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1. MISSION STATEMENT

To provide a quality system of parks, public spaces, natural areas and a variety of positive recreational experiences to enrich Leander resident’s life values.

2. DEPARTMENT VISION

Strive to be the state and national leader to create Community through people, parks and programs.

3. AUTHORITY AND GENERAL PROVISIONS

3.1 STATEMENT OF NEED

Due to operating and capital costs, and the regulated amount of available tax revenues, meeting the level of parks, recreation and special event services requested by the public is an enduring challenge. General tax revenues alone are never sufficient to support the wide variety of parks, park facilities, recreational, cultural and educational activities and programs demanded by the public in a thriving and accelerative city. User fees are necessary to help provide financial support the City of Leander, Department of Parks and Recreation, for operations and maintenance of parks and facilities, and for conducting activities and programs. The revenue generated by these user fees constitute only a portion of the funds required for operating and maintaining the City park system and associated activities and programs.

Therefore, it is necessary for the City to develop a sound and consistent policy regarding user fees for parks, park facilities and recreation, cultural, and educational activities and programs that is efficient, fair and equitable. This policy will assist the City to continue to provide quality recreation sites, facilities, amenities and programs and to make necessary program expansions.

3.2 STATEMENT OF LEGAL AUTHORITY

The Charter of the City of Leander, Chapter 1, Article 1.11, Sections 1.11.001 thru 1.13.033 and Section 1.14.001 thru 1.14.036; and specifically Ch. 1, Article 1.11, Section 1.11.072 to include Appendix A, Section A1.004; A1.005; A1.006 provides the legal authority for establishment and operations of the City of Leander, Department of Parks and Recreation, and for establishment of user fees and other regulations, rules, policies or procedures pertaining to use and operations of City parks, facilities, activities and programs.

Specific proposed user fees are included in the budget submission of the Department of Parks and Recreation as part of the City annual budget process, and are reviewed by the Parks and Recreation Advisory Board and approved on a fiscal year basis by the Leander City Council. Mid fiscal year changes to the policy may be presented due to unforeseen issues, increase in costs of good or other and are reviewed by the Advisory Board and approved by Council at the following Regular Meeting.

Updated 1-18-18
3.3 **STATEMENT OF PURPOSE**

Department of Parks and Recreation **Purpose**: “A balanced, sustainable and value-focused system of parks, recreation and public spaces that reflects the priorities of our community and creates a sense of community”.

3.4 **STATEMENT OF PHILOSOPHY**

The City of Leander Department of Parks and Recreation will efficiently manage its resources in order to provide the community with equitable opportunities for our diverse services as identified by the community’s priorities. With this in mind, the Department attempts to balance the cost-to-benefit ratio by providing certain basic facilities and services without a fee for use or participation. Specialized facilities and/or extended programs are provided through use of fees to be paid by the user and/or participant through whom costs may be recovered, in full or in part.

A sound policy provides the guiding principles for establishing and managing user fees while maintaining flexibility to accommodate new programs, changing demographics and circumstances. The following guiding principles provide the cornerstone foundation for the City’s philosophy for the Parks, Recreation and Special Events User Fees Policy.

3.4.1 **Guiding Principles**

- To enhance the quality of life for citizens through provision of a diversified array of affordable recreational opportunities, services, activities and programs.
- To efficiently manage resources to provide equal opportunity for all citizens to use City parks and facilities or to participate in activities and programs at the lowest sustainable costs possible.
- To establish the lowest possible user fees consistent with recovery of costs and market conditions.
- To pursue alternative sources of revenue (grants, donations, sponsorships, etc.) to supplement tax-based revenue and user fees in order to limit City and general public economic burden and costs.
- To provide trained and qualified personnel for supervision and instruction in all fee related programs and activities.
- To welcome and actively seek public input in evaluating user fees associated with programs, activities and services.

3.5 **COMMUNITY PRIORITIES**

Healthy Lifestyle – Facilities and programs that enable citizens and visitors to pursue healthy, active lifestyles.

Community Access – A system that supports community access – physically, economically, and socially.
Stewardship – Citizens expect the City to maintain and improve existing outdoor and indoor facilities.

Environment/Outdoors – Facilities and programs that enable citizens and visitors to be outdoors and enjoy the environment.

3.6 GENERAL PROVISIONS

In addition to the user fees identified herein, users may be required to pay additional costs, resulting from their use of parks and facilities (e.g. a reasonable portion of the City’s costs for traffic control and/or police service when the user’s event requires such services).

Patrons who reside outside the City of Leander and who do not contribute financial support to the City’s parks and recreation efforts via ad valorem taxes, and those patrons who propose to use public recreation facilities for private economic gain (e.g. t-shirt and food vendors), may incur fees and/or charges higher than or in addition to the user fees paid by local residents for general use.

3.7 SERVICE CLASSIFICATIONS AND CRITERIA EXAMPLES

<table>
<thead>
<tr>
<th>SERVICE CLASSIFICATIONS AND CRITERIA</th>
<th>EXAMPLES</th>
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</thead>
<tbody>
<tr>
<td><strong>Service Classification Basic 1</strong></td>
<td></td>
</tr>
<tr>
<td>o Provide Infrastructure only</td>
<td>o Greenways and Trails</td>
</tr>
<tr>
<td>o Unstaffed or mostly unstaffed</td>
<td>o Mini Parks</td>
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<tr>
<td></td>
<td>o Boat/canoe/kayak launches/ramps</td>
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<tr>
<td></td>
<td>o Dog Parks</td>
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<td></td>
<td>o Skate Parks</td>
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<td></td>
<td>o Fishing Piers or Areas</td>
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<tr>
<td><strong>Service Classification Basic 2</strong></td>
<td></td>
</tr>
<tr>
<td>o Limited resources beyond Infrastructure</td>
<td>o Neighborhood Parks, including their amenities, such as: playgrounds, walking trails, basketball courts</td>
</tr>
<tr>
<td>o Mostly Unstaffed to staff monitored</td>
<td>o Rentals – picnic pavilions, shelters, pools, gyms, courts,</td>
</tr>
<tr>
<td></td>
<td>o Soccer leagues and tournaments</td>
</tr>
<tr>
<td><strong>Service Classification Community 1</strong></td>
<td></td>
</tr>
<tr>
<td>o Staff-generated and led</td>
<td>o Swimming lessons/teams</td>
</tr>
<tr>
<td>o Resources above infrastructure</td>
<td>o Environmental education programs</td>
</tr>
<tr>
<td>o Up to City-wide participation</td>
<td>o Coach’s clinics/certification</td>
</tr>
<tr>
<td>o Safety benefit</td>
<td>o National Trails Day</td>
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<tr>
<td>o Stewardship benefit</td>
<td>o Little League Baseball</td>
</tr>
<tr>
<td>o Health benefit</td>
<td>o Fitness classes</td>
</tr>
</tbody>
</table>
### Service Classification Community 2

<table>
<thead>
<tr>
<th>Staff-generated/Staff led or partnerships with other leading</th>
<th>Large Special Events – Kite Festival, Liberty Fest, Bluegrass Festival, etc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resources well above infrastructure</td>
<td>Crystal Falls Municipal Golf Course</td>
</tr>
<tr>
<td>City-wide to State or Regional participation</td>
<td>Leander Public Library</td>
</tr>
<tr>
<td>All above benefits plus:</td>
<td>Summer Youth Camp Program</td>
</tr>
<tr>
<td>Leisure benefit</td>
<td>5K runs/Cross Country Course</td>
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<tr>
<td>Social benefit</td>
<td>Egg-Stravaganza</td>
</tr>
<tr>
<td>Networking benefit</td>
<td>Movies in the Park</td>
</tr>
</tbody>
</table>

### 3.7.1 Basic 1 & Basic 2: Tax Supported

These programs/facilities are equally accessible and available to all citizens. A nominal user fee for these facilities (Boat Launches; Dog Parks, Pavilion Reservations, etc.) may be charged, but most will have no user fee assessed since they are basic in nature and are supported through local City taxes. The Department classifies them as follows:

- **B1 Dog Parks**
- **B1 Boat Launch Areas**
- **B1 Neighborhood Parks**
- **B2 Teen Programming**
- **B2 Trails and Greenways**
- **B2 Active Adult Services**
- **B2 Pavilion Rentals**

### 3.7.2 Community 1: Tax Supported; Plus Additional Fee

These programs/facilities have a class, instructional or team user fee attached to assist with offsetting costs associated with the instructor and/or materials. The Department classifies them as follows:

- **C1 Specialized Children’s Activities**
- **C1 Sports Field Reservations**
- **C1 Nature Programs**
3.7.3 **Community 2: Tax Supported; Plus Additional Fee, Plus Sponsorships Or Other Revenue Sources**

These programs/facilities have additional costs associated with them and therefore require sponsorships, donations or other revenue sources above and beyond tax support and/or user fees to offset the increased costs. The Department classifies them as follows:

- **C2** Youth Special Events (Egg-Stravaganza)
- **C2** Citywide Special Events (Liberty Fest; Movies in the Park; Bluegrass Festival; Christmas in Old Town)
- **C2** Special Populations Programs

### 3.8 **DIRECT AND INDIRECT COSTS**

Having **classified** the above facilities and programs, the Department has identified those which should recover both direct and indirect costs, and those which require recovery of only direct costs as set forth in the following paragraphs.

#### 3.8.1 **Direct/Indirect Cost Recovery**

Generally these types of programs/facilities have a limited enrollment/availability to provide a high quality of instruction or experience to each individual. The benefits of these types of programs/facilities are received exclusively by the participant, which results in a relatively expensive program/facility to operate. Accordingly, these types of programs/facilities are targeted to charge user fees to recover direct and indirect costs and include the following:

- Instructional Classes (All Ages) – Sports; Fitness; Aquatic; Cultural Arts (examples include: Judo; Cheerleading; Indoor Soccer; Art For Tots; Aerobics; Zumba; Ballroom Dancing; Photography)
  - Adult Sport Leagues
  - Youth and Adult Club/Travel Teams
  - Athletic Tournaments
  - All Membership Related Activities
  - All Merchandise Sales
  - Concessions
  - Private Instruction Individual Adult and Youth Sports Classes – (example: Tennis)

#### 3.8.2 **Direct Cost Recovery**

Generally these types of programs/facilities provide benefits and are used by a wider segment of the public in general. The Department is able to furnish these programs/facilities in the quantity and quality demanded by the consuming public at a price the public is willing to pay. It is feasible and generally desirable to charge
for these services, but only to the extent that individual users are willing to pay part of the costs (i.e. market conditions).

Accordingly, these types of programs/facilities are targeted to charge users fees to recover only a portion of the direct costs, and include the following:

- Various Community Activities
- Specialized Community Wide Sports/Activities
- Active Adult Recreation, Social and Educational Programs
- City Operated Youth Sport Leagues (Baseball, Softball, Tee-ball)
- Aquatics/Pools
- Park and Pavilion Rentals

3.9 **DETERMINING A PRICING STRATEGY (USER FEES)**

3.9.1 **Criteria**

The determination to assess a user fee for a supplemental service or facility shall be based upon one or more of the following conditions:

- The cost per user hour for the supplemental service is higher than the basic service.
- The supplemental service uses consumable materials.
- The supplemental service requires added preparation or clean-up.
- The supplemental service requires contracted services or instruction at an additional cost.
- The supplemental service requires additional supplies directly and only related to the supplemental service.
- Use of the supplemental id generally limited to relatively few individuals and is of limited benefit to the general public.

3.9.2 **Pricing Strategy**

The following pricing factors/methods will be taken into consideration in setting user fees or various events, programs, activities, and facilities:

- Primetime versus non-primetime
- In-season and off-season
- Location
- Age segment
- Level of class, level of instruction, level of exclusivity, time, size
- Capital replacement
3.10 **POLICY REVIEW**

The Leander Parks and Recreation Department Pricing Policy User Fee Schedule shall be reviewed at minimum annually.

4. **ATHLETICS**

4.1 **ATHLETIC FIELD RENTALS**

Athletic fields can be reserved with LPARD no more than 14 days in advance and all rentals are based on availability. Each athletic field is limited to 14 rental periods or 21 hours of play per week total which includes city league usage and outside rentals. (Ordinance 16-082-00 adopted 10/20/16)

4.1.1 **Robin Bledsoe Park**

Gabriel and Jayne Serna Athletic Fields-Synthetic Multipurpose Field

**Entire Field**
- Resident Rental Fee per field: $125/90 Minute Rental Period
- Non-Resident Fee per field: $200/90 Minute Rental Period
- Field Light Fee:$30/90 Minute Rental Period

**Half Field North or South**
- Resident Rental Fee per field: $65/90 Minute Rental Period
- Non-Resident Fee per field: $100/90 Minute Rental Period
- Field Light Fee:$20/90 Minute Rental Period

**Middle Fields: (M1orM2) U12 225’x141’**
- Resident Rental Fee per field: $40/90 Minute Rental Period
- Non-Resident Fee per field: $75/90 Minute Rental Period
- Field Light Fee:$30/90 Minute Rental Period

**North Fields: (N1, N2 or N3) U10 141’x90’**
- Rental Fee per field: $35/90 Minute Rental Period
- Non-Resident Fee per field: $65/90 Minute Rental Period
- Field Light Fee:$20/90 Minute Rental Period
South Fields: (S1, S2, S3 or S4): U6 90’x60’
- Rental Fee per field: $25/90 Minute Rental Period
- Non-Resident Fee per field: $50/90 Minute Rental Period
- Field Light Fee: $20/90 Minute Rental Period

4.1.2 Benbrook Ranch Baseball Complex

Baseball Field #1 (90 ft.)
- Resident Rental Fee: $40.00/90 Minute Rental Period
- Non-Resident Fee: $80.00/90 Minute Rental Period
- Field Light Fee: $20.00/90 Minutes Rental Period

Baseball Field #2 & #3 (60 ft.)
- Resident Rental Fee: $35.00/90 Minute Rental Period
- Non-Resident Fee: $70.00/90 Minute Rental Period
  Field Light Fee: $20.00/90 Minutes Rental Period

Practice Field #1 & #2 (90 ft.)
- Resident Rental Fee: $10.00/90 Minute Rental Period
- Non-Resident Fee: $30.00/90 Minute Rental Period
- Field Light Fee: NO Lights Available

4.1.3 Inclement Weather/Lightning

The City of Leander reserves the right to cancel or suspend facility usage for games, practices and other events whenever field conditions could result in injury to players or spectators, or create the risk of damaging fields due to inclement weather. When lightning is detected within 12 miles of the facility, the complex will be considered closed for activity. The National Weather Service suggests that all personnel, athletes and spectators clear the fields and take shelter in a building or vehicle. The complex will not re-open until all lightning has cleared the 12-mile area for a period of 30 minutes. The LPARD will make a good faith effort to provide prompt information to user groups when inclement weather and/or inclement weather delays could potentially impact a reservation. During inclement weather, LPARD personnel will communicate with appropriate tournament/event organizers.

4.2 ON GOING ATHLETIC FIELD RENTALS

On-going athletic field rentals are described by any rentals on consistent basis or 4 or more rentals made more than 2 weeks in advance. All on-going rentals requests are
based on the field availability and may be requested via the On–going Field Rental Request form. If on-going field rental requests are approved each group must pay a $100 refundable deposit at the beginning of the rental season. Field rental fees for on-going rentals are the same as above (see section 4.2 athletic field rentals).

**Rental Cancellations (non-weather related):**

There will be no charge ($0) if LPARD (Recreation Supervisor and/or Athletic Coordinator) is notified of cancellations at least 7 days prior to the date on which the rental is to take place. Notification of cancellations occurring within 7 days on which the rental is to take place will result in a $10.00 cancellation fee in addition to the rental fee per 90 minute rental period reserved.

**Rental Cancellations (weather related):**

Weather related cancellations will be at the sole discretion of the LPARD (Recreation Supervisor and/or Athletic Coordinator) and every effort will be made to notify league as soon as possible of cancellations of any league games. There will be no charge ($0) when LPARD cancels league games due to weather related field conditions.

**Field Availability and Residency Definitions**

The LPARD reserves the right to adjust field opening and closure for renovation or repair. This includes seasonal field closures. Preference is given to Leander Parks and Recreation sponsored programs and other recreational community programs that provide services to Leander residents. Reservation and rental times shall include set-up, warm-up, and take-down/clean-up time as a complete time block. Subletting of rental space (either partial or entire field) is prohibited.

- Resident or Resident Organization: defined as living in the Leander city limits. Organization must have Leander address on Certificate of Insurance
- Non-Resident or Non-Resident Organization: defined as living outside of the Leander city limits. Organization does not have Leander address on Certificate of Insurance

### 4.3 TOURNAMENTS AND GAMES UTILIZING ATHLETIC FIELDS

Tournament and Game fees are in addition to the basic field rental and lighting fees. These fees are aimed covering our direct and indirect cost in relation to providing the services needed for games and tournaments.

#### 4.3.1 Game Preparation and Use Fees:
Game Preparation Fees allow LPARD to provide additional maintenance above and beyond the normal maintenance schedule. These fees are set to assist LPARD in recouping the cost of materials and staff time needed to provide these services.

**Benbrook Ranch Baseball Fields:**
- **Striping**
  - Field #1: $15.00
  - Field #2 & #3: $10.00
- **Dragging/Raking**
  - Field #1: $15.00
  - Field #2 & #3: $10.00
- **Scoreboard Use**
  - Scoreboard Controller Deposit: $50.00
  - Scoreboard Use Fee: $10.00
  - If the Scoreboard Controller is damaged beyond repair and requires replacement a $600.00 fee will be assessed to cover the cost of replacement.

**Robin Bledsoe Park - Gabriel and Jayne Serna Athletic Fields**
- **Striping**

$\textit{25.00 per hour needed to stripe or re-stripe field 4.3.2Tournaments}$

LPARD reserves the right to use all city fields to hold leagues, tournaments or other programming.

**4.4 CLINICS, CAMPS AND TRY OUTS**

Applies to individuals/clubs/travel/organizations desiring to utilize LPARD athletic fields and are receiving compensation (registration fee being assessed) for skills instruction and/or providing skill assessment for team placement.

Clinic, camps and/or tryouts must be on placed on the LPARD calendar no less than 60 days from scheduled activity.

**Deposit:** $100.00 refundable security and damage deposit

**Fees:** LPARD will charge the regular rental rate for the facility and/or services requested (the minimum) or 15% of the gross proceeds, whichever is greater.

**4.5 YOUTH SPORTS – CITY SPONSORED**

**4.5.1 Leander Youth Soccer Association**

A per player fee of $8 per player will be assessed to the Leander Youth Soccer Association (LYSA) per season of play based on residency status of players. The fee will be assessed by players that live within the Leander City Limits or ETJ and Non-
Residents. In addition to the per player fee LYSA will be responsible for paying field lighting fees and field striping fees.

**Game Cancellations (non-weather related):**

There will be no charge ($0) if LPARD (Recreation Supervisor and/or Athletic Coordinator) is notified of cancellations of any league games 3 days or more prior to the date on which they are to be played. Notification of cancellations occurring within three days on which the game(s) is to be played will result in a $10.00 fee being assessed per 90 minute rental period reserved.

**Game Cancellations (weather related):**

Weather related cancellations will be at the sole discretion of the LPARD (Recreation Supervisor and/or Athletic Coordinator) and every effort will be made to notify league as soon as possible of cancellations of any league games. There will be no charge ($0) when LPARD cancels league games due to weather related field conditions.

LYSA will have primary use of Robin Bledsoe Park and will submit league/tournament date/game schedule 90 days from beginning of each season.

4.5.1.1 **LYSA Tournaments**

**Deposit:** A $250.00 deposit is required before the tournament can be placed on the calendar.

**Tournament Cancellations:**

- Four weeks prior to date of Tournament - full refund of the deposit.
- Two to four weeks prior to date of Tournament - one-half the deposit will be refunded.
- Less than two weeks prior to date of Tournament - no refund will be made.

**Tournament Fees:**

- $500.00 per day for Leander Youth Soccer Association sponsored tournaments at Robin Bledsoe Park utilizing both the North and South Fields*.
- $30.00/90 minute rental period per field for field lights
- $25.00/per hour for field to be laid-out differently than the current layout to cover cost of striping, materials, staff costs, and equipment usage)
- $50.00 per vendor/per day
- One security officer throughout the operating hours of the tournament – paid by tournament host or director.
Additional security may be required by LPARD based on the expected attendance at the tournament.

*Fees include preparation of existing fields, equipment usage, supplies, facility supervision, maintenance employees, trash collection, and coordination of concession service.

**Tournament Gate Admissions:**
All gate admissions belong to the tournament hosts, but must be recorded for auditing purposes. No tournament may charge for parking as the Park is a public facility with a variety of amenities for public use

### 4.6 CITY-ORGANIZED ATHLETIC LEAGUES

LPARD currently operates a Little League Co-ed Youth Baseball League as well as various adult tournaments such as Adult 3 on 3 Basketball and Adult Kickball. LPARD will continue to add additional athletic leagues in the future.

All other athletic/sport leagues or tournaments operating on City of Leander athletic fields (i.e. Lacrosse, Field Hockey, Whiffle ball, Earth ball, Rugby, 3 on 3 basketball, etc.) fees will be determined by direct and indirect costs and may vary throughout the year.

#### 4.6.1 Leander Little League

Leander Little League (LLL) is a chartered member of Little League Baseball. Fees are assessed on an individual player basis and teams are formed from the pool of registered players. The total number of participants and teams allowed is based on the annual charter submitted with Little League Baseball.

Fees are assessed to cover all direct and indirect costs including but not limited to equipment, umpires/officials, supplies, staffing, and field usage fees. Fees for each season are also based on the number of games to be played by each team over the course of the season. A $25/per player late fee will be applied for any registration received after the registration deadline.

#### 4.6.2 Adult Tournaments and League

Adult tournament and league fees are assessed as a team fee for each event/program. Registration for tournaments and leagues is not considered complete until registration fees have been paid in full.

##### 4.6.2.1 Rosters/Eligibility:

Players must sign a team roster before competing in the LPARD league. They must also have a legal identification card i.e. driver’s license, military ID, or government issued ID. The exception will be the presence of a minor on the roster who must have a parent or legal guardian complete the waiver form, as well as, sign the team roster.

##### 4.6.2.2 League Fees:
The player/team fees are based on a calculated formula: number of games played + field/court use cost + sanctioning fee + official/referee/umpire fee + uniform costs + trophy fee + staff costs divided by the number of players/teams.

These fees include a designated amount of practice time per team. Additional practice time may be reserved through the normal athletic field/court rental process.

4.6.2.3 **Game Cancellations (non-weather related):**

There will be no charge ($0) if LPARD (Recreation Supervisor or Athletic Coordinator) is notified of cancellations of any league games 24 hours or more before the date on which they are to be played. Notification of cancellations occurring on or after the date on which the game is to be played will result in a forfeit and no refund will be given. Retained fees will cover the cost the Umpire Association charges for assigning umpires to the game.

4.6.2.4 **Practice Cancellations (non-weather related):**

There will be no charge ($0) if LPARD (Recreation Supervisor or Athletic Coordinator) is notified of cancellations of any league practices 24 hours or more before the date on which they are to practice. Notification of cancellations occurring on or after the date on which the practice is to occur will result in a $10.00/practice fee being assessed. This amount will cover the cost to have a facility manager oversee the practices/facility.

4.6.3 **Youth Tournaments and Leagues**

Youth tournament and league fees can be assessed as either an individual fee or a team fee depending on the event/program. Registration for tournaments and leagues is not considered complete until registration fees have been paid in full and all requisite paperwork has been completed and submitted to LPARD.

4.6.3.1 **Rosters/Eligibility:**

Players must sign a team roster before competing in the LPARD league. They must also have a legal identification card i.e. driver’s license, military ID, or government issued ID. The exception will be the Church Youth League, who must have a parent or legal guardian complete the waiver form, as well as, sign the team roster.

4.6.3.2 **Team Fee:**

The League team fees are based on a calculated formula: Number of teams in league x number of games played x umpire association fee (varies) + league fee costs per team + Sanctioning fee + trophy fee (varies). Applicable fees are then distributed to the sanctioning organization, umpire association, and trophy vendor.
These fees include a designated amount of practice time per team. Additional practice time may be reserved through the normal athletic field/court rental process.

4.6.3.3 Game Cancellations (non-weather related):
There will be no charge ($0) if LPARD (Recreation Supervisor or Athletic Coordinator) is notified of cancellations of any league games 24 hours or more before the date on which they are to be played. Notification of cancellations occurring on or after the date on which the game is to be played will result in a forfeit and no refund will be given. Retained fees will cover the cost the Umpire Association charges for assigning umpires to the game.

4.6.3.4 Practice Cancellations (non-weather related):
There will be no charge ($0) if LPARD (Recreation Supervisor or Athletic Coordinator) is notified of cancellations of any league practices 24 hours or more before the date on which they are to practice. Notification of cancellations occurring on or after the date on which the practice is to occur will result in a $10.00/practice fee being assessed. This amount will cover the cost to have a facility manager oversee the practices/facility.

4.7 ATHLETIC FACILITY LEASE AGREEMENTS
LPARD does not currently offer facility lease agreements with outside teams, leagues, organizations/associations for use of city ballfields

4.8 WINTER GYM PROGRAM
LPARD does not currently have recreational gyms for outside teams, leagues, organizations/associations or the access to school facilities.

4.9 CONCESSIONAIRES AND VENDOR FEES
LPARD reserves the right to bid and contract concessions and retain no less than 30% of those revenues collected at all City-owned facilities.

Outside vendors (clothing, gear, equipment) that are normally associated with tournaments or specialized activities, those fees have been described elsewhere in this document. Vendors for other similar athletic events not covered will be assessed a fee based on that current fee structure.

LPARD reserves the right to bring in specialized vendors.

5. AQUATICS

5.1 OUTDOOR RECREATIONAL SWIMMING

5.1.1 Resident Season Pool Pass

Family Pass  Group Pass
1 person  $60.00      $60.00  
2 People   $100.00     $120.00  
3 People   $110.00     $150.00  
4 People   $120.00     $170.00  
5 People   $130.00     $190.00  
6 People   $140.00     $210.00  

Members on a “Family Pool Pass” must reside in the same household or show proof of guardianship.

“Group Pool Pass” is designated for members that do not reside at the same address.

If you have more than 6 people to register, you are required to purchase a separate pass. Additional members cannot be added at a later date without approval of the Director.

5.1.2 Non-Resident Season Pool Pass
An additional 15% fee will be assessed to non-residents.

5.1.3 10 Entry Punch Cards
Residents $20.00
Non Residents $25.00

5.1.4 Daily Admission
Child (Ages 0-11), Senior (Ages 55+), and Active Military $2.00
Adult (Ages 12-54) $3.00

5.2 SPECIALTY CLASSES & LESSONS

5.2.1 Swim Lessons
Swim lessons are provided by third party contractors with 15% of gross revenue collected being paid to the LPARD.

5.2.2 Aquatic fitness (See Recreation programming 8.6)

5.2.3 Special Programs
A variety of special aquatic programs are available during the summer pool season. See recreation programming in section 8.6.
Examples of special aquatic programs are adult swim nights, dive in movies, and discover scuba.

5.3 POOL RENTALS – SEE FACILITY RENTALS, SECTION 6.4

5.4 SHADED PARTY AREA RENTALS
The shaded party area is available for rentals during the normal public pool open swim hours. Rental of this area gives exclusive use of 2 picnic tables and the shaded area. The pool is still open to the public and this rental does not include exclusive use of the pool. Pool entrance fees are paid upon entry to the pool and not included in the rental price.

Resident Rate: $10.00 per hour
Non Resident Rate: $12.50 per hour

5.5 **LIFEGUARD COURSES AND TRAINING**

Lifeguard instruction and training is completed through a contract by a third party with the City of Leander. All materials will be purchased by the third party and distributed by them and any fees they charge will be collected by them and not the City.

5.6 **INDOOR AQUATIC CENTER**

LPARD currently does not operate an Indoor Aquatic Facility.

6. **FACILITY RENTALS**

Facility reservations that meet any of the following criteria will be required to apply for a Special Event in the Park Permit.

- More than 100 people in expected attendance
- Amplified Sound
- Use of Electricity (in addition to basic pavilion electricity)
- Sale of alcohol
- Involve selling or promoting goods or services
- Involve a public performance, musical event, or play

Additional information on the Special Event in the Park Permit can be found in section 7.1.

All facility deposits are considered refundable Security and Damage Deposits, for more information about the refunding policy see section 17.5.

6.1 **PROCEDURE FOR RESERVING FACILITIES**

All requests for facility use will require a rental contract which includes a hold harmless agreement for the time period covering the activity/program requested and all appropriate fees and regulations will apply.

- LPARD will provide no equipment for a reservation other than that which is available at the facilities. Any additional equipment must be secured by the organization or individual reserving the space and must be approved by LPARD before its use.
Facility Rentals

- The reserving party is expected to leave the premises in the same condition as it was found.
- Set up and clean up time is to be included in the requested reservation time.
- Clean up is the responsibility of the reserving party and includes
  - Removal of all decorations
  - Collecting and placement of all trash in designated area

6.2 OUTDOOR PARK FACILITIES

6.2.1 Pavilions

LPARD has several outdoor picnic tables; picnic pavilions; and/or shelters that are a first come, first served basis with no charge. However, these same facilities may be reserved based on a rental process to reserve exclusive use. Prices are based on seating capacity, amenities and are for a four hour predetermined time block (Normally 9:00 a.m. – 1:00 p.m., 1:30 p.m. – 5:30 p.m., or 6:00 p.m. – 10:00 p.m. Sunday through Saturday).

Pocket Parks and neighborhood parks are not designed properly for large public events. With that, Robin Bledsoe Park; Devine Lake and Benbrook Ranch Park are the only City of Leander Parks that would be approved for public events at the discretion of the Recreation Superintendent or Director. All other parks or pavilions are only available for rent for private events with no advertising.

Rentals must be paid in full at the time of the reservation.

6.2.1.1 Large Pavilions with Amenities:

LPARD does not currently have any large pavilions with amenities.

6.2.1.2 Medium Pavilions without Amenities:

The capacity of the facility would be limited to no more than 100 people. (Exceptions would be for school sponsored field trips/events or as approved by a Recreation Supervisor or Director.) (Ordinance 13-051-00 adopted 7/18/13)

- Robin Bledsoe Pavilion
- Devine Lake Pavilion
- Benbrook Ranch Pavilions

<table>
<thead>
<tr>
<th></th>
<th>Deposit</th>
<th>Resident</th>
<th>Non Resident</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 Hour Rental</td>
<td>$100.00</td>
<td>$50.00</td>
<td>$75.00</td>
</tr>
<tr>
<td>Public Event: Add 10% Net Revenue*</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*this fee is waived for non-profit organizations with a valid 501 (c) (3).

6.2.1.3 Small Pavilions without Amenities
The capacity of the facility would be limited to no more than 50 people. (Exceptions would be for school sponsored field trips/events or as approved by a City Parks & Recreation Supervisor.)

- North Creek Ranch Park Pavilion

<table>
<thead>
<tr>
<th></th>
<th>Deposit</th>
<th>Resident</th>
<th>Non Resident</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 Hour Rental</td>
<td>$50.00</td>
<td>$35.00</td>
<td>$50.00</td>
</tr>
</tbody>
</table>

Public Event: Add 10% Net Revenue*

*This fee is waived for non-profit organizations with a valid 501 (c) (3).

### 6.3 SPECIAL AMENITY FACILITIES

#### 6.3.1 Robin Bledsoe Amphitheater and Grass Lawn

Amphitheatre Stage and Seating Area is rented at a minimum of 4 hours and includes electricity. Rental time includes all preparation and take down time.

<table>
<thead>
<tr>
<th></th>
<th>Deposit</th>
<th>Resident</th>
<th>Non-Resident</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 Hour Rental</td>
<td>$100.00</td>
<td>$150.00</td>
<td>$250.00</td>
</tr>
<tr>
<td>8 Hour Rental</td>
<td>$100.00</td>
<td>$250.00</td>
<td>$350.00</td>
</tr>
</tbody>
</table>

Public Event: Add 10% Net Revenue*

*This fee is waived for non-profit organizations with a valid 501 (c) (3).

#### 6.3.2 Robin Bledsoe Basketball Court

The Robin Bledsoe Basketball court is available for open play during normal park hours. Outside Basketball Court Reservations may be made to gain exclusive use of this park feature on an hourly basis at $20.00/ per hour.

#### 6.3.3 Robin Bledsoe Concession Stand

The Robin Bledsoe Park Concession Stand can be rented on a daily basis only when accompanied by an adjacent facility rental at Robin Bledsoe Park such as athletic fields, pavilion, amphitheater, or pool. The concessions cannot be rented as a standalone facility rental. (Ordinance 13-051-00 adopted 7/18/13)

<table>
<thead>
<tr>
<th></th>
<th>Deposit</th>
<th>Resident</th>
<th>Non Resident</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daily Fee</td>
<td>$100.00</td>
<td>$50.00</td>
<td>$75.00</td>
</tr>
</tbody>
</table>

#### 6.3.4 Entire Robin Bledsoe Park Rental

Robin Bledsoe Park can be rented in entirety for exclusive use on a full day basis only. This rental includes the Pavilion, Athletic Fields, Concession Stand, Basketball Court, Amphitheater, Parking Lots, and Splash Pad (May - September). This rental does NOT include the use of the pool.

<table>
<thead>
<tr>
<th></th>
<th>Deposit</th>
<th>Resident</th>
<th>Non Resident</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rental</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
6.3.5 **Devine Lake Park Open Space**

This rental type is for the open space in Devine Lake Park and does NOT include the use of the pavilion.

<table>
<thead>
<tr>
<th></th>
<th>Deposit</th>
<th>Resident</th>
<th>Non-Resident</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 Hour</td>
<td>$200.00</td>
<td>$150.00</td>
<td>$200.00</td>
</tr>
<tr>
<td>8 hour</td>
<td>$200.00</td>
<td>$250.00</td>
<td>$325.00</td>
</tr>
</tbody>
</table>

Public Event: Add 10% Net Revenue*

*This fee is waived for non-profit organizations with a valid 501 (c) (3).

6.3.6 **Benbrook Ranch Park Disc Golf Course**

The Disc Golf Course may be rented by the day for disc golf tournaments for a daily rental rate (Ordinance 13-051-00 adopted 7/18/13).

<table>
<thead>
<tr>
<th></th>
<th>Deposit</th>
<th>Resident</th>
<th>Non Resident</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daily Rental</td>
<td>$100.00</td>
<td>$100.00</td>
<td>$150.00</td>
</tr>
</tbody>
</table>

6.3.7 **Skate Park Rental**

<table>
<thead>
<tr>
<th></th>
<th>Deposit</th>
<th>Resident</th>
<th>Non Resident</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 Hour Rental</td>
<td>$150.00</td>
<td>$250.00</td>
<td>$325.00</td>
</tr>
<tr>
<td>8 Hour Rental</td>
<td>$150.00</td>
<td>$400.00</td>
<td>$500.00</td>
</tr>
</tbody>
</table>

6.4 **INDOOR FACILITY RENTALS**

6.4.1 **Requests To Use Indoor Facilities**

It is the policy of the Leander Parks and Recreation Department that facilities can be used for the following types of activities. This list is not exclusive.

- Birthday Parties, Bridal Showers, Weddings and Receptions
- Anniversary Parties, Family Reunions, Activities sponsored by other Governmental Agencies, Neighborhood Meetings, Community Information Meetings held by Federal, State, and Local Public Officials, and Civic and Community Groups

6.4.2 **Waiver of Rental Fees**

The facility will be available for use at NO charge for entities that are wholly funded by the City of Leander one time per year, based on availability, Sunday through Thursday, limited to department events and not for personal use. Users will be required to follow standard guidelines for rentals and are responsible for set-up/ clean-up of the facility.

Exceptions made through reciprocal relationship agreements approved by the Director of Parks and Recreation.

6.4.3 **Multiple Use Contracted Rates**
Facility Rentals

An organization or individual may contract for multiple dates, based on availability and receive the following discounts:

- 6 rentals within a year (12 month period) = 10% discount
- 12 rentals within a year (12 month period) = 20% discount
- 24 rentals within a year (12 month period) = 30% discount.

6.4.4 **Mason Homestead**

The Mason Homestead is a day use rental facility which has an indoor capacity of 49. Rental of the Mason Homestead includes: (2) 6 foot rectangle tables and 12 chairs. All rentals must be paid in full at the time of reservation. (Ordinance 16-082-00 adopted 10/20/16)

<table>
<thead>
<tr>
<th>Rental Type</th>
<th>Deposit</th>
<th>Resident</th>
<th>Non-Resident</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekday Partial Day (5 Hour)</td>
<td>$150.00</td>
<td>$75.00</td>
<td>$100.00</td>
</tr>
<tr>
<td>Daily (8:00 a.m.-Midnight)</td>
<td>$250.00</td>
<td>$150.00</td>
<td>$200.00</td>
</tr>
<tr>
<td>Weekend</td>
<td>$250.00</td>
<td>$275.00</td>
<td>$350.00</td>
</tr>
</tbody>
</table>

(12:00 p.m. Friday to Sunday Midnight)

6.4.5 **Library Conference Rooms**

The library conference rooms are available for rental for meetings, parties, and other special engagements. City Departments are not charged a fee to use the facilities but must provide at least 14 days’ notice for requested use to ensure there are no scheduling conflicts. (2003 Code, app. A, sec. 1.600)

6.4.5.1 **Conference Room C – Betty Brown Community Room**

Conference Room C seats up to 200 people stadium style or 100 people utilizing tables and chairs. Retractable projector screen and white board are available.

<table>
<thead>
<tr>
<th>Rental Type</th>
<th>Deposit</th>
<th>Resident</th>
<th>Non-Resident</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non Profit (2 Hour Base Rental)</td>
<td>$150.00</td>
<td>$50.00</td>
<td>$75.00</td>
</tr>
<tr>
<td>Non Profit Additional Hours</td>
<td>-</td>
<td>$25.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>For-Profit Organization</td>
<td>$150.00</td>
<td>$125.00</td>
<td>$150.00</td>
</tr>
<tr>
<td>For Profit Additional Hours</td>
<td>-</td>
<td>$50.00</td>
<td>$50.00</td>
</tr>
</tbody>
</table>

6.4.5.2 **Conference Room D**

Conference Room D seats 10-15 people with tables and chairs. White board is available.
## Facility Rentals

### Rental Type

<table>
<thead>
<tr>
<th>Rental Type</th>
<th>Deposit</th>
<th>Resident</th>
<th>Non-Resident</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non Profit (2 Hour Base Rental)</td>
<td>$150.00</td>
<td>$15.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>Non Profit Additional Hours</td>
<td>-</td>
<td>$5.00</td>
<td>$5.00</td>
</tr>
<tr>
<td>For-Profit Organization</td>
<td>$150.00</td>
<td>$40.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>For Profit Additional Hours</td>
<td>-</td>
<td>$5.00</td>
<td>$5.00</td>
</tr>
</tbody>
</table>

### 6.4.5.3 Kitchen

The Library Kitchen can be reserved in conjunction with the reservation of a conference room for $10.00 an hour or $40.00 for the day.

### 6.4.6 Crystal Falls Club House Rentals

Prices are subject to change based on availability and season.

### 6.5 POOL RENTALS

Leander Parks and Recreation Aquatic facility located at Robin Bledsoe Park is available for private pool parties. The fees include the rental of the pool and the lifeguards that are required to accommodate the size of the rental group.

Pool rentals can be reserved for dates within the normal pool summer season (Memorial Day to Labor Day) and must be made at least 14 days in advance. Any pool rental requests outside of the normal pool season are at the discretion of LPARD due to the availability of lifeguards and pool conditions.

<table>
<thead>
<tr>
<th></th>
<th>Resident</th>
<th>Non-Resident</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2 hour rental</td>
<td>Additional Hours</td>
</tr>
<tr>
<td>0-45 people</td>
<td>$150.00</td>
<td>$75.00</td>
</tr>
<tr>
<td>46-80 People</td>
<td>$200.00</td>
<td>$100.00</td>
</tr>
<tr>
<td>81-115 people</td>
<td>$250.00</td>
<td>$125.00</td>
</tr>
<tr>
<td>116-150 People</td>
<td>$300.00</td>
<td>$150.00</td>
</tr>
</tbody>
</table>

- There is a $250.00 deposit for all pool rentals.

### 6.6 PROHIBITED USES

LPARD facilities may not be used for the following purposes:

- Commercial Organizations and/or individuals seeking to make a profit or sell merchandise for personal gain, except for organizations, entities, or individuals conducting or providing recreation related services
- Gambling or other illegal activities

Updated 1-18-18
Special Park Permits

- Activities that would provide or permit the use of alcohol or drugs
- Activities that might endanger the lives and safety of others or damage the facility
- Activities or events that are deemed detrimental to the overall good of the community.

7. SPECIAL PARK PERMITS

7.1 SPECIAL EVENT IN THE PARK PERMITS

A Special Event in the Park Permit is required for any facility reservations that meet any of the following criteria:

- More than 100 people in expected attendance
- Amplified Sound
- Inflatables
- Use of Electricity (in addition to basic pavilion electricity)
- Sale of alcohol
- Involve selling or promoting goods or services
- Involve a public performance, musical event, or play

The Special Event in the Park Permit Application Fee is $15.00 (non-refundable) and must be paid in full at the time the Special Event in the Park Permit Application is submitted. Special Event in the Park Permits must be submitted at least 60 days in advance of the event date.

Special Event in the Park Permits required at a minimum Proof of Liability (Section 7.6.4), Proof of CPR Certification, and a completed rental agreement. In addition to these documents LPARD may require a parking plan for events that anticipate exceeding the parking available at the event location, traffic control coordination with Leander PF and Fire departments, proof of Williamson county food permits, and/or proof of TABC Permits for the sale of alcohol.

7.2 WEDDINGS

7.2.1 Small Weddings

Small Weddings in a LPARD Park that require no amenities or decorations (arches, food, beverages, tables, chairs, etc.) permits are available for $25.00 for a 30 minute ceremony.

7.2.2 Large Weddings

Large Weddings that require amenities and decorations (arches, food, beverages, tables, chairs, etc.), normal park rental rates will apply.

7.3 PHOTOGRAPHY

Professional Photography (wedding photos, graduation photos, portraits, family photos or otherwise) at park facilities must be coordinated with the LPARD during normal business hours, Monday – Friday 8:00 AM – 5:00 PM. An annual fee for registration
Special Park Permits

applies. If the photographer is looking for exclusive use of a facility or area, the photographer will be responsible for renting the facility through the normal facility reservation process.

<table>
<thead>
<tr>
<th></th>
<th>Resident</th>
<th>Non-Resident</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Photographer Permit</td>
<td>$100.00</td>
<td>$150.00</td>
</tr>
</tbody>
</table>

7.4 **COMMERCIAL FILMING IN PARK**

Commercial filming (commercials, movies, documentaries, music videos, etc.) in City of Leander Parks is allowed by permit only. These fees and filming policies are outlined in Ordinance 10-009-00. If exclusive use of a facility is required the group will be required to rent the facility through the normal facility reservation process.

7.5 **VENDING**

Vending of food, beverages or merchandise of any kind is strictly prohibited in City of Leander Parks except by permit during scheduled LPARD events or as permitted under a special event in the park permit.

7.6 **OTHER COMMERCIAL USE**

The commercial use of the City of Leander’s Parks is strictly prohibited without the prior consent of the LPARD. Commercial use includes sales of merchandise, individual or group classes of any kind, etc. This is in recognition of the fact that the Leander Residents and customers pay for the costs of development, operations, improvements, and maintenance of the City of Leander parkland. Any entity or person conducting commercial activity in or on City of Leander park property will be required to provide payment for that privilege as described below.

7.6.1 **Instructional Classes in the Park**

Instructional classes that are being held in the park must complete the Special Business in the Park Permit, pay the annual permit fee of $100.00 and the additional fees listed below.

Instructional classes held in the parks are limited to only be held during normal park hours and must be coordinated with the Parks and Recreation Department. Class sessions must have a beginning and ending date. Classes will not be allowed to operate in perpetuity. Instructional classes can be held in non-rentable park spaces. If a rentable facility is to be used the group or entity will be responsible for renting the facility in addition to the fees outlined below.

In addition to the special business in the Park Permit fee the instructor or managing group will be responsible for compensating the city based on the volume of participants in the program. This fee shall be $0.50 per participant per class meeting time.

In the Special Business in the Park Permit the requesting person or entity must provide:

- a description of the proposed commercial activity
- proposed dates, times and locations
- anticipated number of persons expected to participate
- Certificate of Liability Insurance stating the “City of Leander” as the additional insured (policy of at least $1,000,000.00)

### 7.7 POLITICAL RALLIES/ FUNDRAISERS/MARCHES/PARADES

Political rallies, fundraisers and/or cookouts, etc. are subject to normal rental policies for that facility, park area or amenity.

#### 7.7.1 Fundraising Walks at Leander City Parks

Walks for fundraising purposes at Leander City parks would require the rental of a facility to launch the event from. Such venues are Pavilions or Event Centers. A pavilion or rental facility must be secured to use as a launch point plus a $300.00 refundable deposit would be assessed.

#### 7.7.2 Other Fundraising Activities

Rides, Festivals, Petting Zoos, Fairs and Circuses are not allowed at Leander City Parks unless sponsored or co-sponsored by the City.

#### 7.7.3 Fundraising Events

Permits to use a LPARD facility for a fundraising event may be requested by persons or organizations that hold a permit for the Texas Charitable Solicitations Board, bona fide educational institutions, organizations with a valid 501 c3 status with the IRS, and political candidates for public office. If admission or goods are sold or fees are collected by the organization on-site, the Department will charge the regular rental rate or 30% of the gross proceeds, whichever is greater. If no sales are made or if no fees or admission is collected on-site, the standard rental rates will apply.

#### 7.7.4 Insurance

Proof of Liability Insurance coverage in the amount of $1,000,000.00 is required for all events that are open to the public. Policy must name the City of Leander and Parks and Recreation Department as additionally insured.

#### 7.7.5 Advertising of Events

A league, program, or event will be considered advertised if it has been announced in the local paper, through mass mailing, radio announcements, posters throughout the community, posted in government facilities, or posted on the Internet through a website or social media. All advertisements must be reviewed and approved in advance by the Recreation Superintendent.

### 7.8 RECIPROCAL AGREEMENTS

The Department of Parks and Recreation does utilize reciprocal agreements with various agencies such as the Leander Independent School District (i.e. schools for Summer Youth Camps).
8. COMMUNITY CENTERS AND PROGRAMS

LPARD currently does not operate a community or recreation center(s). LPARD utilizes the Parks and Recreation Office and Library Community Meeting Room to host a variety of programming.

8.1 COMMUNITY PROGRAMS

In order to provide a positive experience for patrons of the LPARD classes and recreation programs and in an effort to preserve the use of the facilities for all citizens, the Leander Parks and Recreation Department has defined specific criteria that must be met for a new program to be initiated.

- All classes/programs must be open to the public.
- Classes/programs must be offered to all eligible persons regardless of race, gender, national origin, or disability.

Programming should also fit into one or more of the following categories for consideration as an agency partnering program:

- Programs which encourage the development of positive attitudes and sportsmanship
- Programs which promote a healthy lifestyle and good self-esteem
- Programs designed to help reduce the childhood obesity rate
- Programs which encourage socialization and physical activities for senior citizens
- Programs offering therapeutic recreation for all disabled persons

8.2 PARTICIPATION

A variety of classes may be offered with a minimum number of participants required before classes may begin. Registered participants will be notified if classes must be combined or canceled due to low participation.

8.3 COMMUNITY EVENTS

LPARD may offer events which provide social, educational and entertainment benefits to the community at large. To take part in these community events, ID cards may not be required.

8.4 RACQUETBALL COURT FEES

LPARD does not currently have racquetball courts in or at our park facilities.

8.5 INSTRUCTOR AGREEMENTS AND PAYMENT

8.5.1 Per Student

The Department may at its discretion elect to pay an instructor based on the number of students enrolled in a class or program.

8.5.2 Hourly
The Department may at its discretion elect to pay an instructor an hourly rate determined by years of experience and training or types of certifications the instructor has. Rates may range from $10.00 - $25.00 an hour.

8.5.3 Flat Rate
The Department may at its discretion elect to use a flat rate of pay for an instructor to teach a series of classes.

8.5.4 Determining Instructor Payment Method
The Department will determine which instructor payment method to use based on a thorough evaluation of the costs of providing the activity or usage of space and the instructor’s credentials. The preferred method of an hourly or flat rate will be utilized whenever possible and an evaluation of the program will be completed after each session or contract term expires.

8.5.5 Instructor Evaluation
Instructors will be evaluated at the end of each session or series of classes.

8.5.6 Background Checks
LPARD reserves the right to require an annual nation-wide background check of all instructors both private and contracted if they are interacting with children.

8.6 RECREATION PROGRAMMING
The Department coordinates a variety of programming for youth, seniors, and adults. Program fees are determined by direct and indirect costs and may vary throughout the year.

8.7 SUMMER YOUTH CAMPS
LPARD presents opportunities to offer summer programs for children and youth. All participants ages 6-16 must be registered in the program by a parent or guardian. Registration is completed on-site or via LPARD web page. Parents/guardians will be asked to complete a registration form and may give permission to participate in program components such as swim, instructional classes, and field trips. Fees for these camps are determined by direct and indirect costs of holding the camp.

9. LIBRARY FEES

9.1 LIBRARY CARD FEES
Nonresidents of the city shall be charged an annual fee of $15.00 per person for the issuance of a library card. Nonresident families may obtain multiple library cards for individual family members by paying an annual fee of $25.00. Replacement of a lost library card shall be $2.00.

9.2 LIBRARY FINES
Any person who fails to return an item checked out from the library by the return date shall be charged ten cents ($0.10) per day per item with no grace period and a limit of $10.00 per item. Overdue audiovisual materials shall be charged fifty cents ($0.50) per day per item with no
grace period and a limit of $10.00 per item. Fines shall not accrue on holidays. Overdue notices shall generally be sent after two weeks. If an item is not returned within two months of the return date, the item shall be marked as lost and the replacement cost shall be charged to the patron who checked out the item.

9.3 **LOST OR DAMAGED ITEMS**

9.3.1 **Books**

If a book is lost or damaged beyond repair, the patron who checked the book out of the library shall be charged the full retail price of the book plus a $6.00 processing fee. If the book is out of print or the price is unknown, a flat fee of $25.00 per hardbound and $8.00 per paperback shall be charged plus a $6.00 processing fee.

9.3.2 **Videotapes/DVDs.**

If a videotape or DVD is lost or damaged beyond repair, the patron who checked the videotape or DVD out of the library shall be charged the original cost of the item plus a $6.00 processing fee. If the price is unknown, a fee of $20.00 shall be charged plus the $6.00 processing fee.

9.3.3 **Magazines.**

If a magazine is lost or damaged beyond repair, the patron who checked the magazine out of the library shall be charged the actual cost of the magazine plus a $3.00 processing fee. If the library plastic magazine cover is lost, the person who checked the magazine out of the library shall be charged $7.00 per cover.

9.3.4 **Printing costs.**

9.3.4.1 **Computer printouts:**

- Black and white: $0.15 per page.
- Color: $0.50 per page.

9.3.4.2 **Copy machine:**

- $0.15 per page for black and white copies.

9.3.4.3 **Fax machine:**

- Incoming: $1.00 per page.
- Outgoing local: $1.00 per page.
- Outgoing long distance within the U.S.: $3.00 for first page and $1.00 per page.

9.3.5 **Interlibrary loan (ILL).**

The Leander Public Library will request items not in our collection from the ILL with a limit of five (5) per patron per week. The cost of each item will be $2.50 to cover postage and staff time.

10. **SPECIAL EVENTS**

Updated 1-18-18
10.1 **FESTIVALS AND EVENTS**

The City of Leander Parks and Recreation Department conducts over a dozen events each year. These events use a variety of funding sources however they are primarily funded through sponsorships.

10.1.1 *Non-Ticketed or Registration Events*

- Bluegrass Festival - Program costs are funded by sponsorships, grants, participation fees, booth fees and food and beverage sales.
- Liberty Fest - Program costs are funded by sponsorships and food vendor fees.
- Christmas in Old Town - Program costs are funded by sponsorships and food vendor fees.

10.1.2 *Ticketed or Registration Events*

The Department may coordinates a variety of ticketed and registration events for the community to enjoy. Fees for these events are determined by direct and indirect costs and may vary throughout the year.

10.2 **COMMUNITY ENHANCEMENT**

- Spring Egg-Stravaganza - Program costs are funded by the City of Leander, sponsorships and vendor fees.
- 50+ Olympics – funded in part by sponsorships and registration fees.
- Fright In Old Town - Program costs are funded by the City of Leander and sponsorships.
- Christmas Parade and Tree Lighting - Program costs are funded by vendor fees, sponsorships, etc.
- Greenway 5k - Program costs are funded by registrations and sponsorships.
- Sunrise Fitness - Program costs are funded by in kind sponsor donation of an instructor provided by a private area gym.
- Doggiepalooza - Program costs are funded by in-kind sponsorships and booth fees.
- Liberty Fest
- Blue Grass Festival
- Kite Festival

10.3 **MULTI CULTURAL ARTS**

- Art Exhibits at Leander Library, Pat Bryson Center and other selected sites.
- Summer Concert Series - Program costs are funded by sponsorships.
- Movies In The Park - Program costs are funded by sponsorships and concessions.

10.4 **MARKET EVENTS**

LPARD does not currently offer a Downtown, Farmers or Craft Market.

11. **RETAIL SALES OF MERCHANDISE**
**Docking Fees**

11.1 **RETAIL SALES OPERATIONS (VENDORS)**

Vendors will be charged a percentage of sales, currently 25%, or a flat rate based on the length of the event and estimated attendance.

11.2 **CONCESSIONS OPERATIONS (NON-ATHLETIC)**

Vendors will be charged a percentage of sales, currently 25%, or a flat rate based on the length of the event and estimated attendance.

11.3 **SALE OF RETAIL ITEMS AND CONCESSIONS AS A PROGRAM SERVICE**

LPARD may engage in retail sales of merchandise and/or concessions to promote departmental programs and facilities. Prices will be determined based on current retail markets and will recover at least production costs, plus shipping and handling. Profit from sales will directly benefit the related program or facility.

11.4 **VENDING MACHINES**

Prices are determined by the LPARD staff to cover all direct and indirect costs such as product, machine maintenance, and staff time. LPARD collects any revenue from public vending machines in City of Leander Parks.

12. **DOCKING FEES**

LPARD does not currently offer boat, canoe, or kayak docks.

12.1 **BOAT RAMPS**

LPARD does not currently offer boat, canoe, or kayak ramps.

12.2 **CANOE LAUNCH SITES**

LPARD does not currently operate a canoe launch site. However, canoes and Kayak are allowed on Devine Lake and is free and open to the public.

12.3 **FISHING TOURNAMENTS**

12.3.1 **Devine Lake Park**

LPARD does not currently offer Fishing Tournaments on City Lakes.

13. **GREENWAYS**

13.1 **PARTNERSHIP EVENTS**

The Leander System of Greenway and Trails are not available to lease or rent for private events, parties, runs, biking, strollers, skate parties and many other similar events.

14. **URBAN FORESTRY**

LPARD does not currently offer a comprehensive Urban Forestry Program.

14.1 **TREE SCULPTURE PROGRAM:**

Updated 1-18-18
A $25 fee will be assessed to local artisans to create their Chainsaw carvings or “sculptures” on city property. This is an excellent way to turn the unfortunate loss of a tree into something attractive.

**14.2 COMMEMORATIVE “LIVING LEGACY” TREE PROGRAM:**

A $250 donation is made to LPARD Parks and Recreation Advisory Board, in which a tree is planted and a marker commemorating the loved one is placed at the tree. The donor also receives a map of where the tree is and a certificate.

**14.3 FEES COLLECTED:**

Any fees collected from above services will be placed in a Special Revenue Account to pay direct costs and upgrade urban forestry initiatives.

### 15. CRYSTAL FALLS GOLF COURSE

**15.1 DAILY RATES**

Holiday rates shall be in effect on: New Year’s Day, Martin Luther King, Jr.’s Birthday (observed), President’s Day (observed), Good Friday, Columbus Day (observed), Veteran’s Day (observed), Memorial Day (observed), Independence Day, Labor Day, Thanksgiving Day, Christmas Day.

**15.1.1 Daily with Cart fees**

<table>
<thead>
<tr>
<th></th>
<th>Mon – Thurs</th>
<th>Friday</th>
<th>Weekends and Holidays</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular</td>
<td>$42.00</td>
<td>$45.00</td>
<td>$55.00</td>
</tr>
<tr>
<td>Twilight (2-5pm)</td>
<td>$33.00</td>
<td>$35.00</td>
<td>$40.00</td>
</tr>
<tr>
<td>Super Twilight (After 5pm)</td>
<td>$24.50</td>
<td>$27.50</td>
<td>$27.50</td>
</tr>
<tr>
<td>Junior Walking</td>
<td>$10.00</td>
<td>$10.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>Junior Riding</td>
<td>$18.00</td>
<td>$18.00</td>
<td>$18.00</td>
</tr>
<tr>
<td>Senior (60+)</td>
<td>$35.00</td>
<td>$40.00</td>
<td>$45.00</td>
</tr>
</tbody>
</table>

**15.1.2 Rack Walking – No Cart Fees**

<table>
<thead>
<tr>
<th></th>
<th>Mon – Thurs</th>
<th>Friday</th>
<th>Weekends and Holidays</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular</td>
<td>$24.00</td>
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<td>$37.00</td>
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<tr>
<td>Twilight (2-5pm)</td>
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<td>$17.00</td>
<td>$22.00</td>
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<td>Super Twilight (After 5pm)</td>
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<td>$18.50</td>
<td>$18.50</td>
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<tr>
<td>Junior Walking</td>
<td>$10.00</td>
<td>$10.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>Senior (60+)</td>
<td>$17.00</td>
<td>$22.00</td>
<td>$22.00</td>
</tr>
</tbody>
</table>

**15.1.3 Trail Fees**

<table>
<thead>
<tr>
<th></th>
<th>Daily</th>
<th>Additional Rider</th>
<th>Annual Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trail Fees</td>
<td>$14.00</td>
<td>$10.00</td>
<td>$75.00</td>
</tr>
</tbody>
</table>

Updated 1-18-18
15.1.4 **Range Balls**

<table>
<thead>
<tr>
<th></th>
<th>Small</th>
<th>Regular Bucket</th>
<th>Regular Bag Special (2)</th>
<th>Warm-up Bucket</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$5.00</td>
<td>$7.00</td>
<td>$12.00</td>
<td>$4.00</td>
</tr>
</tbody>
</table>

15.2 **ANNUAL MEMBERSHIPS**

Annual memberships include golf and cart fees.

<table>
<thead>
<tr>
<th></th>
<th>Weekday</th>
<th>Full</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single</td>
<td>$1,500.00</td>
<td>$1,900.00</td>
</tr>
<tr>
<td>Family</td>
<td>$2,500.00</td>
<td>$3,000.00</td>
</tr>
</tbody>
</table>

Club House Rental Fees can be found in Section 64.6.

16. **GIFT CATALOG**

LPARD may engage in the solicitation of gifts/donations in the form of memorializing or naming an individual, group, business, or organization as a fundraiser for providing park amenities, programs, or facilities.

Such items could be Park Benches, Memorial Bricks, Picnic Tables, Bicycle Racks, Playground equipment, T-shirts, Uniforms, Sports Equipment, etc.

Prices will be determined based on production costs, plus shipping and handling, and any necessary installation costs. Sales will directly benefit the related program or facility only. No returns on custom or individualized gifts.

17. **WAIVERS, REDUCTIONS AND PROMOTIONS**

17.1 **FAIR SHARE POLICY**

A City of Leander resident or a person working in Leander makes a significant contribution to the financing and operation of the Leander Department of Parks and Recreation.

The City property taxes are the primary source of funds and are paid whether or not the individual participates or uses the facilities and parks of the city. Secondary share of funds is received from local sales taxes. The fair share concept is intended to apportion to non-residents an equalized fee, so that they can contribute to the overall financing on an equitable basis with the resident.

Traditionally, the Leander Parks and Recreation Department has not charged a fee to non-city residents for programs, facilities, events and that will continue for general use of parks. However, additional fees do apply for certain programs, ballfield rentals, etc. for residents outside the City of Leander.

Therefore as stated elsewhere in this policy a fair share fee may be assessed to those individuals or groups who reside outside of the City of Leander.

17.2 **MILITARY DISCOUNTS**
A 15% discount is offered to both current active military personnel (based on resident or non-resident fees). These discounts apply to pool passes, select facility programs and pavilion reservations. Discounts do not apply when there is already a reduced rate specified for active military personnel.

17.3 **SENIOR DISCOUNT**

A 15% discount is offered to those citizens of 65 and over. These discounts apply to pool passes, select facility programs and pavilion reservations. Discounts do not apply when there is already a reduced rate specified for senior citizens.

17.4 **CITY EMPLOYEE AND FAMILY DISCOUNT**

A discount is offered to regular fulltime City employees and regular (year-round) part time employees and spouses. A 50% discount is available for Facility Rentals and Pool Passes and a 25% Discount on recreational programs such as fitness classes and summer camps.

The City employee discount does not apply to elected officials, including the Mayor, Council and/or City Court Judge.

17.5 **REFUND POLICY**

The Leander Department of Parks and Recreation is dedicated to providing quality, programs, services and facilities. The Department strives to achieve and maintain a high level of customer satisfaction. In certain cases and conditions outlined herein, it is the policy of the Department to provide refunds to our customers.

17.5.1 General Refund Guidelines

- Refund request must be made in writing to LPARD.
- Refund requests made take up to 14 days to be fully processed.
- Cancelations/refund requests for camps and other recreation programs must be done at least 14 days in advance to receive a 100% Refund.
- Cancelations/refund requests less than 14 days before the start of a program are subject to administrative fees and may not receive a refund.
- Participants who fail to show up for a program that have not previously canceled will not be granted a refund.
- A 100% refund will be given to athletes (Youth or adult) where uniforms and/or other equipment/items (trophies, etc.) have not been ordered normally 30 days before the first game.
- A 50% refund will be given to athletes (youth or Adult) where uniforms and/or other equipment/items (trophies, etc.) have been ordered.
- Special consideration may be given for life altering situations.

17.5.1.1 Facility Rental Refunds
Waivers, Reductions and Promotions

Facility rentals canceled more than 14 days in advance will receive a full refund of rental fees and deposit. Cancelations less than 14 days in advance will only receive a refund of the rental deposit.

17.5.1.1 Facility Deposit Refunds

Security and Damage Deposits are refunded automatically as long as the facility was left in good order at the end of the rental period. Deposit refunds are processed within 14 days of the end of the facility rental.

Facility rentals that created damage to the facility or left the facility significantly worse after the rental may not receive a full refund due to additional resources need to make the facility whole via greater than normal clean and/or repair to the facility.

17.5.1.2 Athletic Field Reservation Refunds

Refunds and/or rescheduling of athletic field rentals will be made only when the LPARD closes the fields due to inclement weather, the fields are deemed unplayable, and/or for maintenance.

17.5.2 Refund Methods

The method of refund is dependent on the original payment method.

Original Payment made by Cash or Check

All payments made by cash or check will be refunded via check issued by the City of Leander. This process may take up 14 days. Checks are made out to the payer on the original transaction and mailed to the address on file at the time of the original transaction.

Original Payment made by Credit or Debit Card

Payments made by Credit or Debit Card less than 120 days prior to the refund request will be issued back onto the card used for the original payment. Payments made more than 120 days in advance of the refund request will be processed as cash or check payment.

17.5.3 Non-refundable fees and charges

- Non-Refundable deposits or registration fees
- Administrative processing fees
- Gift Certificates
- Day Passes
- Pool Passes (after first three visits)

17.6 WAIVERS AND REDUCTIONS

17.6.1 Waiver
The Director of Parks and Recreation is authorized to waive or reduce entry fees, user fees or sponsorships in conjunction with promotional opportunities and/or the marketing of Parks and Recreation programs.

17.6.2 Reduced Pricing Policy

**Purpose:** To provide discounted prices (up to 50% of current pricing) on selected programs and services for customers who are at recognized poverty levels. Participants must provide one of the following to determine eligibility for a reduced pricing waiver: income records or documents showing housing or nutrition program participation.

**Procedure:** Applicants are eligible for reduced fees for a period of one year beginning with the approval date. Required forms can be submitted to the LPARD Office.

17.7 CREDIT CARD/ADMINISTRATIVE FEES

LPARD will assess a $3.00 Credit Card administrative fee to each transaction that is paid for via credit or debit card. The Leander Parks and Recreation Department accepts MasterCard, Visa, and Discover.

18. ALTERNATIVE SOURCES OF REVENUE

18.1 GRANTS

LPARD will seek to obtain and utilize grants as an alternative and/or supplemental form of funding whenever possible.

18.2 SPONSORSHIPS

LPARD will actively solicit sponsorships as an alternate and sometimes sole source of funding programs, facilities and events. Sponsorships can be in-kind donations or financial donations or a combination of both.

19. MARKETING AND PROMOTIONS SUPPORT

LPARD may engage in promotional pricing such as offering an individual session free when combined with other sessions or offering discounted rates for group and individuals or other marketing strategies.

20. DOG PARK ACCESS FEES

LPARD does not currently have a Dog Park in its inventory.