

**FEE POLICY #13-1**  
**July 2013**

The Elkhart County Park and Recreation Board, referred to as the Elkhart County Park Board, is responsible to establish fees for the Elkhart County Park and Recreation Department, referred to as the Elkhart County Parks. Park fees may include shelter and facility rentals, programs, activities, special permits, services, fines; and any other special user or impact fees associated with the operation and management of the Elkhart County Parks.

Fees paid to the Elkhart County Parks are used to defray costs of operation and maintenance of the Parks through the use of the Elkhart County Parks' non-reverting capital and operating funds.

**I. Fees**

- A. Fees are annually established and approved by the County Park Board prior to the September County Park Board meeting.
- B. Fees will be instituted for a calendar year beginning on January 1 unless otherwise noted by the County Park Board.
- C. A fee may be reduced or waived as per Waiver and Reduction Policy #89-1.

**II. Reservation fees for shelters (open structures), Facilities (partial or fully enclosed structures), and other open areas such as open fields, Campfire Ring, and DeFries Calendar Garden (weddings only)**

- A. Shelters, facilities, and other open areas may be rented as early as October 1 for the following year. Fees approved by the County Park Board for the following year will be in effect for these early reservations.
- B. All open shelters are available for reservations on March 15<sup>th</sup> and closed on December 1.
- C. All facilities, enclosed and partially enclosed, are available for rental between March 15 and November 30.
  - 1. The Baldwin One-Room School is available for reservations all year.
  - 2. The auditorium/kitchen at the Elkhart County Historical Museum is open for reservations between September 1<sup>st</sup> and April 30<sup>th</sup>. Special use may be requested through the Park Administration office.
- D. Drinking water at open shelters and partially enclosed shelters may not be available at all times in fall or spring due to seasonal weather conditions.

- E. Shelter, facility, and open areas reservations are half (1/2) price Monday through Thursday. All shelters and facilities are full priced on Friday, Saturday, Sunday and holidays.
- F. Open shelters that are not reserved will be open to the public for use. Use will be on a first come first serve basis. Open areas are always open for use when not reserved.
- G. Shelters, facilities, and other open areas that are reserved are expected to be clean and in an ~~as~~ found condition after use.
- H. Shelter and facility reservations are only for the structures and do not include the surrounding amenities such as playgrounds, volleyball courts, open areas, horseshoe pits, etc. Open areas do not include nearby shelters, playgrounds, parking lots, volleyball courts, etc.
- I. Shelters that are close to a wedding ceremony must be reserved with the wedding ceremony reservation. If Cobus Creek County Park Sensory Garden is used for a wedding then the Cobus Creek Park Shelter must also be reserved. A wedding planned near the waterfalls behind the Feedlot Shelter or at the Bonneyville Mill Perennial Gardens must include the reservation of the Feedlot Shelter.
- J. Reserved shelters and facilities must be cleaned and vacated one (1) hour before park closing unless prior arrangements have been made.
- K. Facility reservations must have a properly executed contract agreement completed and signed by the responsible contact person.
- L. No one under the age of eighteen (18) may make a reservation.

### **III. Other Fees**

- A. The County Park Board establishes and approves the following additional user fees:
  - 1. Ox Bow Park Entrance Fees
  - 2. Disc Golf Fees
  - 3. Archery Fees
  - 4. Camping Fees
  - 5. On and Off Site Individual and Group Programming Fees
  - 6. Tent Fees
  - 7. All Photography/Videography Fees
  - 8. Open Areas
  - 9. Vendor Fees (special events)
- B. The County Park Board establishes and approves the following service or impact fees.
  - 1. Electrical Use
  - 2. Early Opening and Late Closing Fees
- C. The County Park Board may impose fines.

- D. Fees for public programs and special activities are determined by department and staff resources. Every effort will be made, if a fee is charged, to be financially conscious and accountable to the public and the department budgets.
- E. The Elkhart County Park Board sets fees that are associated with the management and programs of the Elkhart County Historical Museum including user and service fees.

#### **IV. Paying Fees**

- A. Once a reservation has been accepted, payment is due and must be paid within fourteen days (14) or the reservation will be cancelled.
- B. Fees are paid to the Elkhart County Park and Recreation Department.
- C. A security deposit is to be paid in cash the day the reservation key is picked up.

#### **V. Refunds**

- A. Shelter, facility, programs, activity, and other area reservation fees will be refunded minus a handling/processing fee if the cancellation occurs prior a minimum of ten (10) working days of the reservation date.
- B. Fees for a reservation will not be refunded when a cancellation occurs within ten (10) working days of the date of the reservation.
- C. An original reservation may be transferred for another date a maximum of two (2) times. After two (2) times the reservation will be considered cancelled and no refund. If the reschedule is made within 2 weeks of the original date of the reservation then an additional fee will be charged. This additional fee must be paid to the Park Administration Office prior to the acceptance of the rescheduling.
- D. Inclement weather is not a valid reason for a refund unless the park has been officially closed to the public.

#### **VI. Security Deposits**

- A. Separate Damage/Clean-Up cash deposit will be required for all partially or fully enclosed facilities. This cash deposit shall be paid at the time the facility key is picked up at the Elkhart County Park Administration Office.
- B. The rental key shall be picked up at the Park Administration Office the day of the rental or the last working day prior to the reservation.
- C. The security deposit will be forfeited if the key is not returned within three (3) working days after the reservation unless prior arrangements are made with the Park Administration Office.

- D. The security deposit shall be refunded when the key is returned if the shelter area and the enclosed restrooms are left clean and undamaged. An area will not be considered clean if the area is not ~~as~~ found prior to the rental period (e.g., if there is debris on tables or scattered at the site and not in the receptacles provided). Clean-up includes removal of all directional signs placed by the renter along roadways and within the park. If the area is not found in satisfactory condition, as determined by Park staff in their discretion, this deposit will be applied to clean-up and repair. Charges for clean-up and repair will be billed per hour for Park staff labor and at cost for supplies, materials, equipment rental and contract labor.
  
- E. The damage/clean-up deposit shall be forfeited in whole if the renter fails to comply with all Rental Agreement terms and Facility Policies and Regulations as found on the Facility Rental Agreement Form.

## **VII. Other Fee Related Items**

- A. Payment of fees shall not waive the individual's duty to other fees or park regulations.

Adopted and Approved July 9, 2013