Douglas County Community & Senior Center
Senior Services & Transportation Divisions
1329 Waterloo Lane, Gardnerville, NV 89410
775-782-5500 X3 Fax 775-783-6457

DOUGLAS COUNTY SENIOR SERVICES AND PUBLIC TRANSIT ADVISORY BOARD MEETING

Community and Senior Center,
P.O. Box 218, Minden, NV 89423
Phone: (775) 782-5500 Fax: (775) 783-6457
http://www.douglascountynv.gov/325/Community-and-Senior-Center

Doug Sonnemann	Chairman
Andrea Rajeski	Vice- Chairman
Ann Carroll	Council Member
Antionette Casselberry	Council Member
Dale Pelz	Council Member
Mickie Hempler	Council Member
Alice Artellan	Young at Heart Representative
Brook Adie	Staff Representative
Ryan Stanton	Staff Representative
Geoff Bonar	Staff Representative
Amanda Reid	Staff Representative
Jodi Martinez	Staff Representative

MEETING AGENDA FOR THE DOUGLAS COUNTY SENIOR SERVICES AND PUBLIC TRANSIT ADVISORY BOARD

Date: August 10, 2026 **Time: 9:00 a.m.**

Place: Douglas County Community and Senior Center
Carson Valley Health Conference Room
1329 Waterloo Lane, Gardnerville, NV 89410

1. **OPENING:** Call to Order and Roll Call. Pledge of Allegiance.
2. **APPROVAL OF AGENDA:** Approval of the meeting agenda for August 10, 2026.
3. **APPROVAL OF THE MEETING MINUTES:** Approval of the meeting minutes of June 8, 2026.
4. **PUBLIC COMMENT:** DISCUSSION ONLY, NO IMMEDIATE ACTION CAN BE TAKEN**.**
5. **ADMINISTRATIVE AGENDA**.
   a) Discussion and Possible Action: Fees and Charges Manual
      - The board will have an opportunity to review and give input on the suggested changes to the Fees and Charges Manual.

   b) Discussion and Possible Action: September Tour
      - The board will discuss possible neighboring senior centers to tour in September.

   c) Discussion (No Action): Staff Reports
      - This is an opportunity for staff to present updates on programs and projects.
6. **PUBLIC COMMENT: DISCUSSION ONLY, NO IMMEDIATE ACTION CAN BE TAKEN.**
7. Requests for possible future agenda items: No action will be taken on this item.
8. Next meeting tentatively scheduled for September 14, 2026.
9. **ADJOURNMENT**

Written Public Comment: To offer public comment before the Senior Services and Public Transit Advisory Board meeting, members of the public may submit public comments via email to the Director at badie@douglasnv.us.

In Person Public Comment: Members of the public may attend the meeting in person at the address listed at the top of the agenda**.**

Supporting Materials: Copies of supporting material can be requested in person from the Community Services Department, 1329 Waterloo Lane, Gardnerville, Nevada or by calling Brook Adie at 775-782-6246. Electronic copies of the agenda and supporting materials are also available at the following websites: State of Nevada Public Notices Website: https://notice.nv.gov/
Douglas County Meeting website: https://douglascountynv.granicus.com/ViewPublisher.php?view_id=1

Notice to Persons with Disabilities: Members of the public who are disabled or require special assistance or accommodations are requested to notify the Douglas County Community Services Department in writing at Post Office Box 218, Minden, Nevada 89423 or by calling 775-782-5500 at least 24 hours in advance of the meeting.

Members of the public may call the Community Services Department at 775-782-5500 to obtain help making public comment using any of the foregoing methods. A copy of the finalized agenda is posted at the Douglas County Community & Senior Center at 1329 Waterloo Lane, Gardnerville, Nevada.

Douglas County Senior Services and Public Transit Advisory Board Meeting Minutes

Date: June 8, 2026
Location: Douglas County Community and Senior Center

---

1. Opening

Call to Order: 9:01 am

Board members Present: Sonnemann, Carroll, Pelz, Artellan.

Absent: Rajeski, Casselberry.

Staff Present: Adie, Stanton, Reid, Martinez.

---

2. Approval of the Agenda for June 8, 2026

- Motion to approve the agenda: Pelz (1st), Hempler (2nd)
- Votes were:
    - Ayes: Sonnemann, Carroll, Pelz, Artellan.
    - Nays: None.
    - Absent: Rajeski, Casselberry
- Motion carried.

---

3. Public Comment

- None.

---

4. Agenda Items

a. Presentation: Walls Presentation

- Director Adie discussed the Dust and Wonder Trail and how the WALLS project came about. She also shared details about the railroad spikes and how they will be placed at

Dangberg, Seeman Pond, the theater, Walley's in Genoa, the Gardnerville Station, and Minden Mill.
    - For the Walls program, Carson Valley will be the second episode on PBS.
    - This was free to Douglas County.
    - It is budgeted at $68,000 but probably worth $200,000.
- Board member Artellan asked when it would be complete.
    - Director Adie said early to mid-August. She is presenting to the Town of Minden Board then the planning commission.
- Board member Pelz asked if there was any consideration to fill in arches or fill in areas on the building for more wall space.
    - Director Adie said it would cause distortion or shadow. The wall below will have an external door to be used as the entrance for the gallery. Eventually windows may be installed.
- Board member Hempler asked if the county owned just the building or the whole strip mall.
    - Director Adie said just the theater. The strip mall is owned by Ben Johnson.

---

b. Presentation: Budget Presentation

- Director Adie discussed the upcoming budget and gave details on the changes that are occurring this year. She discussed long-term care costs and what the county is responsible for. The cost has been $250,000 for past years but increased to $900,000 this last year. Still far lower than neighboring counties. The goal is still to allow people to remain in their homes as long as possible through our services. The population is mostly seniors and everyone is aging.
    - Social Services Manager Martinez shared that the Adult Day Club had 17 current members.
    - Director Adie added they run 2 full days and 3 partial days and participate in many of the activities within the building.
- Board member Pelz asked if we are having any impact at the federal level.
    - Director Adie said the state provides audits. ADSD primarily funds senior programs.
        - Nutrition for example provides $3.50 per meal. This is why it is so important for our seniors to sign in daily.
        - ADSD Independent Living Grant for homemakers for 100 people funds 1-2 hours every other week.
        - DART ADSD funds rides for Dial A Ride.
        - The Rep Payee Program is in its 2nd year of the grant cycle to get help for people for managing finances, including bill pay, budgets, etc.
- Chair Sonnemann asked that this be presented to TRIAD.
    - Director Adie shared that once the new public guardian has learned more in her position she can present.
- Board member Pelz asked if there are any autism groups.

    - Director Adie said we have Expand-Able Horizons which is volunteer led and has many programs but there are no facilities in Carson yet.
- Social Services Manager Martinez said Social Services has really had to shift from primarily families to seniors.
    - Director Adie said funding is the same, but costs have increased. Food, fuel, etc.
- Board member Pelz asked about fraud impacts.
    - Director Adie said no fraud that she is aware of. Audits are used to make sure they are spending funds as being said. She believes the last audit has zero findings.
    - Board member Pelz said he is impressed.

---

c. Discussion and Possible Action: Staff Reports

- Director Adie: Grand opening of the TRE Splashpad in TRE is coming up. Funding was received from the CV Swim Center and RCT funds. There will be a celebration including congregate dining/BBQ and giveaways. The Parks team has worked really hard on this project. The ADA playground is coming to Stodick Park and will be the first National Demonstration Site in Nevada. Hoping for completion in July. The Indian Hilld playground is in works. Funded through RCT funds from north county. Genoa vista trail expansion is waiting to find out if a grant will be awarded. This is a grant from the Conservative District.
- Deputy Director Stanton: DART South County expansion should start July 1st. Staff will start in TRE 3 times a day and evaluate as it goes. The annual closure of the building is July 1st through the 10th. CV Days is this weekend, last weekend was the Fishing Derby, and there is a roping tournament at the fairgrounds. The paid parking is going.
- Chair Sonnemann asked if the department is receiving grief for the Topaz issue.
    - Director Adie said they are working with NDOT to try and get it changed to "No Wake" and moving swimming further down. Staff is taking a beating from the public.
    - Deputy Director said they have no jurisdiction of the water.
- Social Services Manager Martinez: Used SB118 and overlapping funds for public health to get a van for community health worker. Van has a rear entry ramp. MOW reassessments are a priority right now. People are panicking about being taken off.
    - Director Adie said if they no longer qualify, they may need to reassess.
- Social Services Manager Martinez: there is funding until June for the contract with Liberty transport to help get people to medical appointments. A new homemaker is starting on the 20th and another is in the hiring process. There are 92 existing clients with a waitlist.
- Community Services Manager Reid: Shared flyers for TRIAD and volunteers. DART has a new office assistant starting next week. An open house is coming for volunteer recruitment. Will send out the information on the TRIAD seminars to the board.
- Director Adie said on June 25th the Silver Hair Coalition is requesting a presentation from DART.
- Board member Carroll asked how TRE residents know about the new DART stops.

    - Director Adie said magnets, the website, flyers have been sent out and the TRE GID is helping to share information.
- Board member Hempler asked if lunch is still served during the building closure.
    - Director Adie said lunch is still served. The gym is closed and multiple rooms will close as well.

---

6. Public Comment

- None.

---

7. Requests for Future Agenda Items:

- None.

---

8. Next meeting is tentatively scheduled for July 13, 2026.

---

9. Adjournment

- Meeting adjourned at 10:18 am.

Douglas County Parks & Recreation Department

DOUGLAS COUNTY
PARKS & RECREATION DEPARTMENT

Program & Facilities Manual

~~2026~~ 2027

Approved by the Douglas County BOCC
~~11/20/25~~

DOUGLAS COUNTY PARKS AND RECREATION DEPARTMENT

ARTICLE 1

REGULATIONS GOVERNING USE OF PARKS AND RECREATION FACILITIES, INCLUDING PARKS, RECREATION BUILDINGS, SPECIAL EVENT AREAS.

Section 101 - PURPOSE

The Parks and Recreation Department administers various facilities for use by a variety of groups, for a range of purposes. Article 1 serves to define fees and deposits, as well as procedures for use.

A number of conditions were used in establishing this Article:

(1) Youth activities need to be supported and subsidized to insure an open and inviting facility for healthy community recreation. To accommodate this commitment to youth, fees for youth activities are either very low or assessed to cover costs.

(2) Adult activities are subject to fees, as they have a greater capability to support monetarily the County program in providing the recreation service.

(3) Provision of a full range of class descriptions for fees to allow youth-oriented community organizations to maximize their fundraising efforts in support of youth.

(4) All requests are subject to Parks and Recreation Department priority ranking to insure the delivery of the recreation service.

(5) To ensure continued security of park facilities, deposits and insurance requirements will be required according to the schedule provided.

(6) Additional fees will be charged beyond the basic rate when the impact on budget in accommodating the recreation use is beyond normal operations, such as overtime costs.

(7) New and/or significant commercial uses or other uses creating major impacts on park facilities will be reviewed on a case by case basis by the Parks and Recreation Advisory Board, as a recommendation to the Director.

Section 102 - APPLICATION FOR USE AND SCHEDULING

(1) All reservations for use will require payment of the reservation fee and a full and complete deposit (Section 213) to provide incentive for appropriate use of the facility, as well as providing funds for damage and cleaning.

(2) Comprehensive General Liability insurance naming Douglas County as additionally insured on the Certificate of Liability from the customer, will be required for any event when: 1) the event is open to the public, 2) a fee is charged for the event, 3) the very nature of the event and/or the number of applicants require its application, and/or 4) as determined by the Director of Community Services or his/her authorized designee. The minimum limits for the insurance shall be as follows:
$1,000,000 for each occurrence
$1,000,000 annual aggregate

Insurance coverage must include premises and operations, and products and completed operations as a minimum. Further, if alcohol is to be sold, the insurance policy shall include Liquor Liability naming Douglas County as additional insured, with the same aforementioned requirements and minimum limits.

(3) To maximize use of facilities, the Department will require deposits to be assessed at the time of application submittal. The Refund Policy (Section 205) applies to all reservations, regardless of fees or class type.

(4) Depending on the event, the Department may require that security services be provided as a condition of application approval (Section 210).

(5) All applications for use will be made not less than two (2) weeks or not more than twelve (12) months prior to the proposed use of the facility. The Department may approve applications with less than two (2) weeks notice; however, all fees will be required to be paid at time of application submittal. It shall be the sole discretion of the Department to approve applications with less than two (2) weeks notice.

(6) No group or individual may reserve a park area or facility more than four (4) individual times per month, two (2) of which may be weekends (Friday, Saturday, Sunday). Requests for use beyond this frequency are subject to the Extended Usage Policy (Section 103).

Section 103 - EXTENDED USAGE

Extended facility usage involving multiple dates within a one (1) month period may be granted for a maximum of twelve (12) months. Because of the number of requests for limited facilities, requests for extended facility usage of ballfields, soccer fields, and Fairgrounds facilities may be subject to a meeting of all affected users before any uses are approved. Other requests for extended facility usage are subject to administrative review and approval, and Section 106 regarding the priority ranking schedule. Reservations are subject to cancellation with fourteen (14) days written notice as provided for in Section 106. When cancellation is necessary, the Department will attempt to relocate the activity. Requests for special events of national or regional significance, beyond twelve (12) months, may be made directly to the Parks and Recreation Advisory Board.

Section 104 - HOURS OF OPERATION

Buildings, park areas, athletic facilities and special event areas are available for individual and group use during normally scheduled hours of operation. Additional Charges over Basic Rate (Section 204) will apply for use beyond normally scheduled hours of operation. Indoor private functions will have an exit time of no later than 11:00 pm. Exceptions are subject to administrative approval.

Section 105 - RENTAL PERIODS

Minimum facility rental periods are established in Section 213 on a basic hourly rate. Other options available are full calendar day(s) or annual lease periods subject to the Extended Use Policy (Section 103). The time indicated on the application will reflect the actual facility use time which includes setup, tear down, and cleanup. Assessment for additional time beyond the indicated time blocks will be charged based on the hourly basic rate, or as otherwise provided. When the Department closes the facility due to weather or public safety, a full refund will be applied.

Section 106 - PRIORITY OF USE

The use of Douglas County facilities is based on a priority ranking.

Groups ranked at a low priority may be subject to rescheduling for Parks and Recreation Department activities with fourteen (14) days written notice. In that event, the County will attempt to relocate the group to another County facility, or issue them a full refund.

Group facility rankings shall be as follows:

(1) Douglas County Community Services Department sponsored activities.
(2) Student groups sponsored by the Douglas County School District.
(3) Youth, family, adult, or senior community recreation activities open to the public, sponsored or conducted by recognized community organizations.
(4) Douglas County governmental agency meetings open to the public.
(5) Douglas County groups or individuals conducting activities which are restricted to its members, or are closed to the public.
(6) Groups conducting religious, sectarian, or political meetings.
(7) Commercial use for financial gain.
(8) Out of County groups or organizations.

Section 107 - DAMAGE TO COUNTY PROPERTY

Individuals or groups causing damage or excessive wear and tear to any building, grounds, fixtures, furniture, or park facility shall be required to reimburse the County for all costs involved to clean, repair, restore or replace the affected area to its original condition prior to the reservation use.

If the damage is extensive, the application and damage report will be reviewed by the Parks and Recreation Department to determine if the applicant will be allowed usage again at a Douglas County Park facility.

Section 108 - USES REQUIRING PERMITS

Designated areas within the Parks and Recreation System may be reserved by individuals and groups. Reservable areas include athletic facilities, group use areas, picnic areas, and buildings. All applications must be signed by an adult who shall agree to be responsible for the use of the reserved area, and regulations as contained in this Article and Title 13 of the County Code. Some applications may be required to comply with the conditions of the Outdoor Festival License Title 5 (Douglas County Code § 5.12) or the State Live Entertainment Tax. No use permit shall be granted if, at the time of the application, there is a conflict with a prior reservation or a Department sponsored event taking place at the same time and place.

Any group consisting of more than twenty-five (25) persons must acquire a permit to use any Park area or facility, as provided in Title 13 of the County Code. Any commercial or personal use for financial gain must also acquire a permit to use any Park area or facility. Groups of fewer than twenty-five (25) may use any designated reservable or non-reservable area of any park area on a first-come, first-served basis; however, these groups must vacate any reservable area at the time a permit group arrives with a valid permit for use of the park area or facility.

Temporary Storage of equipment/supplies/material may be allowed for the activity/use/event/season, depending on space available at the reserved facility, as part of the approved permit. No hazardous materials, explosives, illegal substances or equipment/supplies/material not related to the activity/use/event will be allowed to be stored for any reason or length of time. Any equipment/supplies/material stored must be removed at the conclusion of the permitted activity/use/event/season. The Department will not be responsible for any stored equipment/supplies/material that is lost, stolen or damaged.

Section 109 – SMOKING & VAPING

Smoking and vaping are prohibited in all County buildings except where specifically authorized.

Section 110 - SALE OF ALCOHOL IN PARK AREAS, FACILITIES, AND BUILDINGS

The sale of alcohol is prohibited in all County buildings and facilities unless an applicant making the request has obtained: 1) a Sheriff's liquor license permit, 2) a Park & Recreation Department Alcohol Sale Permit and may require an outdoor festival permit. Sale of Alcohol will require insurance coverage in conformance with Sections 102.2. and 102.3.

Section 111 - EXCLUSION OF PUBLIC

In the event of an emergency or by determination that in the public interest it requires that any park, facility, or portion thereof, may be closed to the public, the Parks and Recreation Department may exclude persons from the park area, as provided in Title 13 of the County Code.

ARTICLE 2

PARKS AND FACILITIES FEES AND DEPOSITS

Section 201 - PURPOSE

Fees and charges may be levied to offset, cover and subsidize expenses incurred by the County in providing the recreation service.

Section 202 - FEES

Fees and deposits shall be established by the Parks and Recreation Director, as provided in Title 13.04.110 of the County Code, reading in part:
"Fees and Charges required shall be as established by the director."
The Parks and Recreation Advisory Board may review and recommend fees as set by the Parks and Recreation Department. The Board of County Commissioners has authority to revise or amend fees set by the Department.

Section 203 - CLASSIFICATION OF FACILITY USES AND CHARGES

CLASS I: 0% of Basic Rate

a) Non-profit County Youth and Senior groups when the activity is open to the public for activities and meetings for recreational purposes.

b) Non-recreation groups or community organizations providing adult or youth recreation activities which are free and open to the public

c) All governmental meetings and fundraising activities sponsored by government agencies, where such a reciprocal agreement exists.

Interpretation: Includes all County youth and senior groups or agencies serving youth or seniors, who are non-profit, tax exempt or not-for-profit, and whose primary purpose is to provide recreation for Douglas County youth or seniors. The majority of participants must be Douglas County residents. Any fees charged of a participant in the activity must be used entirely for the support of the activity. Also includes governmental meetings and fundraising activities related to their operations. Does not include individual youth and senior team meetings, or team and organization parties.

CLASS II: 50% of Basic Rate

a) Recreational fundraising activities for local, community youth-serving or senior-serving groups and non-recreational groups when all funds raised support County recreation/community activities.

b) Events and other functions which are supported by the local Visitors Authority.

c) Family use for the purposes of bereavement, not open to the general public.

Interpretation: Pertains primarily to fundraising activities by County community organizations and youth or senior serving agencies in support of recreation/community activities. Normally associated with fundraising activities whose purpose is to generate funds to support youth, senior or community activities.

CLASS III: 100% of Basic Rate

a) Groups (i.e., religious, political, or union) conducting meetings.

b) Private parties, individual use, family use, not open to the general public.

c) Open and closed dances and fundraising events when the funds raised are not used to support a community or local recreation activity.

Interpretation: Usually associated with private functions not open to the public, including private parties, individual use, and family use. Includes community organizations, where the event will not generate funds for the organization, or will not be open to the public.

CLASS IV: Full Basic Rate plus a negotiated percentage of gross receipts, or a flat rate based on a fee set and approved by the- Parks & Recreation Advisory Board

a) Commercial or personal use for financial gain.
b) Events of uses that impact County facilities that are not detailed or fit into the current Department schedule.

Interpretation: Any new and/or significant activity whose purpose is commercial use and/or is an impact to a facility. Requests shall need to go before the Parks and Recreation Advisory Board for final approval.

Section 204 - ADDITIONAL CHARGES OVER BASIC RATE

Additional charges will be levied over basic rate under the following conditions:

a) When a facility is not normally open and staff is required to be on duty or to perform a service.

b) When staff is needed for setup, breakdown, cleanup, field preparation or other maintenance duties when required during other than normal operating hours.

c) When staff are required for facility control, including: security, operation of lights, traffic control, etc.

d) When extraordinary use requires field renovation or facility repair as a result of the activity.

e) When facility damage is incurred, including all material costs, supplies and labor.

~~e)~~f) When required by the nature of an event, Community Services may coordinate/order of dumpsters, port-a-potties or other necessary contract services. Fees will be added to the final invoice for the facility rental and payable by the renter.

The determination of requirements for additional personnel and associated charges shall be made by the Director.

Section 205 - REFUND POLICY

The following refund policy will be in effect regarding all park and recreation facilities available for reservation:

(1) A group may cancel their reservation thirty (30) calendar days prior to the reservation, with a full refund, less a $10.00 administrative fee.
(2) A cancellation fee based upon 50% of all fees or 100% of deposit, whichever is less, will be assessed if cancellation is made between 29 days and 10 days prior to the date of reservation.
(3) In the event the permittee fails to appear for the scheduled use or cancels with less than 10 days notice, no refunds of fees will be given.
(4) For Topaz Lake Park Camping Only: Cancellation requests received 8 or more calendar days in advance of a reservation will receive a full refund or the ability to reschedule to different camping dates within one year of original reservation. Cancellations can only be requested by phone to or in person at the Parks Division Office during normal business hours. There will be no refund for cancellation requests received 7 days or less in advance of a reservation.
(5) The Parks & Recreation Department does not process cash refunds.

Section 206 - REFUNDABLE DEPOSITS

A deposit to ensure appropriate use of facilities, cleaning and repair shall be established by the Parks and Recreation Department. When alcohol is to be consumed during facility use, the deposit amount will be doubled.

Full or partial deposits shall be returned to the permittee, pending an inspection of the reserved facility. The returned deposit amount is subject to any and all claims for cleaning and/or repair due to damage and if staff are required to stay beyond the allotted time and any cancellation administrative fee.

Section 206 - REFUNDABLE DEPOSITS, continued

For some uses, it may be determined to be more cost effective to not collect, process and refund a deposit. Therefore, a Deposit may be waived at the discretion of the Director or his or her designee for those instances of use with minimal or no risk of damage. Such meetings may include business meetings / membership meetings with no meal, alcohol, music and attendance of less than 50 people.

Section 207 - PAYMENT OF DEPOSITS AND FEES

A credit card processing fee of ~~3.0%~~ 3.5% may be applied at the time of application submission if paid by credit card.

A total complete deposit, as indicated by the fees and deposit schedule, shall be paid in full 10 days after application approval and the permit is granted.

All the usage fees shall be paid by the applicant not later than ten (10) working days prior to the reserved date. However, camping charges must be paid at time of reservation or use. If the fees are not paid prior to the ten (10) working day limitation, the permit issued shall be null and void, and appropriate cancellation fees may be assessed. Fees for special equipment and/or personnel unknown at the time of the application will be billed after the reservation is completed, when computation can be accomplished.

Section 208 - SETUP

Setup, breakdown, and basic cleanup will be the responsibility of the group utilizing the facility. When County staff are required for specialized setup, finalized instructions must be submitted seventy-two (72) hours prior to the event and may result in additional fees. Changes after the final setup shall be the responsibility of the user to perform.

Section 209 - DECORATIONS

When decorations are to be used, prior approval must be obtained by the user from the Parks and Recreation Department. Decorations which require nails, eyebolts, or staples are not permitted. Decorations must be taken down after the event or cleanup time required by Department staff will be assessed against the deposit.

Section 210 - SECURITY

To ensure proper use and control of facilities and equipment, security **and/or a security plan approved by the Sheriff's Department** may be required under the following circumstances:

(1) If an event makes a major impact on a facility.
(2) When alcohol is being served or sold.
(3) When additional precautions are deemed necessary due to the nature of the event.

Section 210 – SECURITY, continued

When security is required, private security personnel may be arranged by the department. The applicant is responsible for all fees for security services. If county personnel are utilized for security purposes, fees will be based on the hourly salary of a Park Ranger at time and a half plus benefits. Sheriff's Department approval may be required prior to application approval.

Section 211 - LIABILITY INSURANCE

A Certificate/Certificates of Insurance, naming Douglas County as an Additional Insured, must be submitted 10 days prior to the date of reservation, when required by the Department.

Section 212 - DONATIONS IN LIEU OF FEES

For all facilities the Department will consider Donations in Lieu of Fees to Douglas County and the Douglas County Community Services Foundation. Donations will be reviewed on a case by case basis, with specific proposals accepted or rejected at the sole discretion of the Department. Acceptable donations will remain in effect for a period of up to one (1) calendar year from the date of the donation, or when the donation is 100% expended against the usage fee, whichever comes first, when the donation is to be applied in lieu of a fee.

Donations in Lieu of Fees may be applied towards an Application Fee and/or Usage Fees, but cannot be applied towards Deposits, Alcohol Permits and Staff Time.

Donations must be made in advance of application for use.

Section 213 - FEES AND DEPOSIT SCHEDULE

ALL PARK FACILITIES		
LOCATION	**FEE / CHARGE BY EVENT AND FACILITY**	**DEPOSIT**
Tournament Fees		
Field Use {1} Mon - Fri Sat / Sun / Holiday	$~~25~~ $30/day/field $~~50~~ $55/day/field	
Chalk	~~$8~~ $15/bag	
Lights (when available) {2}	$50/~~field~~ hour/~~night~~ field	
Tournament Deposit		$200
~~Total~~ Minimum Tournament Fee~~*~~ ~~*Kahle & Zephyr Cove Parks Only~~	~~$350~~ $400/day/field	$300
Field Use Fees		
Individual Use {3} – Fields	$10/hour/field	$100
~~Private Leagues~~	~~$5/hour /field~~	~~$100~~
Infield Preparation* *Based on Staff Availability	$75/ preparation	
Lights (when available) {3}	~~$35~~ $50/hour/field	
Event	$400/day	$200

{1} County will provide mat drag, rakes, hoses, template, chalker and bases. Facility user may bring in own equipment for field preparation. However, no cars or trucks are allowed. Outside small equipment such as a quad or golf cart are permitted with a licensed driver minimum age of 18. Failure to comply with regulations will lead to loss of deposit.
{2} Not included in minimum tournament fee & entire facility rentals.
{3} Includes a team game or practice.

Banners / Advertising		
LOCATION	**FEE / CHARGE**	**DEPOSIT**
Adult Softball Fields Outfield Fences Only {4}	$300/Field/Season	

{4} Banner Design to be approved by Department. Department is not responsible for loss of or vandalism to banner. Banner owner is responsible for banner storage and banner maintenance/replacement needed due to damage, theft or loss.

~~Tennis Outdoor~~ Court Rentals (Tennis, Pickleball and Volleyball Courts)		
LOCATION	**FEE / CHARGE**	**DEPOSIT**
Individual Use	~~$2~~ $5 /hour/court	
Tournaments / Club Events	~~$30~~ $60/court/day	~~$50~~ $100
Commercial Use Permit / Lessons {5}	$50/Month or $300/Year	

{5} Allows permit holder use of courts during non-peak times on a first-come, first-served basis. Permit holders must follow posted tennis court use guidelines.
Tennis instructors must be certified by a recognized association (i.e. USTA) with appropriate insurance coverage.

Other Facilities / Uses		
LOCATION	**FEE / CHARGE**	**DEPOSIT**
Picnic Tables (Limit 4 tables)	~~Limit 4 tables~~ ~~$10/Use~~ $25 Day/Table	
Commercial Balloon Launch Commercial Equipment Rental Parking/Staging i.e. Mountain Bikes, Quads, Snowmobiles, Horses, etc.	$100/Launch/Day or $500/Month	$100 $500
Alcohol Permit for Sale {7}	~~$100~~ $200/Event	
Application Fee (Non-refundable)	$5	
Event Maintenance Fee For additional maintenance beyond normally scheduled work hours of staff assigned to facility	$30 / Employee / Hour	
Key Deposit {6}		$50
Transportation Request Processing Fee {6}	$20/Bus or Van	
Parking Fee	$10 per vehicle by event for Class IV use	
Lincoln Park Lake Tahoe Buoy Field Permit Application	$100	
Lincoln Park Lake Tahoe Buoy Field Permit	$5,000/3 Year Permit	
Emergency Use of County Park Facilities	~~$2,000~~ $3,000/Day/Facility	

Section 213 - FEES AND DEPOSIT SCHEDULE, continued

{6} Unless a reciprocal agreement exists to justify no charge, these fees are not waivable, and are separate from any other fee or class imposed.

{7} Additional permits may be required by the Sheriff's Office.

FAIRGROUNDS		
LOCATION **# Participants**	**BASE FEE**	**DEPOSIT**
Main Arena & Concession Fee includes 1 free arena prep and water down before event daily. For weekend use, fee includes 2 1 free arena preps. as staffing allows		
Primary Users (~~$300~~ $500 annual fee pays for access to both Main & North Arenas)	~~$300~~ $500 annual fee and ~~$25~~ $50 per use day (weekday) or ~~$50~~ $100 per use day (weekend/holiday)	$100
All Other Uses	~~$300 per day~~ $500/day	$300
Lights No lights available for North arena Fee is not waivable for Primary Users	~~$35~~ $50 per hour	
North Arena Fee includes 1 free arena prep and water down before event daily. For weekend use, fee includes 2 1 free arena preps. As staffing allows		
Primary Users	~~$15~~ $30 per use	
All Other Uses	~~$100 per day~~ $150/day	$200
Horse Stalls Fee is not waivable	~~$15~~ $20/head/day	
Pole Barn	~~$50 per day~~ $100/day	$100
Pavilion	~~$400 per day~~ $600/day	$200
Youth / Senior Team & Organization Parties Fee is not waivable	$70 per day	$200
Utility Surcharge – Pavilion use only Fee is not waivable	~~$75~~ $100/day of use	
Camping	$25 per day per unit or $300/event/night	
Miscellaneous		

Tractor	$50 per hour metered	

FAIRGROUNDS CONTINUED		
LOCATION	**BASE FEE**	**DEPOSIT**
Water truck	$50 per hour metered	
The Department reserves the right to charge for parking. Fees will be negotiated in the contract.		
Entire Facility Excluding stalls, event maintenance and miscellaneous services. Facility deposit may be doubled per Section 206 regarding the consumption of alcohol.	~~$1,000 per day~~ $1500/day	$1,000

Add:
Mobile Bleachers $500/event/unit
Panels $5/panel **or** staff set up $15/per panel

HERBIG PARK		
Event Area*	$200/day	$500

*Does not include Skate Facility.

JOHNSON LANE				
LOCATION	**BASE FEE**	**FEE 2 HOUR MIN**		**DEPOSIT**
Group Pavilion	~~$25/hour~~ $150/day	~~$50~~		$100
Entire Facility		~~$1,000~~/day		$1,000

KAHLE PARK				
LOCATION	**BASE FEE**	**FEE 2 HOUR MIN**		**DEPOSIT**
Group Pavilion	~~$40/hour~~ $150/day	~~$80~~		$100
Entire Facility		$1,000/day		$1,000

LAMPE PARK				
LOCATION	BASE FEE	FEE 2 HOUR MIN		DEPOSIT
Group Pavilion				
	~~$50/hour~~ $150/day	$100		$100
Group Picnic Area #1 (Pavilion, sand volleyball, and horseshoes)				
	~~$70/hour~~ $200/day	$140		$200
Group Picnic Area #2 (Sand volleyball, (3) picnic tables, BBQ's)				
	~~$40/hour~~ $125/day	$80		$100
Entire Facility	$1,000/day			$1,000

MODEL AIRPLANE COMPLEX		
LOCATION	BASE FEE	DEPOSIT
Entire Complex	$2 per car $25 per hour $200 per day	$100

RANCHOS ASPEN				
LOCATION	BASE FEE	FEE 2 HOUR MIN		DEPOSIT
Horseshoe or Playground Pavilion	~~$25/hour~~ $150/day	$50		$100
Entire Facility	$1,000/day			$1,000

SKATE FACILITY				
	BASE FEE	FEE 2 HOUR MIN	DAY	DEPOSIT
	$100/hour	$200	$800	$500

SHOOTING RANGE		
Entrance Fee	$5 per car	
Annual Pass	$50 per car	
Pistol Range Fee	$50 per hour	

Rifle Range Fee	$50 per hour	
Entire Shooting Range Facility	$500 per day	

STODICK PARK				
LOCATION	BASE FEE	~~FEE 2 HOUR MIN~~		DEPOSIT
Group Pavilion	~~$25/hour~~ $150/day	$50		$100
Entire Facility	$1,000/day			$1,000

TOPAZ LAKE PARK		
DESCRIPTION	FEE/CHARGE BY UNIT OR VEHICLE/NIGHT	~~HOLIDAY RATES~~
CAMPING CHARGES		
RV hook-ups (reservable)**	~~$40~~ $50	~~$65~~
Dry Camping (reservable)**	~~$30~~ $40	~~$40~~
2nd Dependent Vehicle*	$10	
Primitive Camping	$20	
Boat launch (one-time charge per stay for campers)	$10	
Reservation fee per site** (Non-refundable)	$5	
Collection fee***	$20	
SEASON PASS**		
Annual pass - Disabled Veteran	$0	
Senior pass (60 years & over) D.C. resident	$25	
Annual pass - D.C. resident	$70	
Annual pass - non-D.C. resident	$100	
DAY USE CHARGES		
Day use (ends at 8:00 pm)	$5	
Large Groups & Functions	$5/vehicle + $3/person	
Boat launch	$10	
STORAGE CHARGES**		
Per Unit	~~$35 monthly, $145 6-month, or $261 annually~~ $50/month $250/6 months $500/annually	

All payments collected at the campground will be self-pay, credit or debit card transactions and will include only the following services: Primitive Camping, Boat Launch, Day Use and/or other donations.

From the Friday before Memorial Day to Labor Day all weekends for all reservations must include both Friday & Saturday night stays.

~~Labor Day, Memorial Day and Fourth of July, when it is observed as a 3-day weekend, are defined as Holidays and will have special Holiday Rates. The Holiday Rate for Memorial Day and Labor Day will be Friday through Monday. The Holiday Rate for the Fourth of July will be either Friday through Sunday or Friday through Monday depending on when the State observed holiday falls. The Holiday Rate is applicable to reservable sites only.~~

*2nd Dependent Vehicle must be associated with a paid, reserved site. Only one 2nd Dependent Vehicle per reservable site. 2nd Dependent Vehicle rate is not eligible for those staying in Primitive Camping area. 2nd vehicle is defined as a state registered vehicle, driven in and associated with a primary registered vehicle at the reserved campsite. Vehicles in tow are not considered a 2nd vehicle. All vehicles & equipment must fit within the reserved camping area.

**May ~~only~~ be paid online, by phone to or in person at the Parks Division Office during normal business hours.

***Charged when camper fails to pay facility use charges.

Season Passes - Must have two (2) valid forms of identification as a Douglas County resident. Disabled Veteran must present a Veterans Medical Card with picture, indicating a service related disability. Includes unlimited boat launch and day use of facilities. Restricted to non-holiday weekends. Following holiday weekends are excluded for season pass holders: Memorial Day, Fourth of July, and Labor Day.

Camp Host – In the event a Camp Host Program is implemented, the Camp Host shall camp for free.

A reservation must be paid in full at the time the reservation is made and the reservation fee is non-refundable.

TOPAZ RANCH ESTATES				
LOCATION	BASE FEE	~~FEE 2 HR MIN~~		DEPOSIT
Recreation Building	~~$30/hour~~ $40/hour	~~$60~~		$100
Annual Permit {8}	$100/year (1 use/month) $200/year (2 or more uses/month)			

{8} Annual Permit - Limited to community, non-profit organizations; excluding religious, union, and political organizations.

WARRIOR WAY - PARK AND SCHOOL DISTRICT PARKING FEES		
Douglas County Resident Fee	$0	
Non-Resident Library Card Holders Fee	$0	
Non-Resident Tennis Club Member Fee	$0	
School or County Scheduled Use	$0	
Park or School Use Reservation	$0	
Special event - School District or County	$0	
Non-Resident Weekday Fee	$20 per day	
Non-Resident Weekend Fee	$40 per day	
Holiday/High Demand Fee	$100 per day	

Parking fees will be collected 7 days a week when Douglas County School District is on summer break/not in session and on weekends when school is in session August through September.

The Director has the authority to adjust rates and rules based on usage and need. These actions will be temporary until recommendations can be obtained by the Parks and Recreation Advisory Board and approved by the Board of County Commissioners.

No parking will be allowed in fire lanes or posted areas.

No beach parking will be allowed in front of the Zephyr Cove Tennis Courts and the Douglas County Library.

No fires and no barbecues of any kind will be allowed for beachgoers.

Beach parkers will not be allowed to go near or enter school athletic facilities or buildings.

ZEPHYR COVE PARK				
LOCATION	**BASE FEE**	**FEE 2 HR MIN**		**DEPOSIT**
Group Picnic Area (GPA) (BBQ's, sand volleyball, and horseshoes)				
	~~$50/hour~~ $125/day	$100		$100
Pavilion ~~A or B~~				
	~~$40/hour~~ $150/day	$80		$100
~~Remove Pavilion A and B~~				
	~~$70/hour~~	$140		$100
Combination Pavilions/GPA				
	$400/day			$200
Entire Facility (excludes tennis courts)				
		$1,000/day		$1,000

KAHLE COMMUNITY CENTER {9}				
LOCATION	BASE FEE	~~FEE~~ 2 HR MIN	~~FEE 8>HRS~~	DEPOSIT
Freel Room				
136 sq ft	$~~15~~ 20/hour	~~$30~~	~~$120~~	$200
Angora Room				
463 sq ft	$~~20~~ 25/hour	$40	$160	$200
Rubicon Room				
835 sq ft	$~~25~~ 35/hour	$50	$200	$200
~~Remove Angora and Rubicon~~				
	$35/hour	$70	$280	$200
Pyramid Room - Roots & Wings Preschool, not available for rental				
835 sq ft	N/A	N/A	N/A	N/A
Tallac Room				
1,060 sq ft	$~~40~~ 50/hour	$80	$320	$200
GYMNASIUM				
½ Court	$~~100~~ 150/hour	$200	$500	$100
~~Entire Gym~~ Full Court	$~~200~~ 300/hour	$400	$750	$300
Tournament Fee	~~$400/day~~ $500/day			$200
Entire Phase II				
	$~~300~~ 1000/hour	$600	$1,000	$1,000
Entire Facility				
	$~~400~~ 1500/hour	$800	$1,500	$1,000

{9} Subject to staff and setup charges.

DOUGLAS COUNTY COMMUNITY & SENIOR CENTER {9}				
LOCATION		BASE FEE	FEE 8>HRS	DEPOSIT
Carson Valley Heath Room				
565 sq ft	~~$20~~ $30/hour	$20	$160	$200
North Activity Room				
1,210 sq ft	~~$25~~ $35/hour	$25	$200	$200
South Activity Room				
1,164 sq ft	~~$25~~ $35/hour	$25	$200	$200
Music Room, Not available for rental				
384 sq ft	N/A	N/A	N/A	N/A
Ranch View Room				
1,788 sq ft	~~$40~~ $50/hour	$40	$320	$500
Kitchen				
360 sq ft	~~$20~~ $30/hour	$20	$160	$200
Dirty Craft Room				
272 sq ft	~~$15~~ $25/hour	$15	$120	$200
Dirtier Craft Room				
710 sq ft	~~$20~~ $30/hour	$20	$160	$200
Sr Center Conference Rm				
244 sq ft	~~$15~~ $25/hour	$15	$120	$200
Grand View Dining Room 5287 sq ft				
Weeknight M - Th	$800/day			$1,000
Friday Afternoon & Sunday	$1,000/day			$1,000
Holidays & Saturday	$1,500/day			$1,000
Racquetball / Wallyball Court				

Reservation Fee	$6		

{9} Subject to staff and setup charges.

Addition:
Patio outside Dining Room (without room rental) $50/hour

Pickleball Court Rentals		
LOCATION	FEE / CHARGE	DEPOSIT
Individual Use (During Non-Peak Hours)	$~~2~~ 10/hour/court	
Tournaments/Club Events/ Lessons*	Already covered on page 13 – Outdoor Courts	

LOCATION	BASE FEE	FEE 2 HR MIN	FEE 8>HRS	DEPOSIT
GYMNASIUM				
½ Court	$~~100~~ $150/hour	~~$200~~	~~$500~~	$100
Single Court Gym	$~~200~~ $300/hour	$400	$750	$200
Double Court Gym	$~~300~~ $600/hour	$600	$1,000	$500
Tournament Fee	$800/day			$500
Entire Gymnasium				
	$~~600~~ $800/hour	$1,200	$3,000	$2,000
~~Remove Entire Gym & Activity Room~~				
Discuss fees and deposit	~~$700/hour~~	~~$1,400~~	~~$4,000~~	~~$2,000~~

{9} Subject to staff and setup charges.

*Tournament/Club Events/Lessons will be coordinated with Douglas County using an Independent Contractor contract. These contracts shall be approved by the Director. Instructors must be certified by a recognized association and provide appropriate insurance coverage.

DCCSC & KCC PASS RATES					
CATEGORY	AGE	DAILY WALK IN	30 DAY PASS	90 DAY PASS	ANNUAL PASS
Event Spectator	All Ages	Established By Event			
Child*	5th grade & under	$0	$0	$0	$0
Youth**	6th – 7th grade	$~~3~~ 4	$~~19~~ 25	$~~35~~ 40	$~~69~~ 79
Teen	8th – 12th grade	$~~6~~ 7	$~~24~~ 30	$~~41~~ 46	$~~89~~ 99
College Student (w/ valid student ID)	18 – 24 yrs	$~~6~~ 7	$~~41~~ 46	$~~86~~ 91	$~~219~~ 229

Adult	18 yrs & over	$~~8~~ 9	$~~54~~ 59	$~~114~~ 119	$~~249~~ 259
Senior/Veteran (non-disabled)***	60 yrs & over	$~~6~~ 7	$~~41~~ 46	$~~86~~ 91	$~~219~~ 229
~~Veterans Discount~~		~~10% discount off age appropriate fee above~~	~~10% discount off age appropriate fee above~~	~~10% discount off age appropriate fee above~~	~~10% discount off age appropriate fee above~~
Disabled Veteran / Active Duty Military ****		$0	~~$0~~ N/A	~~$0~~ N/A	$0

*When with and directly supervised by a paid adult.
**No access to weight equipment and jogging track.
***Young at Heart and Tahoe Douglas Senior Members are eligible for a $10 discount off Annual Pass rate.
****Must present documentation indicating service-related disability and/or Active Duty Military ID.

DCCSC SUPPLEMENTAL ROCK WALL MEMBERSHIP			
CATEGORY	**AGE**	**DAILY WALK IN**	**ANNUAL PASS**
Event Spectator	All Ages	Established By Event	
Child*	5th grade & under	$0	$0
Youth	6th – 7th grade	$5	$49
Teen	8th – 12th grade	$5	$49
College Student (w/ valid student ID)	18 – 24 yrs	$5	$49
Adult	18 yrs & over	$7	$99
Senior/Veteran (non-disabled)	60 yrs & over	$5	$49
~~Veterans Discount~~		~~10% discount off age appropriate fee above~~	~~10% discount off age appropriate fee above~~
Disabled Veteran / Active Duty Military		$0	$0

*When with and directly supervised by a paid adult.

A supplemental membership for rock wall participants may be purchased by all active members of the DCCSC. With the purchase of this ancillary plan members will receive a discounted rate for pre-paying for multiple and frequent visits to the rock wall facility. This fee will be prorated to the month of purchase if not purchased at the same time as annual pass.

The rates do not include equipment rental. A $3 equipment rental fee will be charged to each participant, in addition to the supplemental rate, when DCCSC equipment is used.

These rates are subject to change based upon demand and changing market conditions. Hours of operation may change per season and as needed for scheduled facility closures for maintenance.

All children 5th grade & under are free of charge, however this does not include program registrations for Kids Club, drop-in classes, dance & exercise programs, contracted classes, sport leagues and other programmed activities in the facility.

Paid Daily Walk-In guests and Pass holders are entitled to use of the gymnasium, weight room, jogging track and gym restrooms. Some age limitations may apply for access to weight equipment and jogging track. Use of the gym, weight room and jogging track is only available during normal hours of operation and when the designated areas are not being utilized for scheduled Department programs or reserved activities and events.

Daily Walk-In fees and Pass fees do not include program registrations for drop-in classes, dance & exercise programs, contracted classes, sport leagues and other programmed activities in the facility.

An Annual Pass may be paid in full or by an Installment Plan. With the Installment Plan, the first quarter installment is paid at the facility when the pass is purchased, with the remaining balance automatically billed to a valid credit card thru a payment schedule for the next consecutive 3 months. A $1.50 charge will be added to each installment for annual pass holders utilizing the Installment Plan in addition to the ~~3.0%~~ 3.5% credit card processing fee.

Pass Cancellation and Refund Procedure

Daily Walk-In fees, 30 Day Pass fees and 90 Day Pass fees are not eligible for a refund.

Annual Pass fees paid in full at time of registration are eligible for a refund under circumstances involving severe medical conditions, customer satisfaction concerns or relocation out of the area. The Department will review the date of request and the date of purchase in evaluating the refund request. The customer may or may not be eligible for a refund depending upon the time of request in relation to the number of months passed within the effective dates of the year purchased. The Department will calculate what the customer would have paid at the 30-Day Pass rate for each 30-day period used and refund the difference between that amount and the amount paid for the Annual Pass.
Additionally, the $5.00 refund processing fee will be applied. The Department will not refund or modify beginning or ending pass effective dates due to participant's lack of use or inability to use due to personal injury or other reason. The Department may pause a membership for up to 60 days due to personal injury.

Annual Pass fees paid through the Installment Plan are eligible for a refund under circumstances involving severe medical conditions, customer satisfaction concerns or relocation out of the area. The Department will review the date of request and the date of

purchase in evaluating the refund request. The Department will calculate what the customer would have paid at the 30-Day Pass rate for each 30-day period used and will charge through a revised payment schedule the difference between that amount and the amount paid to date. Additionally, the customer will be charged $10.00 for processing fees associated with removing the customer from the Installment Plan. The Department will not refund or modify beginning or ending pass effective dates due to participant's lack of use or inability to use due to personal injury or other reason. The Department may pause a membership for up to 60 days due to personal injury as verified by a doctors note.

The Parks & Recreation Department does not process cash refunds.

Payment Schedule / Installment Plan Declined Transaction Procedures

Annual Pass fees paid through a Payment Schedule that come back with a notice of credit card declined will be handled using the following procedures:

- Customer will be contacted with information on file and asked for a new, current credit card account number.
- A revised Payment Schedule will be created to capture the balance due.
- An additional processing fee of $25 will be added to the revised Payment Schedule and will be billed within 10 business days of notification.
- If unable to contact customer, pass status will be frozen and a letter or email will be sent to the customer stating fees due.
- Fees due are payable by a predetermined due date.
- If unable to resolve, customer account will be flagged in computer system noting amount due and that they are not eligible for future purchases until balance due is paid in full.
- Account Closed customer accounts will be flagged as noted above and if unable to collect, the Department will write off the debt as uncollectable revenue within the appropriate fiscal year.

Miscellaneous Charges

Replacement Identification Card: $10.00

All pass holders are required to carry the Douglas County Parks & Recreation Department Pass Holder Photo Membership Card as the facility operates on a bar code system. There is no charge for the first card provided to pass holders. However, the $10.00 fee may be applied when replacing lost cards during the term of a pass.

Facility Use Guidelines

Rules of use / Code of Conduct will be developed in accordance with Title 13 of the Douglas County Code and will be posted at the facility.

There will be a general rule of the facility that states, "Proper behavior and attire is required. Respect must be shown for facility and staff at all times. Failure to follow posted rules or any abuse or vandalism of facility property will result in suspension of facility privileges."

Personal Trainers

Personal Trainers who desire to conduct personal training services for third party clients at the Douglas County Community and Senior Center or at Kahle Community Center are eligible to do so only during normal business hours, and must:

- Sign Personal Trainer Release, Indemnification & Hold Harmless Agreement.
- Provide a Certificate of Insurance & Additional Insured Endorsement.
- Provide a copy of Personal Trainer Certification from National Accredited Agency.
- Provide a copy of AED, CPR & First Aid Certification.
- Pay $100 a month.

Use of County Vehicles

Douglas County Nonprofit and or Community Organizations can request the use of a vehicle for the purposes of conducting community events. A Douglas County Community Services Vehicle Use Application must be completed and submitted no later than two weeks prior to the request. A fee per mile is established by the U. S. General Services Administration. Current mileage rates can be found at gsa.gov. Rates will be applied for mileage and a cost of $20 per hour will be applied for the driver. Only Douglas County Employees are authorized to drive County vehicles. Douglas County does not guarantee that a County vehicle will be available during the time frame that is requested.

ARTICLE 3

FEES FOR RECREATION PROGRAMS OFFERED AND SUPPORTED BY DOUGLAS COUNTY PARKS AND RECREATION DEPARTMENT

Section 301 - PURPOSE

Fees and charges may be levied to offset, cover and subsidize expenses incurred by the County in providing the recreation service.

The Community Services Director shall have administrative authority over all Parks and Recreation programming, including program pricing, enrollment minimums and maximums, schedules, locations, staffing models, instructor/contractor requirements, discounts, scholarships, refunds, credits, transfers, modifications, suspensions, and cancellations. Program fees may be set or adjusted based on cost recovery, market conditions, community need, instructor costs, facility costs, staffing, supplies, transportation, insurance, administrative costs, and program goals. The Director may cancel, suspend, combine, modify, or discontinue any program at his or her discretion when necessary due to participation levels, staffing, safety, budget, facility availability, weather, operational need, public interest, or other Department priorities.

Section 302 - PROGRAMS: ADULT ACTIVITIES, TRIPS, LEAGUES, AND TOURNAMENT FEES

~~Any adult program or activity sponsored or administered by the Department shall be charged a fee sufficient to cover the cost, including, but not limited to: Instructor, facility, utilities, awards,~~

~~administration, leadership, equipment, supplies, insurance, and transportation.~~

Section 213 - FEES AND DEPOSIT SCHEDULE, continued

Any adult program or activity sponsored or administered by the Department should generally be charged a fee sufficient to recover direct program costs and may include instructor/contractor costs, facility use, utilities, awards, administration, leadership, equipment, supplies, insurance, transportation, staff time, and other expenses determined by the Community Services Director. The Director may establish a higher or lower fee when necessary to reflect market conditions, participation goals, partnership agreements, or Department priorities.

Section 303 - PROGRAMS: YOUTH ACTIVITIES, TRIPS, LEAGUES, AND TOURNAMENT FEES

~~Youth programs sponsored by the Department shall be offered at a reduced or subsidized fee to help defray the cost of operation and to promote maximum participation by youths in the Douglas County area. Fees shall be based on the cost to operate the program and set so as to encourage youth participation. The Department may determine that a youth program may be offered at no cost to participants.~~

Youth programs sponsored by the Department may be offered at a reduced or subsidized fee to help defray the cost of operation and promote participation by youth in the Douglas County area. Fees shall be based on the cost to operate the program, affordability, community benefit, market conditions, available subsidies, and Department goals. The Community Services Director may determine that a youth program may be offered at no cost, reduced cost, full cost recovery, or another approved rate consistent with this Manual and County policy.

Section 304 - RESTRICTION ON PROGRAM SIZES

~~The Department may set minimum and maximum numbers on any given recreation program for planning and financial purposes. The Department may cancel any program due to a lack of participation or bad weather conditions. In these cases, full refunds will be issued to those attempting to participate in the activity (Section 309). Any registrations received by mail after a program has been filled, will be given a full refund, or an opportunity to sign up for another activity.~~

The Department may set minimum and maximum numbers on any recreation program for planning, safety, staffing, facility capacity, and financial purposes. The Community Services Director may cancel, suspend, combine, modify, or discontinue any program at his or her discretion due to lack of participation, bad weather, unsafe conditions, staffing limitations, budget constraints, facility availability, operational needs, or other Department priorities. When the Department cancels a program before it begins and no comparable alternative is provided, refunds or credits shall be handled according to Section 309.

Section 305 - PROGRAM REGISTRATION

(a) No registration will be taken without payment. *
* Exception is allowed for team fees in Adult Sport Leagues under circumstances where a letter of intent to sponsor and pay has been received at time of registration from a recognized business. The registration would be permissible without payment as long as the letter of intent is received by the program deadline, and actual payment is received before league play.

(b) Forms of payment are accepted in the following manner: Cash, credit card, credit transfer (Section 308), or checks made payable to Douglas County Parks and Recreation.

(c) Registration will be on a first-come, first-serve basis.

(d) A processing fee of ~~3.0%~~ 3.5% ~~-~~may be applied for each credit card transaction processed by the Parks and Recreation Department, with the exception of concession sales.

(e) Registration may occur in the following manner:

(1) **Walk-in** at the Douglas County Community & Senior Center, 1329 Waterloo Lane, Gardnerville and the Kahle Community Center, 236 Kingsbury Grade, Stateline, during posted hours of operation

(2) **Mail-ins** will be processed by returning the registration form, payment by check or credit card only, and a self-addressed stamped return envelope. In cases where programs are offered and an early registration incentive is available, registrations must be postmarked by the registration deadline to receive the early registration fee (Section 306).

(3) **Online Registration** may be made via links on the Douglas County website. All online registrations must include credit card information and program forms as may be required.

(4) **Phone Registrations** may be made by phone with payment made by credit card ~~(Visa or~~

~~MasterCard)~~.

Section 305 - PROGRAM REGISTRATION, continued

(5) **Faxed or Emailed** registrations once received and processed, can have payment be made over the phone.

(6) **Program registration for contract instructors.** Some program registrations and payments may be taken at the class location by the individual instructor. In these cases, the registration, refund, financial assistance, and discount policies are not available through the Department.

(7) **Additional forms may be needed as required by the program.**

Section 306 - EARLY/REGULAR REGISTRATION AND ADDITIONAL CHARGES

The Department may provide, on certain adult and youth recreation programs, an early registration incentive. Early registration applies when a registration is received prior to a program deadline. In the absence of early registration incentives, regular registration fees will be charged. Regular registration fees may be applied when a registration is received prior to or after a program deadline.

Additional fees may be charged in the event Staff time has been incurred as a result of late pickup of participants.

Section 307 - FINANCIAL ASSISTANCE, DISCOUNTS, AND SCHOLARSHIPS

The Department offers a program of financial assistance for youth activities administered by the Department to any individual who has first applied, been screened, and received a recommendation by the Social Services Department or a Social Services serving Agency for a reduction in or waiver of fee or charges.

The Department may also offer family discounts on certain programs that will enable a family with more than one youth to receive a discount for signing up two (2) or more youth from one family.

The Department may offer a paid scholarship financed by third party organizations for students 6th grade up to and including the 12th grade. These recipients will be held to the highest standards of behavior and ethics. The scholarship may be revoked when deemed appropriate by Douglas County staff members.

Section 308 - CREDIT OR TRANSFERS

a) Individuals may elect to transfer to another class(es) or activity(ies) that are available. A transfer must be requested prior to the initial activity. For Day Camp programs, a $5.00 per child / per date transfer fee will be charged for all transfer requests made prior to 12:00 pm the Monday prior to the week of Camp. If notice is given after this time, no transfer will be given unless a doctor's note is provided. In the event of a Monday Holiday, requests to transfer must be made the following business day.

Section 308 - CREDIT OR TRANSFERS, continued

b) If transferring to a class of greater value, payment of the additional amount is required at the time of the transfer. See above a).

c) Individuals may elect to cancel a class or activity and place a credit on their customer account. A Request for a credit must be made prior to the initial activity. For Day Camp programs, a $5.00 per child / per date processing fee will be charged for all credit requests made prior to 12:00 pm the Monday prior to the week of Camp. If notice is given after this time, no credit will be given unless a doctor's note is provided. In the event of a Monday Holiday, requests to cancel a class must be made the following business day.

d) The Department will conduct an annual audit of customer accounts.
Any credits of more than $5.00 will be refunded 100%. If a refund check is returned due to incorrect address or absent information, the customer account will be considered inactive, and the account will be assessed a $10 / month inactivity fee until the balance is depleted. Any credits of $5.00 or less will be charged an administrative fee equal to the amount of credit.

Section 309 - PROGRAM REFUNDS

a) A full refund, with the exception of any processing fee charged at time of registration, will be given for cancellation prior to the activity. For Day Camp programs, a $5.00 per child / per date cancellation fee will be charged for all refund requests made prior to 12:00 pm Monday prior to the week of Camp. If notice is given after this time, no refund will be given unless a doctor's note is provided. In the event of a Monday Holiday, refunds must be requested the following business day.

b) A $5.00 processing fee will be charged if the individual requests a refund check prior to the activity.

c) A 100% refund or credit will be given if the Department cancels the activity. Any processing fee charged at time of registration will not be refunded.

d) All cancellations and refunds must be made at Douglas County Community & Senior Center or the Kahle Community Center.

e) Refunds are processed within two (2) weeks.

f) The Parks & Recreation Department does not process cash refunds.

Section 310 - NON-SUFFICIENT FUND CHECKS & DECLINED AUTOMATIC DEBITS

Program Registration fees paid with a check that come back with a notice of 'non-sufficient funds' or declined automatic debits will be handled using the following procedures:
- NSF transactions will be processed once by the Treasurer's Office and declined automatic debits will be processed by Community Services Staff.

continued

- If NSF or declined automatic debit program transaction is flagged as owed and a phone call is made to the customer stating fees due, payable in cash on or before a predetermined date. Fees due will include a $25.00 NSF processing fee.
- If deadline is missed, program transaction is voided and a certified letter is sent to customer stating fees due, payable in cash within 10 days of letter sent.
- If deadline is missed again and if the original transaction amount totals $100 or more, the item will be turned over to the Douglas County District Attorney, Bad Check Unit.
- If unable to resolve, customer will be flagged in computer system noting amount due and that they are only eligible for cash purchases in the future.
- NSF and declined automatic debit payment customer accounts will be flagged as noted above and if unable to collect, the Department will write off the debt as uncollectable revenue within the appropriate fiscal year.

Section 311- SATISFACTION GUARANTEED

The Douglas County Parks & Recreation Department is constantly striving to provide you with the highest quality recreation activities, events, and programs. We are confident that you will enjoy these programs and we will back up our commitment to provide high quality services.

Your suggestions, comments, or ideas for improvement are appreciated. They will help us do the best job possible.

If you are not completely satisfied, tell us and we will arrange for you to:

1. Repeat the class at NO charge, or

2. Receive full credit that can be applied to any other program, or

3. Receive all your money back.

Satisfaction guarantee requests may be made in person or by calling us. Requests should be made within five (5) working days after the first-class meeting. Refund checks will be mailed within two (2) weeks.

The following ~~are not eligible for refunds:~~ may be eligible for refund on a case by case basis at the discretion of the Director:
Sport Leagues
Facility Rentals
DCCSC or Kahle Daily Walk-in Fees, DCCSC or Kahle 30 Day Pass Fees or DCCSC or Kahle 90 Day Pass Fees

Section 312 - PROGRAM PROMOTION

The Department may provide coupons, discounts, passes, gift certificates and other promotional items for the purpose of marketing and generating revenue through increased interest or attendance within Department programs and facilities and in support of fundraisers for local non-

profit organizations.

Section 312 - PROGRAM PROMOTION, continued

The Department may accept sponsorship and/or commercial nonpartisan advertisement from local businesses, public service clubs/organizations, and/or individuals specifically for the purpose of sponsoring and/or advertising at Department programs and events. The Department will not accept sponsorship from political, issue advocacy, and/or religious affiliated businesses, organizations, entities, or individuals. The Department will not accept from any business, organization, entity, and/or individual, ads of a political, issue advocacy, and/or religious nature.

ARTICLE 4

SALE OF FOOD, BEVERAGES & SUNDRIES

Section 401 - PURPOSE

Fees and charges may be levied to offset, cover and subsidize expenses incurred by the County in providing the recreation service.

Section 402 - FEES

The Department may charge fees for items sold at concession stands operated by Douglas County, with fees tied to the cost-plus markup. Fees may be adjusted during special events during an increase in demand to offset operating costs.

ARTICLE 5

DOCUMENT REPRODUCTION

Section 501 - PURPOSE

Fees and charges may be levied to cover Parks and Recreation Department reproduction expenses incurred by the Department.

Section 502 - DUPLICATION SERVICES

Applications, the Programs and Facilities Manual, Title 13, facility rules and regulations, as part of the process of reserving park and recreation facilities, will be made available to the public at no charge. Agendas for all Park and Recreation Advisory Board meetings will be free, other than those requested by mail, where a self-addressed, stamped envelope must be included for those individuals requesting agendas other than those required by law to receive them, i.e. newspapers, radio stations, etc.

Section 502 - DUPLICATION SERVICES, continued

However, duplication of written materials in support of the Program, revenue analysis, internal procedures and manuals will all be charged at a rate equal to the actual cost of making the copies.

Section 503 - EXEMPTION OF DOCUMENT REPRODUCTION FEES

Any state, county, or local form of government, or individual group or consultant who is working or providing services to Douglas County or the Department, will be exempt from paying document reproduction fees as determined by the Director.

ARTICLE 6

FINGERPRINTING

Section 601 - PURPOSE

Fees and charges may be levied to offset, cover and subsidize expenses incurred by the Parks & Recreation Department in providing Fingerprinting Services.

Section 602 - FINGERPRINTING SERVICES

Fingerprinting Services will be provided for the purposes of establishing a background check of individuals. Services offered will include hard copy fingerprint cards. Those seeking fingerprint services may include individuals working or volunteering in Parks & Recreation Department programs, gaming industry employees and others.

Fingerprinting Services will be charged at a rate of $20.00 per card or transmittal.

Section 603 - EXEMPTION OF FINGERPRINTING SERVICES FEE

Douglas County will cover the cost of fingerprinting for any individual who is working or providing volunteer services to Parks & Recreation Department sponsored programs.

ARTICLE 7

DONATIONS

Section 701 - PURPOSE

Donations of goods, equipment or cash may be received by the Parks & Recreation Department.

Section 702 – RECEIPT AND TRACKING OF DONATIONS

The Parks & Recreation Department can administratively accept private donations of goods, equipment or cash, for its intended use to support programs and/or facilities, up to $5,000 in total value without formal approval through the Board of County Commissioners. All donations will be documented and recognized. Cash donations will be receipted and held in a restricted fund account until used for its intended purpose.

ARTICLE 8

LINCOLN PARK LAKE TAHOE BUOY FIELD

Section 801 - PURPOSE

To establish procedures for applicants to have the opportunity to use buoys permitted by the Nevada Division of State Lands to Douglas County and managed through the Parks & Recreation Department.

Section 802 – APPLICATION PROCEDURE FOR USE PERMIT AT LINCOLN PARK LAKE TAHOE BUOY FIELD

The Parks & Recreation Department manages 14 buoys on Lake Tahoe at Lincoln Park. The Permit Application is administered under the authority of Chapter 13 of the Douglas County Code. Application and Permit Fees are established in Section 213 of this Manual. The Application and Terms and Conditions for a Buoy Permit are established in the attached Exhibit A – Douglas County Parks & Recreation Lincoln Park Facility Application and Permit Packet.

Priority will be given to residents when a waitlist is utilized.