



### FEE MODIFICATION FORM

1. **Organization/ Individual:** Leopold/Arbor Hills Neighborhood Resource Team (NRT), Nancy Saiz and Linda Horvath;
2. **Park (s):** Aldo Leopold Park
3. **Overview of Organization**

Starting in 2016, the Fitchburg Library in partnership with the City of Madison Leopold/Arbor Hills NRT, the Leopold Elementary School and numerous other community partners started weekly community programming in Aldo Leopold Park. The programming includes free summer meals lunch and one evening per week of free family activities. The programming has been successful to bring positive activity to the park and build community for the residents. In 2018, about 50 people attended the lunch program daily and about 200 people attended each evening program. The community would like to see the programming continue for years to come, Madison Parks and the program organizers propose the following fee modification:

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

Three years - Upon signing in 2019 through August 30, 2021.

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

Non-exclusive use of park from June 24 to August 16 on Monday - Friday 11:00AM to 3:00PM for the summer meals program and activities through REAP. On Tuesday evenings from June 25 to August 6 4:30PM to 7:30PM for Family community activities and a meal for evening programming.

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)**

No fee charged for weekday lunch and once a week evening program. If program converts into an event with amplification, temporary structures and/or vending then the NA Special Event rate structure will apply – info available here:  
<https://www.cityofmadison.com/parks/reserve/naparkevents/>

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

Picnic shelter daily rental \$35/day x 4 days per week x 7 weeks = \$980  
Maintenance and clean-up 5 hrs/week x 7 weeks x \$50 per/hr = \$1,750  
20 picnic tables - \$150/ 4 tables x 5 loads = \$750  
Tent (Temp Structure) \$210 first day + (\$35 x 35 days) = \$1,435  
TOTAL = \$4,915

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

Yes    No    N/A

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

1. Provide map of proposed set-up by May 1 of each year to Community Services Manager and Central Parks Supervisor.
2. Order and pay for portable toilets.
3. Pick up park after each program and place trash into trash cans
4. Be responsible for all necessary City permits, including health permits

**11. Roles/Responsibilities of Parks Division**

1. Review event map for approval by June 1 of each year
2. Place 20 picnic tables in the park
3. Pick up trash daily from trashcans. Staff will also clean trash or glass left in park, as time allows

**12. Damage**

If damage is noticed to be occurring, Parks will work with organizers to change set-up or program activities. Parks reserves the right to not approve program in future years if damage is an issue of concern.



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

Attachment A – Map of layout of park program activities. Include multiple maps if the layout will change throughout the program.  
Attachment B – Flyer of program (from 2018)

**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 follow 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. Approval**

Board of Park Commission File Number

\_\_\_\_\_  
Date of Meeting Approval

**17. Signature by Organization/Individual**

\_\_\_\_\_  
Name (signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Organization

*play*  
**MADISON  
PARKS**

Attachment A Map of Park Set Up

Map for Tuesday Community Nights  
Starting June 25<sup>th</sup> - July 30<sup>th</sup> 5pm - 7pm





Attachment B – Event Flyers

*play*  
**MADISON  
 PARKS**



**Divertete en el Verano!**

**Cena y Actividades Gratis los Martes siguientes**  
 de 5pm - 7pm 25 de Junio; 2, 9, 16, 23, 30 de Julio;  
 y 6, 13 de Agosto

**Almuerzo Gratis y Actividades**  
 de Lunes a Viernes a las 12 pm  
 Empezando el 24 de Junio al 16 de Agosto

**Aldo Leopold Park  
 2906 Traceway**

City of Fitchburg Library	City of Madison Parks	Group Health Cooperative SOW
City of Fitchburg Navigators	City of Madison Police Department	Fitchburg Faith Leaders
Aldo Leopold Community School	City of Madison Fire Department	Contact: Joining Forces for Families-Leopold/Arbor Hills Neighborhood Resource Team 608-266-6433



**Summer Fun!**

**Tuesdays**  
 5-7pm Free Food and Activities on:  
 June 25, July 2, 9, 16, 23, 30, August 6, 13

**Monday-Friday**  
 12pm Free Lunches and Activities from:  
 June 24 through August 16

**Aldo Leopold Park  
 2906 Traceway**

City of Fitchburg Library	City of Madison Parks	Group Health Cooperative SOW
City of Fitchburg Navigators	City of Madison Police Department	Fitchburg Faith Leaders
Aldo Leopold Community School	City of Madison Fire Department	Contact: Joining Forces for Families-Leopold/Arbor Hills Neighborhood Resource Team 608-267-1131