

## RULE NO. 28

### RECREATION FEES AND CHARGES POLICIES AND PROCEDURES

#### I. PURPOSE

The Sun Valley General Improvement District exercises the recreation power pursuant to NRS 318.143 and an inter-local agreement with Washoe County. The power was requested by the District in 2009 for the purpose of keeping the parks and pool open and available to the community. The district is committed to providing its residents with a range of park and recreation opportunities to assist in improving the health and quality of life for Sun Valley residents. People of all ages and abilities can access a variety of physical and non-physical programs and activities at Sun Valley GID's numerous indoor and outdoor facilities. An essential purpose of the Fees and Charges Policy and Procedures is to provide a distinction between different types of activity as related to the principles of funding and subsidization. The Policies and Procedures outlined in this section and approved by the Board of Trustees are the foundation for establishing a fair, objective and equitable means to distinguish between activities and clients when setting user fees. It is the intent that the Fees and Charges Policy and Procedures be adopted as permanent policy and that the fee schedule be reviewed and, if appropriate, updated on an annual basis.

#### II. POLICIES

##### A. DEFINITIONS

Admission Fee: Charges to enter a building or area of a building or other recreation attraction such as a pool/water park enclosure.

Equipment Fee: Charges for supplying additional, specialized equipment not usually considered being included with admission, facility use or other fees.

Facility: Building or recreation attraction, such as parks or pool.

Facility Use Fee: Charges for the exclusive, reserved use of a facility, or portion of a facility.

Reservation Fee: Charges for the privilege of saving or reserving a specific date and time at a park facility.

Special Service Fee: Charges for extraordinary or non-typical use of

facilities or programs such as for photo locations, special events, security, or extraordinary hours of use.

Tournament Fee: Charges for the exclusive, reserved use of the athletic fields and its facilities as designated for athletic competitions.

User Fee: Charges to individuals for participation in recreational programs, special events, athletic activities, instructional classes or for individual use of athletic fields and/or athletic complexes by leagues.

## B. USER GROUPS

Youth: A youth is defined as 17 years or younger.

Adult: An adult is defined as 18 years or older.

Senior: A senior is defined as age 65 and older.

## C. SERVICE LEVELS

Level I (Basic Service): This level of service represents a minimal level of maintenance and leisure opportunity. Many of these services are offered free of charge to the public, but not in all cases. Level I services include, but are not limited to; Neighborhood Parks, Playgrounds, Restrooms, Tennis Courts, Basketball Courts, Trails, Individual Picnic/Grill Areas.

Level II: This service level represents basic services plus additional, traditional type public leisure services. There is generally a considerable increase in required staff, planning and supervision. Services generally benefit the specific participant and the community due to educational, cultural or physical value. These services do not include specialized or intensive programming or facilities development. A minimum portion of direct costs will be collected from each approved facility user. Level II services include, but are not limited to; Reserved Picnic/Turf Areas, Reserved Facilities – Meeting/Educational/Social Functions, Public Swimming, Athletic Fields.

Level III: This service level represents basic services plus additional type public services and extraordinary services such as highly specialized instruction or activities or large-scale special events. There is a considerable increase in required staff, planning and supervision. These services will include specialized or intensive programming and facilities development. All direct costs and portions of indirect costs will be collected from each approved facility user. Level III services include, but

are limited to; Youth Recreation, Sports and Educational Programs, and special events.

Level IV: This service is generally beyond the scope of traditional public leisure services. They are more specialized and the benefits are enjoyed by the direct participant rather than the broader community. All of the direct costs and indirect costs will be recovered. Level IV services include, but are not limited to; Adult & Senior Recreation, Sports and Educational Programs, Equipment Rental and Specific Exhibits.

#### D. RECREATION FUND POLICY

The Recreation Fund was established as an Enterprise Fund to accurately account for the costs and expenses associated with the revenues received from all metered customers of the Sun Valley General Improvement District. Recreation fees will be used to offset operations and maintenance of the district-owned recreation facilities. All revenues generated by the Recreation fees shall be retained in the Recreation Fund and not transferred or applied to any other non-recreational purpose.

### III. RESPONSIBILITIES

#### POLICY GUIDELINES

It is the Policy of Sun Valley GID that all user fees for recreation programs, services and facilities be set in accordance with the principles and fee categories, as well as the following guidelines.

1. Sun Valley GID will provide a Level I service (basic parks and recreation services) through the collection a recreation fee of \$3.50 per month for all customers in order to fund a portion of the operation and maintenance of the Sun Valley parks and pool associated buildings, and promote the physical and mental well-being of Sun Valley residents. The recreation fee will be reviewed annually to consider maintenance and operating budget impacts.
2. Sun Valley GID will set reasonable fees to recover part of direct costs of Level II services through the collection of user fees. These fees will be reviewed annually.
3. Sun Valley GID will set reasonable fees to recovery of direct costs and portions of indirect costs for Level III services through the collection of user fees. These fees will be reviewed annually.
4. Sun Valley GID will set reasonable fees to recovery of direct costs and portions of indirect costs for Level IV services through the collection of user fees. These fees will be reviewed annually.

5. Fees and charges of all recreation programs, services and facilities will be reviewed annually and adjusted to accommodate the changes in operating and maintenance costs.
6. Sun Valley GID offers a formalized low-income policy utilizing objective criteria for District customers only to assist with or waive the Level I monthly recreation fee.
7. The Sun Valley GID Manager has the authority to waive, reduce fees and alter fees for services for promotional purposes.
8. It is the intent of Sun Valley GID to ensure that fees remain competitive with other parks and recreation service providers in the region. However, it is not the intention to purposely undercut other recreation service providers.
9. Sun Valley GID will continue to pursue other sources of revenue (e.g. grants, sponsorships and new programs) and support appropriate funding efforts of groups and organizations to help offset the costs to the District in providing services and operating facilities.

#### GOVERNMENT & NON-PROFIT ORGANIZATIONS

On August 23, 2012 the Board of Trustees approved a motion to provide a discount to non-profit organizations for facility and shelter rental fees at the rate of 20% for non-profit organizations whose business address is within the SVGID service area, and a 15% discount for all other non-profit organizations. Proof of residency and proof that the organization is a non-profit will be required at the time of application for consideration of the discount.

The District may waive fees for governmental agencies for the use of the park facilities, assuming availability, for public meetings, employee training/workshops and/or school related activities. The fees may also be waived for celebratory events including, but not limited to, retirements and birthdays. The District also reserves the right to deny, for any reasonable cause, a request pursuant to this policy for waiver or rate reduction.

#### DEPOSITS/REFUNDS

1. All cleaning /security deposits will be collected prior to a facility's use to ensure the facility is restored to its original condition in accordance with the annual fee schedule. Facilities will be inspected and written records maintained stipulating the condition the facility was left in. The inspecting party will indicate the amount of the deposit to be returned after the event. Security deposits will be returned within three (3) weeks from the final day of the event.

2. Sun Valley GID will process facility deposit refunds to customers in an efficient and timely manner, and in accordance with the Facility Reservation Policy. If a patron cancels a reservation or changes the date or location, a cancellation fee per the Fees and Charges Schedule will be withheld. If Sun Valley GID cancels a reservation, a full refund will automatically be processed unless the cancellation results from a breach of the rules established by Sun Valley GID. Extenuating circumstances such as a medical emergency, death or moving out of the area, may warrant an exception to the policy. Refunds for facility reservations must be requested 90 days prior to the event. A full refund will be issued less a cancellation fee. Requests less than 90 days but at least 30 days prior to the event will be refunded 50% of the facility use fee with less than 30 days notice, the customer forfeits 100% of the facility use fee. Cleaning/security deposits will be completely refunded for cancelled events. Agencies using facilities at no charge will be subject to the cancellation fee if the written cancellation is not received at least 24 hours prior to the start of the reservation.
  
3. Sun Valley GID will process program and activity refunds to customers in an efficient and timely manner. Criteria will determine whether a refund is warranted. If Sun Valley GID cancels a program, full refunds will automatically be processed. A cancellation fee, per the Fees and Charges Schedule, will be withheld from all refunds unless Sun Valley GID cancels a program. For continuous programs, if the criteria are met, a credit can be transferred without a cancellation fee charged. Extenuating circumstances such as a medical emergency, death or moving out of the area, may warrant an exception to the policy. Customer will receive a "not approved" response in 1 -2 weeks and/or their refund check within 4 -6 weeks.

#### CRITERIA

- A. Recreation & Aquatic Classes (more than one class meeting): Refunds must be requested before the first class meeting. No refund is issued for class materials. Some classes may require more advance notice if listed in printed announcements, registration forms or the class receipt.
  
- B. One Time Programs (one meeting only): Refunds must be requested one week prior to the program date. Some programs may require more advance notice as listed in the printed announcements, registration forms or the class receipt.

#### IV. ATTACHMENTS

1. 2015 Sun Valley General Improvement District Fee Schedule
2. Liability Insurance Requirement



## SUN VALLEY GENERAL IMPROVEMENT DISTRICT FEE SCHEDULE

### Recreation Fee and User Fees approved on April 21, 2015 by the Sun Valley GID Board of Trustees

1	Monthly Recreation Fee for District Customers	\$3.50
---	---	--------

### PICNIC/PARTY PAVILIONS FACILITY USE FEES

1	<b>Small Picnic Pavilion Fees</b>	
	Groups up to 15 people	Free
	Groups 16 to 50 people	\$80.00/per day
	Groups greater than 50 people	\$130.00/per day
2	<b>Picnic Cleaning/Security Deposit (Refundable)</b>	
	16 to 50 people	\$50.00/per day
	Groups greater than 50 people	\$100.00/per day

### BUILDING USE FEES

1	<b>Neighborhood Center</b>	
	Grand Room (2 hour minimum)	\$50.00/per hour
	Cleaning Security Deposit (Refundable)	\$500.00
	Open / Closing Fee	\$22.00
	East Room (2 hour minimum)	\$30.00/per hour
	Cleaning Security Deposit (Refundable)	\$250.00
	Open / Closing Fee	\$22.00
	Small Meeting Room (2 hour minimum)	\$25.00/per hour
	Cleaning Security Deposit (Refundable)	\$250.00
	Open / Closing Fee	\$22.00
2	<b>Gepford Community Building</b>	
	Meeting Room (2 hour minimum)	\$30.00/per hour
	Cleaning Security Deposit (Refundable)	\$250.00
	Open / Closing Fee	\$22.00

### ATHLETIC FIELD USER FEE

1	<b>League Use</b>	
	Youth per season	\$15.00/per person
	Adult per season	\$20.00/per person
	Security/Damage/Cleaning Deposit (Refundable)	\$500.00
2	<b>Athletic Field Facility User Fee - for athletic events</b>	
	Hourly Field Facility Use Fee (up to 8 hours per field)	\$40.00/per hour
	Daily Field Facility Use Fee (8 hours or more)	\$320.00/per day
	Security/Damage/Cleaning Deposit (Refundable)	\$500.00
3	<b>Field Facility Use Fee - Special Events - Non-athletic</b>	
	Hourly Field Facility Use Fee (up to 8 hours per field)	\$40.00/per hour
	Daily Field Facility Use Fee (8 hours or more)	\$320.00/per day
	Light Use Fee (per field)	\$15.00/per hour
	Security/Damage/Cleaning Deposit (Refundable)	\$500.00

## SWIMMING POOL

1	<b>General Admission</b>	
	2 years of age and under	FREE
	Youth/Seniors	\$3.50/per day
	Adults	\$4.50/per day
2	<b>Swim Passes</b>	
	5 - Pass Youth/Seniors	\$15.00
	5 - Pass Adults	\$20.00
	10 - Pass Youth/Seniors	\$30.00
	10 - Pass Adults	\$40.00
	Family Pass (Family of 5)	\$15.00
	Season Pass	\$99.00
3	<b>Swim Lessons</b>	
	Youth/Seniors	\$40.00
	Adult	\$40.00
4	<b>Party Reservations</b>	
	Party Picnic Area (2 hour minimum) (includes 10 admissions)	\$75.00
	Party Picnic Area Additional hours	\$25.00 per hour
	Private Pool Party (2 hour minimum) (includes 25 admissions)	\$100.00/per hour
	Additional Admissions	\$3.00 per person
	Additional Lifeguards	\$20.00 per lifeguard



# Sun Valley General Improvement District Parks and Recreation

## LIABILITY INSURANCE REQUIREMENT

### CLASS I (NO INSURANCE REQUIRED)

- Sun Valley GID
- Other Government Agencies
- Washoe County School System
- Joint Use Agreement Holders
- Social Gatherings (under 50 people)

### CLASS II **\$300,000**

- Scientific, Educational, Associations, Public Service Non-Profit Groups,
- Religious Groups (51-100 people)
- Private or Public Schools
- Private Gatherings (51-100 people)
- Commercial Gatherings (51-100 people)
- Social Gatherings (51-100 people)
- Portable Amusement Structures

### CLASS III **\$500,000**

- Auctions
- Seminars
- Auto Shows
- Bingo Games
- Speaking Engagements
- Craft Shows
- Educational Exhibits
- Weddings (101-300 people)
- Picnics (101-300 people)
- Dog and/or Cat Shows
- Musicals, Plays
- Events With Liquor Served (up to 100 people)

### CLASS IV

**\$1,000,000**

- Events With Liquor Sold
- Concerts
- Dances
- Picnics (300 + people)
- Soap Box Derby
- Parades
- Handball
- Racquetball
- Archery
- Animal Racing
- Fireworks
- Circus
- Carnival
- Events With Liquor (100 + people)
- Any large event greater than 100 people where special measures may be required to keep order, protect the facility and control the liability exposure.

ANY EXCEPTIONS MUST BE APPROVED  
BY THE SUN VALLEY GID TRUSTEES

The above list is not inclusive

Facility users MUST furnish Sun Valley General Improvement District with a Liability Certificate in the amount required, naming Sun Valley GID as an "Additional Insured." Insurance Certificates are due thirty (30) days prior to event.

Family picnics, socials, weddings, etc. can obtain liability insurance through their Homeowner's Agent.

Companies, groups, etc. should contact the agent who carries their liability insurance for the company or group.