

ATTACHMENT 3

**PARKS AND RECREATION DEPARTMENT
USER FEE SCHEDULE
Effective July 1, 2007**

Please contact our office at 968-2784 if you need clarification.

This User Fee Policy addresses the following areas related to policy and fees:

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RESIDENT AND NON-RESIDENT STATUS

1. Priority by Place of Residence: Registration procedures will be followed that will give first priority to residents of the Town of Chapel Hill or Orange County over non-Town or County residents. The Parks & Recreation Department reserves the right to provide priority registration to Town of Chapel Hill residents over Orange County residents in selected programs.
2. Teams: Teams will receive priority resident status (for program registration and rental reservations) if at least 60% of the maximum number of members allowed on team rosters resides in Chapel Hill or Orange County.
3. Exemptions: The Director may grant exemptions to resident status in extraordinary situations in order to ensure minimum program enrollment.
4. Non-resident User Fee: Youth and adult program participants or team members who reside outside of the Town limits of Chapel Hill and Orange County may use Department programs, equipment, and facilities by paying the total of 100% of a program's cost and a non-resident surcharge of 20% per program, rounded to the nearest dollar. This surcharge offsets property taxes paid by Town and County residents to support the Town's programs and facilities.

ESTABLISHING PROGRAM FEES

1. Program Costs: Program costs (with the exception of aquatic programs) will be determined by totaling direct costs, such as the costs of specialized employees, special facilities and equipment, and expendable materials and supplies, and dividing the total cost by the minimum number of participants in the program.
 - Program participation fees for youth (18 and under) will be set to recover 100% of the program's direct costs.
 - Adult programs will be assessed a 10% administrative charge in addition to the 100% of direct costs.
2. Street Fairs: Booth fees will be based on 100% of the Parks and Recreation Department's direct program costs and dividing the total by the number of booth spaces.
3. Swimming Pool Fees: Single admissions, monthly and annual passes as well as visit passes are available to pool users. Fees will be reviewed yearly and will be determined by considering pool operation/personnel costs and other local public pool rates. The Department may establish hours and/or programs for which admission fees for swimming will not be collected.
4. Gymnasium Use Fees: Participants will be required to show a photo ID to verify residency and age. Single daily admission fees, 20-visit and annual passes will be available.
5. Pass Refunds: Refunds will be issued and prorated by month (for annual passes) or by remaining number of visits left on a per-visit card.
6. Lost Passes: There will be a charge of \$5 per pass to replace any lost pool, gym, or climbing wall pass. Request for Visit Pass replacement will require a staff person to confirm the visit balance prior to pass reissue.
7. Climbing Wall Belay Testing Fee: There will be a belay testing fee of \$10 residents, \$12 non-residents, paid at the time of testing. No refunds will be given if you do not pass the test.
8. Program Improvement Cost Recovery: If special equipment or facility improvement costs for a specific program can be clearly identified, surcharges may be added to the program's user fee to recover these costs over the life of the equipment or improvement.
9. Background Check Fee: A \$5 fee will be included in all activity and program fees to cover the cost of criminal background checks for Parks and Recreation Department personnel.
10. Fees for Experimental Programs: The Department may establish experimental youth workshops and classes, the costs of which have not been included in the original operating budget. In these cases, the Department may charge fees that will recover at least 50% of the

direct program costs. The intent is to initiate new programs and allow time and flexibility for the program to gain momentum.

11. Nearest Dollar: User fees will be rounded to the nearest dollar.
12. Annual Review: The Parks and Recreation Commission will annually review all services and recommend a USER FEES POLICY to the Town Council.
13. Definition of Family: The definition of family participants in Parks and Recreation programs includes persons who are married, persons who are registered as domestic partners, persons who are single parents, and any youth under age 19 in these households to a maximum of 4 people. For fee reductions, eligible youth will be dependents confirmed through the Orange County Department of Social Services, Chapel Hill Housing Department, school Family Specialists, or dependents as listed on Federal Income Tax Return.
14. Schedule of Fees: A user fee schedule will be published annually.
15. Service Charge for Returned Checks: Service charge for checks returned due to insufficient funds: \$25 per check, accepted in cash or money order. Patrons with outstanding balances due to returned checks will be prohibited from participating in and registering for Parks and Recreation programs and renting facilities. Town policy prohibits patrons with three returned checks to pay by check for a period of three years (from the date of the last returned check.)
16. Suspension of Fees: The Director of Parks and Recreation may suspend fees for special promotional and marketing events.

PAYMENT IN LIEU OF RECREATION SPACE

Payment in Lieu of Recreation Space: As allowed in Section 5.5.2(h) of the Land Use Management Ordinance, developers providing payments in lieu of Improved Recreation Space on new multifamily dwellings or planned developments, with the consent of the Town Council, shall pay \$12 per square foot for all required recreation space not provided within the development.

Payment in Lieu of Recreation Area: As allowed in Section 5.5.2(d) of the Land Use Management Ordinance, developers providing payments in lieu of Recreation Area on new subdivisions, with the consent of the Town Council, shall pay based on the following formula:

Square Foot Value of the Property (X) Number of Square Feet Required for Recreation Area (X)
Multiplier of 1.55 = Payment in Lieu of Recreation Area.

SCHEDULE OF FEES

ADMISSION AND PASS FEES		
Gymnasium	Resident	Non-Resident
Annual Pass Fee		
Age 18 years and younger	Free	\$20.00
Age 19 and older	\$20.00	\$40.00
20 Visit Pass		
Age 18 years and younger	Free	\$10.00
Age 19 and older	\$10.00	\$20.00
(No more pro-rated gym passes)		
Single Admission Fee		
Age 18 years and younger	Free	\$2.00
Age 19 and older	\$2.00	\$3.00
Climbing Wall	Resident	Non-Resident
Annual Pass Fee		
All Participants	\$108.00	\$240.00
20 Visit Pass		
All Participants	\$45.00	\$100.00
Single Admission Fee		
All Participants	\$3.00	\$5.00
Climbing shoe rental (first com, first serve)	\$3.00	\$3.00
Belay Testing Fee	\$10.00	\$12.00
Swimming	Resident	Non-Resident
Annual Pass*		
Preschooler (5 years and younger)	\$43.00	\$65.00
Youth (6 - 18 years)	\$85.00	\$128.00
Adult (19 years and over)	\$170.00	\$255.00
Family	\$340.00	\$510.00
Additional Family Member	\$50.00	\$75.00
*Annual passes are valid for a period of one year from the date of purchase.		
Monthly Pass		
Preschooler (5 years and younger)	\$9.00	\$16.00
Youth (6 - 18 years)	\$18.00	\$32.00
Adult (19 years and over)	\$35.00	\$61.00
Family	\$70.00	\$123.00

Additional Family Member	\$25.00	\$44.00
(Continued on next page)		
Swimming continued		
20-Visit Pass		
Preschooler (5 years and younger)	\$11.00	\$23.00
Youth (6 - 18 years)	\$23.00	\$45.00
Adult (19 years and over)	\$45.00	\$90.00
Single Visit		
Preschooler (5 years and younger)	\$1.00	\$2.00
Youth (6 - 18 years)	\$2.00	\$4.00
Adult (19 years and over)	\$3.00	\$6.00
REPLACEMENT PASS (gym, climb, swim)	\$5.00	\$5.00

SKATE PARK and BATTING CAGE FEES		
	Resident	Non-Resident
Platinum Membership - unlimited skate access pass good for 1 year from the date of purchase.	\$ 200.00	\$ 250.00
Gold Membership (Residents) - 1 year membership with \$4 per session fee. First session is free. Renewal membership is \$15.	\$ 25.00	
Gold Membership (Non-Residents) - 1 year membership with \$5 per session fee. First session is free. Renewal membership \$20.		\$ 30.00
Regular Session Fee	\$ 7.00	\$ 8.00
Skate Park Helmet Rental	\$ 2.00	\$ 2.00
Batting Cage Fees	\$2.00 per 25 pitches	
Residents are defined as patrons residing in Chapel Hill and/ or Orange County.		

MISCELLANESOUS FEES	
Cancellation Fee (program and rental)	\$10.00
Returned Check Fee	\$25.00
Payment in lieu recreation space	\$12
Recreation Area Multiplier	1.55

PAYMENT OF PROGRAM FEES

1. Payment of Program Fees: A minimum payment of the first \$40 per person, per program, must be made at the time of registration for all programs except After School and Summer Day Camp. These programs would require a minimum payment of \$5 per person, per session, to register. Cash and checks are accepted at all locations. MasterCard and Visa will be accepted at the Administrative Office with a \$10.00 minimum charge.
2. Paying a Program Fee Balance: Patrons who pay the minimum payment at the time of registration must have all program fees paid in full by the established due date or if no specific due date is set, before the program begins.

Patrons with outstanding program fees will not be permitted to attend the program and will forfeit the right to participate. Failure to make payment in full will result in removal from the program. In this event, the Department will process a refund, minus a \$10 processing fee for each registration. Patrons with outstanding balances will also forfeit enrollment into additional programs and will be prohibited from renting facilities until such time as their balance is paid in full.

3. Volunteer Coaches/Swim Instructors: Children of current volunteer Parks and Recreation coaches and swim instructors will be allowed to participate in the sport/program their parent coaches /instructs without charge. This will be limited to 2 free of charge participants per season.

FEE REDUCTION POLICY

The Chapel Hill Parks and Recreation Department is committed to making its programs, activities, and special events available to as many citizens as possible. This policy has been established to meet the needs of individuals or families judged to have limited financial resources. It is the intent of the Town of Chapel Hill that no person be prevented from participating in Parks and Recreation programs because of the inability to pay a full fee. The Parks and Recreation Department will make accommodations for participants who cannot complete the Fee Reduction Application without assistance.

1. Residence: Persons receiving fee reductions must reside in the Town of Chapel Hill or Orange County.
2. Proper Forms: Requests for fee reductions must be submitted on a Fee Reduction Application.
3. Confidentiality: All fee reduction applications are public documents that must be made

available to any person upon request. However, in the absence of a request to provide this information, Parks & Recreation Department staff will keep all information strictly confidential.

4. Criteria: Individuals who qualify for a fee reduction will be required to pay a portion of the total program fee based on household size and income*, relative to a Financial Assistance Eligibility Scale. This scale will use annually updated income statistics published by the U.S. Department of Housing and Urban Development. Based on the FAE scale, patrons would normally pay 10%, 50%, or 75 % of program fees.

* Household income is defined as the sum, on an annual basis, of all pay, allowances, maintenance/child support, social services allowances, grants, student loans and other income for the household.

5. Verification: Household income, eligible household members, and dependents will be verified by one of four methods:
 - Verification through the Chapel Hill Department of Public Housing.
 - Verification through the Orange County Department of Social Services.
 - Verification through school Family Specialists.
 - The patron can provide the P&R Department with a copy of their previous year's federal tax return (adjusted gross income will be used), and their current pay stub(s).

The Chapel Hill Parks and Recreation Department will contact the Chapel Hill Department of Public Housing, or the Orange County Department of Social Services, to verify Fee Reduction Applications. Patrons requesting verification through a school Family Specialist will provide a letter from the Family Specialist verifying their appropriate information. Once qualified, the fee reduction would be valid for one year.

6. Documentation: Patrons who verify their financial status with their last year's Federal Income Tax return and current pay check stubs will provide copies of these documents within two weeks of registration. If registering between January 1 and March 31, patrons will provide copies in accordance with these deadlines:
 - If registering for a program in January, patrons have until MARCH 10 to provide documentation.
 - If registering between February 1 and March 31, patrons have ONE MONTH to provide documentation.
7. Lack of Verification Documentation: If verification documents are not received by the Department's due date, the Fee Reduction request will be denied due to lack of required documentation. Patrons who have been denied a Fee Reduction due to lack of documentation, and who choose to re-apply for a Fee Reduction, are not eligible for a provisional fee reduction.

8. Provisional Fee Reduction: The Department reserves the right to grant a “provisional” fee reduction while an application is being verified. Any “provisional” reductions in fees are on condition of an approved fee reduction application. If verification indicates that a fee reduction is not applicable, any prior programs for which a reduced fee was charged will be recalculated to the full fee, and will require full payment.
9. Fee Reductions for Pool Passes: Pool passes will not be issued until verification is complete. Please allow 2 weeks for the verification process.
10. Fee Reductions for Co-Sponsored Programs: Instructional co-sponsors determine their program’s eligibility for Fee Reductions. If offered, patrons must first apply and be approved for a Fee Reduction through the Department. Discounts, if granted, will follow the Department’s established percentages of 10%, 50%, or 75%.
11. Percentage of Program Fees: Patrons are required to pay a portion of the total program fee based on the Financial Assistance Eligibility Scale. Once qualified and a level of payment is determined, patrons would pay either 10%, 50%, or 75% of program fees.
12. Minimum \$5.00 Charge Per Program: Patrons will pay the percentage of the program and/or pool pass for which they qualify, unless that cost would be less than \$5.00. In those instances the participant would pay \$5.00 per program.
13. Financial Circumstances: Patrons who have circumstances that affect their ability to pay the percentage of program fees for which they qualify, would be able to discuss their situation with a program specialist, who has the authority to further reduce fees. Additional documentation may be required to show reason.
14. Programs Excluded: The Director may exclude certain programs with particularly high program costs, such as trips and private classes, from fee reduction eligibility.
15. Gymnasium Passes Excluded: Fee reductions shall not be granted for purchase of gymnasium passes. The Director of Parks and Recreation may grant exceptions under extraordinary circumstances.
16. Approval by Director: The Director of Parks and Recreation, or his designee, will review each fee reduction request and will have final authority to approve or deny the request.

PRORATING OF PROGRAM FEES

As a general rule program fees are not prorated. However, program fees may be prorated at the program specialist’s discretion. Program specialists will determine the cut-off point whereby participants can no longer join programs in progress. Prorated fees will be calculated on a per-week or per-meeting-date basis.

PROGRAM CANCELLATION AND REFUND POLICY

The following policy regulates the refunding of registration fees for Parks and Recreation programs, activities, and events:

1. The Department will make a full credit for all programs cancelled or adjusted as to time, date, or place. Patrons may request a refund by contacting the administrative office.
2. In the event that a participant registers by mail and the person's preferred first and second program choices are full, the Department will issue a full refund or a credit for future use.
3. Credits will remain in effect until June 30th or December 31st. At that time, accounting rules require that a refund will be issued in place of the credit.
4. Program participants in classes and ongoing programs will be given a refund or credit of the program registration fee paid, less a \$10 processing fee, if the participant(s) are not completely satisfied with the program **AND** have followed the procedures in this refund policy.

A refund or credit of registration fees, less a \$10.00 processing fee, will be made if the participant requests a refund, in writing, according to the guidelines below:

- For normally scheduled programs, the participant requests a refund before the second meeting.
- For youth athletic leagues, the refund request occurs before the first skill evaluation.
- For youth athletic leagues which do not include skill evaluation, refund requests must be submitted prior to the coaches' meeting.
- For street fairs the refund is requested at least 2 weeks prior to the distribution of booth spaces.
- For adult sport team league deposits, the refund request occurs before the first organizational meeting of team captains.
- For camps, day trips and one-time workshops or programs, the refund request occurs at least 7 days prior to the first day of the program.
- For overnight bus trips, the refund request occurs at least 30 days prior to the trip.
- For facility rentals, the refund request occurs at least 7 days prior to the rental.
- Swimming pool passes: The amount of the refund will be prorated (weeks/visits)

based on the refund request date. Pool passes are not transferable. Pool pass extensions will be made on a case-by-case basis, normally with supportive medical information.

- For personalized swim lessons, the refund request occurs at least two business days prior to the scheduled lesson.

No credit or refund will be given if the participant fails to notify the Department, in writing, within the time constraints designated above.

USE OR RENTAL OF EQUIPMENT AND FACILITIES

1. Use of Rental of Departmental Areas and Facilities: Organizations and the general public may rent, when not in use for Department sponsored and co-sponsored activities, some areas and facilities. Department facilities cannot be used or rented for personal profit. No Parks & Recreation Department facilities may be used for private lessons. Area and facility rental rates will be computed by adding the personnel costs and hourly operating costs for the facility in question. Approved rentals are for only the specific facility identified on the rental receipt and do not include other parts of a facility. Facility rentals are available only during normal operating hours. Exceptions may be made by the Parks & Recreation Director, or designee.
2. Use of Town Facilities by the School System: The Chapel Hill-Carrboro School System and the Town's Mutual Cooperation Agreement, signed November 1977, guides the joint use of areas and facilities until December 31, 2007. No charges are assessed by either party for use of outdoor areas, fields, or courts. Fees for the use of Schools and Town facilities by the other party will be reviewed annually and adjusted accordingly in relation to the utility, custodial, and incidental arrangement costs incurred. Generally the charges for school use of Department facilities will be 50% of the established rental fee for that facility. A "Mutually Acceptable Employee" will assume responsibility for the activity and the facility. This policy may be amended based on results of the re-negotiated lease agreement for periods after December 31, 2007.
3. Priority of Use: Parks and Recreation Department sponsored and co-sponsored activities and programs will have priority in scheduling the use of all Department facilities.
4. Applications for Use: Rental applications for facilities, except athletic playing fields, will be accepted three times per year, coinciding with the publication of the Department's Program Brochure. Applications will be accepted for rental dates that fall between published dates of the current and the next Program Brochure.

Athletic and playing field rental applications will be accepted twice a year.

- Beginning on January 1, for rentals occurring April 1 – July 30
- Beginning on June 1, for rentals occurring August 1 – November 30

5. Set-up and Tear-down: Applicants should include time for set-up and tear-down in rental requests.
6. Tables and Chairs: The Department does not provide tables and chairs for outdoor use.
7. Seasonal, High-Demand Facilities: For seasonal, high-demand facilities (i.e. athletic playing fields, gyms, A.D. Clark pool, etc.) staff may consider all rental requests and allocate rental time based on the number of requests and the overall time requested. Department programs will have priority in scheduling use.
8. Restrictions: The Department shall restrict rentals of some facilities during certain periods of the year:
 - Athletic playing fields can be rented April 1 - November 30.
 - Lincoln Center gym can be rented May 1 - September 30.
 - Chapel Hill Community Center Gym can be rented October 1 - April 30, weekdays before 6:00 pm; May - September, with the exception of times reserved for day camps.
 - Northside Gym can be rented February 1 - April 30 and August 1 - September 30.
 - Facilities suitable for evening use may not be rented from 10:00 p.m. until 6:00 a.m., except that Facility Supervisors may extend the time facilities may be rented from 10:00 p.m. until midnight. No rentals shall be permitted from midnight to 6:00 a.m. without the express permission of the Director.
 - A Parks and Recreation Supervisor must be present at ball fields and gyms.
 - All pool rentals require a Parks and Recreation lifeguard to be present.

The Department reserves the right not to rent recreation fields if it is determined that fields are in poor condition because of overuse.

The Parks and Recreation Director may grant exceptions to these rental restrictions under extraordinary circumstances.

9. The Director shall establish swimming pool Peak and Off-Peak hours. The Director shall have the authority to negotiate lease terms and rates with groups for swim meets and long-term lease agreements of lanes and/or pools.
10. Application Guidelines: In order to make the necessary special arrangements, facility rental applications should be submitted at least two weeks prior to the requested date(s) of use. Staff reserves the right to accept rental reservations within two weeks of the rental date, however, all fees (deposit and hourly fee) for rentals with less than two weeks notice, must be paid in cash or by credit card.
11. Security Deposit: A security deposit of \$100 for damages will be collected for all facility rentals, with two exceptions:
 - A.) Picnic shelter rentals
 - B.) Rentals of meeting rooms by non-profit or governmental groups for open meetings.

The Parks and Recreation Director may waive the rental deposit under extraordinary circumstances. At the conclusion of the rental the security deposit will be refunded to the renter through the Town's Finance Department if no damages have occurred, the facility is left in a clean and orderly condition, and if no additional time was used for set-up/tear down, etc.

12. Rental Fees: All rental fees must be paid in full within two weeks of rental approval, unless other arrangements have been made with the facility supervisor.

A 20% surcharge will be added to all facility rentals made by non-residents.

Long-term rentals (lease agreements): Arrangements for long-term rentals may be made with the facility supervisor in the following manner. Hourly rental fees can be paid in two equal payments. If this arrangement is approved, the security deposit of \$100, plus half of the hourly rental fee will be due within two week of reservation approval; the balance will be due halfway through the reservation dates. Late and/or missed payments will result in cancellation of your reservation.

13. Cancellation: All requests to cancel a facility reservation must be made in writing. For all facility reservations, cancellations received 7 or more days from the reservation date will be refunded less a \$10 processing fee. Cancellations with less than 7 days notice from the reservation date will not be refunded.
14. Publicity: All publicity (flyers, mailings, advertising, etc.) related to events held at rented Parks and Recreation facilities must be pre-approved by the facility supervisor. Failure to comply with this will result in cancellation of the rental.
15. Rental Guidelines: All applicants requesting use of Department equipment and facilities must observe the following general guidelines and requirements:
- a) Facility Access: Town facilities are available on a non-discriminatory basis. Appropriate activities must accommodate all individual regardless of age, sex, race, color, religion, national origin, physical or mental disabilities, affectional preference, or marital status.
 - b) Age Restrictions: Reservation agreements must be signed by persons age 21 years or older who are duly authorized to act for the applicant. When the planned activity is primarily for persons under 21 years old, the person signing the reservation agreement will be responsible for providing one adult chaperon for each group of 10 individuals in attendance, under the age of 21.
 - c) Security: The Parks and Recreation Department reserves the right to require the renter to provide police security for special programs.

- d) Non-Residents: Non-resident individuals and/or groups will be charged a 20% surcharge for reservations of any Parks and Recreation facility.
- e) Non-Profit Activities: Town facilities and equipment may be used for fund raising activities provided such activities are not for private purposes or profit. Entry fees may be charged for events and tournaments provided that all proceeds benefit the non-profit organization. In all cases, the Town may request a signed financial account of actual expenses and revenues within 7 days after the event. The Town may require proof that the organization is a non-profit entity. Non-profit organizations that use Town facilities to directly benefit the citizens of Chapel Hill may be charged 50% of the usual facility fee for one-time events and programs. This discount shall not apply to routine programs, meetings, or series of events.
- f) Activities for Profit: Admission may not be charged for entrance into Town-owned or controlled areas and facilities by private individuals and/or for profit organizations. Special exemptions may be made when the Department enters into a cooperative agreement with an individual or organization. In most cases, the Department will require the co-sponsoring agency to pay to the Town a percentage of gross receipts. The percentage amount to be paid to the Town will normally be 20% of gross receipts. If conditions warrant, the Director of Parks and Recreation may alter this amount. Facilities may not be rented for personal profit making events.
- g) Governmental Boards and Agencies: Facilities are available at no charge to official government boards and agencies for events in the public interest when not otherwise in conflict with this policy.
- h) Prohibited Activities and Items: Beer, wine, alcoholic beverages, firearms, or illegal drugs are not allowed within Town parks and facilities. Note: The Town Manager, or his designee, may approve applications for specific events serving alcohol on the James Wallace Parking Deck. Smoking is not permitted within Town parks and facilities.
- i) Renter Responsibilities: the renter must leave the area, facility, and/or equipment in a clean and orderly condition.
- j) Decorations: All forms of decoration must be approved by Department staff prior to placement. Decorations must not be taped, nailed, tacked, or otherwise attached to any tables, walls, ceilings, or any other portions of the buildings or equipment.
- k) Damage to Facilities: Any and all damages to the areas, facilities or equipment while being used by the renter will be the responsibility of the renter/ organizational representative and payable in full to the Town of Chapel Hill. Payment will include the costs of all labor, materials, and supplies to repair or replace the damage to facilities or equipment. If necessary, the Department will use the renter's damage deposit to make repairs or replace damaged items.

- 1) Liability: The Town assumes no liability for the renter's use of the equipment or facility. As a condition of the use of the equipment or facility, the applicant shall hold the Town harmless from any claim or liability arising out of any activity or conduct of the renter while using the equipment or facility in question.

RENTAL OF OUTDOOR FACILITIES

Tennis courts, athletic playing fields, the James C. Wallace Plaza, the A.D. Clark Pool, and some picnic shelters may be reserved. All other outdoor facilities and play areas are not available for reservation, but are open to the public during normal park hours, on a first-come, first-served basis.

Inclement Weather: In the event of inclement weather, the Department may cancel a reservation because of potential harm to the user or the facility. Cancellations will be noted on the Athletic and Program Hotline. Failure to abide by this policy can result in cancellation of your rental reservation.

Rain Date Credits: To receive a credit for a rain date, renter will provide the facility supervisor with a written request within seven days of the rain date. Requests made after the seven-day period will not be granted.

1. Athletic Playing Fields may be rented by those wishing practice or game time. Rental time must be for a minimum 2-hour period. The Department requires that a Town Field Supervisor or a designee approved by the Department be present at all times.
 - A fee of \$20 resident/ \$24 non-resident per hour, per field, will be required for daytime reservations.
 - A fee of \$40 resident/ \$48 non-resident per hour, per field, will be required for evening reservations involving the use of ballfield lights.
 - Upon request, the Department may prepare a field for play, to include dragging, lining, etc., and will maintain the field in an acceptable game condition. This additional service, when available, is \$20 for the first field and \$10 for each additional field.
 - Ballfields may be rented for tournaments. A Town staff Field Supervisor must be present at all times during tournament play. Tournament rental fees: Daylight use: \$50 resident/ \$60 non-resident per field per day; Day/Evening use: \$70 resident/ \$84 non-resident per field per day; Field Supervisor \$8 per hour.
 - Cell Phone: Until telephones are installed at the facilities, a representative from each league/renter must have a cell phone at the fields during field use.
 - Facility Light/Keys: If your rental includes the use of field lights for evening play, a representative from your organization will be assigned a key to the field's locked

light facilities. This representative is the ONLY person who should use the key. He/she is responsible for returning the key to the Parks and Recreation administrative office within 24 hours of lease end.

2. Picnic Shelter Rentals are available at Umstead, North Forest Hills, Hargraves, Homestead, and Meadowmont Parks. The rental fee is \$15 resident/ \$18 non-resident for a 4-hour time period. The Meadowmont shelter may be reserved free of charge due to the lack of restroom facilities. Rental time is limited to an 8-hour period, except by special permission of the Director of Parks and Recreation.
3. Tennis Courts may be reserved by those wishing match or practice time. Rental time is limited to a 3-hour period. Reservations will not be accepted for more than one-half of the playable courts at any one site. A fee of \$10 resident/ \$12 non-resident per hour, per court, is required for daytime reservations and \$20 resident/ \$24 non-resident per hour, per court, for evening reservations requiring use of the lights.
4. The A.D. Clark Pool may be rented when not open to the general public, or by permission of the Director of Parks and Recreation or his designee. The total rental fee will vary depending upon the number of people attending the activity. The Department will provide lifeguards. All safety & operating rules and regulations must be observed. The minimum rental period will be 2 hours. (Please see fee schedule under RENTAL OF INDOOR FACILITIES, POOLS.)
5. James Wallace Parking Deck Plaza: The plaza may be reserved for special events that are open to the general public. The individual or organization reserving the facility, with the permission of the Director of Parks and Recreation or his designee, may charge admission fees for events. Specific procedures must be followed to reserve the Plaza, including prior approval from the Town's Police, Public Works, and Transportation Departments. The minimum fee for reserving the Plaza will be \$35 resident/ \$42 non-resident per hour.
6. Gene Strowd Community Rose Garden: The Garden may be reserved for special events by permission of the Director of Parks and Recreation or his designee. Reservation time is limited to an 8-hour period, except by special permission of the Director of Parks and Recreation. No rental fee is required. A \$100 damage deposit is required for all Garden rentals.

RENTAL OF INDOOR FACILITIES

Department controlled indoor facilities may be reserved if proper application is made and the request is consistent with adopted policy. A Department staff member must be present during the entire rental period. If the facility is normally closed during a rental, the cost of providing staff will be added to the rental fee. A minimum 2-hour rental period is required.

1. The Hargraves Recreation Center may be rented for a fee of \$35 resident/ \$42 non-resident per hour for a minimum of 3 hours.
2. Fees for Meeting Room Use: The Community Center and Hargraves Center's Northside

Gym meeting rooms may be rented.

- A. Non-Profit Organizations: Meeting room use will be free of charge to citizens and community groups offering programs of a non-commercial nature that are open to the public and benefit the community at large. This provision is not intended to provide free space for private parties, functions, or activities that benefit only an individual or a select group (including family groups). Normally free space will be available only to community non-profit groups. However, the Director of Parks and Recreation may grant exemption from fees for individuals and groups that desire to use rooms for the benefit of the general community.
 - B. For-Profit Groups: For profit groups will be charged an hourly fee of \$20 resident/ \$24 non-resident per hour for meeting room use.
 - C. Individuals: Individuals will be charged an hourly fee of \$20 resident/ \$24 non-resident per hour for meeting room use for birthday parties, family reunions, and other similar functions.
3. Ongoing Use of Meeting Rooms: Limited membership groups, such as denominational groups, partisan political groups (except partisan precinct meetings which are permitted by State Law) and labor organizations will not normally be permitted to use Parks & Recreation meeting rooms on a regular basis, but may apply in writing to the Parks & Recreation Department Director for permission to use the rooms for special occasions. Rooms may not be used by individuals or groups to fulfill State primary or secondary education requirements. Exceptions in unusual circumstances may be granted by the Director of Parks and Recreation.
 4. Open Meetings: Governmental Meetings shall be open to the public as required by law.
 5. Supplies: Extra chairs, screens, blackboards, etc. may be provided by the user and must be removed immediately following the meeting or activity.
 6. Gymnasiums: Gymnasiums may be rented for \$50 resident/ \$60 non-resident per hour. Rentals are limited to a 3-hour period. Renter must agree to wear only Department-approved athletic footwear. Rental of the Northside Gymnasium at the Hargraves Center for non-athletic events is acceptable with payment of an additional flat fee of \$70 resident/ \$84 non-resident per rental. The additional fee is intended to reimburse the Town for the time and expense of protecting the gym floor. The renter must handle all set up and breakdown of equipment. This time will be factored in as rental time.
 7. The Community Center Climbing Wall may be rented when the gym schedule permits. The rate will be the same as the gym rental, plus hourly staff costs. When renting the climbing wall, an additional \$9.00 per hour, per staff member, will be charged, in addition to the gym rental and damage deposit fees.
 8. The Community Center Bocce Ball Courts may be rented when not used by Department

programs. Key to the equipment box should be picked up by a group representative and returned within 24 hours of end of rental. Fee is \$10 resident/ \$12 non-resident per rental.

9. Town Swimming Pools may be rented (2 hour minimum) when not open to the general public, or by permission of the Director of Parks and Recreation or the Aquatic's Supervisor. The total rental fee will vary depending on the number of lanes desired. The Department will provide lifeguards. All pool rules and policies must be observed at all times.

HOURLY RENTAL FEES		
	Resident	Non-Resident
Security Deposit (per rental)	\$100.00	\$100.00
Meeting Rooms		
Individuals	\$20.00	\$24.00
For-profit	\$20.00	\$24.00
Non-profit for open meetings	no charge	no charge
Non-profit for closed meetings	\$20.00	\$24.00
Additional staff fee	\$9.00	\$9.00
Hargraves Auditorium	\$35.00	\$42.00
Additional staff fee	\$9.00	\$9.00
Gymnasiums (limit of 3 hours)		
Athletic event	\$50.00	\$60.00
Non-athletic event at Northside Gym (flat fee)	\$70.00	\$84.00
Additional staff fee	\$9.00	\$9.00
Climbing Wall at Chapel Hill Community Center	\$50.00	\$60.00
Plus hourly staff fee	\$9.00	\$9.00
Athletic Playing Fields (minimum rental 2 hours)		
Daytime use	\$20.00	\$24.00
Evening use	\$40.00	\$48.00
Tournament daytime use	\$50.00	\$60.00
Tournament evening use	\$70.00	\$84.00
Additional staff fee	\$8.00	\$8.00
Field preparation (upon request, per field)		
First field	\$20.00	\$20.00
Additional fields	\$10.00	\$10.00
RENTAL FEES continued		
Tennis Court (per court, 3-hour limit)		
Daytime use	\$10.00	\$12.00
Evening use	\$20.00	\$24.00
Picnic Shelter		

Each 4-hour block	\$15.00	\$18.00
No charge for Meadowmont shelter		
Gene Strowd Rose Garden	no fee	no fee
Security deposit only		
James Wallace Parking Deck Plaza	\$35.00	\$42.00
Special application required		
Bocce Ball Court	\$10.00	\$12.00

HOURLY POOL RENTAL FEES - PEAK HOURS				
<i>2-hour minimum</i>	A.D. Clark	Community Center	Homestead LAP	Homestead LEISURE
PER LANE*	N/A	\$14.50/hr (6 lanes)	\$14.50/hr (10 lanes)	N/A
ENTIRE POOL†	\$75/hr	\$85/hr	\$140/hr	\$100/hr

HOURLY POOL RENTAL FEES - OFF- PEAK HOURS				
<i>2-hour minimum</i>	A.D. Clark	Community Center	Homestead LAP	Homestead LEISURE
PER LANE*	N/A	\$10/hr (6 lanes)	\$10/hr (10 lanes)	N/A
ENTIRE POOL†	\$65/hr	\$60/hr	\$100/hr	\$90/hr

* Maximum number of rentals available during PEAK hours is 50% of total number of lanes in a pool. Maximum number of rental lanes available during OFF-peak hours is 75% of the total number of lanes.

† Additional \$10 per hour (1 additional guard) for every 20 swimmers over 50 maximum.

REGISTRATION PROCEDURES

1. Registration Priority for Residents: The first two weeks of Fall, Winter/Spring and Summer Program Brochure registration will be mail-in only for Chapel Hill and Orange County residents only. The first week of Summer Camp registration will be mail-in only for Chapel Hill residents only. The second week of Summer Camp registration will be mail-in only for

Chapel Hill and Orange County residents only.

2. Processing of Mail-in registrations:
 - a. We will only accept mail-in registrations delivered to our administrative office by the U.S. Postal Service, postmarked on or after the brochure publish date.
 - b. Envelopes may only contain a maximum of two addresses.
 - c. The order of processing will be determined by the date the mail is delivered to our office, not by the postmark date. Order of processing within one day's mail will be by random selection.
 - d. We cannot accept responsibility for mail which has been lost or delayed by the post office. All forms must be completed and signed in order to be processed.
 - e. Registrations must include at least the minimum payment for the requested programs.
3. No Registration in Person during Mail-in Registration Period: Patrons visiting our office during the mail-in registration time may not register in person. We have adopted this policy in order to give all citizens equal access to our programs.
4. Full Programs: If you register by mail and your preferred first and second choices are full, we will issue you a credit for future use. Patrons may request a full refund by contacting our office. Credits will remain in effect until June 30th or December 31st. At that time, a refund will be issued in place of the credit.
5. Non-Residents: Non-residents may register for programs by mail or in person after the resident mail-in registration period is complete.
6. First-Come, First-Served Basis: Registration is on a first-come, first-served basis.
7. Release Forms: Most programs require a release form. A release form is located at the bottom of the registration form. This form may be photocopied.