
Policy: Master Fee Schedule for Park Rentals and Rate Change Process
Adopted by Board of Park Commissioners: February 2019

Park Rental fees are reviewed on annual basis by the Board of Park Commissioners Finance Committee with recommendations being adopted by the full board every fall. While fee schedule changes can be introduced or modified throughout the year, it is best practice to make adjustments to fee schedules in the fall prior to the annual budgeting process as there are revenue implications to changes. The following process is to be engaged in for fee schedule changes:

Fee Schedule Change Approval Structure

Steps	Phase	Actions
1	Initiation	A new fee schedule or fee schedule revision is deemed to be needed through internal or external factors.
2	Development	The Superintendent or designee engages in research and review of appropriate fee changes incorporating industry and national best practices, fee schedules adopted by similar or surrounding agencies, community goals and change impact, and other data relevant to the fee schedule. The Superintendent may incorporate feedback from impacted staff members, user groups, and internal committees as deemed appropriate.
3	Review & Approval	The Superintendent presents the new or modified fee schedule to the Finance Committee of the Board of Park Commissioners for their input. Committee input is incorporated and then presented to the full Board of Park Commissioners for formal adoption. Depending on financial impact the fee schedule may be reviewed and approved by the Board of Finance during the annual budgeting process.
4	Publication & Management	Newly approved fee schedules are incorporated into the Policy Manual and communicated out to department personnel and through appropriate website and press channels as appropriate. Training on the new fee schedule may be provided to staff as appropriate. New or modified fee schedules are monitored for success in achieving desired outcomes.

Fee schedules and budgets for individual programs or services are developed and approved at the staff level. Program budgets vary due to changing costs associated with staffing, supplies, materials, and other associated fees. Many programs are directly operated by the Department's Revolving Account Funds and are not formally budgeted for by the city.

The **Master Fee Schedule Grid** represents the full rental schedule for park and recreation amenities under Board of Park Commissioner jurisdiction:

Service	Insurance	Resident Rate	Bristol Non-Profit Rate	Non-Resident Rate	For-Profit or Non-Bristol Organization Rate	Year Modified
Field/Court Rentals	COI Required	Youth-FREE Adults- \$25.00/per practice/game \$35/w lights)	Youth- FREE Adults- \$25.00/per practice/game \$35/w lights)	\$25/per practice \$100/per game	\$25/per practice \$100/per game	2019
Muzzy Field Rentals	COI Required	\$135/day (+ \$50/hr staffing)	\$135/day (+ \$50/hr staffing)	\$235/day (+ \$50/hr staffing)	\$235/day (+ \$50/hr staffing)	2022
Outdoor Pavilion Rentals	N/A	\$25 (4hrs)	\$50 (4hrs)	N/A	\$100 (4hrs)	2019
Mrs. Rockwell Pavilion	COI Required (for non-private parties)	\$300 (4hr rental) + \$75/each additional hr	\$300 (4hr rental) + \$75/each additional hr	N/A	\$400 (4hr rental) + \$75/each additional hr	2023
Perry J. Spinelli Pavilion	COI Required (for non-private parties)	\$350 (4hr rental) + \$75/each additional hr	\$350 (4hr rental) + \$75/each additional hr	N/A	\$450 (4hr rental) + \$75/each additional hr	2023
Park Rental for Special Events	COI required	FREE	FREE	FREE	\$235/day (+ \$50/hr staffing)	2019
Showmobile Rental	COI Required	\$600+ (depending on services added)	\$600+ (depending on services added)	\$725+ (depending on services added)	\$600+ (depending on services added)	2019

Banner Requests	N/A	\$25	\$25	N/A	\$50	2022
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The **Aquatics Master Fee Schedule Grid** represents the full rental schedule for aquatics facilities under Board of Park Commissioner jurisdiction:

Service	Insurance	Resident Rate	Bristol Non-Profit Rate	Non-Resident Rate	For-Profit or Non-Bristol Organization Rate	Year Modified
Daily Rates for DMAC	N/A	(A) \$7.00 (C) \$3.00 (S/C) \$6.00	N/A	(A) \$7.00 (C) \$3.00 (S/C) \$6.00	N/A	
Daily Rates for Page & Rockwell Pool	N/A	(A) \$2.00 (C) \$1.00 (S/C) \$1.50	N/A	(A) \$8.00 (C) \$4.00 (S/C) \$6.00	N/A	2020
Adult Membership (18-59)	N/A	\$40.00	N/A	\$80.00	N/A	
Child Membership (6-17)	N/A	\$25.00	N/A	\$50.00	N/A	
Seniors (60+)	N/A	\$35.00	N/A	\$70.00	N/A	
College Students	N/A	\$35.00	N/A	\$70.00	N/A	
Children Under 5	N/A	FREE	N/A	FREE	N/A	
DMAC Rental (includes lifeguards)	COI Required (Private citizen birthday rentals do not)	\$180/per hour (\$50 facility deposit check)	\$100/per hour \$200/per hour (outside of normal operating hours)	\$240/per hour (\$50 facility deposit check)	\$200/per hour \$300/per hour (outside of normal operating hours)	

Additional charges may be assessed at the discretion of the Superintendent or designee (i.e. lights/electricity, bathrooms, maintainers, police, etc.)