

Town of Stowe
Selectboard Policy
Recreation Fee Policy

Section 1 – Purpose: To specify the bases for establishing fees for municipal recreation programs as well as the payment and collection of fees, and refunds.

Section 2 – Use of Fees: The Town will strive to use program fees to cover the variable cost for conducting the recreational program (e.g. staff or consultant hired to specifically hold the program, materials, etc.). The fees do not have to cover the fixed cost (e.g. full-time staff, facilities, utilities).

Section 3 – Resident vs Non-resident fees:

- A. An additional \$5 fee will be charged for non-residents on a per person basis for recreational programs under \$50. A fee of \$10 will be charged for non-residents on a per person basis for recreational programs \$50 and over.
- B. These programs include all rostered programs administered through the Parks and Recreation Department and Arena. A rostered program is one which one or more individuals register for participation into a specific program.
- C. Exceptions to these fees would include facility rentals, drop-in programs, ice rentals, and field rentals.
- D. In the event contracted services are paid for instructing or leading programs, and are paid based on a percentage of the fees from participants, the percentage split will be based upon the resident fee rate, not to include the additional revenues from non-residents enrolled.

Section 4 – Payment of Fees: Fees for Recreation Programs shall be paid in full prior to participation in a recreation program.

No user that has an outstanding account receivable shall be permitted to register or participate in a fee-based recreation program until their outstanding account is paid in full.

The Town Manager may turn over accounts receivable to a collection agency and / or pursue collection in small claims court at his discretion.

Section 5 – Refunds:

- A. Summer Camp Program
 - 1) Cancellations made more than 30 days in advance will receive a full refund, less a \$50 cancellation fee. Cancellations made 7 to 30 days in advance will receive a 75% refund, less a \$50 cancellation fee. Cancellations made fewer than 7 days in advance are not eligible for refunds.

- 2) Cancellations for Medical Reasons are eligible for a pro-rated refund if the Parks & Recreation Department is notified in writing and provided with a written note from a medical provider verifying an extended illness.
- B. All Other Programs
- 1) Cancellations Prior to the Start of Class. Registrants can receive a full refund if they notify the Parks & Recreation Department prior to the start of class.
 - 2) Cancellations Prior to the Second Session (Class). Registrants can receive a full refund if they notify the Parks & Recreation Department prior to the second session (class), if a participant is dissatisfied with a program and the registrant provides a written refund request to the Stowe Parks and Recreation Department with an explaining of the reason for their dissatisfaction.
 - 3) Cancellations for Medical Reasons. Registrants can receive a pro-rated refund if they notify the Parks & Recreation Department in writing and provide a written note from a medical provider verifying an extended illness.
 - 4) No Refunds. No refunds will be provided in part or whole for trips, special events, ticketed events, or passes. Refunds will be issued for programs canceled by the Stowe Parks and Recreation Department
 - 5) Cancellation Fee. An administration fee of \$10.00 will be charged for all processed refunds and all refunds will be prorated with the exception of programs cancelled by the Parks and Recreation Department.

Revised 12/27/21 // 12/22/25