

13.9 Recreation Department Fees and Charges

A. *Purpose*

The purpose of this policy is to justify the means of determining fees and charges on a systematic basis by identifying program costs, classifying programs and the type of clientele served, and the relationship of these factors to one another.

B. *Procedures of Approval*

Each year the Recreation Department will submit a budget report to the Director for his/her approval. The report will include cost of program, instructor fees, supply expenses, contractual expenses, net loss or profit of program, estimated number of registrants, and a comparison between past and present years.

C. *Identify and Define Cost*

1. **Direct costs** are costs, which are directly attributed to a particular program and would cease to exist if the program were not offered. Direct costs may include program leadership, program supplies and equipment, field maintenance and lining, contractual expenses, and specific promotional costs such as postage, posters and flyers.
2. **Indirect costs** are costs which are not directly attributed to any specific program. Indirect costs may include administrative and supervisory salaries, office support staff, general utilities, postage, quarterly brochure costs, and promotional expenses such as flyer, film and paid advertising.
3. **Developmental costs** are costs which are directly attributed to a specific program over an extended period of one to three years. Developmental costs may include major equipment such as a balance beam, ballet mirrors and pool furniture.

D. *Fees and Charges*

1. **General Policy**

In order to provide maximum benefit for each tax dollar paid to the Park District, it is the general policy of the Wheaton Park District that fees will be determined by the Director in accordance with the following general policies:

- a. Organized activities for residents of the District will attempt to be self-supporting.
- b. Nonresident participants will be expected to pay higher fees sufficient to reimburse the District for all costs involved in providing Park District programs for their participation.
- c. Fees for activities will be set so that, with the minimum number of participants expected, direct costs will be

recovered, with a larger proportion of costs recovered as enrollment increases.

- d. Fees may be waived for certain special events or services which are deemed to be in the best interest of our residents or for which the charging of a fee would be prohibitive.
- e. Fees should be kept low enough that the majority of residents would not be precluded from participation because of inability to pay.
- f. All residents of School District #200 may register at resident rates for those Park District programs conducted in or on school property.
- g. Cooperative programs with public and private agencies may be offered for which nonresident fees may be waived.
- h. Fees for use of Park District revenue-producing facilities such as the golf club, water park and/or pools, and the fitness center, will be established with the following in mind:
 - 1. Rates competitive with similar public and private facilities.
 - 2. Maximum revenues without excluding the majority of residents due to an inability to pay.
 - 3. Nonresidents expected to pay higher fees than residents.
 - 4. Maximum service, maintenance and quality of product combined with minimum drain on operational budgets. These fees will be recommended by the Director and approved by the Board.

2. Program Classification Guidelines for Setting Fees

- a. Classification "A":
Programs and services that are primarily considered a community service. Programs subsidized by the park district no fee or a nominal fee which is less than the direct cost of providing the program. Example: special events, Cream of Wheaton, Haunted Halloween Happening, Entertainment in the Park, senior programs and trips, teen programs and trips, holiday special events/programs. Maintenance and upkeep of outdoor athletic areas, winter and skating shelter house operation, new or experimental programs offered on a trial basis for a specific period of time (usually one fiscal year.) At the end of this time period, these programs are moved to another classification or dropped from the program offerings.

- a. Classification “B”: Services that directly benefit only the individual participant. The user fee for these programs will be set to cover all direct program expenses plus a minimum of 30 percent of the direct expenses in order to cover indirect program costs. Minimum enrollments will be established for each program with a larger portion of the indirect costs being recovered as enrollment increases. Programs which fall under Classification “B”: which do not meet the guidelines set forth in Classification “B” will be evaluated by the Director of Recreation on an individual basis, and may or may not be run, depending upon the unique circumstances involved. Examples in this classification are soccer, athletic leagues, arts and crafts, dance, cooking, and swim lessons. The vast majority of Wheaton Park District programs fall into this classification.
- b. Classification “C”: Services that directly benefit only the individual participant. These programs or services are contracted by the Park District with an outside agency or individual to provide a service in a facility not owned or operated by the Park District in which the District will be charged on a per-person or percentage basis. The user fee for these programs will cover all direct program expenses plus a 70- 30 percent – with 30 percent going to the Wheaton Park District to cover indirect program costs. Examples in this classification are Aikido, Tae Kwon Do, Karate, Young Rembrandts and Music Together. District 200 co-op programs will have a 70 – 30 percent split with 30 percent going to the Wheaton Park District to cover indirect program costs. Examples of this are skills camps, baseball camps and wrestling. Minimum enrollments will be established for each program with a larger portion of the indirect costs being recovered as enrollment increases.

3. Nonresident Fees

All nonresidents will pay a user fee, which is a minimum of 50 percent higher than the resident rate, except that all residents of School District #200 may register at resident rates for those programs conducted in or on school property. This fee may be waived from time to time due to unique or unusual circumstances.

Adopted: 1986

Revised: 1995

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Board approved revised policy April, 2009.