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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

2015 Fee Policy

This policy was approved by the Board on 20 Nov 2014.

The policy was amended on 4 Dec 2014 to add the Nature Center Wedding Event Policy and on 19 Mar 2015 to revise the Active.Net Convenience Fee Agreement

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 2015 Agency Budget, as approved by the five participating municipalities.

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Programming & Special Event Services

The Challenge

Each year CRPR provides a range of popular programs, ranging from free events to fee-based programs, instructional classes and day camps. CRPR seeks to maintain both the popularity of its programs as well as the quality and value provided to participants. This process involves careful consideration for all program expenses, an evaluation of program fees, and the cultivation of outside sponsorships. While it remains a staff priority to have total program revenue cover all direct expenses, the reality has been that program fees, as a whole, cover 80% of those direct expenses, due largely to the number of free Special Events offered by the agency.

For 2015, staff continues the process of calculating program and league fees **based upon a review of all costs involved with each offering**. With the number of special events and low-cost programs offered, some offerings 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 programs and services.
- “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%).
- For adult league operations, the staff does not prepare, distribute or post league schedules until all participating teams are paid-in-full to ensure accurate information for participants.
- Recreation services are especially valuable to youth. Fee increases require the agency to take steps to accommodate individuals who 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-Parks donations for youth recreation scholarships. **During 2014, fee waivers or reductions totaling \$3,755 were provided to 78 resident youth.**

Sportfield Reservation Policies

The purpose of the Sportfield Reservation Policy is to effectively manage the high demand for safe, public sportfields and recover costs associated with sportfield maintenance. This process is intended to operate in line with the Pavilion Reservation Policy by posting an informational sign at the reservable sportfield(s) and issuing permits; it does not include posting weekly schedules at fields. Group requests involving the municipal tennis courts remain part of this policy section.

Tennis Court Scheduling

CRPR is authorized to issue reservation permits to nonprofit, community groups for use of the municipal tennis courts for public, noncommercial tennis activities. SCASD Tennis Courts remain scheduled by the District and are not included.

The reserved courts will be scheduled to permit open court time for public use. 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 applicable. In 2015 CRPR will again 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 18, 2014 application deadline</i>

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 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>Opens Spring 2015, special conditions will apply.</i>

The following reservation procedures apply in 2015 for the sites listed above:

- All sportfield use 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 groups are processed per the School District Events section of this policy (pg 18).
- 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, upon advance confirmation by CRPR staff.

A. Daily Sportfield Reservations

Groups looking to reserve a sportfield, with or without a pavilion reservation, are subject to a Sportfield Reservation Fee of \$20 per field for up to 3 hours (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, due at time of reservation. 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 2015 Reservation Fees are:

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 with at least 50% of the participants who are residents of those municipalities and are verified by a complete roster.

* The Seasonal Use Fee includes an initial lining on soccer, lacrosse and football fields. This 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 for the Hess Softball Complex and Oak Hall Regional Park sites and \$175 per field per day for each satellite tournament field (defined as any sportfield outside of the Hess or Oak Hall complexes) is required for 1-3 day tournaments. 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 2015 Facility Reservation Requests. The deposit will be returned within 30 days of the group’s final 2015 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 a tournament is cancelled within 14 working 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.

Sportfield Lining Fees

A Weekly Sportfield Lining Program allows Park Operations staff to accept requests from resident organizations for weekly sportfield lining services for a base-fee of \$75 per week per sportfield (fee may vary pending field size and type). Depending on the man hours required and staff availability, the Parks Manager will approve, on a first-come first-serve basis, acceptable requests for the scheduled lining of specified fields.

Hess Softball Field Complex – Sportfield Lighting Fee

Use of the lights on Hess Field #H1 is provided for scheduled tournaments as part of the Tournament Fee. Requests by groups using the field for other uses are accepted at a rate of \$40 per hour (full-hour increments only) in addition to the standard sportfield reservation fee. Field lights must be turned off by 10 PM, unless prior approval is granted by the Director or his designee.

Outfield Fence Banners

The agency will continue to offer businesses and organizations the opportunity to show their support for active recreation by purchasing a 4’ x 6’ vinyl banner at the Hess Softball Field Complex and Oak Hall Regional Park. Promotional banners will be displayed on (the inside of) outfield fences for the 2015 season (Apr-Oct). Full details of this program are available on the [CRPR website](#). 2015 Banner sponsorship fees are listed below:

One Field (at Hess or Oak Hall) \$300	Two Fields (at Hess & Oak Hall) \$500 (for identical banners)
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A supplemental “Graphics Fee” of \$50 per image will apply if the requested logo/image is not in the specified file format.

Portable Outfield Fences (for softball games requiring shorter outfields)

The Portable Fence Fee provides for the use, set-up and removal of portable outfield fencing at John Hess Softball Complex and at Oak Hall Regional Park. The fee is \$50 per field for one set-up / removal (multi-day tournaments are not charged for multiple days). Groups must request and pay for the portable fencing at least two weeks in advance.

Picnic Pavilion Reservations

- The 2015 Reservation Fees for pavilions (see complete list on page 6) are listed below:
 - **FOR STANDARD PAVILIONS:**
\$50 per 3-hour time block, plus \$10 each additional hour for a maximum of \$100/day for a pavilion. No electrical service is available.
 - **FOR (5) PAVILIONS WITH ELECTRICAL SERVICE:**
\$55 per 3-hour time block, plus \$10 each additional hour for a maximum of \$105/day.
- 2015 pavilion reservations are accepted starting January 2, 2015.
- Of the 31 reservable pavilions, the 12 pavilions with underlined names on page 6 are available year-round (same fees apply).
- Pavilions not designated as “year-round” are available for events from Saturday, Apr. 11- Sunday, Oct. 25, 2015.
- Pending group size and activities, events may be subject to the LARGE GROUP EVENT POLICY (pg. 15).
- Standard fees are charged for reserving a picnic pavilion or park facilities in advance. Pavilions not reserved in advance by another group, may be used (without a reservation) at no charge by a “single-family group.” All other non-family group uses of park facilities require a permit in advance.
- In line with municipal park ordinances, and in order to protect park facilities, CRPR requires pavilion reservations for all “non-family” or “multiple-family” groups.
- Staff is authorized to direct a “catered event” (or those that involve private or commercial vehicle access) to a site best able to accommodate access and to require a sufficient number of pavilion reservations to best accommodate the event.
- 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.
- Per municipal ordinances, the possession or consumption of alcoholic beverages on park properties is prohibited.

Permit Revision Fee

Once a permit is issued, any revision (the site, date, time) to that reservation is subject to a \$20 Revision Fee, payable at the time of revision(s), prior to staff issuing a new Reservation Permit. 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 pavilion use, 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 rescheduling cannot be accommodated, a 50% refund or credit will be provided.

Reserving a Sportfield with a Pavilion

If a group requests to reserve a sportfield with a reserved pavilion, the Sportfield Reservation Fee (pg. 4) applies.

Other Municipal Parks & Pavilions

The pavilions listed below are available for unreserved, neighborhood group use. Pending special event requests, reservation permits may be issued by CRPR for these pavilions - standard fees and conditions apply.

State College Borough	Smithfield Park, Tusseyview Park
College Twp.	Dalevue Park
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

Staff is authorized to establish permit conditions and applicable fees (as specified in this policy) for non-family group use in the parks and/or pavilions listed above. Generally, these sites are not equipped with the facilities needed to host regular group use. The permit conditions seek to accommodate both neighborhood and group event(s). Group activity requests for sites without pavilions may be considered for special event permits as approved by the CRPR Director. Permit conditions and applicable fees shall remain compliant with the intent of this Fee Policy.

Location	Park Pavilion Name	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
	16. <u>Slab Cabin Pavilion #1</u> (lower) (<i>new</i>)	32	4	Portable	No
	17. <u>Slab Cabin Pavilion #2</u> (upper) (<i>new</i>)	32	4	None	No
Ferguson Township	18. Autumnwood Park Pavilion	64	8	Portable	No
	19. Fairbrook Park Pavilion	96	12	Portable	No
	20. Homestead Park Pavilion	64	8	Portable	No
	21. <u>Tom Tudek Memorial Park Pavilion #1</u>	128	16	Flush	No
	22. <u>Tom Tudek Memorial Park Pavilion #2</u>	80	10	Flush	No
	23. <u>Tom Tudek Memorial Park Pavilion #3</u>	80	10	Flush	No
	24. Haymarket Park Pavilion #1 (near park entrance)	64	8	Portable	No
	25. Haymarket Park Pavilion #2 (near playground)	64	8	Portable	No
Patton Township	26. Circleville Park Pavilion #1 (near playground)	88	11	Portable	No
	27. Circleville Park Pavilion #2	96	12	Portable	No
	28. Circleville Park Pavilion #3 (near disc golf)	48	6	Portable	No
	29. <u>Circleville Park Pav. #4</u> (off Valley Vista Dr.)	96	12	Portable	No
	30. Graysdale Park Pavilion	96	12	Portable	No
	31. <u>Bernel Road Park Pavilion</u>	96	12	Portable	No

The 12 pavilions with unlined names are available for reservation on a year-round basis.

The higher fee for the 5 pavilions with bold names includes electrical service for each reservation.

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 are recognized for their capital contributions with reduced daily admission and season pass fees.
- Pool revenue should seek to offset all operational expenses and contribute to capital project costs.
- 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.
- Encourage the purchase of season passes.

Pool Fees	2015
Daily - Age 3 & Under (In-water chaperone & swim diaper required)	\$2 R/\$3N <i>(For 2015, added requirement of an in-water chaperone)</i>
Daily - Youth Age 4-10 (Chaperone required)	\$6 R/\$8 N
Daily - Regular (Age 11+)	\$8 R/\$10 N (2014: \$7R / \$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 visitors 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)	\$90 R/\$135 N (2014: \$85R / \$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 with no exchange</u> <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.
- \$1 per person admissions (Dollar Days) are authorized for Father's Day Weekend (Sat & Sun) and on July 4.

Same Day Readmission 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 readmission 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 2015 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 previously scheduled use of the lap sections. In all cases, reservations are available 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	2015
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>\$85 per hour (2014: \$80 per hr.) 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 to 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 rentals include use of all pools, water features, shade structures and pavilions. The proper forms must be completed for 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.
- Per municipal ordinances, the possession or consumption of alcoholic beverages on park properties is prohibited.

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 (pg. 5) apply to pavilion and funbrella reservations.

- **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.

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.

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.

2015 Prescheduled Group Admission Policy Park Forest and Welch Community Swimming Pools
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2015 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 chaperone for every 10 children they are actively supervising.
- 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 who 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 check-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 patron 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. Groups or organizations using the facility are monitored to protect visitors, facilities and the ecosystem. **A group is defined as an organized, non-family party consisting of 8 or more individuals.**

General Regulations at MMNC

- All facility use must end at dusk, except as approved on the permit or in writing from the CRPR Director.
- The event times and fees are calculated upon total event times, including setup and cleanup.
- Facility Rental fees do not include instructional or program services; these can be scheduled for an additional charge.
- **By municipal ordinance, all group activities require a permit in advance.**
- **Payment for rental reservations is due in full at the time the reservation is made.**
- 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.
- 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.

Permit Revision Fee

Once a permit is issued, any revision (the site, date, time) to that reservation is subject to a \$20 Revision Fee, payable at the time of revision(s), prior to staff issuing a new Reservation Permit. 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.

Inclement Weather Policy

If inclement weather prohibits the scheduled use, a request must be submitted to the CRPR Office **no later than 5 PM on the first business day after the reservation day**. CRPR staff will attempt to reschedule the group at no additional charge during the current season, pending availability. If the rental schedules cannot accommodate a rescheduled date, a 50% refund or credit will be provided.

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.

Multiple-Use Group Reservations

Groups looking to reserve a facility at the nature center for multiple dates during a month can do so at a multi-use fee. Groups must submit requested dates, agree to the dates and costs in advance, and pay-in-full at the time of reservation. If the scheduled reservation times exceed 10 hours per month, a 10% discount off the month’s reservation fees is provided. This system streamlines the reservation process allowing groups to schedule multiple dates in advance, receive one invoice, and to earn a discount in exchange for multiple rentals. Contracts are reviewed every three months. Discounts are not extended to additional rentals that may be added in one month. The Permit Revision and Cancellation Policies apply to Multiple-Use Group Reservations.

Provisions for the “Rental Customer Appreciation & Referral Program”

Rental customers who reserve and complete a rental 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 who referred them at the time of their reservation and the original customer must mention the discount voucher at the time a second reservation is made. Vouchers cannot be used on past rentals. Rental customers who refer new customers are 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 additional vouchers. Vouchers are given to the customer or company who made the reservation and are non-transferrable to other customers or companies. All vouchers must be used within the current calendar year.

2015 Nature Center Fees & Categories “At a Glance”

A. Facility Rentals	1. Picnic pavilion only 2. Barn & Grounds 3. Barn Wetlab 4. Spring Creek Educ. Bldg.	\$50 / 3 hours + \$10/each add hour \$110 / 2 hours + \$25/each add hour \$110 / 2 hours + \$25/each add hour \$130 / 2 hours + \$25/each add hour
	5. Wedding/Reception Package	Base package fees of \$500 or \$700 with up to an 18-month advance reservation
B. Educational Visits - Guided	Programs & Instructional Services	\$7/person
C. Educational Visits - Unguided	Grounds Only - Uses of Instructional Areas	Permit required with no charge. \$60/ 2 hours + \$20/each add. hour
D. Recreational Visits	Kids’ 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

1. Group Use of Picnic Pavilion Only (year round)

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

This fee matches the regional rates for municipal park pavilions and all CRPR procedures apply (pg. 5). Capacity is 64.

2. Group Use of Barn & Grounds (March - November)

Permit Required; Fee \$110 for 2 hours plus \$25/each additional hour

Rental groups have use of the main floor 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 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 guidelines of the Large Group Event Policy and pay an additional fee. **Wedding/Receptions** must follow the Wedding/Reception Package policies.

3. Group Use of the Barn “Wetlab” (Wetland Laboratory) (March - November)

Permit Required; Fee \$110 for 2 hours plus \$25/each additional hour

Rental groups may reserve the lower floor 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

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

Permit Required; Fee \$130 for 2 hours plus \$25/each additional hour

Rental groups may utilize both the upstairs classroom and downstairs meeting room. Rental includes use of tables, chairs, trash cans and recycling bins. Complimentary wireless internet is available. A projector and screen can be rented for \$10 each, upon request. The building rental does not include any other spaces (which may be reserved separately). **Groups of 100 or more** must follow the provisions of the Large Group Event Policy and pay an additional fee. **Wedding/Receptions** must use the Wedding/Reception Package policy.

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. Any vandalism, damage, missing equipment or extra janitorial services required after a rental will also be billed to the rental customer.

5. Wedding/Reception Package at Millbrook Marsh Nature Center (year-round)

A wedding and reception package has been added to accommodate the space and time requirements of the events.

Permit Required; Base Outdoor Package \$500 or Base Indoor Package \$700 plus selected add-on options.

This fee category will apply to all weddings, vow renewals, civil unions, and the related reception events.

Renters may select a base package (outdoor areas or indoor spaces at the nature center), and then customize the package with add-on options to meet their needs. Please see the Wedding Package marketing materials for important details about times, decorations, caterers, deliveries, etc.

The Base Packages include:

- A. Indoor Package = \$700 for Barn or Classroom for a one-day, 8-hour continuous rental of indoor spaces (between the hours of 9 AM and 11 PM) OR
- B. Outdoor Package = \$500 for Outdoor Areas for a one-day, 8-hour continuous rental of outdoor spaces (between the hours of 9 AM and dusk).
- Up to 3 pre-event walk-throughs with staff after booking.
- Use of the natural areas for the scheduled engagement or save-the-date photos.
- Use of Marsh natural areas for wedding photos.
- Use of restroom facilities in the Spring Creek Educ. Building during the event.

Add-on rental options:

1. Friday evening: 4 hour rental of the Barn for rehearsal, rehearsal dinner or wedding decoration/set-up. \$140
2. Friday evening: 4 hour rental of upper floor of Spring Creek Educ. Bldg. with kitchenette for rehearsal, rehearsal dinner or wedding decoration/set-up. \$160
3. Saturday: 4 hour continuous rental of the Spring Creek Educ. Bldg. with kitchenette for Bride and Groom dressing/ ready/ photo areas. \$160
4. Sunday: 4 hour rental of upper floor of Spring Creek Educ. Bldg. with kitchenette on Sunday morning for farewell brunch. \$140
5. Walkthroughs: Additional meetings with staff @ \$25 / hour (in addition to the 3 provided in the Base Package). \$25/hr
6. Picnic Pavilion: 4 hour rental of the picnic pavilion added with a Friday night, Saturday or Sunday option. \$50
7. Show Wagon Rental: during the 8-hour event \$50
8. Holiday Rental: \$100 additional for holiday or holiday eve event rentals to include New Year's Day, President's Day, Easter, Memorial Day, Fourth of July, Labor Day, Thanksgiving and Christmas Day. \$100

The Base Package and rental options must be selected and calculated as part of the wedding package at the time the reservation is made. Add-ons selected after the initial reservation is made will include the Permit Revision Fee and must be paid with the remaining balance no less than 30 days prior to the reservation.

Reservation Fees for Wedding/Reception Events:

- 25% of the total Wedding Package/Rental Fees with options is due at the time the reservation is made. This amount is not eligible for refund or credit. Reservations may be scheduled up to 18 months in advance, subject to the rental fees in place on the event date.
- The remaining 75% is due in full no less than 30 days prior to the event date. Failure to pay the fees in full during that period will result in cancellation of the reservation. Payments can be accepted anytime between the initial payment at the time the reservation is made and the 30-day-prior cut off.

Cancellation Policy

- Any cancellation 30 or more calendar days prior to the reserved date will result in forfeiting the 25% initial payment. Any further payments obligations are waived.
- Any cancellation less than 30 calendar days prior to the reserved date and after full payment has been made, is eligible for a 50% refund of the total reservation fee paid, UNLESS it is within 7 calendar days of the event, in which case no refund or credit can be provided.
- In case of hardship such as a death in the bride's / groom's immediate families or a military deployment that affects the wedding, if notice is given to CRPR less than 30 days prior, a 50% refund will be given, even within the final 7-day window.
- Refunds will be issued solely to the original payer, either by posting to the credit card that was used for payment or by a paper refund check to that individual. Checks may take up to 3 weeks to process.

(Continued on next page)

Wedding Event Policies (Continued)

Permit Revision Fee

Once a reservation is made with CRPR (with the 25% initial payment), any revisions (involving the site, date, time or add-on options) to that reservation will require the payment of a Permit Revision Fee (\$20) at the time the revision(s). The Revision Fee is not eligible for refund, transfer or credit. Reservation revisions cannot be accepted less than 7 calendar days prior to the reserved event.

Inclement Weather Policy

If inclement weather prohibits the scheduled outdoor event(s), coordination must be made with Nature Center staff immediately. If possible, outdoor plans will be moved inside (if available) to accommodate the event. If renter decides to cancel the event based on the actual weather the day of the rental (not the forecast), an attempt will be made to reschedule the group at no additional charge during the current season, pending availability. If the rental schedules cannot accommodate a rescheduled date, a 50% refund or credit will be provided. No rescheduling provisions can be made for indoor packages.

Additional Policies

- All municipal park ordinances remain in effect. By ordinance, no alcohol is permitted on site.
- To protect the environment, throwing rice or releasing any type of wildlife (butterflies, doves, etc.) or lighted lanterns is prohibited. Soap bubbles or birdseed may be used outdoors only. Confetti is permitted indoors only but must be cleaned up entirely. Balloon releases are strongly discouraged since the waste balloons can damage wildlife where they land.
- No sparklers, fireworks, pyrotechnic devices or open flames are permitted anywhere on the grounds.
- Reservation times and fees are calculated upon total rental times, including any setup and clean-up times plus event times.
- The renter is responsible to assure that music or any amplified output is not audible beyond the boundaries of the park at any time.
- The primary renter must provide a credit card authorization at the time of reservation. All applicable vandalism, damage, missing equipment or extra janitorial services required after a rental will be billed to the customer on this credit card. Any damages following a rental will be repaired and the party signing the rental agreement will be assessed the cost of the rental plus a 25% surcharge to cover staff time in arranging to have the damages repaired. If the kitchenette in the Spring Creek Education Building is not returned to a clean condition and extra cleaning is required, a \$35 fee will be charged.
- Caterer(s) engaged by the Renter must provide a "Certificate of Liability Insurance" in advance of the event that (1) provides coverage of least \$1 million and that (2) includes Centre Region Parks & Recreation Authority and College Township as additional insureds.
- With respect to food safety, all food service practices must follow ServSafe ® protocols.
- Renters will also be required to sign a "Hold Harmless" liability waiver to assume responsibility for the behavior and welfare of their guests.

B. GUIDED EDUCATIONAL VISITS

6. MMNC Programs and Instructional Services

Large Group Programs, Small Group Programs & Scout Programs

Permit Required; Fee \$7/participant; facility rental fees 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 #7: Walk-Through Only OR Category #8: 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.
- 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 #7 and #8 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 (#7) that prevent other groups or Nature Center staff from using the Instructional Areas are considered a #8 rental (rental fees apply).
- **For #7, a staff person is on-site to orient the scheduled groups.** This person answers facility related questions and monitors the group's activities periodically throughout the rental. No instruction / 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 #7: Walk-Through Only OR Category #8: Group Use of Grounds With Instructional Areas*. This is required to monitor use of the site, to limit impacts on the ecosystem, and to comply with municipal ordinances.

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

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

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. In view of the size of the marsh, the agency may grant permits for more than one group per time period, 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 #8*.

8. Group Use of Instructional Areas

Permit Required; Fee \$60 for 2 hours plus \$20/ each additional hour

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).**

D. RECREATIONAL VISITS

8. Kids' 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 CRPR 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. Groups 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. Requests 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 Board 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).

CENTRE REGION SENIOR CENTER

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 program menu to participants by offering two levels of programs:

- (1) **Level I (Core) Programs** No fees are charged since they are led by staff, volunteers or interns.
- (2) **Level II Programs** Participant fees offset the program costs involved. The standard policy applies 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. The refund deadline for motorcoach trips is set for two weeks prior to the scheduled trip; the agency must pay the motorcoach and trip fees at that time. With respect to withdrawals and cancellations:

- Full refunds will be provided to registrants for trips that are cancelled or withdrawn by the agency or the tour company.
- For registrants, a full refund or credit, less a \$5 service fee, will be provided to trip registrants who provide notice to the Senior Center Office no less than 14 calendar days before the trip. No refund or credit can be provided less than 14 calendar days before a trip. However, that person may transfer their space and payment to another individual. It shall not be the responsibility of the staff to facilitate these transfers.

Senior Center Facility Rentals

Evenings & weekends	Nonprofit Community Groups <i>(designated as a 501c3 by the IRS)</i>	Private and/or Commercial Groups
Fees: <i>Due 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 repair is needed, the full refund is forfeited.		
Permit Revision Fee: Once a permit is issued, any revisions (the site, date, time) to that reservation results in a \$20 Revision Fee, due at revision(s), prior to staff issuing a new Reservation Permit. Permit revisions are accepted less than 7 calendar days prior to the reserved event. The Revision Fee is not eligible for refund, transfer or credit.		
Cancellation Policies: <ul style="list-style-type: none"> • 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.
- 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).

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.

OTHER AGENCY SERVICES

Large Group Event Policy

This policy authorizes the issuing of permits for events that may exceed 100 visitors. The 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). The municipalities have special ordinances regarding Large Group Events and for events using streets, sidewalks, bike paths or properties outside the park. Those requirements and schedules also apply. The LGE Permit Fee is in addition to:

- Any Pavilion or Sportfield Reservation Fees necessary,
- 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. Relocation of the Show Wagon by CRPR during a multi-day event requires a \$25 Moving Fee. If staff cleanup is required after the event (remove trash, staples, nails, etc.), an additional \$25 Service Fee is charged.

The wagon may only be used by CRPR and/or nonprofit groups in participating municipalities as a stage or performance platform; use by commercial groups or as a parade float is prohibited. The fees must be paid in advance and include one delivery and one pick-up per rental. The cost of any repairs necessary as a result of the rental will be invoiced to the group.

“Sport Pack” Picnic Kits

CRPR provides sports equipment kits to requesting patrons. In view of 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.

MEMORIAL TREES (part of the CRPR 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 397 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, 2015, the donation for a Remembrance Tree remains at \$350 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 to require an additional donation for higher-priced species that may be requested by the donor. *The acrylic donor tag provided for each Remembrance Tree is guaranteed for one-year from planting; the tag is not replaced after that time.*
- **ARBORETUM TREES:** Special "Arboretum Trees" are also available for planting at the (new) Bob Tudek Arboretum at Tom Tudek Memorial Park; the donation remains at \$500 which includes a 5"x7" cast bronze plaque. The cast bronze plaques are only permitted for trees planted at the Bob Tudek Arboretum.
- **MY VETERAN/MY HERO REMEMBRANCE TREES**
To provide special places for families, friends, businesses and organizations to honor or memorialize their US Military Veteran/Hero, living or passed, regardless of their dates of military service. The new Regional Parks serve as the host sites, starting at Oak Hall Regional Park. The donation for a MyVeteran/MyHero Tree remains at \$480 for a 1.5"-2" caliper tree with a 20-year guarantee period.

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

This program provides for park bench donations (each with a cast-bronze plaque with agency-approved text) for a minimum donation amount of the bench and plaque costs plus \$100 for installation. As a result, a donation of \$800 (for Municipal Parks) and \$850 (for Regional Parks) will provide for the purchase and installation of a commercial-grade bench with a cast bronze plaque (2.5" x 8") inset into the bench backrest. The agency assumes maintenance and repair costs for the bench.

Discounted Ticket Sales

CRPR is authorized to participate in the annual discount ticket program offered by the PA Recreation and Park Society (PRPS). The proceeds of this program benefit the CRPR Gifts-For-Parks program. Fees and policies for the ticket sales are specified by PRPS each year. Checks are not accepted for the discount tickets.

Tudek Dog Park Events

In 2007, CRPR was authorized to operate the Tudek Dog Park after it opened in 2006. The park 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 operational assistance by volunteers. Special events in and around the dog park are subject to the Large Group Event Policy, 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 that cover agency expenses 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 and the garden was expanded for the 2006 growing season. CRPR was authorized to operate this section of Tom Tudek Memorial Park starting in 2007. **No fee increase is proposed for 2015.**

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)
2012-2015	\$27 (~9¢/sf)	\$50 (~8¢/sf)

In 2014, all 110 plots (58 single plots and 52 double plots) were rented. As of mid-October 2014, the garden wait-list stands at is 45 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 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 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, due at the time of reservation (plus the pavilion reservation fee). Electricity is included. The Permit Revision Fee applies to reservations for this facility.
- C. A Certificate of Insurance is required with State College Borough and CRPR listed as Additional Insured.
- D. The Large Group Event policy and fee will apply to events that, in the opinion of CRPR staff, may attract over 100 spectators and participants.
- E. The amphitheater is available from Saturday, April 11 through Sunday, October 25, 2015.
- F. Providing adequate parking and limiting volume of any performance are prime concerns to protect park neighbors and the surrounding neighborhood.
- G. No admission may be charged for performances. Donations may be collected from patrons but cannot be a requirement to attend. 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.

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, 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, transactions have been entered by either staff or customers. The transaction processes and the data reports are consistent with the annual audit process conducted by the CRPRA and COG. A variety of detailed reports are available to staff.

The cost for providing this service is derived from an established "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 fees are assigned as shown in the table below, including for customer-entered transactions, which are added to the total fee at

checkout based upon the listed rates. For staff-entered transactions, no additional fees are paid directly by the customer; that cost is paid by CRPR.

CONVENIENCE FEE AMOUNTS (starting 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 decided to mail, phone, fax or drop off the registration for staff processing. Our goal is to encourage internet transactions to reduce the need for staff processing of registrations.~~

UPDATE: On 19 Mar 2015, the following motion was approved: *"That the Authority Board, effective 15 April 2015:*

1. Amend the Active.Net Service Agreement (from July 2007) to absorb the Convenience Fee currently charged to each customer who registers via the Internet, and
2. Remove the 7-day restriction on limiting patron-entered registrations that follows the publication of each seasonal Active Guide."

Commercial Activity Permits

The municipal park ordinances specify that any commercial activity in parks requires a special permit from CRPR. Commercial activity is defined as offering any product or service for sale in a park. Given the range of commercial activities, the Director is permitted to:

- A. issue permits for commercial uses that are compatible with municipal park operations and ordinances,
- B. require proof of insurance by the vendor,
- C. specify in writing all restrictions associated with the request,
- D. require periodic reports from vendors with regard to park activities,
- E. request a recommended amount for a donation to the Gifts-For-Parks program to cover the issuance of the Commercial Activity Permit (based upon the requested activity), and
- F. report periodically to the Authority Board on the Commercial Activity Permits issued.

The Board is asked to authorize the Director to continue with this approach as well as continue to have permit fees directed into the general operating budget to offset park expenses.

Scheduling of School District Events on Authority or 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 apply pending the event logistics.

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
- Regional Park facilities (at Oak Hall and the Hess Softball Field Complex)
- Orchard Park Amphitheater
- CRPR Show Wagon Rental

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