



FEE MODIFICATION FORM

1. **Organization/ Individual:** BIG OAK CHILD CARE
2. **Park (s):** ORTON PARK, 1114 Rutledge Street, Madison, WI 53703
3. **Overview of Organization**

Big Oak Child Care (BOCC) is a locally owned and operated state licensed and city accredited Madison child care business. Big Oak Child Care would like to continue their multi-year reservation and fee modification agreement, which allows for non-exclusive use of Orton Park, including the shelter, for its annual summer Orton Park Camp (OPC). OPC is well suited for children going into Kindergarten through 5th grade. The camp utilizes cultural, educational and recreational outdoor opportunities. OPC has been operating for over twenty years and has operated under a fee modification for since at least 2017.

4. **Term of Fee Modification (May only be for a period of up to three years)**

One Year – Upon signing for Summer 2021 (June 14-August 27, 2021)

COVID-19: If PHMDC orders are in place on the date(s) of camp and include restrictions that prohibit the size or nature of participation, the orders supersede and may invalidate any approved park permit(s) or reservations.

5. **Summary of Requested Use of Park Land**

Non-exclusive use of Orton Park for 11 weeks of summer camp Monday through Friday starting in June and ending in August. Staff will be at camp from 7:15 AM - 5:45 PM these days. Campers will be present from 7:30 AM - 5:30 PM.

6. **Reason for Considering to Authorize a Fee Modification (check box that applies)**

- Legacy user group that predates establishment of a new fee and have mitigating circumstances that need to be addressed with a fee modification.
- A pilot concept for a use that would have minimal impact, only occur at one park location and does not have an established fee in the Park Division fee schedule.
- Uses that align with the citywide goal of Racial Equity and Social Justice.
- Other _____



7. **Fee Modification Proposed (Include Use, Permit and all other fees)**

\$1,560 = \$900 vending fee + \$660 shelter reservation (55 days @ \$12 per day)

NOTE: Shelter Reservation 5 days per week for 11 weeks or approximately 55 days.

8. **Standard Fee, if No Fee Modification is Provided (Use, Permit and all other fees)**

\$2,650 = \$900 Parks vending fee + \$1,925 shelter reservation

Note: Shelter Reservation=\$35 per day for 11 weeks or approximately 55 days

9. **Is the Fee Modification More Than a 50% reduction?**

Yes No N/A

10. **Roles/Responsibilities of Organization/Individual (Conditions of Approval)**

- BOCC will provide Parks with summer OPC dates by March 1 (including exclusion dates they will not be there, so others may reserve the shelter).
- BOCC will provide adequate space for the public to share the park during camp.
- BOCC is granted use of the park and shelter from 7:00 a.m. until 6:00 p.m. (Monday-Friday).
- BOCC may rent (at their own expense) two portable restrooms and sink during summer camp dates. Prior approval and arrangements for placement must be arranged with general parks supervisor. Portable restrooms and sink may be used by other park users.
- BOCC will be conscientious and courteous of neighbors living near Orton Park.
- BOCC will pay all applicable fees by October 1.
- BOCC will provide Parks with a brief narrative report following the summer camp season. The report should include the number of children that participated in the camp program, as well as a brief explanation of what was offered during the program that provided cultural, educational and recreational opportunities to those they served. The report will also include a report on scholarships offered to attendees.
- BOCC will keep children from entering work areas when it is necessary for Parks crews to work in the park during summer camp.
- **COVID-19:** If Public Health Madison and Dane County coronavirus orders are in effect, BOCC must submit plans, one month in advance of the date of the start of camp, that detail how they will meet PHMDC requirements for physical distancing, cleaning, hygiene and staff training policies. BOCC is responsible for updating plans to comply with PHMDC orders if and when they change throughout the summer.



11. Roles/Responsibilities of Parks Division

- Parks will review requested dates, approve and reserve Orton Park and the shelter on dates BOCC submitted by March 15.
- Parks will invoice BOCC at the end of the summer camp season, based on the number of dates reserved.
- Parks will ensure electrical outlets are working properly and repair when needed.
- **Due to the ongoing COVID-19 public health emergency and local and state public health orders, park amenities may be limited or unavailable. Parks will update the Parks Division’s website as changes occur and make every effort to communicate with BOCC of changes to offerings.**

12. Damage

- BOCC will pay any and all costs associated with damages caused by OPC.

13. List of Attachments (Maps, schedules, signs, etc)

14. Suspension, Cancellation and Termination – The Parks Superintendent has the discretion to discontinue this use in the park, if, at any time the terms of the fee modification are not followed and/or if there is damage caused to the park.

15. Compliance with Laws – Organization/Individual will comply with all City, State and Federal statues, ordinances and regulations.

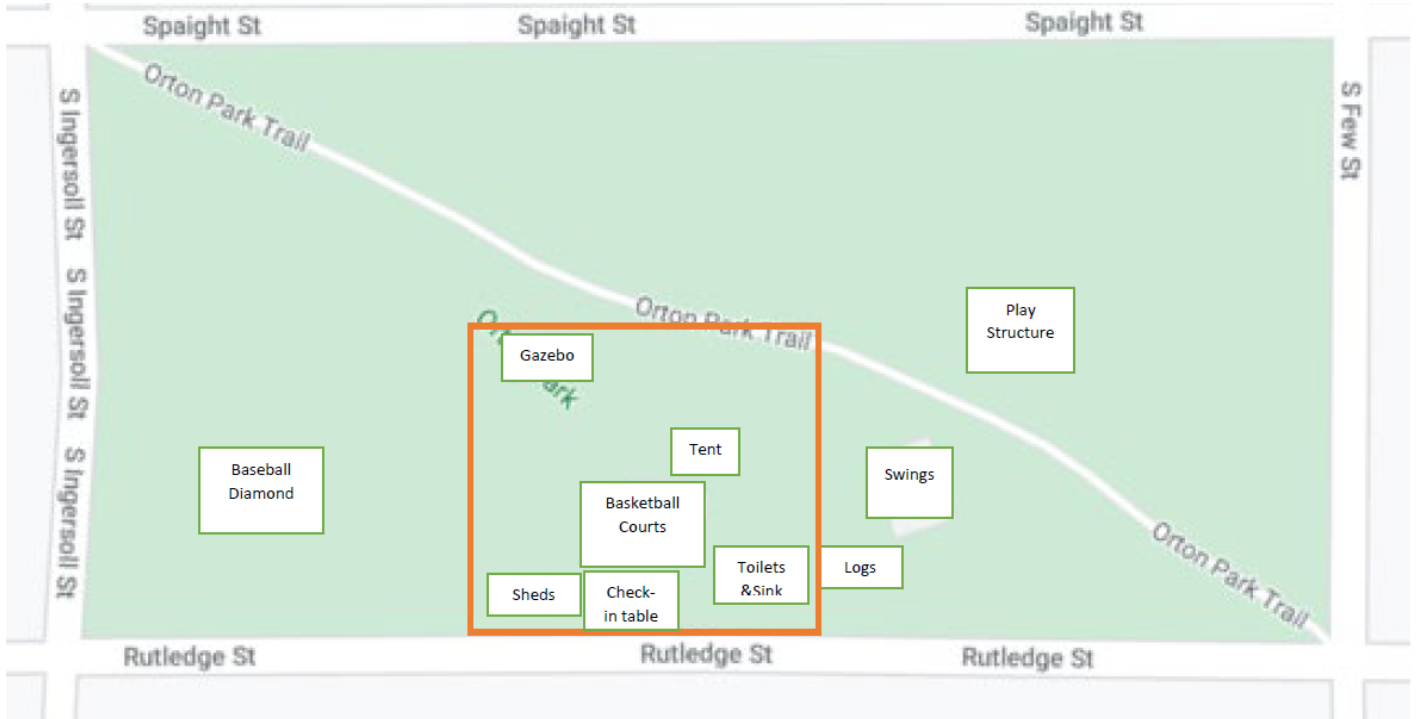
16. Insurance--Organizer will submit a \$1,000,000 certificate of insurance covering this activity, which names the City of Madison as “additional insured.”

17. Approval *(only required when fee is more than a 50% reduction in standard rate fees)*

Facilities Programs and Fees Subcommittee File Number

18. Signature by Organization/Individual

play
**MADISON
PARKS**



**Not to scale. See below for google map satellite images from prior years camp. Sheds are small plastic, movable that house our play equipment. Porta potties are rented from the Country Plumber, they have a hose long enough to not need to drive on the grass to empty.

Area in orange is basic area we use.

