

# City of Wooster Recreation/Parks Fee Policy

UPDATED MAY 2025

## Facilities Available for Rent

- The Chalet at Freedlander Park
- Wooster Community Center - Community Room & Lewis Lounge
- Park Pavilions & Gazebos
- Stages & Event Wagons
- Athletic Fields & Sport Courts\*

*\*Facilities owned or leased by the City of Wooster are primarily scheduled through contracts and leases with non-profit community sports organizations. When not reserved, these facilities are available to the general public on a first-come, first-served basis. Priority use is given to City programs and approved contract groups. See Athletic Fields & Sport Courts section below for usage guidelines & additional fees.*

## User Group Classifications & Fee Adjustments

GROUPS	FEE ADJUSTMENT
Internal events, City Sponsored Events, Main Street Wooster, Wooster Area Chamber of Commerce, Wooster Community Hospital	100% rental fee waiver ( <i>City approval required</i> )
Wooster-based nonprofits, schools, civic group and tax supported entities	Discounted rates
City residents, local businesses, employees & property owners	Moderate discounts
Non residents, for-profits, and out-of-town groups	Standard fees

## The Chalet at Freedlander Park

All rentals include 4 hours of access with additional hourly charges.

GROUP SIZE	RESIDENT FEE	NON-RESIDENT FEE
Small Group (<50 people)	\$250 + \$25/hr additional	\$300 + \$35/hr additional
Large Group (50+ or open house)	\$400 + \$40/hr additional	\$450 + \$50/hr additional
Alcohol Permit	\$50	\$100
Weekday Rentals (8am-5pm) <i>*Nonprofit, club, business use</i>	\$25/hr	\$35/hr

*Note: Rentals of 8 hours or more on a single date are eligible for an hourly rental rate on an adjoining date. For example, a wedding rental on a Saturday from 8:00 AM to 8:00 PM may reserve Friday evening for a rehearsal dinner from 5:00 PM to 9:00 PM at the additional hourly rate, rather than the full additional day rate.*

*Ongoing reservations will be priced based on usage needs, frequency, and availability.*

## Wooster Community Center

All rates based on a 4-hour rental with fees for each additional hour.

ROOM	RESIDENT FEE	NON-RESIDENT FEE
Community Room	\$150 + \$37.50/hr additional	\$175 + \$43.75/hr additional
Lewis Lounge Meeting Room	\$75 + \$18.75/hr additional	\$90 + \$22.50/hr additional

## Pavilions & Gazebos

Park pavilions are available for rental from 8:00 AM to 9:00 PM, with a limit of one rental per pavilion per day. Park gazebos and the Downtown Pavilion require a minimum rental of two hours.

PAVILION SIZE	RESIDENT FEE	NON-RESIDENT FEE
Small Pavilion	\$50	\$65
Large Pavilion	\$55	\$70
Gazebo	\$35 + \$17.50/hr	\$50 + \$25/hr
Downtown Pavilion	\$50 + \$25/hr	\$65 + \$32.50/hr

*Note: Pavilions and gazebos are available on a first-come, first-served basis, unless reserved in advance. Groups holding a valid City-issued rental permit will be given priority use of the space. Scouting groups that can provide proof of affiliation with Boy Scouts of America, Girl Scouts of America or other nationally recognized youth scouting organizations may qualify for discounted use.*

## Stages & Event Wagon

Subject to adjustments. See User Group Classification above.

EQUIPMENT	INTERNAL / PARTNER	RESIDENT NON-PROFIT	RESIDENT FEE	NON-RESIDENT FEE
Don Bell Portable Stage	\$0	\$300	\$750	\$1450
Stage Wagon/Primitive Stage	\$0	\$100	\$150	\$250

Mobile Event Wagon	\$0	\$100	\$150	\$250
--------------------	-----	-------	-------	-------

### Additional Fees (not applicable to Internal/Partner group)

DESCRIPTION	FEE
Transportation	\$25 per 10 miles from 1151 Mechanicsburg Rd. Wooster, OH to destination
Additional Daily Rate	\$200/day
Before/After Hours Delivery	\$200
Before/After Hours Pickup	\$200

*Before/After Hours: Applies to weekdays before 7:00 AM or after 3:00 PM, as well as the entire weekend (from Friday 3:00 PM to Monday 7:00 AM) and any observed holidays.*

### Special Event Permit

TYPE OF PERMIT	FEE
Downtown Quadrant Closure	\$25
Street Closure/Block Party	\$25 per street

### Permit Application Requirements

- Documentation may be required (e.g., proof of nonprofit status).
- Insurance and indemnification must be provided.
- Alcohol-related events must be approved by the Wooster Police Department.

### Athletic Fields & Sport Courts

#### Facility Maintenance

- All athletic fields and sport courts, including the Wooster Soccer Complex, are maintained by the City of Wooster in collaboration with lease-holding and contract groups where applicable. Regular maintenance ensures safety, functionality, and longevity of these public recreational assets.

#### Scheduling & Reservations

- The City of Wooster Recreation Department and lease-holding or contract groups are generally responsible for scheduling use of the Wooster Soccer Complex, as well as softball and baseball fields.
- To guarantee usage, prior approval must be obtained through the Recreation Department. Reservations outside standing agreements are not guaranteed and may be denied due to availability, maintenance needs, parking limitations, or scheduling conflicts.

## Public Access

- Fields and courts are generally available for public use on a first-come, first-served basis. However, this access is subject to existing reservations and program scheduling. Priority is given to:
  - City of Wooster Recreation Department programs
  - Lease-holding and contract organizations with approved agreements

## Fees for Additional Usage

- Any use of fields or courts beyond the scope of a signed lease or contract agreement (including usage not communicated to the City by lease-holding or contract groups, or use during periods when facilities are closed due to weather or other restrictions) may be subject to a fee of \$75 per field or court, per day. This fee is intended to offset costs exceeding regular maintenance funded by the City. All usage must comply with City ordinances and Recreation Department guidelines and will be invoiced accordingly.
- 

## City Event Priority

- City of Wooster events take precedence over all reservations.
  - City-sponsored or managed events may override existing permits. Affected renters will receive a full refund.
- 

## Compliance & Revocation of Use

- All users must follow posted rules, City ordinances, and facility-specific guidelines. Misuse of facilities, failure to comply with policies, damage to City property, or scheduling conflicts may lead to denial or revocation of use.
  - The City of Wooster reserves the right to revoke access at any time due to, but not limited to:
    - Facility conditions
    - Maintenance requirements
    - Safety concerns
    - Policy violations
    - Conflicts with scheduled programs or events
- 

## Fee Waiver & Reduction Policy

### General Rules

- Waivers apply only to rental fees, not direct or staffing costs.
- Requests must be submitted 90 days in advance.
- Events outside normal business hours are not eligible for waivers.

### Non-Waivable Fees

- Staffing/labor
- Utility reimbursements
- Security/damage deposits
- Refuse service
- Insurance or permits (e.g., liquor, food)
- Additional stage or delivery fees

### City of Wooster Employee Waiver

- **City of Wooster Employees are eligible for a \$100 waiver on Chalet and Community Center Community Room rentals, provided they perform all setup, teardown, and cleaning responsibilities throughout the rental, assume all opening and closing procedures, take full liability for the event (must be present for the entirety of the event), and ensure that no alcohol is consumed on-site.**

### **Ineligible Events**

- **Non-local orgs (without Wooster benefit)**
- **Private or commercial events**
- **Political or religious events**
- **Closed-to-public or fee-based trainings**
- **Groups with non-compliance history**
- **Events that conflict with City programs**