prior to the reserved time are not eligible for a refund, credit or transfer.
- **INCLEMENT WEATHER POLICY:**
  - If rain, thunderstorm or high-wind conditions prohibit the scheduled use of the pavilion, a request must be submitted to the CRPR Office no later than 5:00 PM on the first business day after the reservation day. CRPR will attempt to reschedule the group at no additional charge during the current season, pending availability. If the pavilion schedules cannot accommodate a rescheduled date, a 50% refund will be provided.

**Reserving a Sportfield with a pavilion:**

If a group requests a sportfield reservation for a pavilion event, a Sportfield Reservation Fee (Page 3) will apply.

**Other Municipal Parks and Pavilions:**

The pavilions listed at the sites below are available for unreserved, neighborhood group uses. Pending special event requests, reservations may be issued by CRPR for these pavilions - with conditions and the standard, authorized fees.

<b>State College Borough:</b>	Smithfield Park, Tusseyview Park
<b>College Twp.:</b>	Dalevue Park, Slab Cabin Park (w/ 2 pavilions)
<b>Ferguson Twp.:</b>	Meadows, Suburban Park, Greenbriar-Saybrook Park (w/2 pavilions)
<b>Harris Twp.:</b>	Kaywood Park
<b>Patton Twp.:</b>	Oakwood Park (2), Woodycrest Park, Green Hollow, Park Forest Tot Lot, Marjorie Mae Park, Ambleside Park

This list does not include any single-table pavilions or the gazebos in the park system (such as Thompson Woods Preserve, Nittany Orchard Park, Orchard Park, etc.). Staff remains authorized to establish the permit conditions and the applicable event fees (as specified in this policy) for non-family group uses requested for the parks and/or pavilions listed above. Generally, these sites are not provided with facilities to host regular group uses. The permit conditions will seek to accommodate both the neighborhood and the group event(s). Group activity requests for other sites without pavilions may also be considered for special event permits as may be approved by the CRPR Director. The permit conditions and the applicable fees must remain compliant with the intent of this Fee Policy.

**2011 Pavilion Permit Summary**

Pavilion permit revenue for 2011 will total \$39,445.50 @ \$45 / \$50 per pavilion event. These funds are used to offset scheduling and maintenance costs related to pavilion operations. Of the 863 reservations issued for 2011:

- 765 events involved collecting reservation fees,
- 45 events involved waivers for qualifying SCASD requests,
- 53 events involved waivers for CRPR activities.

**PAVILION RESERVATION FEE HISTORY**

Year	# of Reservable Pavilions	# of Reservations Issued	Fee per Reserved Event
1997	7	558	\$20
1998	10	634	@ \$25 for parks with portable toilets / \$30 for parks with restrooms.
1999	11	832	
2000	11	849	
2001	14	875	
2002	16	836	@ \$25 for parks with portable toilets / \$30 for parks with restrooms.
2003	17	935	
2004	17	896	
2005	18	848	
2006	19	892	@ \$35 / \$40 In-season Rate An off-season discount of \$5 was added for 6 year-round pavilions. For 2008, a separate Large Group Event Permit Fee of \$40 was added.
2007	20	998	
2008	22	953	
2009	23	1,086	@ \$40 / \$45 In-season Rate with the same \$5 off-season discount. The Large Group Event Permit Fee was increased to \$45.
2010	24	951	
2011	24	863	@ \$45 / \$50 for all reservations (year-round). Increased the year-round pavilions to 8. Increased the Large Group Event Fee to \$50.
<b>For 2012</b>	<b>28</b>	-	@ \$50 for all pavilions (year-round) for the first 3 hours, plus \$10 each additional hour. \$100 max per day. The Large Group Event Fee remains at \$50.

**2011 Pavilion Reservations Issued = 863**

S.C. Borough 322 permits	Friedman Parklet	26	Ferguson Twp. 129 permits	Autumnwood	3
	Holmes-Foster #1 (upper)	37		Fairbrook	10
	Holmes-Foster #2 (lower)	41		Haymarket	2
	Lederer	15		Homestead	4
	Orchard	49		Tudek #1	73
	Sunset #1 (right)	82		Tudek #2	37
	Sunset #2 (left)	72			
College Twp. 203 permits	Spring Creek #1 (upstream)	96	Patton Twp. 112 permits	Circleville #1	40
	Spring Creek #2 (downstream)	88		Circleville #2	25
	Spring Creek #3 (Balmoral Way)	15		Circleville #3	9
	Fogleman Field Complex	2		Circleville #4	32
	Slab Cabin	2		Graysdale	6
CRRA 84 permits	Nature Center Pav.	12	Harris Twp. 13 permits	Blue Spring	10
	PF. Pool Pavilion	29		Nittany View	3
	Welch Funbrella #1	24			
	Welch Funbrella #2	19			

# AQUATICS

## Park Forest & Wm. L. Welch Community Swimming Pools

### Priorities

- Provide safe, fun and clean facilities that are affordable to individuals and families.
- Residents of the five participating municipalities should be recognized for their capital contributions with reduced daily admission and season pass fees.
- Pool revenue should seek to offset all operational expenses and to help offset capital project costs.
- The Pool Admission Process and any Resident Confirmation must be simple & hassle-free for both patrons and seasonal staff. It is acknowledged that any verification process has advantages and disadvantages.
- The Fee Policy should encourage the purchase of season passes.

Pool Fee Summary	2011	2012 <i>(Fees approved 20 Oct 2011)</i>
Daily - Non-swimming Chaperone (not attired in swimwear)	\$2	
Daily - Age 3 & Under (Chaperone & swim diaper required)	\$2	
Daily - Youth Age 4-10 (Chaperone required)	\$6 R / \$8 N	
Daily - Regular (Age 11+)	\$7 R / \$9 N	
Daily - After 5 PM (all ages)	\$5 R / \$7 N	
Prescheduled Group Admissions	\$5 per person for Resident-based groups, \$7 per person for Nonresident-based groups; Limit 2 groups @ 50 max. at any one time (Increased from 40 to 50 for 2012)	
Season Pass: Age 3 & under	\$20 R / \$30 N	
Season Pass: Youth 4-10 or Senior 65+	\$60 R / \$90 N	
Season Pass: Regular (Ages 11-64)	\$70 R / \$105 N	\$75 R / \$113 N
Season Pass: Family Member #5 & Up, same household	\$40 R / \$60 N	
Early Bird Purchases through 30 April	<b>\$10 discount available to Residents only</b>	
Season Pass CARD FEE	\$5 for both <u>new cards</u> and <u>replacement cards (with no exchange)</u> <i>There is no charge when cards are reused from year to year or when they are exchanged.</i>	

- In order to obtain the **Resident Rate** for season passes, Proof of Residency in one of the five participating municipalities must be presented at the time of purchase. Otherwise, the Nonresident (N) Rate will apply.
- The season pass age restrictions apply to the swimmer's age at the time of purchase.
- The fee schedule above includes a "Senior Citizen Discount" for Season Pass purchasers age 65+.
- The fees above apply to General Swims, Adult Fitness / Toddler Time Swims and to designated Special Events.
- The Board approved the "Dad's Swim Free on Father's Day" event and the \$1 admission for the 2012 Memorial Day Holiday Weekend.



## Pool Rental Rates for Private Groups:

AVAILABILITY: The pools are available for regular rentals during the summer season from 8-10 PM on Friday, Saturday and Sunday evenings (after the regular closing time of 8 PM). The Lap Lane Rentals are available between 6:30 AM and 10 PM during the regular operating season, when there is no scheduled public or programmed use of the lap sections. In all cases, the rental durations are provided only in full-hour increments and must include any set-up and transition times.

Rental Group Size	2011	2012
All Rentals *	<b>\$280 Park Forest Pool for 2 hours</b> <b>\$370 Welch Pool for 2 hours</b> Uses by nonresident-based groups are charged an additional rental fee of \$105 per rental of either pool.	
Lap Pool / Lap Section Only **	<b>\$80 per hour</b> Scheduled outside of regular pool operating hours, as approved by staff.	

\* Previously the rental fees were dependent upon the number of people attending.

\*\* For training groups who wish to use only the lap lanes (at either site) with no water features and requiring only 2 lifeguards and a Manager for the rental period. Proof of co-insurance is required by the requesting group.

- ▶ For SCASD-group rentals, the pools are also available for rental during the school day on a limited basis (during the “School Day Schedule” at the beginning and end of the summer). The CRPR Director is authorized to prorate the rental duration and rental fees as necessary.
- ▶ Each regular rental includes use of all pools, water features, shade structures and pavilions. The proper forms must be completed for all pool rental requests. The estimated rental fee must be paid in full no less than 7 days prior to the event date; otherwise, the rental will not be scheduled. The final fee must be paid in full by the end of the rental event. All regular pool rules and municipal ordinances apply during group rental periods.
- ▶ The provisions of the CRPR Large Group Event Policy may apply for rentals involving more than 100 people.
- ▶ All activity locations and event plans must be approved in advance by the Aquatics Supervisor. Any or all vendors and service contractors utilized during a rental must be approved in advance by the Aquatics Supervisor or the CRPR Director. Additional requirements regarding insurance coverage, visitor safety and facility operations may be specified by CRPR staff.

## Pavilion & Funbrella Reservations at the Pools:

The Park Forest Pool Picnic Pavilion and two Welch Pool Funbrellas may be reserved for use during regular pool hours at the **standard pavilion rate of \$50 for the first 3 hours plus \$10 for each additional hour (\$100 maximum)**. All pavilion users (including non-swimmers) must pay the applicable admission fee or use their season pass. All standard pool rules and regulations apply to group members. The standard Park Pavilion Policies also apply to the pool pavilions with respect to reschedules, refunds and rain-outs. Proof of Liability Insurance coverage must be submitted prior to all non-family group events.

**PARK FOREST POOL:** One pavilion is available for reservations = 16' x 34' under roof, with 8 picnic tables inside, capacity of 64 visitors.

**WELCH POOL:** Two 20' diameter ‘Funbrella’ umbrella-structures are available for reservations; each accommodates 6-7 picnic tables, each with a capacity of 48-54 visitors. The smaller funbrellas are not available for reservations.

## Same Day Re-Admissions and “Next Visit Discount” Coupons:

- No refunds (via cash or credit cards) are issued for any reason, including inclement weather, water quality closings, medical conditions, etc.
- All Daily Admission Patrons are eligible at any time to obtain a hand-stamp at the Pool Office that will enable FREE, same-day re-admission to that pool. This offer is not applicable to Group Admission patrons.
- If the main pools close due to weather or facility conditions for a period in excess of 30 minutes, the cashier will issue each requesting Daily Admission patron a coupon which provides for **\$4 off their next 2012 admission**. For age 3 & under, the coupon will be good for one free admission. The coupon is not transferable and does not apply to Group Admission or Season Pass patrons.

## Aquatic Program Fees

Fees for all regular CRPR programs, including aquatic programs, will be calculated by using the Program Budget Worksheet. Per established Board policy, nonresidents (including Halfmoon Twp. residents and the SCASD section of Benner Township) are charged 150% of the resident rate.

In the case of CRPR aquatic instructional programs held at the High School Natatorium (and rented to CRPR), before 2000 the residents of Halfmoon Twp. and the SCASD section of Benner Township were included in the Resident rate, since they had contributed to district capital costs through their SCASD real estate taxes. (Halfmoon Twp. and the SCASD section of Benner Township do not cooperate in funding CRPR operational costs). In view of the increased fees that have been implemented by SCASD to recover pool operational costs, starting in 2000 the CRPR Fee Policy provided that Halfmoon Township & Benner Township residents would be charged the nonresident rates for CRPR aquatic programs held at the HS Pool.

## 2012 PRESCHEDULED GROUP ADMISSION POLICY

### Park Forest and Welch Community Swimming Pools

#### 2012 Prescheduled Group Admission Rates:

- **\$5 per person for Resident-based groups (all ages),**
- **\$7 per person for Nonresident-based groups (all ages);**

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

- In the interest of safety, groups must schedule all swim dates & times at least 24 hours in advance with the Aquatics Supervisor. **No more than two groups of up to 50 members each** will be admitted to either pool at one time, except with the express approval of the Aquatics Supervisor. In the interest of safety, the Pool Staff may decline request for unscheduled groups at the Group Admission Rate.
- A group is defined as a non-family party consisting of at least 10 persons, including supervisors and leaders.
- An organization may send no more than 50 group-members (including supervisors) at any one time onto pool grounds for an afternoon period,
- The 50 group-members from that organization may stay on pool grounds no longer than 2 hours (i.e., 1-3 PM, 3-5 PM).
- The group supervisors must accompany and actively supervise the swimmers during the entire period. At least one supervisor must be present for each 10 children.
- All entrants related to the group will be included in the calculation of the group admission fee at \$5 per person (i.e., supervisors, chaperones, group leaders, babysitters, parents, swimmers & non-swimmers), except non-swimming chaperones, not attired in swimwear will be admitted @ \$2.00. It is noted that season passholders of the group will be counted as a group member, but are exempt from the admission fee.

This policy applies to all groups and organizations, including CRPR camp programs. The maximum time per day is 2 hours per swimmer-group (*vs. 2-hours per organization*). If the organization has more than 50 children, they may choose to rotate groups of up to 50 into the pool, reduce their pool time to accommodate their schedule, or rotate the days per week that a particular group would visit the pool. Group Admission fees are not eligible for refund, credit, same-day readmission or “next visit” discount coupons.

The group leader will log-in and out with the Pool Cashier, certify the group count for each visit, sign the invoice for payment of the appropriate entrance fees (terms: net 10 days), and be responsible for the conduct and the 2-hour (maximum) schedule of the group on pool grounds. Groups who abuse the supervision policies, pool conduct rules, invoice payments, or the time limits may be suspended from using the pools by the Pool Managers, Aquatics Supervisor

or the Agency Director.

This policy was adopted in response to pool customer concerns, and to provide a fair tradeoff for the reduced group entrance rates. **No time restrictions will apply to groups if they purchase standard daily admissions or utilize individual season passes.**

## Millbrook Marsh Nature Center

The purpose of this section is to establish group policies and fees for facility uses and educational program services. Group or organizational uses of the facility are monitored to protect visitors and the ecosystem. These policies and fees are subject to change by the Centre Regional Recreation Authority as the Nature Center facilities are improved. **A group is defined as an organized, non-family body of people consisting of 8 or more individuals.** The standard fees listed below do not include any type of fund-raising event. The barn and wetland laboratory are available March - November only, except by special permission of the CRPR Director. The picnic pavilion and the newly constructed Spring Creek Education Building are available year-round.

### General Regulations at MMNC:

- All uses of the facility must end at dusk, except as provided by the reservation permit or in writing from the CRPR Director.
- The Director is authorized to require the group to provide a Certificate of Insurance for the proposed event(s), listing CRPR / Centre Regional Recreation Authority and College Township as additional insureds. The appropriate types and amounts of coverages shall be determined by Centre Region Parks & Recreation.
- Centre Region Parks & Recreation may specify permitted use-areas, schedules, and all activity locations that are in the best interest of the Nature Center. In addition, CRPR may establish the level of training required of group leaders to conduct any activities in the marsh, or may require that a CRPR staff member accompany the group. The costs for this leadership shall be added to the facility rental fee.
- All proposed activities must conform to the lease agreement with Penn State University, the ClearWater Conservation Easement, College Township ordinances and any agreements that may be made with Nature Center partners.
- Per municipal ordinances for all parks, the consumption or possession of alcoholic beverages on Nature Center property is prohibited.
- The event times and the fees are calculated upon total event times, including any setup and cleanup times.
- The duration of any facility reservation permit may not extend for more than 3 consecutive months.
- Proof of Liability Insurance coverage and co-insurance must be submitted prior to all non-family group events.

### 2012 Nature Center Fees & Categories “At A Glance”

*Please see the associated conditions on Page 12-14.*

<b>A. Facility Rentals</b>	Picnic pavilion only Barn & Grounds Barn Wetlab Spring Creek Educ. Bldg.	\$50 for 3 hours + \$10 per add. hr. \$75 for 2 hours + \$25 per add. hr. \$75 for 2 hours + \$25 per add. hr. \$100 for 2 hours + \$25 per add. hr.
<b>B. Educational Visits - Guided</b>	Programs & Instructional Services	\$6.50 per person
<b>C. Educational Visits - Unguided</b>	Grounds Only Uses of Instructional Areas	Permit required with no charge. \$60 for 2 hours + \$20 per add. hr.
<b>D. Recreational Visits / Programs</b>	Kid’s Birthday Parties	Base fee of \$150 for up to 10 children + \$10 per add. child; limit 25 children.
<b>E. Fundraising Events</b>	All	Pending CRPR costs for the event.

## A. FACILITY RENTALS

### 1. Group Use of Picnic Pavilion Only

*Permit Required; Fee \$50 for 3 hours plus \$10 per additional hour (\$100 maximum per day)*

*No Program or Instructional Services*

This fee matches the region-wide rates for municipal park pavilions and all CRPR procedures apply to this pavilion. The pavilion is available year-round with a capacity of 64.

### 2. Group Use of Barn & Grounds

*Permit Required; Fee \$75 for 2 hours plus \$25 per additional hour*

*No Program or Instructional Services*

The renting group may have use of the main floor-level in the barn. In no case may occupancy of the barn exceed 40 people per floor. If group size is larger than 40 people, two spaces must be rented and activities must be spread between the two spaces. The starting time shall be considered as that time when the barn is requested by the group to be opened for access. The ending time shall be considered as that time when the barn may be locked up or ready for another rental. With a barn rental, no use of the pavilion or Wetland Laboratory is included; however they may be reserved separately. Rental includes use of available tables and chairs, plus the refrigerator. No use of the Kitchenette in the Spring Creek Education Building is permitted. **Groups of 100 or more** will follow the guidelines of the Large Group Event Policy and have an additional fee.

### 3. Group Use of the Barn “Wetlab” (Wetland Laboratory):

*Permit Required; Fee \$75 for 2 hours plus \$25 per additional hour*

*No Program or Instructional Services*

The renting group may reserve use of the lower floor-level of the barn. If group size is larger than 40 people, both floors must be rented and activities must be spread between the two floors. The starting time shall be considered as that time when the barn is requested by the group to be opened for access. The ending time shall be considered as that time when the barn may be locked up or ready for another rental. Rental includes use of available lab tables and stools. With this rental, use of the pavilion or the Barn Main Floor is not included unless reserved separately. No use of the Kitchenette in the Spring Creek Education Building is permitted.

### 4. Group Use of the Spring Creek Education Building (includes use of both floors)

*Permit Required; Fee \$100 for 2 hours plus \$25 per additional hour*

*No Program or Instructional Services*

The renting group may utilize both the upstairs classroom space and the downstairs meeting room space in the Spring Creek Education Building. **The kitchenette** may be reserved for an additional \$15 fee per event. A credit card number is required at the time of reservation and a \$35 fee will be charged if the kitchenette is not returned to a clean condition and extra cleaning by staff is needed. Rental details will be printed on the customer receipt and a signed copy of the receipt is due back to the CRPR office at least one week in advance of the rental. Any vandalism, damage, missing equipment, or extra janitorial services required after a rental will also be billed to the rental customer. The starting time shall be considered as that time when the space is requested by the group to be opened for access. The ending time shall be considered as that time when the space may be locked up or ready for another rental. With a rental in the SCEB, no use of the barn, pavilion or Wetland Laboratory is included; however they may be reserved separately. **Groups of 100 or more** must follow the provisions of the Large Group Event Policy and have an additional fee.

### Provisions for “MMNC Nonprofit Partner Groups” & for Municipal Government Meetings

The community, 501c3 nonprofit groups associated with the MMNC Advisory Committee as Founding Partners may rent the facilities at MMNC (Section A, #2-4 above; excludes the pavilion) with a 20% discount off the total rental fee, up to two days per calendar year. Additional rentals and any fund-raising event for the partner groups will be accommodated using the regular fees.

Meetings directly conducted by one of the five participating municipalities or the Centre Region COG may be held twice per calendar year (per entity) at no charge (Section A, #2-4 above; excludes the pavilion).

Other nonprofit groups who wish to propose a partnership or explore exchanging services with the nature center for meeting space may be considered by CRPR Staff. Offers where the partner group provides “marketing exposure” for the nature center cannot be considered.

## B. GUIDED EDUCATIONAL VISITS

### 5. Programs and Instructional Services (provided by MMNC Staff):

#### Large Group Programs, Small Group Programs & Scout Programs

##### *Permit Required; Fee \$6.50 per participant; facility rental fees waived*

- If the group selects one of the "MMNC Programs for Groups" (a 2-3 hour program presented by MMNC staff), the fee is a **\$6.50 per participant program fee**. The facility rental fee for the educational space used during the program will be waived. The facility for the program (either the barn, pavilion, wetlab, or classroom) will be determined by the Recreation Supervisor - Nature Center. If the group wishes to utilize a second facility, that facility may be reserved by the group at the regular rates.
- **Groups who wish to lead their own educational activities at the Nature Center must pre-schedule their visit** with the Recreation Supervisor and use *Category #6: Walk-Through Only OR Category #7: Group Use of Grounds With Instructional Areas (See below)*.
- **Any student or child who attends the program with the group must be registered**, including siblings or friends who are present with the group. Adults are not charged for youth programs. Groups of more than 50 will be scheduled for multiple program sessions as determined by CRPR staff.
- **Group leaders should inquire with Centre Region Parks & Recreation for more information and scheduling.** Programs should be requested at least three weeks prior to the desired program date. An estimated fee for this service must be paid in full at least seven days prior to the event. All remaining fees are payable at the event, or within 30 days if paid by the proceeds of a grant or donation.
- If the group does not desire to have a standard group program and requests a **custom program**, the facility rates (above) apply to the event, and a program fee will be calculated to recover all costs for planning, materials, instructors, and cleanup. Payment in full will be due at least 7 days prior to the event.
- Groups should have **at least one adult per ten children**, or as determined by the CRPR staff. Group participants under the age of 5 must be accompanied by an adult unless they are visiting as part of a school group.

## C. UNGUIDED EDUCATIONAL VISITS

The following qualifications apply to #6 and #7 below.

- **Leaders of groups who wish to use the nature center Instructional Areas for self-led activities** (No program or Instructional Services from Nature Center Staff) **must contact the Recreation Supervisor to schedule the visit.** Group uses of the Grounds/Walk-through Only (#6) that prevent other groups or Nature Center staff from using the Instructional Areas will be considered a #7 rental (rental fees apply).
- **For #7, a staff person will be on-site to orient the scheduled groups.** This person will answer facility-related questions and monitor the group's activities periodically throughout the rental. No instruction or interpretive services will be provided.
- **University faculty and staff** are encouraged to use the Nature Center grounds for instruction with their students; however these uses must be scheduled with nature center staff in advance and use *Category #6: Walk-Through Only OR Category #7: Group Use of Grounds With Instructional Areas*. This is required to monitor use of the site, control the number of groups impacting the ecosystem at one time, and comply with municipal ordinances.

### 6. Group Use of Grounds Only and/or Group Walk-Through Only

#### *Permit Required; No Charge (for groups of 25 or less)*

##### *No Program or Instructional Services included*

By municipal ordinance, any group activity requires a permit in advance. Therefore, all requests for group activities at the site **must be coordinated with and scheduled by CRPR staff**. There is no fee for groups less than 25 people who arrive and walk through the Nature Center grounds. (*Example: An instructor with students studying flora and fauna*). This option permits no use of or access to buildings, interior equipment, the telephone, or any shelter in case of rain. Any use of MMNC Instructional Areas or shelters should be minimal and may only be used if not reserved by another group. In view

of the size of the marsh area, the agency may grant permits for more than one group per time depending on the activity and area of use. **Groups of 25 or more**, or groups wishing to make use of designated instructional areas must request a permit under *Category #7*.

## **7. Group Use of Instructional Areas**

**Permit Required; Fee \$60 for 2 hours plus \$20 per additional hour**

### **No Program or Instructional Services**

Groups who wish to use the Grounds & Instructional Areas (*i.e., school group self-guided field trips*) will have priority access to these areas during the time of the rental. No access to the barn, wetlab, or pavilion will be granted unless reserved separately. **Group size is limited to 2 classrooms or 50 people, to protect the marsh ecosystem.** The starting time shall be considered as that time requested by the group for access. The ending time shall be considered as that time when the areas are available for another rental. **Instructional areas are defined as: sun shelters, boardwalk observation / viewing decks, boardwalk bridges and bird blind, as these areas can impact the effectiveness of other reserved groups.** This type of rental was added in 2007.

## **D. RECREATIONAL VISITS / PROGRAMS**

### **8. Kid's Birthday Parties at Millbrook Marsh Nature Center:**

**Fee: Base fee of \$150, includes up to 10 children + \$10/child for each additional child, limit 25 children. Offered seasonally in the barn or year-round in the Spring Creek Educ. Building. For ages 4-10; Birthday parties for Age 11+ are available by special request.**

A birthday party package at MMNC includes:

- Facility Rental: Barn or Classroom based on availability. 3 hour total use: 30 minute set up, 1-hour program (including staff-led nature walk, games and take-home craft project), 1-hour family time plus 30 minutes clean-up time.
- Use of tables & chairs, trash/recycling removal, free parking, and a MMNC t-shirt for the birthday child.

Parents are responsible for food, beverages, paper products, decorations, and all set up and clean up. Parties for over 25 children require express permission of the Director or the Recreation Supervisor and are based on staff and facility availability.

## **E. FUNDRAISING EVENTS**

A fundraising event is defined as any activity which generates revenue in excess of the costs involved with that particular program or event. Any group may apply for a Fundraising Event Permit no less than 60 days prior to the planned event, by submitting a written request to Centre Region Parks & Recreation for review. The request shall provide all information regarding the event or program. The Director may, at his discretion, obtain the approval of the Centre Regional Recreation Authority at a regularly-scheduled meeting for a request of this type. The permit fee, which shall be determined by the Director will reimburse the Nature Center for all costs involved (in addition to the facility rental fees listed above). The amount of the fee may be appealed to the Centre Regional Recreation Authority at a regular meeting prior to the event in question.

## **CENTRE REGION SENIOR CENTER**

### **PARTNERSHIP STATUS:**

CRPR operates the Senior Center in partnership with the Centre County Office of Aging; the county reimburses the Recreation Authority for up to 50% of a number of specified expenditure accounts. Overall, the county contribution is projected to be 28% of the 2012 Senior Center budget.

### **PROGRAM FEES:**

During 2005, the Centre County Office of Aging approved a request from CRPR to expand the programs offered to participants by offering two types of programs:

- (1) **Level I (Core) Programs:** No fees are charged since they are led by staff, volunteers or interns, and
- (2) **Level II Programs:** Fees to participants offset the costs involved, using the standard policy of charging

nonresidents 150% of the resident rate.

**MOTORCOACH TRIP FEES**

With respect to motorcoach trips offered by the Senior Center, nonresident participation can be important to meet the minimum registrations required for the trips to proceed. As a result, the 150% rate for Centre Region nonresidents will be reduced to 125% for Centre County residents registering for Centre Region Senior Center motorcoach trips. This approach recognizes the Centre County financial contributions, and allows residents to enjoy the varied destinations. For example, for a trip with a fee of \$100 per person: Centre Region resident seniors would pay \$100; Centre County resident seniors would pay \$125; All other seniors (from outside Centre County) would pay \$150 per person for that trip.

The one complimentary seat provided by the motorcoach company will be used by the designated CRPR staff member who will act as the Trip Leader / Host. All other travelers must pay the standard fee per the revised method.

**PC LEARNING LAB FEES**

The 2012 fees for the PC Learning Lab will be:

- Use of the computer without a tutor: \$5 R / \$7.50 N per person per hour.
- Use of the computer with a tutor: \$7 R / \$10.50 N per person per hour.

Payment must be made at the time of service. The fees help to offset computer supply and maintenance costs.

**SENIOR CENTER FACILITY RENTALS**

For 2012, the following rental policies will apply:

For evening & weekend uses	Nonprofit Community Groups <i>(designated as a 501c3 by the IRS)</i>	Private and/or Commercial Groups
<b>Fees:</b> <i>Payable in full at the time of reservation.</i>	<b>For the use of 1 or 2 meeting rooms :</b> <ul style="list-style-type: none"> <li>• Up to 3 hours @ \$35 per use</li> <li>• Up to 6 hours @ \$40 per use</li> <li>• Up to 12 hours @ \$60 per use</li> </ul>	<b>Fee for use of 1 or 2 meeting rooms:</b> <ul style="list-style-type: none"> <li>• Up to 3 hours @ \$50 per use</li> <li>• Up to 6 hours @ \$75 per use</li> <li>• Up to 12 hours @ \$125 per use</li> </ul>
Additional rooms (such as the kitchen)	\$25/day per room	\$50/day per room
<b>Security Deposit:</b> \$50 per group, payable in advance. In the event that a group stops meeting at the center and requests a refund within 1 year of their last meeting, the deposit will be fully refunded. If unclaimed after 1 year, the deposit will be forfeited for use by the Senior Center.		
<ul style="list-style-type: none"> <li>• Proof of Liability Insurance coverage must be submitted in advance. All furniture must be returned to the original configuration.</li> </ul>		
<ul style="list-style-type: none"> <li>• An additional \$35 Cleaning Fee will be charged (per room) if a rented or used room is not restored to a clean condition and extra cleaning by staff is required.</li> </ul>		
<ul style="list-style-type: none"> <li>• The “Osher Lifelong Learning Institute at Penn State” utilizes weekday, daytime class space for cooperative programming with the Senior Center. OLLI will provide a donation of \$20 per class meeting for these weekday courses to assist with facility expenses.</li> </ul>		
<ul style="list-style-type: none"> <li>• The duration of any facility reservation permit may not extend for more than 3 consecutive months.</li> </ul>		
<ul style="list-style-type: none"> <li>• Rental requests for purposes that are outside the Senior Center mission to provide services to seniors may be declined by staff. Their decision may be appealed to the Agency Director and the Authority Board provided that the written appeal is submitted to the CRPR Office at least 60 days prior to the proposed event date(s).</li> </ul>		

## OTHER AGENCY SERVICES

### 1. Large Group Event Policy

The Large Group Event Policy (LGE) was approved in 1999 and amended in 2004. The policy authorizes a process for issuing permits for events in all parks for any event that may exceed 100 visitors/event. A base Permit Fee to issue any LGE Permit is set at **\$50 per day, year-round** (including events at Friedman Parklet, all sportfields, nature center, dog park, and limited application at the swimming pools). The LGE Permit Fee is in addition to:

- Any Pavilion or Sportfield Reservation Fees necessary,
- The Friedman Parklet Electrical Service Fee of \$5 per day. (The Director was previously authorized to increase this fee if high-demand electrical devices are used at an event.)
- Reimbursements for event-related costs incurred by CRPR (for planning, set-up, operations or clean-up).

### 2. Show Wagon Rental

A rental fee was initiated for the CRPR Show Wagon during 2001, and will be extended for 2012 with a fee of **\$50 for one-days use**. For multi-day use on weekdays, there will be an additional \$10 per day charge for rental of the show wagon. Any movement of the Show Wagon by CRPR staff during a multi-day event would require a Moving Fee of \$25. Any necessary cleanup of the Show Wagon after the event (remove trash, staples, nails, etc.) would result in Service Fee of \$25.

The wagon may only be used by CRPR and/or nonprofit groups in participating municipalities, and only as a stage or performance platform. Any use by commercial groups or as a parade float is prohibited. The fees must be paid prior to the day of delivery, and includes one delivery trip and one pickup trip for the rental. The cost of any repairs necessary as a result of the rental will be invoiced to the group.

### 3. "Sport Pack" Picnic Kits

As a public service, the agency has provided duffle-bags (containing sports equipment) to requesting groups or individuals. In view of the staff and equipment costs to provide this service, it is proposed that the agency continue the successful rental policies started in 1998:

- Offer one Sport Pack to groups for use at events with a paid pavilion reservation at no charge, with a security deposit of \$25/ group. If additional sport packs are required for the renting group, they may be rented per below.
- Rent a Sport Pack to other groups for private or public uses at \$10 each, plus a security deposit of \$25 / pack. If any item is missing from the sport bag upon return, the entire security deposit is forfeited.

### 4. Remembrance Trees (part of the Gifts-For-Parks Initiative)

The Remembrance Tree Program started in 1994 and has generated donations for the purchase and planting of 351 trees in the municipal parks. Donations to the program must be sufficient to cover the following material & labor costs:

- tree bidding and selection
- purchasing the tree
- tree planting, mulching, staking
- follow-up care
- engraving of tree tag
- certificate to donor
- replacement of trees, if necessary

- A provision was added in 2004 for an additional donation for higher-priced species, if so specified by the donor.
- For 2012, the donation amount will remain at \$300 for a 1.5"-2" caliper tree with a 3-year guarantee period, unless the costs associated with a specific tree request exceeds agency costs. The acrylic donor tag provided for each Remembrance Tree is guaranteed for one-year from planting; the tag will not be replaced after that time. If the tree is placed at the (new) Tudek Park Arboretum and the donor wishes to fund the purchase and installation of a cast bronze plaque, an additional donation to cover all agency costs is required. The optional cast bronze plaques are only permitted for trees planted at the Tudek Park Arboretum. The prior plaque area in Lederer Park has been filled to capacity.

### 5. Memorial Bench Donations (added in 2011):

The program will provide for park bench donations with cast-bronze plaque with agency-approved text for a minimum donation amount of the bench and plaque plus \$100 for the installations. Currently, a donation of \$700 enables the purchase and installation of the bench along with a cast bronze plaque (2.5" x 8") inset to the bench backrest. The



agency will then assume maintenance and repair costs for the bench.

**6. Discounted Amusement Park & Ski Lift Ticket Sales:**

The agency is authorized to continue participation in the annual consignment program for discounted amusement park and ski-lift tickets as offered by the PA Recreation and Park Society (PRPS). Proceeds of these sales have been designated to benefit the CRPR Gifts-For-Parks program. The fees and policies for the ticket sales are specified by PRPS each year.

**7. Tudek Dog Park Events:**

The Tudek Dog Park opened in 2006; CRPR was authorized to operate this section of Tom Tudek Memorial Park starting in 2007. The facility was built as a result of the efforts of the Tudek Dog Park Committee, the Tom Tudek Memorial Trust and Ferguson Township. Use of the Dog Park is free. It is expected that volunteer groups will assist the operation of the Dog Park.

For special events in and around the dog park, the provisions of the Large Group Event Policy will apply, along with the provisions of the Ferguson Township Parks Ordinance. Given the unique nature of the Dog Park, the Director is authorized to set the fees associated with each proposed event so that all agency expenses related to the event are reimbursed by the event organizers and remain consistent with this policy.

**8. Tudek Park Community Garden Plots:**

The fenced garden area was built as a result of the efforts of community volunteers, the Tom Tudek Memorial Trust and Ferguson Township. The Community Garden Plots opened in 2005 at this site; the garden was expanded for the 2006 growing season. CRPR was authorized to operate this section of Tom Tudek Memorial Park starting in 2007.

FEE HISTORY:

YEAR	54 SINGLE PLOTS @ 300 sf	54 DOUBLE PLOTS @ 600 sf
2005-2006	\$15 (~5¢/sf)	\$25 (~4¢/sf)
2007-2009	\$20 (~7¢/sf)	\$30 (~5¢/sf)
2010-2011	\$23 (~8¢/sf)	\$35 (~6¢/sf)
2012	\$27 (~9¢/sf)	\$50 (~8¢/sf)

The 2012 increase is especially noticeable for the double-plots, where the prior rates did not fairly reflect the land area used. Currently, the garden wait-list stands at 52 gardeners. The security deposit for each plot was established in 2008 and is equal to the plot fee. It is refunded at the end of the season to those gardeners who maintain the plot in compliance with the Garden Rules and Regulations set forth at the beginning of the season. The security deposits retained offset the costs for staff to clean-up abandoned plots or any plot that was not maintained at the end of the season.

**9. Orchard Park Amphitheater**

The following policies apply to group uses of the Orchard Park Amphitheater, off Bayberry Drive in State College Borough.

- A. A permit is required for any group use of the amphitheater; the group must also reserve the Orchard Park pavilion.
- B. The Large Group Event policy and fee will apply to events that may, in the opinion of CRPR staff, attract over 100 spectators and participants.
- C. **The Permit Fee is \$90**, payable in advance (plus the pavilion reservation fee). Access to electricity is included. A Certificate of Insurance is required with State College Borough and CRPR listed as Additional Insureds.
- D. The amphitheater is available only during the same dates as the pavilion reservations.
- E. Providing adequate parking and limiting volume of any performance are prime concerns - to protect the park neighbors and the neighborhood.
- F. No admission may be charged for any performance. Accepting donations from patrons is permitted, but a donation may not be a required condition of attendance.
- G. The requirements of the CRPR Commercial Activity Permit will apply for the sale of any goods or services

- related to the performance.
- H. CRPR may invoice the group for any special services provided by staff.
- I. In the event of a full rain-out of the planned performance, a make-up date may then be scheduled at no charge, involving the venue and the pavilion pending availability at the time. The make-up date must be in the same calendar year.
- J. Access (schedule and route) by event-related contractors is subject to the approval of CRPR.

**10. Active.Net Convenience Fees:**

The Active Network provides the Secured Internet database service to organize, process and record all transactions for the agency, including registrations, reservations, league scheduling, point of sale (cash register), memberships, season passes, donations, camp registrations and customer messaging. Following an evaluation and selection process in 2007, the Active.Net service began hosting all CRPR data and serving staff needs in January 2008; Internet services by customers was opened in April 2008. Since that time, entries and transactions have been entered by either staff or by customers. The transaction processes and the data reports are also consistent with the annual audit process conducted by the Authority and COG. A variety of detailed database reports are also available to staff.

The cost for providing this service is derived from the established “Per Transaction Convenience Fee” which is deducted from CRPR revenue before the proceeds are transferred biweekly from Active.Net to the agency for deposit. While a routine invoice for Active.Net services is not processed, reports are provided to confirm and verify the service costs deducted. Total Convenience Fees must exceed \$750 per quarter, or this amount is deducted from agency revenue. This deduction has not been necessary since CRPR implemented the service.

The Convenience Fee is added to the regular program and facility prices advertised by the agency. The fee is tabulated per the table below, then, for Customer-Entered Transactions, displayed and added to the total fees at checkout based upon the listed rates. For Staff-entered Transaction, no additional fees are paid directly by the customer for the other (non-Internet) forms of program registration (phone, fax, walk-in, mail) provided by staff; that cost is paid by CRPR.

<b>CONVENIENCE FEE AMOUNTS</b>	
Agency annual service fees must exceed \$750 per quarter (= \$3,000/yr).	
<b>For Staff-entered Transactions</b>	1.5% fee (plus 2.25% for credit cards)
<b>For Customer-Entered Transactions</b> (with credit cards only):	
Less than \$150	6.5% + 50¢ (Minimum fee \$2)
\$150-\$500	3.5% + \$5
Over \$500	2.5% + \$10

Essentially, the agency pays the specified Convenience Fee when a staff member processes a transaction while Internet customers are charged extra for doing something that requires less staff costs. Many customers report that they started the Internet registration process but upon seeing the Convenience Fee at checkout, they instead decide to mail, phone, fax or drop-off the registration for staff processing. Our goal should be to encourage Internet transactions and to reduce the need for staff processing of registrations.

No change handling the Active.Net Convenience Fees is recommended at this time. During 2012 the Authority should study if the Convenience Fee for Customer-Entered Transactions should be reduced or eliminated to further encourage Internet transactions. While the agency would have to fund the difference between the reduced fee vs. the specified Customer-Entered Convenience Fee (listed above), the increased Internet registrations may encourage (1) more Internet registrations, (2) more registrations overall and (3) reduced office staff costs to process registrations.

**11. COMMERCIAL ACTIVITY PERMIT:**

The municipal park ordinances specify that any commercial activity in a park requires a special permit from CRPR. A commercial activity is defined as offering any product or service for sale in a park. This may include selling food or a commercial fitness company holding a class or program in a park. Given the range of commercial activities and possible durations, past practice has been for the Director to:

- (1) only permit commercial uses that are compatible with municipal park operations and ordinances,
- (2) require proof of co-insurance by the vendor,
- (3) specify in writing all restrictions that will be associated with the request,
- (4) require periodic reports from each vendor with regard to park activities,
- (5) based upon the requested activity, request a recommended amount for a donation to the Gifts-For-Parks program to cover the issuance of the Commercial Activity Permit, and
- (6) report periodically to the Authority Board on the Commercial Activity Permits issued.

Since it is expected that the agency will entertain additional requests in the future, for 2012 the Board is asked to authorize the Director to continue with this approach, except that the all permit fees will be directed into the general operating budget to offset park expenses. A defined fee schedule should be considered for future consideration by the Board.

**SCHEDULING OF SCHOOL DISTRICT EVENTS  
on COG, CRRA and Municipal Parklands**

As specified in the municipal park ordinances, group permits are required for all non-family group uses at the municipal park facilities; all park rules and regulations apply. The following Reservation Fee Waiver will apply for sanctioned State College Area School District (SCASD) functions involving:

**Pavilion Reservation Fees & Sportfield Reservation Fees**

Waived for Monday through Friday (daytime and evening) uses during the school year (from 14-days prior to the opening of school through the last day of school for students). Uses at other times will be charged the standard fees. The Large Group Event Policy, facility maintenance fees and special conditions specified by staff may be applied pending the specific event.

In all cases, SCASD must provide coinsurance for all sanctioned events on COG/CRRA/Municipal parklands. The agency is authorized to invoice the District if necessary for any clean-up or damage repair costs associated with any use.

The Reservation Fee Waiver for SCASD uses does not extend to programs or facility uses at:

- ▶ Millbrook Marsh Nature Center,
- ▶ Friedman Parklet,
- ▶ Wm. L. Welch or Park Forest Community Swimming Pools,
- ▶ John Hess Softball Field Complex,
- ▶ Orchard Park Amphitheater, and
- ▶ use of the CRPR Show-Wagon.

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