

**ADMINISTRATIVE ORDER NO. 57-24-05-F**  
**of the**  
**City Manager of the City of Eugene**

**SETTING RECREATION DIVISION FEES AND SUPERSEDING THE  
FEE SCHEDULE ADOPTED BY ADMINISTRATIVE ORDER NO. 57-24-  
03-F.**

**The City Manager of the City of Eugene finds as follows:**

**A.** Section 2.020 of the Eugene Code, 1971, authorizes the City Manager to determine and set fees and charges to be imposed by the City for services, goods, use of municipal property, and licenses and permits.

**B.** Pursuant to that authority, the City has implemented a Recreation Division Fee Schedule (“the Fee Schedule”). The most recent amendments to the Fee Schedule were adopted on October 1, 2024, by Administrative Order No. 57-24-03-F.

**C.** On December 12, 2024, I issued Administrative Order No. 57-24-05, ordering that notice be given of the opportunity to submit written comments on my proposal to set new Recreation Division fees. The Notice specified that comments on the proposed amendments would be received for 15 days from December 12, the posting date of the Notice. No comments were received within the time or in the manner described in the Notice.

**D.** Based on my investigation pursuant to the provisions of Section 2.020 of the Eugene Code, 1971, I find that the fees should be set as proposed. (See Exhibit B to this Order)

**E.** The unamended Recreation Division fees adopted by Administrative Order No. 57-24-03-F are incorporated into the Fee Schedule attached as Exhibit A to this Order.

**On the basis of these findings, I order that:**

**1.** The Recreation Division Fee Schedule attached as Exhibit A to this Order is the schedule of fees to be charged for the described services effective January 1, 2025.

**2.** The Fee Schedule attached to Administrative Order No. 57-24-03-F is superseded by the Recreation Division Fee Schedule attached as Exhibit A to this Order, effective January 1, 2025.

**Dated this** 12/31/2024 **day of December, 2024.**

  
Joshua Bates (Dec 31, 2024 16:03 PST)

**Sarah Medary**  
**City Manager**

**CITY OF EUGENE RECREATION DIVISION FEE SCHEDULE**  
**(Effective January 1, 2025)**

<b>A. <u>ADMINISTRATION AND MARKETING</u></b>		<b><u>Fees</u></b>
<b>1. Recreation Guide Advertising Commercial Rate</b>		
¼ page vertical	3.3333" w x 4" h	\$275
½ page horizontal	6.9583" w x 4" h	\$550
Full page (interior B & W)	6.9583"w x 9.3333"h	\$935
Full page (interior color)	6.9583"w x 9.3333" h	\$1,045
Back cover (color or B & W)	7.0833" w x 6.6667" h	\$1,100
(10% discount for an identical ad placed in 2 or more consecutive guides.)		
<b>2. Recreation Guide Advertising Internal LRCS Department Rate</b>		50% of Commercial Rate
<b>3. Recreation Guide Advertising Internal City Department Rate</b>		75% of Commercial Rate
<b>4. Recreation Guide Advertising Nonprofit Organization Rate</b>		90% of Commercial rate
<b>5. Photocopying (all Recreation Facilities)</b>		See current Public Records Requests Fee Schedule

<b>B. <u>AQUATICS SERVICE AREA</u></b>		<b><u>Fees</u></b>
<b>1. Youth and Senior (60 and older) Discounted Admission: (Senior Admission includes Fitness Classes)</b>		
Amazon, Echo Hollow, and Sheldon Pools		<ul style="list-style-type: none"> <li>•Single Visit: \$5.50</li> <li>•10 Visit Punch Card: \$40.00</li> <li>•30 Day Pass: \$48.00</li> <li>•90 Day Pass: \$116.00</li> </ul>
<b>2. Adult Admission (includes Fitness Classes):</b>		
Amazon, Echo Hollow, and Sheldon Pools		<ul style="list-style-type: none"> <li>•Single Visit: \$6.00</li> <li>•10 Visit Punch Card: \$46.00</li> <li>•30 Day Pass: \$59.00</li> <li>•90 Day Pass: \$143.00</li> </ul>

**B. AQUATICS SERVICE AREA****Fees****3. Family Admission:\***

Amazon, Echo Hollow, and Sheldon Pools

•Single Visit: \$18.00  
\*additional names, \$3.50 each

•10 Visit Punch Card: \$99.00  
\*additional names, \$20.00 each

•30 Day Pass: \$119.00  
\*additional names, \$24.00 each

•90 Day Pass: \$286.00  
\*additional names, \$57.00 each

\*Family admission includes up to five members of a household; additional names can be added to the card as noted above.

**4. Learn to Swim Classes - All Pools**

Per person, per meeting: \$6.00

**5. Private Lessons - All Pools**

•Per person, per half-hour: \$30.00

•Two persons who register or sign up together, per half-hour: \$36.00

**6. Personal Training - All Pools**

Per person, per half-hour: \$30.00

**7. Kayak Drop-In - All Pools**

Per person: \$6.00

**8. Aquatics' Camps and Summer Swim & Water Polo League/Camp**

(Total Direct Labor Costs) + (Total Direct Labor Costs x up to 40% Service Area Overhead Rate) + (Materials & Services) divided by (\*Minimum Number of Participants) = (Per Person Fee)

*\*Minimum Number of Participants shall be determined based on each projected camp.*

**9. Lifeguard Certification**

\$175.00\*

\*The LRCS Director, or the Director's designee, may temporarily reduce by 50% or eliminate this fee as an incentive for hiring lifeguards when such position vacancies are high and application submittals are low, at least 30% lower than what is defined as needed to fully operate all 3 pools.

**10. Swimming Pool Stores**

Pool store items sold at cost, plus mark-up not to exceed 100%

**11. \*Special Events**

*\*Special events are those events not provided for in items 1 - 9 of this section.*

The LRCS Director, or the Director's designee, may establish Special Event fees based upon written proposals prepared by program staff for each event which shall include the department's event goals, attendance projections, expense projections, income projections and suggested fees based upon the City's cost recovery goals.

**14. Non-Resident Fee**

Non-residents of the City of Eugene will be assessed a 25% surcharge for registered activities. Drop-in activities are excluded.

**C. RENTAL RATES**

**Fees**

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**1. Amazon Community Center\***

- Main Hall: \$60.00 per hour / \$75.00 per hour if alcohol is served.
- Large Meeting Room: \$60.00 per hour / \$75.00 per hour if alcohol is served.
- Small Meeting Room: \$45.00 per hour. No alcohol permitted
- Outdoor: \$25.00 per hour / no alcohol permitted
- Commercial rate is an additional 20%

**Deduct \$10.00 per hour for rentals that occur during regular open hours**

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**2. Hilyard Community Center\***

- Entire Facility: \$100.00 per hour / \$115.00 per hour if alcohol is served
- MP Room: \$60.00 per hour / \$75.00 per hour if alcohol is served.
- Classroom: \$45.00 per hour / \$60.00 per hour if alcohol is served.
- Commercial rate is an additional 20%

**Deduct \$10.00 per hour for rentals that occur during regular open hours**

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**3. Washington Park Center\***

- \$55.00 per hour / \$70.00 per hour if alcohol is served.
  - Commercial rate is an additional 20%
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**4. Sheldon Community Center\***

- Gym: \$65.00 per hour
- Large Meeting Room: \$60.00 per hour
- Commercial rate is an additional 20%

**Deduct \$10.00 per hour for rentals that occur during regular open hours**

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## C. RENTAL RATES

### Fees

#### 5. Campbell Senior Center\*

##### Regular Season (September 1 – April 30):

- East Hall and Great Hall: \$75.00 per hour / \$90.00 per hour if alcohol is served
- Meeting Rooms: \$45.00 per hour

##### Peak Season (May 1 – August 31 on Saturday and/or Sunday only):

- East Hall and Great Hall: \$95.00 per hour / \$110.00 per hour if alcohol is served
  - Meeting Rooms: \$45.00 per hour during open hours
- All weekend rentals are a minimum 4-hour rental.
- Outdoor Chairs: \$90 per rental contract
  - Commercial rate is an additional 20%

**Deduct \$10.00 per hour for rentals that occur during regular open hours**

#### 6. Petersen Barn Community Center \*

- Main Hall: \$60.00 per hour / \$75.00 per hour if alcohol is served
- Commercial rate is an additional 20%

**Deduct \$10.00 per hour for rentals that occur during regular open hours**

#### 7. Lamb Cottage

- \$55.00 per hour.
- \$200.00 refundable deposit.
- Commercial rate is an additional 20%

#### 8. Echo Hollow

- Full facility: Summer season \$365.00 per hour for up to 300 people. Fall, winter, and spring seasons \$220 per hour up to 200 people. Summer season is defined as Memorial Day to Labor Day, inclusive
- For each additional 50 people: \$40.00 per hour.
  - Birthday party package includes reserved space for an hour and group admittance to a regularly scheduled recreation swim. \$60 for up to 10, \$115 for up to 25 and \$170 for up to 40
- Daydream Island Room: \$40.00 per hour. Deduct \$10.00 per hour for rentals that occur during regular open hours.
- Dive-In Movie Services: \$120.00 for set-up, plus \$30.00 per hour for lifeguarding
- Kayak and Paddle Rental: \$6.00
- Inflatable Play Structure Services: \$120.00 for set-up, plus \$30.00 per hour for lifeguarding services.
- Commercial rate is an additional 20%

**C. RENTAL RATES****Fees****9. Sheldon Pool**

•Full facility: Summer season \$365.00 per hour for up to 300 people. Fall, winter, and spring seasons \$220 per hour up to 200 people. Summer season is defined as Memorial Day to Labor Day, inclusive

For each additional 50 people: \$40.00 per hour.

- Birthday party package includes reserved space for an hour and group admittance to a regularly scheduled recreation swim. \$60 for up to 10, \$115 for up to 25 and \$170 for up to 40
- Dive-In Movie Services: \$120.00 for set-up, plus \$30.00 per hour for lifeguarding
- Kayak and Paddle Rental: \$6.00
- Inflatable Play Structure Services: \$120.00 for set-up, plus \$30.00 per hour for lifeguarding services.
- MP (Multi-Purpose) Room: \$40 per hour. Deduct \$10.00 per hour for rentals that occur during regular open hours
- Commercial rate is an additional 20%

**10. Amazon Pool**

•Full facility: \$365.00 per hour for up to 300 people.

•For each additional 50 people: \$40.00 per hour.

- Birthday party package includes reserved space for an hour and group admittance to a regularly scheduled recreation swim. \$60 for up to 10, \$115 for up to 25 and \$170 for up to 40
- Kayak and Paddle Rental: \$6.00
- Inflatable Play Structure Services: \$120.00 for set-up, plus \$30.00 per hour for lifeguarding services
- Commercial rate is an additional 20%

**11. Aquatics Rental Rates**

Aquatics rental rates for the use of aquatics pools and facilities for Community Partnerships or Commercial entities shall be established by utilizing Facility Use Agreements.

**12. Wayne Morse Farm House\***

•\$60.00 per hour / \$75.00 per hour if alcohol is served

•Commercial rate is an additional 20%

**13. Wayne Morse Farm Shelter\***

•\$55.00 per hour / \$70.00 per hour if alcohol is served

•Commercial rate is an additional 20%

**C. RENTAL RATES****Fees****14. Field and Court Rentals:****Rental Class Descriptions****Class I** - City Sponsored Activities**Class II** - 4J and Bethel School District Activities**Class III** - Local, Youth Leagues, Regular Season Activities**Class IV** - Local, Not-For-Profit Activities and Groups**Class V** - Local, For-Profit Activities and Groups**Class VI** - Out-of-City, For-Profit Activities and Groups*Lights (if requested) are an additional fee based on actual costs.*

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Sand Volleyball Court Rentals	\$15.00 per field per hour
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Softball Field Rentals	\$15.00 per field per hour
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Softball Field Rentals – Tournaments	Tournament Fees = \$15.00 per hour + \$42.00 per field preparation fee (\$42.00 minimum) + field maintenance costs which include direct personnel and materials & supplies (if requested or required for large tournaments). Lights (if requested) are an additional fee based on actual costs.
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Natural Grass Field Rentals	•\$0.00 - Class I, II and III •\$25.00 per field per hour: Class IV •\$25.00 per field per hour: Class IV •\$30.00 per field per hour: Class V •\$50.00 per field per hour: Class VI Lights (if requested) are an additional fee based on actual costs.
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Tennis Court Rentals	•\$0.00 - Class I, II and III •\$15.00 per court per hour: Class IV •\$18.00 per court per hour: Class V •\$30.00 per court per hour: Class VI Lights (if requested) are an additional fee based on actual costs.
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Pickleball Court Rentals	•\$0.00 - Class I, II and III •\$8.00 per court per hour: Class IV •\$9.00 per court per hour: Class V •\$15.00 per court per hour: Class VI Lights (if requested) are an additional fee based on actual costs.
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**C. RENTAL RATES**

**Fees**

**15. School District 4J and 52 Rentals of Recreation Division facilities.**

No charge during open hours, if space is available. During closed hours, there is a \$30.00 per hour Building Supervisor fee.

**16. Community Partnership/Program Partner Building Use**

*(Community and Program Partners are non-profit entities, governmental entities, or entities with similar status, who meet certain criteria (as described in the Community & Program Partnerships Policies and Procedures), and apply for, and enter into, an agreement for Community Partnership status.)*

Community Partner's and Program Partner's building use during open hours is free or provided at a reduced rate as negotiated by contract, except:

- During closed hours, there is \$30.00 per hour Building Supervisor fee.
- When using buildings on a regular basis, a deposit fee, established by this fee schedule, is required.
- Aquatic/pool lane use rates will be negotiated by contract.

Program Partner's building use will be limited to the facility in which it provides a service or benefit.

**17. Rental Deposit**

- \$100.00 refundable deposit required for general rentals, except as otherwise detailed in this Fee Schedule.
- \$150.00 refundable deposit when alcohol is served, or for commercial or for-profit rentals.
- Additional \$110.00 refundable key deposit may be required for unsupervised facility use.

**18. Changes and Cancellations**

- Changes: \$25.00 fee for changes to rentals. Paid for at the time the change is made. Applies to all rentals including partner rentals and recurring rentals. A change occurs each instance a request is made to change the permit. Changes include time, dates, facility, and responsible party. Multiple changes may be made with a single change request. Changes made less than three (3) weeks prior to the event are subject to manager approval.
- Cancellations:
  - Requested 21 days or more prior to event, renters will be charged a \$25 change fee. Remaining deposit, fees and add-ons will be refunded.
  - Requested between 8 and 20 days prior to event, renters forfeit \$100 deposit. All other fees and add-ons will be refunded.
  - Requested 7 days or less prior to event, renter forfeits all rental fees and add-ons. Deposit refunded in full.

**19. Commercial Rentals or Fund Raisers**

Add 20% per hour on for-profit rentals or non-community partner fundraisers.



**C. RENTAL RATES**

**Fees**

**20. Recreation Passenger Van Rental Rate**

Van rentals refer to the rental of the City of Eugene 15 Passenger Recreation Buses. Rentals Include a driver for the entire rental. Costs are based on total time the bus is rented, not while actively in use.

Base Rental Rate - \$320 per eight-hour day; or \$175.00 for 2 hours and up to 120 Miles. Each additional hour = \$75.00 and up to an additional 60 miles per hour. Mileage exceeding 120 miles for the first two hours or 60 miles for each additional hour will incur a per-mile rate based on the most current United States General Services Administration (GSA) mileage reimbursement rate. Vehicle must be returned with a full tank of fuel; if not, a charge of \$6.00/gallon will be incurred.

**21. Adaptive Equipment Rental**

- \$10 Individual fitting/assessment/bicycle demo
- \$10 for the first hour, then \$6 per hour up to eight (8) hours
- \$52 per 8 – 24-hour rental
- \$60 per 24 – 72-hour rental, including weekends. Weekend rentals pick up Friday evening and return Monday morning.
- \$150 per week

**22. Recreation Passenger Van - Community Partner Rental Rate**

*Partner agency is responsible for payment in full one week prior to rental date.*

Van rentals refer to the rental of the City of Eugene 15 Passenger Recreation Buses, including Community Partners. Rentals include a driver for the entire rental. Costs are based on total time the bus is rented, not while actively in use.

Base Rental Rate - \$250 per eight-hour day; or \$100.00 for 2 hours and up to 120 Miles. Each addition hour = \$50.00 up to an additional 60 miles per hour

Mileage exceeding 120 miles for the first two hours or 60 miles for each additional hour will incur a per-mile rate based on the most current United States General Services Administration (GSA) mileage reimbursement rate. Vehicle must be returned with a full tank of fuel; if not, a charge of \$6.00/gallon will be incurred.

**23. Non-Resident Fee**

Non-residents of the City of Eugene will be assessed a 25% surcharge for renting Recreation-managed facilities.

*\*For purposes of this fee schedule, "alcohol" means:*

1. An alcoholic beverage containing more than one-half of one percent of alcohol by volume; or
2. Malt beverages, to wit, beer, ale, porter, stout and similar beverages made of barley malt, hops and water, containing more than one-half of one percent of alcohol by volume and not more than 14 percent of alcohol by volume.

*"Alcohol" does not include hard liquor, which is an alcoholic beverage, including sweet wines and all spirituous liquors, containing 14 percent or more of alcohol by volume, which is prohibited within City parks per Park Rule 1.007.*

*Service is limited to a maximum of three hours.*

**D. SENIOR RECREATION SERVICE AREA**

**Fees**

**1. Van/Bus/Outdoor Trips**

(Total Direct Labor Costs) + (Total Direct Labor Costs x up to 40% Service Area Overhead Rate) + (Materials & Services) divided by (\*Minimum Number of Participants) = (Per Person Fee)

*\*Minimum Number of Participants shall be determined based on each projected trip.*

**2. Wood Shop Drop-in**

\$3.00 Per Visit

**3. Recreation Classes**

(Total Direct Labor Costs) + (Total Direct Labor Costs x up to 40% Service Area Overhead Rate) + (Materials & Services) divided by (\*Minimum Number of Participants) = (Per Person Fee)

*\*Minimum Number of Participants shall be determined based on each projected class.*

**4. \*Special Events**

*\*Special events are those events not provided for in items 1 - 3 of this section.*

The LRCS Director, or the Director's designee, may establish Special Event fees based upon written proposals prepared by program staff for each event which shall include the department's event goals, attendance projections, expense projections, income projections and suggested fees based upon the City's cost recovery goals.

**5. Non-Resident Fee**

Non-residents of the City of Eugene will be assessed a 25% surcharge for registered activities. Drop-in activities are excluded.

**E. ADAPTIVE RECREATION SERVICE AREA**

**Fees**

**1. Classes/Recreation-Based Support Groups and Bus/Outdoor Trips**

(Total Direct Labor Costs) + (Total Direct Labor Costs x up to 40% Service Area Overhead Rate) + (Materials & Services) divided by (\*Minimum Number of Participants) = (Per Person Fee)

*\*Minimum Number of Participants shall be determined based on each projected trip.*

**2. Individual Assessment Charge**

(Total Direct Labor Costs) + (Total Direct Labor Costs x up to 40% Service Area Overhead Rate) + (Materials & Services) divided by total hours = (Per Labor Hour Cost)

**E. ADAPTIVE RECREATION SERVICE AREA**

**Fees**

**3. Youth / Teen Camps**

(Total Direct Labor Costs) + (Total Direct Labor Costs x up to 40% Service Area Overhead Rate) + (Materials & Services) divided by (\*Minimum Number of Participants) = (Per person Fee)

*\*Minimum Number of Participants shall be determined based on each projected camp program.*

Early drop off/late pickup fee: \$1.00 per minute.

**4. \*Special Events**

*\*Special events are those events not provided for in items 1 - 3 of this section.*

The LRCS Director, or the Director's designee, may establish Special Event fees based upon written proposals prepared by program staff for each event which shall include the department's event goals, attendance projections, expense projections, income projections and suggested fees based upon the City's cost recovery goals.

**5. Non-Resident Fee**

Non-residents of the City of Eugene will be assessed a 25% surcharge for registered activities. Drop-in activities are excluded.

**F. YOUTH & FAMILY SERVICE AREA**

**Fees**

**1. Classes offered by the Recreation Division at Amazon, Petersen Barn and Sheldon Community Centers**

(Total Direct Labor Costs) + (Total Direct Labor Costs x up to 40% Service Area Overhead Rate) + (Materials & Services) divided by (\*Minimum Number of Participants) = (Per Person Fee)

*\*Minimum Number of Participants shall be determined based on each projected class.*

Late child pick up fee: \$1.00 per minute

**2. Before and After School Care**

Annual (Total Direct Labor Costs) + (Total Direct Labor Costs x up to 40% Service Area Overhead Rate) + (Materials & Services) divided by (\*total annual hours) = hourly rate.

*\*Total annual hours are calculated for each site.*

- Non-refundable registration fee: \$35.00
- Late payment fee: \$25.00
- Late child pick up fee: \$1.00 per minute
- Lunch fee: \$5.00
- Withdrawals are processed at the end of the month the child attends, and no refund for missed days will occur.
- Limited scholarships are available.

**F. YOUTH & FAMILY SERVICE  
AREA**

**Fees**

**3. Camp Programs**

(Total Direct Labor Costs) + (Total Direct Labor Costs x up to 40% Service Area Overhead Rate) + (Materials & Services) divided by (\*Minimum Number of Participants) = Per Person Fee.

*\*Minimum Number of Participants shall be determined based on each projected camp program.*

- Some camps offer a 25% deposit. Full payment is due three weeks prior to start date. See Section I for withdrawal and refund policies.
- Limited scholarships are available.
- Late payment fee: \$25.00
- Late child pick up fee: \$1.00 per minute
- Lunch fee: \$5.00

**4. Preschool**

Annual (Total Direct Labor Costs) + (Total Direct Labor Costs x up to 40% Service Area Overhead Rate) + (Materials & Services) divided by (\*total annual hours) = hourly rate

*\*Total annual hours are calculated for each site.*

- Limited scholarships are available.
- Non-refundable registration fee: \$35.00
- Late payment fee: \$25.00
- Late child pick up fee: \$1.00 per minute

**5. Reduced Fee After School Care**

- Per member: \$20.00
- Youth qualifying for reduced fee school lunch: \$10.00
- Youth qualifying for free school lunch: Free
- Late child pick up fee: \$1.00 per minute

**6. \*Special Events**

*\*Special events are those events not provided for in items 1 – 5 of this section.*

The LRCS Director, or the Director's designee, may establish Special Event fees based upon written proposals prepared by program staff for each event which shall include the department's event goals, attendance projections, expense projections, income projections and suggested fees based upon the City's cost recovery goals.

**7. Miscellaneous.** These charges and policies apply in addition to the fees provided for in items 2 - 4 and 6 of this section.

- Accounts will be assessed a fee of \$1.00 for every minute after the designated pick-up time.
- For family emergency or children having extended illness, family may receive 50% credit if notification is made at the time of the emergency and the child is absent a minimum of two weeks.

**F. YOUTH & FAMILY SERVICE AREA**

**Fees**

**8. Non-Resident Fee**

Non-residents of the City of Eugene will be assessed a 25% surcharge for registered activities. Drop-in activities, and programs and services for After School Youth Clubs are excluded.

**G. ATHLETICS SERVICE AREA**

**Fees**

*Fees in this section are indicated on a per game basis. However, teams or individuals, as applicable, shall pay for the full season (per game fee x the number of games in a season) at the time of registration.*

**1. Basketball Leagues:**

$(\text{Total direct labor costs}/2) + (\text{Official cost per game}/2) + (\text{Materials and services cost per game per team}) + (\text{Facility surcharge, if applicable}/2) = \text{Direct cost per team for one game} \times (60\% \text{ Overhead}) = \text{Total cost per team for one game} \times (\text{Number of games in a season}) = \text{Team registration per season.}$

**2. Softball Leagues:**

$(\text{Total direct labor costs (field maintenance, supervision)}/2) + (\text{Official cost per game}/2) + (\text{Materials and services cost per game per team}) = \text{Direct cost per team for one game} \times (60\% \text{ Overhead}) = \text{Total cost per team for one game} \times (\text{Number of games in a season}) = \text{Team registration per season.}$

**3. Outdoor Soccer Leagues:**

$(\text{Total direct labor costs (supervision)}/6) + (\text{Official cost per game}/2) + (\text{Materials and services cost per game per team}) + (\text{Facility surcharge, if applicable}/2) = \text{Direct cost per team for one game} \times (60\% \text{ Overhead}) = \text{Total cost per team for one game} \times (\text{Number of games in a season}) = \text{Team registration per season.}$

**4. Ultimate:**

$(\text{Total direct labor costs (supervision)}/2) + (\text{Materials and services cost per game per team}) = \text{Direct cost per team for one game} \times (60\% \text{ Overhead}) = \text{Total cost per team for one game} \times (\text{Number of games in a season}) = \text{Team registration per season.}$

**5. Volleyball Leagues:**

$(\text{Total direct labor costs}/2) + (\text{Official cost per game}) + (\text{Materials and services cost per game per team}) + (\text{Facility surcharge, if applicable}) = \text{Direct cost per team for one game} \times (60\% \text{ Overhead}) = \text{Total cost per team for one game} \times (\text{Number of games in a season}) = \text{Team registration per season.}$

Indoor Facility Surcharge

Indoor Basketball and Volleyball per team and per game fees in this fee schedule may be increased to cover additional expense if securing different or additional facilities is needed.

**G. ATHLETICS SERVICE AREA**

**Fees**

**6. Pickleball Leagues:**

(Total direct labor costs/2) + (Official cost per game) + (Materials and services cost per game per team) + (Facility surcharge, if applicable) = Direct cost per team for one game x (60% Overhead) = Total cost per team for one game x (Number of games in a season) = Team registration per season.

Lessons

(Total direct labor costs/number of players) + (instructor cost/number of players) + (Materials and services cost per lesson) + (Facility surcharge, if applicable) = Direct cost per player per lesson x (Number of lessons) = Individual registration fee per session.

**7. \*Special Events**

*\*Special events are those events not provided for in items 1 - 5 of this section.*

The LRCS Director, or the Director's designee, may establish Special Event fees based upon written proposals prepared by program staff for each event which shall include the department's event goals, attendance projections, expense projections, income projections and suggested fees based upon the City's cost recovery goals.

**H. OUTDOOR/ENVIRONMENTAL PROGRAM**

**Fees**

**1. Challenge Course, Group Contracts, and Private Lessons**

(Total Direct Labor Costs) + (Total Direct Labor Costs x Challenge Course Overhead Rate) + (Materials & Services) divided by (\*Minimum Number of Participants) = (Per Person Fee)

*\*Minimum Number of Participants shall be determined based on each projected course.*

*\*\*See Section C.17., and C.18 for applicable deposit, refund, and cancellation fees.*

**CHALLENGE COURSE OVERHEAD RATES:**

- Up to 40% for youth and family classes
- Up to 50% for adult, non-profit agency bookings
- Up to 100% for corporate bookings

**H. OUTDOOR/ENVIRONMENTAL PROGRAM**

**Fees**

**2. Youth, Family, Adult Instruction, Trips & Camps**

(Total Direct Labor Costs) + (Total Direct Labor Costs x Outdoor Area Overhead Rate) + (Materials & Services) divided by (\*Minimum Number of Participants) = (Per Person Fee)

*\*Minimum Number of Participants shall be determined based on each projected trip.*

Deposit Fees:

- Some camps offer a 25% deposit. Full payment is due three weeks prior to start date. See Section I for withdrawal and refund policies.

OUTDOOR OVERHEAD RATES:

- Up to 40% for youth and family programs
- Up to 50% for adult programs

**3. \*Special Events & Drop-In Programs**

*\*Special events are those events not provided for in items 1 – 2 of this section.*

The LRCS Director, or the Director's designee, may establish Special Event and Drop-In fees based upon written proposals prepared by program staff for each event which shall include the department's event goals, attendance projections, expense projections, income projections and suggested fees based upon the City's cost recovery goals.

**4. Non-Resident Fee**

Non-residents of the City of Eugene will be assessed a 25% surcharge for registered activities. Drop-in activities are excluded.

**I. WITHDRAWAL, REFUND AND REGISTRATION PAYMENT POLICY.**

1. Except as provided in this Section or in Sections A through H, the fees provided for therein are non-refundable. Participants who preregister for an activity, class or trip, (hereinafter referred to as "registered activity") may request a refund. Unless a different procedure is provided in Sections A through H, refunds shall be issued and processed as provided in this Section.
2. Withdrawal and refund requests must be made at the facility sponsoring the activity.
3. All withdrawals from recreation activities are subject to a withdrawal fee. A withdrawal fee of 25%, with a \$10 minimum, will be charged. A withdrawal fee will be charged for each activity. See Section C. Rental Rates, 18. "Changes and Cancellations" for information specific to facility rentals cancellations.
4. Except as provided in paragraph 6 of this section, a refund shall be issued, minus the 25% withdrawal fee, when requested seven (7) or more calendar days prior to the first activity meeting.
5. Withdrawals from camp must be requested 21 or more calendar days prior to the first day of camp. No refund will be issued for requests made 20 or fewer days prior to the first day of camp. If camp is not paid in full by the scheduled payment deadline, the participant will be dropped and forfeit their deposit.

6. No refund shall be issued if the participant fails to attend. No refund will be given for athletic league fees, and trips, that require prepayment of advanced reservation tickets or admission fees. No withdrawal fee will be charged for activities cancelled by the Recreation Division. Refunds will be prorated for classes already attended.

7. Some activities require a non-refundable registration fee.

8. Patrons are not considered to be registered until they pay in full for a course. Exceptions are for those courses that authorize scheduled payments or third party billing for reimbursement by disability brokerage services. If a patron is unable to pay in full for a course that does not provide for scheduled payments or brokerage billing, the patron can be placed on a wait list for the course.

9. Further information is available from the Recreation Division.



**City Manager's Findings**  
**Proposed Recreation Division Fee Schedule Amendments**

Pursuant to Section 2.020(2) of the Eugene Code, 1971, the City Manager has considered the following factors in determining the proposed Recreation Division Fee Schedule amendments:

**(a) Applicable policies, enactments and directives of the Council.**

Findings:

The City of Eugene's City Council adopts a City-wide budget regularly. Budgets include expense and revenue targets, including those for the Recreation Division. Beginning July 1, 2023, it migrated from a 12-month, July-to-June budget cycle, to a 24-month (biennial) cycle.

Proposed changes to registration deposits and related withdrawal fees and timelines, and associated with elimination of sibling discounts, are reflected herein. These proposed changes are to be effective January 1, 2025.

**(b) The amount charged by the City in the past.**

Findings:

Sibling Discount

One proposed change relates to the elimination of 5 percent sibling discounts. Said discounts are referenced (identically) in the current Administrative Order in the following three areas:

Section F. Youth & Family Service Area, 2. Before and After School Care;  
Section F. Youth & Family Service Area, 3. Camp Programs; and  
Section F. Youth & Family Service Area, 4. Preschool

In these three areas the existing language is proposed to change as follows:

Existing:

Limited scholarships and 5% sibling discounts are available

Proposed:

Limited scholarships are available

The elimination of the sibling discount is expected to have a negligible impact on revenue.

Camp Reserve Fee/Deposit

Another proposed change reflects a slightly different policy (and labeling), changing from

a flat reservation fee to a percentage of a reservation deposit, as well as an updated reference to a different section of the Administrative Order:

Currently, Section F. Youth & Family Service Area, 3. Camp Programs, includes the following language:

Some camps offer a \$25.00 reserve fee. Full payment is due three weeks prior to start date. See Section J for withdrawal and refund policies.

This language is proposed to change to the following:

Some camps offer a 25% deposit. Full payment is due three weeks prior to start date. See Section I for withdrawal and refund policies.

Section H. Outdoor/Environmental Program, 2. Youth, Family, Adult Instruction, Trips & Camps includes changes outlined above and, additionally, is eliminating the following other deposit policy language that is no longer applicable:

\$200 deposit for trips that cost more than \$500, refundable only if patron withdraws by three weeks prior to the trip start date.

The change in the reserve fee/deposit is expected to have a negligible impact on current revenue.

#### Withdrawal, Refund, and Registration Payment Policy

Section I. Withdrawal, Refund and Registration Payment Policy, 1. Includes modest administrative changes associated updated citations of Sections I to Sections H.

Section 1. Withdrawal, Refund and Registration Payment Policy, 3. Proposed changes modify the following language:

... A withdrawal fee of \$10.00 will be charged for each registration under \$100. A withdrawal fee of \$25.00 will be charged for each registration \$100.00 and higher.

To the following, proposed language:

...A withdrawal fee of 25%, with a \$10 minimum, will be charged. A withdrawal fee will be charged for each activity.

Section 1. Withdrawal, Refund and Registration Payment Policy, 4. Is proposed to change to a 25% withdrawal fee, consistent with the proposed changes in 3., above. It also includes grammatical changes to improve clarity.

Current language:

“Except as provided in paragraph 6 of this section, a refund shall be issued, minus the withdrawal fee, when request is made seven or more calendar days before the first meeting of the registered activity.”

To the following, proposed language:

“Except as provided in paragraph 6 of this section, a refund shall be issued, minus the 25% withdrawal fee, when requested seven (7) or more calendar days prior to the first activity meeting.”

Section 1. Withdrawal, Refund and Registration Payment Policy, 5. Includes qualifying language for refunds requested six or fewer calendar days as follows:

Except as provided in Paragraph 6 of this section, when a refund is requested six or fewer calendar days before the first meeting of the registered activity, or once a registered activity has started, a refund shall be issued ONLY if: (a ) The participant is moving out of town; or (b ) The participant is medically unable to participate; or (c ) The registered activity is cancelled by the sponsoring department, in which case no withdrawal fee will be charged.

This section is proposed to be changed to read as follows:

Withdrawals from camp must be requested 21 or more calendar days prior to the first day of camp. No refund will be issued for requests made 20 or fewer days prior to the first day of camp. If camp is not paid in full by the scheduled payment deadline, the participant will be dropped and forfeit their deposit.

It should be noted that the refund policy relating to the Recreation Division cancelling activities remains unchanged but is moved to a different section (6.) of the Administrative Order.

Section 1. Withdrawal, Refund and Registration Payment Policy, 6. Is modified with clarifying language and/or with other existing policy (RE: proration of refunds, cancellations) language moved to it from 5.

**(c) The full costs of providing the service supported by the fee.**

Findings:

The Recreation Division incurs personnel and materials and supply expenses. In fiscal year 2024 its total expenses, excluding grant-related expenses, totaled approximately \$13.2 million. These costs are partially offset by revenues including, but not limited to, program/league registration, rental, contracted programs, and late fees. The Recreation Division's revenue was 27% of total costs in fiscal year 2024, and historically tracks about 30%.

**(d) The amounts charged by other comparable providers.**

Findings:

Proposed changes to the Recreation Division Administrative Order can be related to five general topics. The following summarizes those topics and is accompanied by

comparisons to other providers.

**Elimination of the 5% sibling discount.** Similar providers (public sector agencies, park and recreation districts) maintain a wide range of sibling discount approaches. There are similar providers that do not indicate, online, that they provide sibling discounts.

**Change to 25% deposit from a fixed deposit amount.** There is a wide range of approaches across public sector agencies and park and recreation districts relative to registration deposits. At least one other Oregon municipal park and recreation division requires a 25% of registration deposit as opposed to a flat deposit fee. Others require a flat registration fee in the \$20-\$50 range. Others require full payment at the time of registration with no deposit option.

**Change to a percentage withdrawal fee from a fixed withdrawal fee amount.** There is a wide range of approaches across public sector agencies and park and recreation districts relative to withdrawal fees. Some Oregon municipal park and recreation divisions or park and recreation districts charge a percentage of the registration fee for withdrawal, based on scale tied to the number of days before program start date. Others charge a percentage as well as a one-time withdrawal processing fee.

**The extension of Camp withdrawal deadline from seven (7) days advance notice to 21 or more calendar days advance notice to receive a refund; and, related, increasing Camp withdrawal fees to the entire registration fee under 21 days.** There is a wide range of approaches across public sector agencies and park and recreation districts relative to the number of days in which registrants must provide notice of withdrawal prior to the first day of the activity. Generally, public sector agencies and park and recreation districts allow withdrawal from camps and a full refund of registration fees at 14 days or less, with lesser amounts/percentages refundable the closer withdrawal notice is provided to the first day of activity.

(e) **The revenue needs of the City as determined by the adopted city budget.**

Findings:

The Recreation Division incurs personnel and materials and supply expenses that align with its portion of the City's adopted budget. These budgeted costs are partially offset by an expectation for the collection of a range of fees and charges including, but not limited to, program registration, rental, contracted program, and late fees. The fiscal Biennium 2023-2025 adopted City budget targets revenue collections of about \$8.1 million. The proposed changes summarized above are expected to have an immaterial impact on existing cost recovery.

**Factors listed above that are irrelevant or inapplicable in determining the amount of the fees, if any:** n/a