

**Policy Name:** Fees and Charges  
**Section:** 3000 Operational: 3100 Administrative  
**Policy Number:** 0003

---

**Purpose:** To establish fee structure for recovery of program and facility costs.

**Reference:** None applicable

---

**Policy:**

The Park District has an obligation to provide the broadest range possible of organized recreation opportunities for the citizens of Bainbridge Island. The District's annual tax collection determines the amount of taxpayer support that is available for programs and facilities. Charging fees is a way to increase that availability by supplementing taxpayer resources. This policy is intended to establish a fee structure for balancing the availability of recreation programs and facilities with their affordability. In addition, it takes into account that recreation programs exist in a voluntary market where customers make choices based on price and available options.

**Cost Recovery for Programs**

A. **Cost Categories:** The District's cost recovery program is divided into three categories:

1. **Direct Program Cost:**  
The incremental cost of implementing a particular class or program. Includes instructor wage, materials and supplies, and any other incremental expenses incurred by the District to conduct the individual class or program.
2. **Direct Program Overhead:**  
Includes hourly cost of facility space used, incremental staff time required to administer a specific program such as special marketing, extra coordination and scheduling, special registration protocols, etc.
3. **General Overhead:**  
A share of costs incurred by the District at large to make the program available. Includes District administration, maintenance of facility, utilities, insurance, registration, printing, advertising, fee waivers/discounts, etc.

B. **Cost Recovery Standards:** Fees for recreation activities are recommended to the Recreation Services Director by the Recreation Department Managers each programming period prior to advertising them in the District's program brochure. A comparison of existing/recommended fees with the Cost Recovery Standards below will guide decisions to adjust fees.

1. Youth Programs, classes, activities and camps should each generate enough revenue to offset 100% of their Direct Program Cost and 50-115% of their Direct Program Overhead.
2. Youth Sports Teams should generate revenue to cover 100% of their Direct Program Cost and 100% of the Direct Program Overhead associated with administering the team. Additionally, an amount equal to 15% of their total Direct Program Costs should be generated to put towards the General Overhead costs.
3. Adult Programs and activities should return 100% of their Direct Program Costs, 100% of their Direct Program Overhead, and a minimum of 15% of their Direct Program Cost to put towards the General Overhead.

4. Special Programs are those activities or programs that are deemed by the District to be of general benefit to the public interest such as special concerts, special needs programs, or holiday events. These programs may generate little or no income and are not subject to normal pricing policies.
- C. Waivers of Fees and Charges: The reduction or waiver of fees for recreation activities, exclusive use permits, or facility rentals is within the public interest. It reduces barriers to participation, optimizes utilization, and generates revenue for existing facilities. The following fee reductions are available:
1. Fee Waivers for Low Income families are available for all classes conducted by Park District staff and for admission to the swimming pool. Where financially feasible, certain programs offered by the District but conducted by outside contractors will be made available for low income fee waivers or discounts. Assessment of eligibility will be performed by Helpline House.
  2. Senior/Disabled Low Income Discount of program fees for activities managed by Park District Staff and for admission to the swimming pool will be available at a rate of 50% of the published fee for senior and disabled Bainbridge Island residents with an annual household income of less than \$30,000. Senior citizens must be 61 years of age or older and disabilities must be documented. Eligibility for this program must be demonstrated by the participant annually. Self assessment forms and signed affidavits will be kept on file by office staff. The annual household income required is subject to change upon review by the Executive Director.
  3. Employee Discounts: See Personnel Policy.
- D. Non-Resident Fee Surcharges will be paid by non-residents for participation in District programs and activities that are subsidized by Bainbridge Island property taxes. The surcharge will apply to all members of a household who do not reside on Bainbridge Island during their participation in a program or activity. The fee(s) will be set and reviewed periodically by the Executive Director.

### **Cost Recovery for Facilities**

Fees for use of District facilities and other assets will be set by the appropriate Park or Recreation Services Director during the budget process each fall for the upcoming year. Whenever possible, prices will be set to recover 100% of the established hourly cost for providing the asset and for all incremental costs incurred by the District including staffing, maintenance, and utilities. Exclusive use of any part of a field, picnic area, or facility, that is owned or managed by the Park District and available for public use should have a published fee.

Recognized "Friends of Parks" and associations may at the discretion of the Executive Director have fees reduced or waived in exchange for work or contributions they have made to the facility or field they use.

No subletting of District facilities is allowed.

Commercial use of facilities is not allowed without due consideration. Commercial users are required to provide proof of insurance and will furnish a certificate naming the District as an additional insured.

### **Miscellaneous Fees and Reimbursements**

Use of District equipment, vehicles, or services by the public or outside agencies may involve a fee to reimburse the District for incremental costs incurred as a result of that use. A "market rate" fee should be charged for commercial use or for any individual seeking monetary gain through use of a public asset.

For fees related to public record requests, see Public Record Requests Policy.

For rental fees related to caretakers in parks, see Caretaker Policy.