

09. PARKS AND RECREATION

9.1. Program Registration, Scholarships, and Fees

BOS Approved – March 7, 2018

9.1.1. Program Registration

A. An applicant qualifies as a County resident if he/she lives within the confines of the County, or owns a business or property in the county.

B. None of the recreation programs provided may be considered childcare, and cannot be considered for tax purposes.

C. Senior Citizen discounts are available for some programs.

D. All programs have a minimum and a maximum enrollment and are on a first-come, first-served basis. The Department reserves the right to cancel programs for insufficient enrollment. Citizens can register online, via mail or in person at the Pleasant Grove House Museum or at the Fluvanna Community Center in Fork Union.

E. Registration forms are available on line (www.fluvannacounty.org) and in the program guide at distribution areas in the County and at our facilities. Once registered by mail, in person or by fax, applicants will not be notified unless there is a change in class schedule or the program is cancelled. Report to the class on the date designated unless notified otherwise. We are not responsible for lost mail or for lost faxed materials; it is the registrant's responsibility to verify receipt of those materials. Registration for a class must occur at least 48 hours in advance unless a class offers drop-ins.

F. All activities and programs sponsored by the Department of Parks and Recreation are open to the public regardless of race or ethnic background.

G. Refunds. Refunds may be given when requested prior to the start of an activity. A \$10.00 service charge will be deducted from the refund unless the cause is due to a change in the class schedule. If supplies have been purchased on a student's behalf that amount may also be deducted from any refund. Students should allow for at least 30 days for refunds to be mailed if it is over \$25.00. Students may opt to receive refunds in the form of a voucher that is good for up to one year.

H. Cancellations. In case of inclement weather, classes and activities will be cancelled following school closures unless otherwise noted on voice messages or social media.

9.1.2. Scholarship Program

A. Qualifications. To outline the FCPR Scholarship Program standard operating procedures and the following scholarship qualification requirements:

1. Must be a Fluvanna County Resident.
2. Must be under the age of 18.
3. Family must meet income requirements (see Scholarship Application).

FCPR does not discriminate based on race, color, religion, and country of origin or sex.

B. Authorized Programs

1. Scholarships may be issued for camps, FCPR sport leagues, and classes.
2. Scholarships may not be issued for pottery studio fees, facility or equipment rentals, or for private sport and recreation association programs (i.e., FYSA, TJYFL, Fluvanna Baseball League, Fluvanna Art Association, etc.).

C. Procedures

1. Parent/guardian completes scholarship application and provides proof of residency and family income.
2. Application is submitted to the Parks and Recreation Administrative Program Specialist. Each family member under the age of 18 may receive up to one partial scholarship per Program Guide not to exceed \$200.00 per family per Program Guide.
3. When a decision is reached based on the Scholarship Application guidelines, the Administrative Program Specialist notifies the Program Coordinator and the parent/guardian.

D. Confidentiality Statement. Records are confidential & kept in the Administrative Program Specialist's locked file cabinet. Names of Scholarship Applicants will not be disclosed to anyone except FCPR Director, Program Coordinator, and the Department of Social Services (if necessary to determine eligibility). Scholarship Recipients will be referred to by their assigned number on all forms.

E. Scholarship Income Limits. Income limits are derived from 50% median income limit guidelines. Contact the Department of Social Services (DSS) every October to get new income limits. If family receives DSS Services (e.g., foster care), have the parent/guardian initial Scholarship Application in appropriate location and confirm information with DSS.

9.1.3. Program Fees and Facility Rental Charges

A. Fees for classes and facility rentals will be reviewed annually, and adjusted as necessary, to recover some of the program's direct operation costs. The Parks and Recreation Advisory Board will review these fees with a recommendation for adoption to the Board of Supervisors.

B. The following policies are to be applied to the charging of fees:

1. A Facility Use Permit Application is to be filled out with deposit and payment in full required 5 working days in advance of the reservation date.
2. A Special Event Application is to be filled out with deposit and payment in full required 30 working days in advance of the reservation date.
3. A security deposit will be required for facility reservations.
4. A fee exemption for non-profit organizations for facility use fees is authorized for the following organizations that contribute to the well-being of the County within a given year: *the Garden Club, the Heritage Trail Foundation, scouting organizations, the Volunteer Fire Department and Rescue Squad, and the Rivanna Conservation Society*. Other organizations may apply for this exemption status by providing a 501(c)3 form.
5. Special interest groups or individuals shall be granted no special consideration in the form of reduced rates or free services with the exception of those groups above or who are co-sponsoring programs/activities/events with the Department.
6. A non-resident surcharge of 15% will be added to a class/program fee and for facility/equipment rental fees.
7. Large group functions of over 50 attendees renting County facilities may be required to provide security and show proof of comprehensive liability insurance sufficient to protect the County against risk, with minimum coverage of at least one million dollars for each occurrence, which names the County as an additional insured.
7. Scholarships are available for County resident children under the age of 18 for all FCPR programs. Qualifications are based on monthly income and size of household. An application form must be completed.
8. Returned checks will be assessed a \$20.00 service fee by the Treasurer's Dept. and must be reconciled with cash or money order.