



2643 Gateway Drive #1
 State College, PA 16801
 (814) 231-3071 fax: 814.235.7832
 www.crpr.org crpr@crcog.net

An agency of the Centre Region Council of Governments.
 Serving the Borough of State College and the Townships of College, Ferguson, Harris and Patton.

Centre Region Parks & Recreation Authority

2014 Fee Policy

As amended and approved by the Board on 19 Dec 2013

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 2014 Agency Budget, as approved by the five participating municipalities.

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The Centre Region Parks & Recreation Authority

Sue Mascolo, Chair
Kathy Matason, Secretary
Ronald J. Woodhead, Director

Program & Special Event Services

The Challenge

Each year CRPR provides a range of popular recreation programs, ranging from free events to fee-based programs, instructional classes and day camps. The agency seeks to maintain both the popularity of CRPR programs as well as the quality/value provided to participants. The process involves careful consideration for all program expenses, an evaluation of each program fee, as well as cultivating outside sponsorships to offset agency expenses. While a staff priority remains to have total program revenue cover all direct expenses, the reality has been that program fees, as a group, cover 80% of their direct expenses, due largely to the number of free special events offered by the agency. Staff much refocus their efforts to obtain contributing sponsors to assist with the special events.

For 2014, staff continues the current process to calculate program and league fees. **Program and league fees are based upon an examination of all costs involved with offering that program, league and event.** With the number of special events and low-cost programs offered, some may not cover expenses, but as a whole should be self-supporting.

- Pricing programs includes identifying direct costs (personnel, facility costs, transportation, advertising, supplies) and indirect costs (support staff services, criminal background checks, insurance, etc.). Overall, program participants are asked to bear the cost for individual services (i.e., pay as you go). Given the numerous recreation opportunities in the region, coupled with the fact that CRPR is a public entity, the agency intends to keep the fees both attractive and competitive.
- The resulting fees establish 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%).
- With respect to adult league operations, the staff will not prepare, distribute or post a league schedules until all participating teams are paid-in-full to ensure accurate information for participants.
- Recreation services are especially valuable to youth. Any increase in fees require the agency to 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 resident 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. **During 2013, fee waivers or reductions totaling \$5,569 were provided to 100 resident youth.**

Sportfield Reservation Policies

The purpose of the Sportfield Reservation Policy is to effectively manage the high demand for safe, public sportfields and 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; it does not include posting a weekly schedule at each field. Group requests involving the municipal tennis courts remain part of this policy section.

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. SCASD Tennis Courts remain scheduled by the District and are not included.

The reserved courts will be scheduled so that open court time is available. The Reservation Fee associated with the permit is 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 events, when possible. In 2014 CRPR will operate and schedule 21 tennis courts at 10 parks:

College Twp. (6)	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 courts)
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)

Reservation Request Schedule

This reservation system only applies 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):	<i>(Not applicable for sportfield uses)</i>
SPRING/SUMMER (Apr-Aug):	<i>March 1 application deadline</i>
FALL (Sept-Nov):	<i>August 1 application deadline</i>
TOURNAMENTS:	<i>December 20, 2013 application deadline</i>

This schedule does not apply to 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):

SPORTFIELD ROSTER

College Township

Fogleman Fields	3 soccer/lacrosse fields
Houserville Elem.	1 softball field (skinned infield)
Spring Creek Park	2 softball fields (skinned infields), 1 baseball field, overlapping football/soccer/lacrosse fields

Ferguson Township

Autumnwood Park	2 soccer fields
FT Elem. School	2 youth softball fields/1 overlapping soccer field
Fairbrook Park	1 youth softball field (skinned), 2 overlapping football/soccer/lacrosse fields
Haymarket Park	1 youth softball field (skinned infield) w/ football/soccer/lacrosse field
Homestead Park	1 youth ballfield w/ seasonal soccer field
Suburban Park	1 youth ballfield (skinned infield)
Tom Tudek Mem. Park	2 youth softball fields w/ football/soccer/lacrosse fields

Harris Township

Blue Spring Park	2 youth ballfields (one w/skinned infield) w/2 seasonal soccer fields
Fasick Park	1 youth ballfield (skinned infield) w/ seasonal soccer field
Nittany View Park	1 youth ballfield w/ seasonal soccer field

Patton Township

Circleville Park	1 youth baseball field (skinned infield), 1 football/soccer/lacrosse field, 1 adult softball field (skinned).
Graysdale Park	1 youth ballfield (skinned infield) w/seasonal soccer field
Oakwood Park	1 youth ballfield (skinned infield) w/seasonal soccer field
Woodycrest Park	1 softball field (skinned infield) w/seasonal soccer field

State College Borough

Highpoint Park	1 youth ballfield (skinned infield) w/seasonal soccer field
Orchard Park	1 adult softball field (skinned) w/ football/soccer/lacrosse field, 1 youth ballfield
Sunset Park	1 youth softball field (skinned infield)
Radio Park Elem.	2 youth softball fields (skinned)/ 1 soccer field/1 lacrosse field

CRPR Authority

John Hess Complex	4 adult softball fields (all skinned infields, 1 lighted). <i>Special conditions apply.</i>
Oak Hall Regional Park	4 adult softball fields (all skinned). <i>Special conditions will apply.</i> <i>The Oak Hall facilities may open in Fall 2014 pending Spring weather conditions & park conditions.</i>

The following procedures apply during 2014 to reserve a specific sportfield 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 agency strives to accommodate weather-related cancellations and permits for makeups.
- Each requesting organization must furnish in advance the required insurance certificates and waivers.
- Park and sportfield requests from State College Area School District-sponsored groups are processed per the School District Events section of this policy (Page 17).
- Per municipal ordinances, the possession or consumption of alcoholic beverages on park properties is prohibited.
- The Sportfield Reservation process may be refined or revised by the CRPR Board as necessary.
- On a Per-Event basis, the CRPR Director is authorized to adjust the provisions of this policy to accommodate special situations.

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

A. Daily Sportfield Reservations

If a group wishes to reserve a sportfield with or without a pavilion reservation, a Sportfield Reservation Fee of \$20 per field for up to 3 hours applies (in addition to the Pavilion Reservation Fee and the Large Group Event Fee). If needed, additional 3-hour time blocks may be reserved at \$20 per field, payable in advance. Sportfield reservations are exempt from the Permit Revision Fee.

B. Seasonal Sportfield Reservations

If a group wishes to reserve one or more fields for an entire “sport season (3 month maximum),” the 2014 Reservation Fee will be:

Softball/Baseball Fields	\$250 per field per sport-season for Resident Groups \$375 per field per sport-season for Nonresident Groups
Soccer/Lacrosse/Football Fields*	\$300 per field per sport-season for Resident Groups \$450 per field per sport-season for Nonresident Groups

Resident groups are those with an organizational address within the 5 participating municipalities or at least 50% of the participants are residents of those municipalities and are verified by a complete roster.

* Once again for 2014, the Seasonal Use Fees include an initial lining on soccer, lacrosse and football fields. The initial lining ensures that fields are located in a safe and approved area. Lining of softball and baseball fields is not provided for seasonal reservations, except for league games organized and operated by CRPR. For routine lining services, group leaders should also note the Sportfield Lining Fee outlined below.

C. Tournaments

- A **Tournament Reservation Permit Fee of \$100 per field per day** (Minimum Tournament Fee = \$400) is required for 1-3 day tournaments involving municipal and/or regional parks. The minimum **Tournament Reservation Permit Fee of \$400** must be paid-in-full at least 30 days prior to each tournament.
- Organizations must also submit a **\$500 per year Security Deposit** with their 2014 Facility Reservation Requests. The deposit will be returned within 30 days of the group’s final 2014 tournament - if the facilities are left in the condition in which they were found (with no damages or excessive litter). Agency costs for follow-up services will be deducted from this deposit; the balance will be refunded.
- No refund of fees or deposits is provided if the tournament is cancelled within 30 days of the event.
- All remaining Tournament Fees (balance of the Tournament Reservation Permit Fee) must be paid-in-full by noon on the first day of the tournament.
- If weather conditions prohibit or delay tournament play, CRPR will schedule facilities for make-up games at no additional charge.
- The Sportfield Permit Fee is in addition to the provisions of the CRPR Large Group Event Policy and any other facility rental fees, as applicable.

Sportfield Lining Fees

A Weekly Sportfield Lining Program remains under development by the Parks Manager; this program will allow for Park Operations Staff to accept requests from resident organizations for weekly sportfield lining services for a fee estimated at \$75 per week per sportfield. Pending man hours required and staff availability, the Parks Manager will approve acceptable requests, schedule lining of the specified fields and invoice the group. The base fee of \$75 per field is charged (may vary depending on field size and type) to recover all agency expenses.

Hess Softball Field Complex - Lighting Fee

Use of the lights on Hess Field #H1 is provided for scheduled tournaments as part of the Tournament Fee; such uses require that the lights be off by 10:00 PM. For other field uses, the lights can be provided for groups requesting individual nights at the rate of \$35 per hour (in full-hour increments only) in addition to the standard sportfield reservation fee. The lights may not remain on beyond 10 PM except by the express permission of the Director or his designee.

Picnic Pavilion Reservations

- The 2014 Reservation Fee for the pavilions, listed below, remains unchanged at **\$50 per 3-hour time block, plus \$10 each additional hour for a maximum of \$100 per day.**
- Pending group size and activities, events may also be subject to the LARGE GROUP EVENT POLICY.
- Reservations for 2014 pavilion events will be accepted starting January 2.
- The 10 pavilions with underlined names are available year-round (same fees apply).
- Pavilions not designated as “year-round” are available for events from Sat. Apr. 12- Sun. Oct. 26, 2014.

Location	Park Pavilion Name <u>Underlined Pavilions</u> are available year-round.	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	-	5	Portable	Yes
College Township	11. Fogleman Field Pavilions (includes use of 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. <u>Tom Tudek Memorial Park Pavilion #3</u>	80	10	Flush	No
	22. Haymarket Park Pavilion #1	64	8	Portable	No
	23. Haymarket Park Pavilion #2	64	8	Portable	No
Patton Township	24. Circleville Park Pavilion #1 (near playground)	88	11	Portable	No
	25. Circleville Park Pavilion #2	96	12	Portable	No
	26. Circleville Park Pavilion #3 (near disc golf)	48	6	Portable	No
	27. <u>Circleville Park Pav. #4 (off Valley Vista Dr.)</u>	96	12	Portable	No
	28. Graysdale Park Pavilion	96	12	Portable	No
	29. <u>Bernel Road Park Pavilion</u>	96	12	Portable	No

- Standard fees are charged for 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 reservation; tentative reservations are not accepted.
- Reserving groups are entitled to sole occupancy of the rented pavilion.
- Proof of Liability Insurance for non-family group events must be submitted prior to permit issuance.
- The event times and fees are calculated upon total event times, including any setup and cleanup times.
- In line with municipal park ordinances, and in order to protect park facilities, the agency requires a pavilion reservation for all “non-family” or “multiple-family” groups. In addition, staff is authorized to direct a “catered event” (or involve private or commercial vehicle access) to a site best able to accommodate access, and require a sufficient number of pavilion reservations to best accommodate the event.
- Electrical service is available at specified pavilions/parks for an additional fee of \$5 per day.
- A **\$25 refundable security deposit** is required for the key to allow limited vehicle access, if requested.

Permit Revision Fee

Once a permit is issued, any revisions (involving the site, date or time) to that reservation requires the payment of a \$20 Revision Fee; an updated permit will then be issued. Permit revisions cannot be accepted less than 7 calendar days prior to the reserved event. The Revision Fee is not eligible for refund, transfer or credit.

Cancellation Policy

- Any cancellation **7 or more calendar days** prior to the reserved time is eligible for a refund, credit or transfer to another date or site (in the same year) minus the \$20 Revision Fee.
- Any cancellation **less than 7 calendar days** prior to the reserved time is 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. CRPR staff 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 or credit will be provided.

Reserving a Sportfield with a Pavilion

If a group requests to reserve a sportfield reservation for a pavilion event, a Sportfield Reservation Fee (Page 3) applies.

Other Municipal Parks & Pavilions

The pavilions listed 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 fees.

State College Borough	Smithfield Park, Tusseyview Park
College Twp.	Dalevue Park, Slab Cabin Park (w/ 2 pavilions)
Ferguson Twp.	Meadows, Suburban Park, Greenbriar-Saybrook Park (w/2 pavilions)
Harris Twp.	Kaywood Park
Patton Twp.	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 gazebos in the park system (i.e. Thompson Woods Preserve, Nittany Orchard Park, Orchard Park, etc.).

Staff is authorized to establish permit conditions and 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 seek to accommodate both the neighborhood and the group event(s). Group activity requests for sites without pavilions may also be considered for special event permits as approved by the CRPR Director. The permit conditions and applicable fees shall remain compliant with the intent of this Fee Policy.

AQUATICS

Park Forest & Wm. L. Welch Community 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 help offset capital project costs.
- The Pool Admission Process and Resident Confirmation must be simple and hassle-free for both patrons and seasonal staff. It is acknowledged that any verification process has advantages and disadvantages.
- The Fee Policy encourages the purchase of season passes.

Pool Fees	2014
Daily - Age 3 & Under (Chaperone & swim diaper required)	\$2 R/\$3N
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
Daily - Non-swimming Chaperone (not attired in swimwear and not entering the water)	\$2
Prescheduled Group Admissions	\$5 per person for Resident Groups, \$7 per person for Nonresident Groups; Limit 2 groups @ 50 max. at any one time
Season Pass: Age 3 & under	\$25 R/\$38 N
Season Pass: Youth 4-10 or Senior 65+	\$70 R/\$105 N
Season Pass: Regular (Ages 11-64)	\$85 R/\$128 N
Season Pass for the 5 th (or more) Family Member from the same household, age 4 & up	\$40 R/\$60 N
Early Bird Purchases through 30 April	\$10 discount available to Residents only
Season Pass PHOTO CARD FEE	\$5 for both <u>new cards</u> and <u>replacement cards</u> with no exchange <i>There is no charge for cards 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 may be required at the time of purchase or at the time of the pass photo.
- The season pass age restrictions apply to a 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 "Dad's Swim Free on Father's Day" event and the \$1 admission for the 2014 Memorial Day Holiday Weekend are hereby authorized.

Same Day Re-Admissions and "Next Visit Discount" Coupons

- No refunds (via cash or credit card) are issued for any reason, including inclement weather, water quality closings, medical conditions, etc.
- All Daily Admission Patrons are eligible to obtain a hand-stamp at the Pool Office that enables 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 an excess of 30 minutes, the cashier will issue each requesting Daily Admission patron a coupon that provides **\$4 off their next 2014 admission**. For age 3 & under, the coupon is good for one free admission. Coupons are non-transferable and do not apply to Group Admission or Season Pass patrons.

Pool Rental Rates for Private Groups

The pools are available to rent during the summer season from **8-10 PM on Friday, Saturday and Sunday evenings**. 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 in full-hour increments and must include all set-up and transition times. *In order to provide proper staffing, reservations must be made a minimum of 14 calendar days in advance.*

Rental Type	2014
All Rentals	<p>\$280 Park Forest Pool for 2 hours \$370 Welch Pool for 2 hours Use by nonresident groups are charged an additional rental fee of \$105 per rental for either pool.</p>
Lap Pool/Lap Lanes Only *	<p>\$80 per hour Scheduled outside of the regular pool operating hours, as approved by staff.</p>

* For training groups wishing to use 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 available for rent 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 rental fees as necessary.
- 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 rental fee must be paid in full no less than 7 days prior to the event. All regular pool rules and municipal ordinances apply.
- 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 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 during regular pool hours at the standard pavilion rate of **\$50 for the first 3 hours plus \$10 each additional hour (\$100 maximum)**. All pavilion users (including non-swimmers) must pay the applicable admission fee or use their current season pass. All standard pool rules and regulations apply to group members. Proof of Liability Insurance must be submitted prior to all non-family group events. The Permit Revision and Cancellation Procedures (on Page 6) apply to pavilion and funbrella reservations. **Inclement Weather Policy:** CRPR staff will attempt to reschedule groups at no additional charge during the current season, pending availability. If the pool schedule cannot accommodate a rescheduled date, a full refund or credit will be provided.

- **PARK FOREST POOL:** One pavilion is available for reservations = 16' x 34' under roof, with 8 picnic tables, capacity of 64 visitors.
- **WELCH POOL:** Two 20' diameter ‘Funbrella’ umbrella-structures are available; each accommodates 6-7 picnic tables, with a capacity of 48-54 visitors. The smaller funbrellas are not available for reservations.

Aquatic Program Fees

Fees for aquatic programs are calculated 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.

**2014 Prescheduled Group Admission Policy
Park Forest and Welch Community Swimming Pools**

2014 Prescheduled Group Admission Rates

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

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

- A group is defined as a non-family party consisting of at least 10 persons, including supervisors and leaders.
- Groups must request swim dates & times at least 24 hours in advance with the Aquatics Supervisor. **No more than two groups (up to 50 members each)** are admitted to either pool at one time, except with the express approval of the Aquatics Supervisor. For safety reasons, Pool Staff may decline requests for unscheduled groups at the Group Admission Rate.
- An organization may send no more than 50 group-members (including supervisors) at any one time onto pool grounds.
- The 50 members from an organization may stay on pool grounds no longer than 2 hours (i.e., 1-3 PM, 3-5 PM). **No time restrictions apply to groups that purchase standard daily admissions or use individual season passes.**
- Group supervisors must accompany and actively supervise swimmers during the entire period, requiring at least one supervisor present for every 10 children.
- All patrons related to the group are included in the calculation of the group admission fee at \$5 per person (i.e., supervisors, chaperones, group leaders, babysitters, parents, & swimmers), except non-swimming chaperones, not attired in swimwear are admitted at \$2 each. Please note that season pass holders in the group are counted as group members, but are exempt from the admission fee.

This policy applies to all groups and organizations, including CRPR camps. 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.

Group leaders are responsible to log-in and out with the Pool Cashier, certify the group count for each visit, sign invoices 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 that abuse CRPR Policies and Procedures may be suspended from using the pools by the Pool Managers, Aquatics Supervisor or Agency Director. This policy was created in response to pool patron concerns and to provide a fair set of standards for reduced group entrance rates.

Millbrook Marsh Nature Center

The purpose of this section is to establish group policies and fees for facility use and educational programs. Group or organizational uses of the facility are monitored to protect visitors and the ecosystem. **A group is defined as an organized, non-family party consisting of 8 or more individuals.** The standard fees listed below do not include fundraising events. 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 facility use must end at dusk, except as approved on the permit or in writing from the CRPR Director.
- Proof of Liability Insurance must be submitted prior to all non-family group events. The Director is authorized to require any group to provide proof of insurance for proposed events, listing CRPR/Centre Region Parks and Recreation Authority and College Township as additional insured.
- Staff may specify permitted use-areas, schedules, and activity locations that are in the best interest of the Nature Center. In addition, staff may establish the level of training required of group leaders to conduct activities in the marsh or that a CRPR staff member accompanies the group. The costs for this leadership are 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 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.

Permit Revision Fee

Once a Reservation Permit is issued by the agency, any revisions (involving the site, date, time) to the reservation will require the payment of a \$20 Revision Fee at the time the revision(s) prior to the issuance by staff of a revised permit. Permit revisions cannot be accepted less than 7 calendar days prior to the reserved event. The Revision Fee is not eligible for refund, transfer or credit.

Cancellation Policies

- Any cancellation 7 or more calendar days prior to the reserved time is eligible for a refund, credit or transfer to another date or site (in the same year) except for the deduction of a \$20 Administrative Fee.
- Any cancellation less than 7 calendar days prior to the reserved time is not eligible for a refund, credit or transfer.

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

Centre Region-based 501(c)3 nonprofit groups affiliated with the MMNC Advisory Committee as Founding Partners may rent the facilities (Section A, #2-4 above; excludes the pavilion) at a 20% discount off the total rental fee, up to two days per calendar year. Additional rentals and fundraising events for the partner group are 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 wishing to propose a partnership or explore exchanging services with the nature center for meeting space may be considered. Offers where the partner group provides “marketing exposure” for the nature center cannot be considered.

Provisions for the “Rental Customer Appreciation & Referral Program” (*Pilot Program for 2014*)

The MMNC Advisory Committee recommended a process to thank rental customers, to provide a complete customer service experience, and to provide an incentive for new and repeat reservations. The purpose of this pilot project is to encourage new and returning rentals.

Rental customers who reserve and complete a rental at a facility (pavilion, barn, or SCEB) at MMNC are eligible for this program. **When a rental customer refers a new rental customer who reserves and completes a reservation, the original rental customer receives a 10% discount voucher toward a future rental.** The new customer must mention at the time of their reservation who referred them, the original customer must mention the discount voucher on their second rental at the time the reservation is made. Vouchers cannot be used on past rentals. Any rental customer who refers a new customer is eligible for this program. Customers who refer more than one new customer (as long as the new customer reserves and completes the reservation) are eligible for the voucher. Voucher is given to the customer or company who made

the reservation and is non-transferrable to other customers or companies. All vouchers must be used within the calendar year.

Examples:

1. Mr. Smith reserves the MMNC Barn on June 1. Based upon his rental quality, he refers Mrs. Jones, who reserves and uses the pavilion on July 1. After Mrs. Jones reservation is completed, Mr. Smith will receive a voucher for 10% off his next rental, to be used during the current calendar year. The voucher cannot be transferred to someone else.
2. Mr. Smith also refers Mrs. Cole, who reserves and uses the pavilion on Aug 1. Mr. Smith will receive a second voucher for 10% off his next rental, to be used during the current calendar year.
3. Penn State Biology Department reserved the Spring Creek Education Building on June 1 for a department retreat. They refer the Penn State Agriculture Department, who reserves the barn for a department picnic on July 1. After the July 1 reservation, the Penn State Biology Department will receive a 10% discount voucher toward their next reservation. The discount may be used by the department for their CY 2014 reservations/functions, but may not be used by an individual staff person for their personal use or be transferred to another department (ex: Penn State Engineering).

2014 Nature Center Fees & Categories “At a Glance”

A. Facility Rentals	Picnic pavilion only	\$50/3 hours + \$10/each add hour
	Barn & Grounds	\$100/2 hours + \$25/each add hour
	Barn Wetlab	\$100/2 hours + \$25/each add hour
	Spring Creek Educ. Bldg.	\$125/2 hours + \$25/each add hour
B. Educational Visits - Guided	Programs & Instructional Services	\$7/person
C. Educational Visits - Unguided	Grounds Only	Permit required with no charge.
	Uses of Instructional Areas	\$60/ 2 hours + \$20/each add. hour
D. Recreational Visits	Kid’s Birthday Parties	Base fee of \$175 for up to 10 children + \$10/each add. child; limit 25 children.
E. Fundraising Events	All	Pending CRPR costs for the event.

A. FACILITY RENTALS
<p>1. Group Use of Picnic Pavilion Only (<i>year round</i>) <i>Permit Required; Fee \$50 for 3 hours plus \$10/each additional hour (\$100 maximum per day)</i> <i>No Program or Instructional Services</i> This fee matches the regional rates for municipal park pavilions and all CRPR procedures apply. The pavilion is available year-round and has a capacity of 64.</p>
<p>2. Group Use of Barn & Grounds (<i>March - November</i>) <i>Permit Required; Fee \$100 for 2 hours plus \$25/each additional hour</i> <i>No Program or Instructional Services</i> Rental groups may have use of the <u>main floor</u> of the barn. In no case may occupancy of the main floor barn exceed 120 people. If group size is larger than 120 people, two spaces must be rented and activities must be spread between the two spaces. Rental does not include any other spaces, but they may be reserved separately. Rental includes use of available tables and chairs, plus the refrigerator. Complimentary wireless internet is available. Groups of 100 or more must follow the <u>guidelines of the Large Group Event Policy</u> and pay an additional fee.</p>
<p>3. Group Use of the Barn “Wetlab” (Wetland Laboratory) (<i>March - November</i>) <i>Permit Required; Fee \$100 for 2 hours plus \$25 per additional hour</i> <i>No Program or Instructional Services</i> Rental groups may reserve use of the <u>lower floor</u> of the barn. If group size is larger than 50 people, two spaces must be rented and activities spread between the two spaces. Rental includes use of available lab tables and stools. Rental does not include any other spaces, but they may be reserved separately</p>

4. Group Use of the Spring Creek Education Building (year round)

Permit Required; Fee \$125 for 2 hours plus \$25/each additional hour

No Program or Instructional Services

Rental groups may utilize both the upstairs classroom and downstairs meeting room. Rental includes use of tables, chairs, trash cans and recycling bins. Easel stands are available by request. Complimentary wireless internet is available. A projector and screen can be rented for \$10 each, upon request. Rental does not include any other spaces, but they may be reserved separately. **Groups of 100 or more** must follow the provisions of the Large Group Event Policy and pay an additional fee.

The kitchenette may be reserved for an additional \$15 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 are printed on customer receipts 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.

B. GUIDED EDUCATIONAL VISITS

5. MMNC Programs and Instructional Services

Large Group Programs, Small Group Programs & Scout Programs

Permit Required; Fee \$7/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 facility rental fee for the educational space used during the program is waived. The facility for the program (barn, pavilion, wetlab, or classroom) is 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 wishing to lead their own educational activities at the Nature Center must 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 Millbrook Marsh Nature Center 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 want a standard group program and requests a custom program, the facility rates (above) apply to the event, and a program fee is calculated to recover all costs for planning, materials, instructors, and cleanup. Payment in full is 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 wishing to use the nature center Instructional Areas for self-guided activities** (No program or Instructional Services from Nature Center Staff) **must contact the Nature Center 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 are considered a #7 rental (rental fees apply).
- **For #7, a staff person is on-site to orient the scheduled groups.** This person answers facility related questions and monitor the group's activities periodically throughout the rental. No instruction or interpretive services are 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, 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, all group activities require 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, 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/ each additional hour

No Program or Instructional Services

Groups who wish to use the Grounds & Instructional Areas (*i.e., school group self-guided field trips*) have priority access to these areas during the time of the rental. No access to the barn, wetlab or pavilion is granted unless reserved separately. **Group size is limited to 2 classrooms or 50 people, to protect the marsh ecosystem.** The event times and the fees are calculated upon total event times, including any setup and cleanup times. **Instructional areas are defined as the boardwalk observation/viewing decks, sun shelters, boardwalk bridges and bird blind; these areas can impact the effectiveness of other reserved groups. This option is available to groups wishing for use of these areas that prevent other groups from using the spaces or are over 25 people in group size (per #6 above).**

D. RECREATIONAL VISITS

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

\$175 Base Fee includes up to 10 children, plus \$10/each additional child, limit 25 children. Offered seasonally in the barn or year round in the Spring Creek Education Building. For ages 4-10; Birthday parties for Age 11+ are available by special request.

Birthday party packages include:

- 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 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 with 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 that generates revenue in excess of the costs involved with that particular program or event. Any group can 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. The request should include all information regarding the event or program. The Director may, at his discretion, obtain the approval for special requests from the Centre Region Parks and Recreation Authority at a regularly scheduled meeting. The permit fee, which is determined by the Director, must 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 Region Parks and Recreation Authority at a regular meeting prior to the event in question.

CENTRE REGION SENIOR CENTER

Partnership Status

The Senior Center is a partnership between the CRPR Authority and the Centre County Office of Aging; the county reimburses the Recreation Authority for up to 50% of a number of specified expense accounts.

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.
- (2) **Level II Programs** Fees to participants offset the costs involved, using the standard policy of charging nonresidents of the Centre Region 150% of the resident rate.

Bus Trip Fees

In 2012, the 150% rate for Centre Region nonresidents was reduced to 125% for *Centre County* residents registering for Centre Region Senior Center motorcoach trips. This approach recognized financial contributions of Centre County Government and allowed residents to enjoy the varied destinations. For example, for trips with a fee of \$100 per person, residents of the Centre Region would pay \$100; Centre County residents would pay \$125 and all others (non-Centre County residents) would pay \$150.

PC Learning Lab Fees

The fees for the PC Learning Lab are:

- 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. Learning Lab fees help to offset computer supply and maintenance costs.

Senior Center Facility Rentals

For evening & weekend use	Nonprofit Community Groups <i>(designated as a 501c3 by the IRS)</i>	Private and/or Commercial Groups
Fees: <i>Payable in full at the time of reservation.</i>	For the use of 1 or 2 meeting rooms: <ul style="list-style-type: none"> • \$35/up to 3 hours • \$40/up to 6 hours • \$60/up to 12 hours 	Fee for use of 1 or 2 meeting rooms: <ul style="list-style-type: none"> • \$50/up to 3 hours • \$75/up to 6 hours • \$125/up to 12 hours
Additional rooms (such as the kitchen)	\$25/day per room	\$50/day per room

Security Deposit: A \$50 Security Deposit is collected at the time of reservation. If the facility is not restored to the condition in which it was found and cleaning or damage is done, the full refund is forfeited. All furniture must be returned to its original position.

Permit Revision Fee:

Once a permit is issued by the agency, any revisions (involving the site, date, time) to that reservation requires payment of a \$20 Revision Fee at the time the revision(s) prior to the issuance by staff of a Reservation Permit. Permit revisions cannot be accepted less than 7 calendar days prior to the reserved event. The Revision Fee is not eligible for refund, transfer or credit.

Cancellation Policies:

- Any cancellation 7 or more calendar days prior to the reserved time is eligible for a refund, credit or transfer to another date or site (in the same year) except for the deduction of a \$20 Administrative Fee.
- Any cancellation less than 7 calendar days prior to the reserved time is not eligible for a refund, credit or transfer.
- Proof of Liability Insurance must be submitted in advance.
- The “Osher Lifelong Learning Institute” from Penn State utilizes weekday, daytime class space for cooperative programming at the Senior Center. OLLI provides a donation of \$20 per class meeting for each weekday course to assist with facility expenses.
- The duration of any facility reservation permit may not exceed three consecutive months.
- Rental requests for purposes outside the Senior Center’s mission of providing quality services to seniors may be declined by staff. Staff’s decision may be appealed to the Agency Director and Authority Board provided that a written appeal is submitted to the CRPR office at least 60 days prior to the proposed event date(s).

OTHER AGENCY SERVICES

Large Group Event Policy

This policy authorizes the issuing of permits for events, in all parks, with the possibility of exceeding 100 visitors. A base Permit Fee to issue LGE Permits is **\$50 per day, year-round** (including events at Friedman Parklet, sportfields, nature center, dog park, and limited application at the swimming pools). It is noted that the municipalities have special ordinances with respect to Large Group Events and for events using any streets, sidewalks, bikepaths or properties outside the park. Those requirements and schedules will also apply.

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 is authorized to increase this fee if high-demand electrical devices are used.
- Reimbursements for event-related costs incurred by CRPR (for planning, set-up, operations or clean-up).

Show Wagon Rental

The rental fee for the CRPR Show Wagon is \$50 per day (24 hours) + \$10 each additional day. Any relocation of the Show Wagon by CRPR staff during a multi-day event requires a \$25 Moving Fee. Any staff cleanup of the Show Wagon after the event (remove trash, staples, nails, etc.) will result in an additional \$25 Service Fee.

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 delivery, and includes one delivery and one pickup per rental. The cost of any repairs necessary as a result of the rental will be invoiced to the group.

“Sport Pack” Picnic Kits

As a public service, the agency provides sports equipment kits to requesting patrons. In view of the staff and equipment costs to provide this service, the agency continues this successful rental system started in 1998:

- For use during a paid pavilion reservation: One Sport Pack is available at no charge, with a security deposit of \$25/group. Additional sport packs are available at the standard rate noted below.
- For use at other events: A Sport Pack is available to rent for \$10, plus a security deposit of \$25/pack.
- If any items are missing from the sport bag upon return, the entire security deposit is forfeited.

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

Annual Donation Deadline for Spring Planting: March 15

The Remembrance Tree Program started in 1994 and has generated donations for the purchase and planting of 387 trees in the municipal parks. Donations to the program must cover the following material and labor costs:

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

- REMEMBRANCE TREES: Through the Spring Donation Deadline of March 15, 2014, the donation for a Remembrance Tree will remain at \$300 for a 1.5"-2" caliper tree with a three-year guarantee period, unless the costs associated with a specific tree request exceeds agency costs. A provision was added in 2004 for an additional donation for higher-priced species, if requested by the donor.

Starting on March 16, 2014, **the donation amount will be \$350 for Municipal Parks and \$480 for the specialized tree programs involving the Regional Parks** (the specialize tree program is currently under development by staff).

- ARBORETUM TREES: Special "Arboretum Trees" are also available for planting at the (new) Bob Tudek Arboretum at Tom Tudek Memorial Park. That donation amount will remain at \$475 through March 15, 2014, then increase to \$500, which includes a 5"x7" cast bronze plaque. The cast bronze plaques are only permitted for trees planted at the Bob Tudek Arboretum.

** The acrylic donor tag provided for Remembrance Tree is guaranteed for one-year from planting; the tag is not replaced after that time.*

Memorial Bench Donations (part of the Gifts-For-Parks Initiative)

The program provides for park bench donations with cast-bronze plaque with agency-approved text for a minimum donation amount of the bench and plaque costs plus \$100 for installation. A donation of \$800 (for Municipal Parks) and \$850 (for Regional Parks) will enable the purchase and installation of a commercial-grade bench with a cast

bronze plaque (2.5" x 8") inset to the bench backrest. The agency then assumes maintenance and repair costs for the bench.

Discount Amusement Park & Ski Lift Ticket Sales

The agency is authorized to participate in the annual consignment program for discounted amusement park and ski tickets offered by the PA Recreation and Park Society (PRPS). Proceeds of these sales benefit the CRPR Gifts-For-Parks program. Fees and policies for the ticket sales are specified by PRPS each year. For 2014, checks cannot be accepted for discount amusement tickets. CRPR earns a commission of approximately \$1 per ticket, with proceeds benefitting the Gifts-For-Parks Program.

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 with the expectation that volunteer groups assist the operation of the Dog Park. For special events in and around the dog park, the provisions of the Large Group Event Policy 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.

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; the garden was expanded for the 2006 growing season. CRPR was authorized to operate this section of Tom Tudek Memorial Park starting in 2007.

There is no fee increase proposed for 2014. Fee History:

YEAR	SINGLE PLOTS @ 300 sf	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)
2012-2013	\$27 (~9¢/sf)	\$50 (~8¢/sf)
2013-2014	\$27 (~9¢/sf)	\$50 (~8¢/sf)

During 2013, all 110 plots (58 single plots and 52 double plots) were rented. Currently, the garden wait-list stands at is 54 households. A Security Deposit equal to the plot fee was established in 2008. It is refunded at the end of the season to non-returning gardeners who have maintained the plot in compliance with the Garden Rules and Regulations set forth at the beginning of the season. Security deposits that are retained by CRPR offset costs for clean-up of abandoned plots and for those plots not properly closed at the end of the season.

Orchard Park Amphitheater

The following policies apply to group use of the Orchard Park Amphitheater, off Bayberry Dr. 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 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 Insured.
- C. The Large Group Event policy and fee applies to events that may, in the opinion of CRPR staff, attract over 100 spectators and participants.
- D. The amphitheater is available from Sat., April 12 through Sun., Oct. 26, 2014.
- E. Providing adequate parking and limiting volume of any performance are prime concerns to protect park neighbors and the surrounding neighborhood.
- F. No admission may be charged for performances. Donations may be collected from patrons, but cannot be a requirement to attend.
- G. The requirements of the CRPR Commercial Activity Permit 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 is scheduled at no charge, involving the venue and 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.
- K. The Permit Revision Fee applies to reservations for this facility.

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 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 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 bi-weekly 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.

CONVENIENCE FEE AMOUNTS (as of 1 May 2013)	
Agency annual service fees must exceed \$750 per quarter (= \$3,000/yr).	
For Staff-entered Transactions	2.5% fee (plus for credit cards: 2.99% + 25¢)
For Customer-Entered Transactions (with credit cards only):	
Less than \$150	6.5% + 50¢ (Minimum fee \$2)
\$150-\$500	3.5% + \$5
Over \$500	2.5% + \$10

The agency pays the specified Convenience Fee when a staff member processes a transaction while Internet customers are charged extra for doing something that reduces 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.

Commercial Activity Permits

The municipal park ordinances specify that any commercial activity in a park requires a special permit from CRPR. Commercial activity is defined as offering any product or service for sale in a park. This includes selling or offering items or services food in a park. Given the range of commercial activities and possible durations, past practice has been for the Director to:

- A. only permit commercial uses that are compatible with municipal park operations and ordinances,
- B. require proof of co-insurance by the vendor,
- C. specify in writing all restrictions that are associated with the request,
- D. require periodic reports from each vendor with regard to park activities,
- E. 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
- F. report periodically to the Authority Board on the Commercial Activity Permits issued.

Since it is expected that the agency entertains additional requests in the future, for 2014 the Board is asked to again authorize the Director to continue with this approach, along with all permit fees being directed into the general operating budget to offset park expenses.

Scheduling of School District Events on COG, Rec. Authority & Municipal Parklands

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

Waived for weekday (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 are 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 Proof of Insurance 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 waiver of Reservation Fees for SCASD uses does not extend to the following sites:

- Millbrook Marsh Nature Center
- Friedman Parklet
- Wm. L. Welch or Park Forest Community Pools
- John Hess Softball Field Complex
- Orchard Park Amphitheater
- CRPR Show Wagon Rental