



# STAFF REPORT

## Agenda Item 5.E

**Report To:** Parks and Recreation Commission  
and Open Space Advisory Committee

**Meeting Date:** February 7, 2023

**Staff Contact:** Jennifer Budge, CPRP, Parks and Recreation Director  
Dan Earp, CPRP, Recreation Superintendent

**Agenda Title:** For Possible Action: Discussion and possible action regarding a recommendation to the Board of Supervisors (“Board”) concerning proposed updates to the Parks, Recreation and Open Space Department (“Department”) Fee Policy and Schedule. (Jennifer Budge, [jbudge@carson.org](mailto:jbudge@carson.org), and Dan Earp, [djearp@carson.org](mailto:djearp@carson.org)).

**Staff Summary:** This item, if approved, will update policies, procedures and fees related to facilities, programs and services provided by the Department. Fees are based on a comparative market analysis, facility and program use, cost recovery, legal mandates, and staff input.

**Agenda Action:** Formal Action/Motion

**Time Requested:** 20 minutes

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### **Proposed Motion**

I move to make a recommendation to the Board of Supervisors for approval of the proposed fee policy updates as presented.

### **Board’s Strategic Goal**

Quality of Life

### **Previous Action**

March 3, 2022 – The Board approved revisions to the Parks, Recreation and Open Space Department (“Department”) Fee Policy and Schedule.

November 5, 2020 – The Board approved the Department Fee Policy and Schedule to implement new fees for sports field usage and tournament fees and facility and program fees to be effective starting in 2021. The Board also repealed Resolution No. 2009-R-6 and all previous resolutions establishing or administering fees pertaining to the Department, including cemetery operations.

May 21, 2020 – The Board approved the Carson City Rifle and Pistol Range Fee Schedule effective July 1, 2020 and authorized the Finance Department to direct all revenues into a designated account for future operations, maintenance and management of the facility.

### **Background/Issues & Analysis**

The fee policy and accompanying fee schedule adopted by the Board in 2020, includes cost recovery goals and allocates a 10% asset management fee to be designated toward infrastructure preservation of parks and recreation facilities. The policy recommends an annual review and staff is proposing some minor policy changes, adding additional fees that were previously overlooked and clarifying some language including:

- Co-Sponsorships form edits for clarification on special event partnerships
- Clarifications on fee duration and minor clerical edits

A Business Impact Statement is not required, since commercial businesses comprise such a small percentage of the Department's overall participant base.

Attachments

- Exhibit A: Department Fees and Charges Policy draft update (redline)
- Exhibit B: Department Fee Schedule (redline)

Alternatives

Do not recommend approval of the updates to the fee policy and/or provide alternate direction to staff.

**Commission Action Taken:**

Motion: \_\_\_\_\_ 1) \_\_\_\_\_

Aye/Nay

2) \_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_  
(Vote Recorded By)



## Exhibit A

### FEES AND CHARGES POLICY

<b>Title/Topic:</b> Fees and Charges	<b>Number:</b> 2020-3
<b>Authors:</b> Jennifer Budge, CPRP, Parks and Recreation Director Dan Earp, CPRP, Recreation Superintendent	<b>Effective Dates:</b> Rifle Range Fees: 5/21/2020 New Fees & Cemetery Fees: 11/5/2020 Sports Tournament Fees: 1/1/2021 Program Fees: 6/1/2021 2022 revisions: 4/1/2022
	<b>Revision Date:</b> 3/3/2022
<b>Reviewed by:</b> DDA/Risk: 1/21/20 Finance: 1/24/20 OSAC: 2/24/20, 12/7/21 PRC: 2/4/20, 8/18/20, 12/7/21	<b>Number of pages:</b> 10
<b>Board of Supervisors Approval:</b> 11/5/2020; 2022 revisions: 3/3/2022	<b>Attachments:</b> Department Fee Schedule Co-Sponsorship Application
<b>Applies to:</b> Facilities, programs, and services provided by the Parks, Recreation and Open Space Department.	
<b>Persons affected:</b> Department employees involved in facility reservations or recreation programs and patrons registering in programs or reserving Department facilities.	

#### 1.0 PURPOSE

Fees and charges are necessary to provide and expand park and recreation services in order to meet community needs, while not overburdening the City's General Fund. The policy is intended to establish a fair and equitable means to establish user fees, while distinguishing different types of activities as related to funding and subsidy.

#### 2.0 DEFINITIONS

**Admission Fee:** A charge or fee to enter a building, area, event, or other recreation attraction such as a swimming pool or gymnasium.

**Adult:** An adult is defined as 18 years of age or older.

**Asset Management:** The process of managing a local government's capital assets cost-effectively. It involves analyzing the lifecycle and capacity of each asset and developing information on maintenance requirements, service levels and new asset needs. This includes infrastructure preservation of park capital assets including equipment, buildings and other improvements.

**Board:** Carson City Board of Supervisors

Child: A child is defined as 0-3 years of age.

City Co-Sponsored: Services that are organized, promoted and conducted in part by the Department and/or in part by another City Department, outside agency, private organization, business, or individual(s), and are the responsibility of both parties as defined in a contract, agreement, memorandum of understanding, or similar instrument.

City Sponsored: Services that are organized, promoted and conducted exclusively by the Department or another City Department and are the sole responsibility of the City.

Cost to Collect Fee: The revenue collected from fees and charges must always be greater than the cost of collection of the revenue.

Cost Recovery: Recovering the cost of any given expense. It is the degree to which an activity recovers costs associated with the provision of a program or service through user fees and/or other applicable funding mechanism.

Department: Carson City Parks, Recreation and Open Space Department.

Direct Costs: Those costs that can be directly and exclusively attributed or assigned to a specific program or event.

Director: Director of Carson City Parks, Recreation and Open Space Department.

Equipment Fee: Charges for providing additional, specialized equipment not usually included with admission, facility use, or other fees.

Indirect Costs: Those costs that can be attributed to more than one program or service such as administrative staff, insurance, vehicle/equipment depreciation, facility wear/tear, preventative maintenance needs, and capital costs shared among various programs, registration/reservation, marketing and advertising costs.

Non-profit organization: A private business, located within Carson City limits, that has been granted tax-exempt status by the Internal Revenue Service (IRS) because it furthers a social cause and provides a public benefit. Non-profits require an active status with the Nevada Secretary of State Office.

OSAC: Open Space Advisory Committee

PRC: Parks and Recreation Commission

Qualifying Veterans: A qualifying Veteran is defined as an individual with a federally-issued disability rating of 50% or greater.

Reservation Fee: Charges for the exclusive, reserved use of a facility/park, reserving a specific date and time at a facility, and/or a specific area of a park or open space for use.

Scholarship: Payment for participation in an activity based upon established criteria.

Senior: A senior is defined as age 60 and older.

Service: Any program, class, event, activity, sale, reservation opportunity, maintained facility, whether a charge is associated with it or not.

Special Services Fee: Charges for extraordinary or non-typical use of facilities or programs such as special event fees, security, movie/photo location, or extraordinary hours.

Special Use Facility: Any non-traditional facility built for specific uses/purposes such as horse arenas, shooting sports, etc.

Subsidy/Financial Aide: A value by which the user fee, admission or facility use fee is reduced to the user and recovered by other means such as private donations, grants, sponsorships, financial aid, or reductions to projected revenues.

Tournament Fee: Charges for the exclusive, reserved use of athletic facilities as designated.

User Fee: Charges for participation in recreational programs, special events, athletic activities, instructional classes, or for individual use of athletic fields and/or sports complexes by leagues.

Youth: A youth is defined as ages 4 -17 years of age.

### **3.0 BASIS AND GUIDING PRINCIPLES**

**3.1** Participants who benefit from the goods or services provided should pay in proportion to the benefits they receive. The fundamental basis for fees and charges decision-making is a determination of who directly benefits from the service. It is recognized that pricing decisions may be influenced by practical considerations such as collection costs, market analysis, legal constraints, agreements, or ability to pay.

If most of the benefits accrue to the community as a whole (“public good”), the community as a whole should pay for the service through taxes. “Public good” is a value determined by Carson City citizens and established by the Board’s policy and budgetary appropriations, with recommendations from PRC and OSAC. If most of the benefits are to an individual or group that is to consume the good or service, not for the benefit of the general public, fees and charges should be paid. Where the benefits accrue to the community and specific users, the costs should be shared on a basis of proportional benefit.

**3.2 Fee Establishment and Modification**: The Board will establish all fees and charges concurrently with the budget process. During the fiscal year and outside the budget process, fees may be established upon approval of the Director and/or City Manager for new programs/events. This policy and fee schedule are intended to be reviewed annually by PRC

and OSAC, as appropriate. Any new fees added as a result of new programs during the fiscal year, or any modifications requested by PRC or OSAC will be added to the fee schedule for consideration by the Board.

**3.2.1** Special use facilities which have a specific use can be difficult to compare to other services within the Department. Facilities such as the Carson City Rifle and Pistol Range or the Bob Boldrick Theater, may develop a fee schedule/process that is distinctive from other fees established. These facilities require specially-trained staff and have certain safety and operational requirements which should be incorporated into their specific fees.

**3.3 Usage:** Parks and open spaces are generally free and open to the public for general use. Use of specialized facilities and additional services, beyond the typical use itself, will be assessed fees. The use of public areas and facilities by private groups should be considered secondary to general public use or usage by nonprofit recreation or education/service organizations. Only under unusual circumstances should private use hamper on going Department programs, general use, or recreation facility reservations. Fees will be charged by the City for the use of its facilities when public resources are utilized, unless waived by the Director or covered under a City co-sponsorship.

**3.4 Financing Park Facilities:** Costs for the provision (acquisition, development, and routine maintenance) of traditional park facilities will not typically be factored in when determining fees. However, individuals or organizations desirous of specialized and/or new facilities as authorized by the Board, beyond existing City staff and financial resources, may be required to pay for the acquisition, development, operation, maintenance and program costs associated with the new facility. New facilities shall consider Special Assessment Districts such as a Landscape Maintenance District or similar instrument to ensure long-term sustainability and not become an additional expense for the General Fund.

**3.5** The Department will limit the amount of activities that Carson City subsidizes, such as for-profit sports tournaments and privately-funded special events; however, the Culture and Tourism Authority (Visit Carson City) may consider endorsing such activities as appropriate. Endorsement requirements are outlined in a separate agreement.

**3.6** The Department will remain competitive with other parks and recreation service providers in the region. When fees are increased, or anticipated to increase, the Department will engage in a robust public outreach effort prior to and after approval of the increase. This may include public meetings/workshops, social media, participant emails, printed materials (ex. activity guide), and information on the City's website to educate the public regarding such changes and the justification. A minimum of two months' notice to participants should be provided.

**3.7** The Department will pursue new sources of revenue (ex. grants, sponsorships, donations, partnerships, new programs, etc.) to help offset the cost to the City.

## **4.0 POLICY**

**4.1** The Department shall set reasonable targets for the recovery of direct and indirect costs for specified services through its user fees where possible to offset the General Fund or provide full cost recovery for Enterprise Funds (Cemetery). Fees should consider not only cost

recovery goals, but a periodic market analysis of fees and charges, throughout the region for similar services and facilities.

**4.2 Equal Opportunity and Non-Discrimination:** This Policy will comply with the City's equal opportunity and non-discrimination practices.

**4.3 Fee Waivers and Non-Profit Discounts:** Occasionally, the Director may waive fees and charges for activities/events and ancillary items (ex. food truck vendor fees at a City sponsored event) which benefit the overall community. Fees will not be waived or reduced for events/activities which serve a limited or specific interest group or are intended to benefit a for-profit organization. An organizer must be a Carson City Department or a non-profit organization with current 501(c) 3 status, or a community organization recognized or affiliated with the City. Non-profit organizations will receive a discount at the following locations for group reservations only. Discounts will not apply to staffing services or equipment, including digital reader boards.

- Carson City Rifle and Pistol Range (50% discount)
- Bob Boldrick Theater (25% discount)

**4.3.1** Non-profit organizations may request one time annually, City co-sponsorship of an event/activity (ex. fundraiser for the Foundation for Carson City Parks and Recreation). Events requesting fee waivers at the Bob Boldrick Theater must be free to the public. A limited event series/programs (ex. movies/concerts in the park/sports clinics) may also receive fee waivers upon approval by the Director. [Co-sponsorships Agreements will be reviewed annually upon receipt of an updated approved application.](#)

**4.3.2** The Carson City Manager has the authority to waive, reduce, or otherwise alter fees and alter fees for services for limited promotional purposes and to establish fees for short-term/temporary programs, classes, or exhibits on an as-required basis. This authorization may also include limited or one-time promotional contributions from the City to reciprocal government or non-profit agencies only (as identified in Sections 5.1 or 5.2). (examples: [one-time coupon giveaways for a one-day only pass to the Aquatic Facility/MAC, for a Library or Parks Foundation-sponsored event](#)). Further, the City Manager may authorize a temporary reduction in fees for certain programs to increase participation (examples: Lifeguard training during times of Lifeguard shortages, or early bird discounts for residents).

**4.4 Gifts, Donations and Third-Party Partnerships:** Corporate and individual sponsorships, donations, and scholarships may be accepted to reduce or offset the costs of a program, service or facility. The Children's Cabinet and Youth Sports Association are two examples of existing third-party scholarship programs which support Carson City youth sports, camps, and before and after-school programs. New scholarship programs should have guidelines that are based on standards, such as federal rules for free and reduced lunch, and will respect the privacy of the applicant. Financial assistance should be limited to Carson City residents when the City's General Fund is the source of financial aid or if it is specifically requested by a sponsor/donor.

**4.5 Resident vs. Non-Resident Fees and Charges Guidelines:** There will be no distinction between resident and non-resident in the access or use of the Department facilities. See the



following for circumstances which warrant a non-resident fee or specific fee reductions or incentives for residents.

**4.5.1** When facility operation and maintenance is subsidized by the General Fund, a non-resident fee may be established. When the demand for a program exceeds the resources available, with pre-registration required, there should be different fees for non-residents. In general, a 25% increase should be charged to non-residents, where practical. Programs or services which are in the introductory stage may not differentiate in order to become established.

**4.5.2** Registration for programs and reservation of facilities will be offered on a first-come, first-serve basis. Registration and reservations are not considered complete until all applicable financial and insurance requirements are met. Special opportunities to specifically-benefit Carson City residents should be provided, such as [Aquatic](#) or MAC passes.

**4.5.3** Drop-in programs such as open swim at the Aquatic Facility, drop-in sports at the MAC, special events or general youth programs (example: skate competitions) where it is impractical to require identification and/or when significant participation numbers are anticipated, non-resident fees should not be charged.

**4.5.4** When the cost to administer a different fee system is greater than the revenues produced, there should not be non-resident fees.

**4.5.5 Insurance Requirements:** Third-party special events ([ex. carnivals, dance or running competitions](#)); higher-risk recreation programs (examples: [carnivals](#), karate, roller derby, aquatics, [firearms training, running competitions](#)), and after-hours reservations requiring security, [any event open to the general public which or](#) include alcohol or [are open to the general public](#), or [have with attendance](#) over 100 participants [will](#) all require liability insurance ([general liability, plus liquor liability coverage when applicable](#)), [with Carson City named as Additionally Insured on the policy.](#) ~~Carson City will be named as an additional insured.~~ Low-risk reservations such as business meetings, picnic pavilion reservations (less than 100 people and no alcohol) and similar activities will not require insurance, consistent with other City Departments. The Carson City Risk Manager and the City's insurance provider shall provide guidance on insurance. [for high-risk events or unique activities \(ex. Fairgrounds/Arena bull riding, motorcycle racing, Rifle and Pistol Range\).](#) ~~review~~ for any exceptions or clarifications needed on this provision. [Copies of full policy documents may be required by renter/event organizer to ensure compliance.](#)

**4.6 Enterprise Funds:** This type of fund accounts for operations that are financed and operated in a manner similar to private business enterprises. Lone Mountain Cemetery operates as an Enterprise Fund and is intended to cover all direct costs through fees for services. Additional consideration to address capital needs, equipment depreciation, savings for long-term maintenance and other sustainable practices should be considered not only for legal compliance but also for the long-term financial health of these types of funds.



**4.7 Asset Management Fee:** For most services, a 10% asset management fee will be incorporated into the Department Fee Schedule. These funds will be earmarked for future infrastructure preservation of park equipment, buildings and other assets. This will not apply to the Carson City Rifle and Pistol Range, or the Cemetery Enterprise Fund, as those operations already have mechanisms in place for infrastructure preservation, as previously authorized by the Board, for asset management.

## 5.0 PROCEDURES

**5.1 Government Use Rate:** The City will provide a 100% rate reduction for reciprocating government and quasi-governmental agencies at a comparable rate for the use of park facilities for public meetings and employee trainings/workshops. Social events, such as retirement/birthday parties and agency celebrations will not be covered under this provision and instead will be subject to applicable facility user fees. The Director will have the authority to add or remove agencies to this list outside of the annual review period. The 100% reduction will be given to the following agencies:

- a) Carson City Boards, Committees, and Commissions, including, but not limited to:
  - i. Board of Supervisors, Board of Equalization, Airport Authority, Audit Committee, Culture and Tourism Authority, Cultural Commission, Debt Management Commission, Historic Resources Commission, Library Board, OPEB, Charter Review Committee, Open Space Advisory Committee, Parks and Recreation Commission, Planning Commission, Redevelopment Authority, Regional Transportation Commission/CAMPO, Bicycle and Pedestrian Advisory Committee, Transportation Resource Advisory Forum Committee, Utility Finance Oversight Committee, V & T Railway Commission, Wildlife Advisory Board, and others as authorized by the Director or City Manager.
- b) Bureau of Land Management
- c) Carson City Employee Associations
- d) Carson City School District (does not pertain to Parent Teacher Associations)
- e) Carson Water Subconservancy District
- f) Fire Protection Districts
- g) General Improvement Districts
- h) Law Enforcement/Military/Emergency Operations
- i) State of Nevada – Departments/Divisions: Emergency Management/Homeland Security, Outdoor Recreation, Parks, Public Safety, Transportation, and Wildlife
- j) United States Forest Service
- k) University of Nevada Cooperative Extension
- l) United States Geological Survey
- m) Western Nevada College

**5.1.1** With the exception of Carson City Boards, Committees and Commissions, the government use rate will be honored as long as no other individual or group requests the same facility and time as the governmental group. If there is a request for the same facility

and time, the governmental group can retain the reservation by paying the full applicable facility use fee. Otherwise, every effort will be made to relocate the governmental group to another available City-owned facility for their meeting at no charge. For government use of buildings outside of standard business hours, the agency may be responsible for security services, staff costs, or other special requirements as determined by the Director. The 100% rate reduction for group reservations of the Carson City Rifle and Pistol Range applies only for law enforcement/military use unless authorized by the Director.

**5.1.2** The City may not honor the Government Use Rate for any governmental or quasi-governmental agency which does not reciprocate for similar facilities/purposes benefiting the citizens of Carson City.

**5.1.3** Carson City Departments and associated users will not be subject to fees (ex. Board appointed task forces, ad hoc committees, public input workshops, etc.).

**5.2 Cooperative Agreements:** The City partners with organizations to cooperatively provide recreation and other specialty services to the community. While the terms for each partnership vary, the City may provide a rate reduction for reciprocating agencies which provide public meetings, employee training/workshops, or education/interpretive/recreation instruction programs for the benefit of the community. This does not apply to special events or for social activities as described in Section 5.1. The reduction may be given to the following organizations:

- a) Boys and Girls Club [of Western Nevada](#) (MAC only)
- b) Carson City Arts Initiative
- c) Carson City Culture and Tourism Authority (Visit Carson City)
- d) Carson City Firefighters Association Local #2251
- e) Carson City Historical Society
- f) Carson City Railroad Association
- g) Carson City Senior Center (non-profit Corporation, Governing Board, and Advisory Council)
- h) Carson Tiger Sharks Swim Team
- i) Foundation for Carson City Parks and Recreation
- j) Friends of Carson City Library
- k) Friends of Silver Saddle Ranch
- l) Muscle Powered
- m) Nevada Humane Society
- n) Nevada Land Trust
- o) Nevada Recreation and Parks Society
- p) River Wranglers
- q) Truckee Meadows Parks Foundation
- r) Warren Engine Company
- s) Youth Sports Association (includes league members in good-standing)

## **6.0 COST RECOVERY GOALS AND LEVELS OF SERVICE**

In establishing goals to recover costs, the City will regularly analyze service levels and available resources to meet demand and determine the direct costs of providing services. The [imminent ongoing](#) impact of legally mandated minimum wage increases for seasonal/part-time staff will be examined as well. The City will develop a sustainable and justifiable cost model for calculating fees and will recalibrate existing fees based on the Department's policies, and annual review by PRC and OSAC, or other direction by the Board. Inflation and a regional market analysis should also be factors to consider over time.

#### Level 1

Basic services intended for the general public and requiring routine maintenance practices, are typically free of charge or do not require a reservation (first-come, first-served). Most cooperative partnerships/use agreements fall under this category. Several private non-profit organizations operate and/or maintain city facilities at low or no cost to the City for the benefit of the community and participation fees may go directly to those organizations managing the activity, not necessarily to the City's General Fund. *The cost recovery goal is 0-9%.*

#### Level 2

Basic services plus additional levels of service required such as staff time, planning, supervision and maintenance. Services mostly benefit a specific participant/group due to its perceived value. These services do not include specialized or intensive programming or facility development. A minimum portion of these programs/facilities will be subsidized to a greater extent. *The cost recovery goal is 10%-49%.*

#### Level 3

Basic services plus additional specialized services/instruction, large-scale special events, or an extraordinary amount of recreational options or certifications required. There is a considerable increase in required staff, planning, supervision, and maintenance. Services include specialized or intensive programming and facilities development. *The cost recovery goal is 50%-100%+.*

#### Level 4

Specialized or extraordinary services which require a significant amount of staff time, planning, maintenance, and specialized equipment in order to provide. Services operated under Enterprise or Special Revenue Funds that may have legal mandates related to the delivery of these services also fall under this category. Services must not only be cost-covering but should provide enough profit to cover indirect costs and to ensure sustainable maintenance, equipment depreciation and capital improvements associated with the service, where an Enterprise Fund exists. *The cost recovery goal is greater than 100%.*

LEVELS OF SERVICE	PROGRAM/SERVICE	COST RECOVERY GOAL
<u>Level 1</u>	<ul style="list-style-type: none"> <li>• Parks</li> <li>• <i>Park amenities:</i> playgrounds, restrooms, outdoor sport courts, individual picnic areas, off leash areas/dog parks, horseshoe pits, skateboard parks</li> <li>• Neighborhood park group pavilions</li> <li>• Open space/natural areas</li> <li>• Trails/pathways</li> <li>• Historic/cultural sites</li> <li>• <i>Community Programs:</i> interpretive, outreach, education, adaptive, safety, and volunteer</li> <li>• <i>Cooperative Agreements:</i> Eagle Valley Golf Course, Carson Ridge Disc Golf Park, Mills Park Miniature Riding Train, Pony Express Airpark, Wungnema House, Roberts House, Capital City Gun Club, Archery Range, Governor's Field, Pete Livermore Sports Complex</li> </ul>	0% - 9%
<u>Level 2</u>	<ul style="list-style-type: none"> <li>• Community Center</li> <li>• Aquatics Facility</li> <li>• <i>Specialty facilities:</i> Bob Boldrick Theater, Carson City Rifle and Pistol Range, Silver Saddle Ranch reservations, Prison Hill- OHV area reservations</li> </ul>	10%-49%
<u>Level 3</u>	<ul style="list-style-type: none"> <li>• Multipurpose Athletic Center (MAC)</li> <li>• Youth and adult sports</li> <li>• Sports tournaments/swim meets</li> <li>• Concessions</li> <li>• Special events</li> <li>• Exhibits</li> <li>• Equipment and supply rentals</li> <li>• Specialty camps</li> <li>• Facility, indoor sport courts, and field reservations</li> <li>• Group pavilion reservations – regional parks and sports complexes</li> <li>• Aquatic programs</li> <li>• Contract classes</li> </ul>	50%-100% +

<u>Level 4</u>	<ul style="list-style-type: none"> <li>• Youth before and after school program</li> <li>• Youth school break programs</li> <li>• Lone Mountain Cemetery</li> </ul>	>100%
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# Adjusted Fees For CY 2023

Carson City Parks, Recreation & Open Space

## Exhibit B

### PAGE 1: AQUATIC FACILITY

AQUATIC FACILITY	2023 Suggested Fees	Notes
<b>Punch Passes and Memberships (weight room is included in all options)</b>		
<b><u>Youth (ages 4-17)</u></b>		
Drop-In	\$4.00	
10 Punch Pass	\$30.00	
1 Month Membership (Residents Only)	<del>38.00</del> 39.00	Typo
3 Month Membership (Residents Only)	\$99.00	
Annual Membership (Residents Only)	\$252.00	
<b><u>Adult (ages 18-59)</u></b>		
Drop-In	\$5.00	
10 Punch Pass	\$38.00	
1 Month Membership (Residents Only)	\$49.00	
3 Month Membership (Residents Only)	\$124.00	
Annual Membership (Residents Only)	\$315.00	
<b><u>Senior (ages 60+)</u></b>		
Drop-In	\$4.00	
10 Punch Pass	\$30.00	
1 Month Membership (Residents Only)	\$39.00	
3 Month Membership Residents Only)	\$99.00	
Annual Membership	\$252.00	
<b><u>Family (4 Individuals)</u></b>		
Drop-In	\$14.00	
10 Punch Pass	\$105.00	
1 Month Membership (Residents Only)	\$137.00	
3 Month Membership (Residents Only)	\$347.00	
Annual Membership (Residents Only)	\$882.00	
<b><u>Weight Room Only</u></b>		
Drop-In	\$3.00	
10 Punch Pass	\$23.00	
1 Month Membership (Residents Only)	\$29.00	
3 Month Membership (Residents Only)	\$74.00	
Annual Membership (Residents Only)	\$243.00	
<b><u>Other Aquatic Facility User Fees</u></b>		
Child ages 0-3 with paying, participating adult	Free	
Veteran with 50% or higher disability status (drop-in use only)	Free	
Shower Only	\$3.00	
Specialty Programs (kayaking, waterpolo, aquacise, range of motion, etc.)	Pool Drop-In Rates	
Deep Water Exercise Drop-In	\$6.00	
10 Punch Pass Deep Water Exercise	\$45.00	
Assistant to person with disability	Free w/paying individual	

**PAGE 2: AQUATICS FACILITY (CONT'D)**

<b>AQUATICS (CONT'D)</b>	<b>2023 Suggested Fees</b>	<b>Notes</b>
MAC and Aquatic Facility Combo Pass (Residents Only)	Same as Pool Passes and Memberships	
Self-Paced Triathlon	\$17.00/person	
<b><u>Aquatic Facility Rentals (exclusive use; 2 hour minimum)</u></b>		
Indoor Pool Rental (50 meter pool, tot pool)	\$192.00/hour	
Outdoor Pool Rental (Summer only)	\$116.00/hour	
Full Facility Rental (indoor and outdoor pools; Summer only)	\$303.00/hour	
Weight Room rental (exclusive use)	\$55.00/hour	
Cleaning/Damage deposit (refundable)	\$100.00/rental	
<b><u>Classes (includes instruction and materials, per person)</u></b>		
Group Swim Lessons (per lesson when pro-rated for holidays)	\$6.00/lesson	
Group Swim Lessons (per 8 lesson session)	\$44.00/session	
Private Swim Lessons (1 student per 1 hour lesson)	\$44.00/lesson	
American Red Cross Lifeguard Certification (employee)	Free	
American Red Cross Lifeguard Certification (Non-employee)	<del>\$170.00</del> \$171.00/class	Red Cross raised rates \$1
American Red Cross Lifeguard Instructor Certification	<del>\$280.00</del> \$281.00/class	Red Cross raised rates \$1
American Red Cross Lifeguard Recertification	<del>\$60.00</del> \$61.00/class	Red Cross raised rates \$1
American Red Cross Lifeguard Instructor Recertification	<del>\$60.00</del> \$61.00/class	Red Cross raised rates \$1
American Red Cross Administering Emergency Oxygen	<del>\$37.00</del> \$38.00/class	Red Cross raised rates \$1
American Red Cross CPR/First Aid/AED	<del>\$60.00</del> \$61.00/class	Red Cross raised rates \$1
Certified Pool and Spa Operator	\$330.00/class	
Junior Lifeguard Camp	\$61.00/person	



MULTI-PURPOSE ATHLETIC CENTER (MAC)	2023 Suggested Fees	Notes
<b>Punch Passes and Memberships</b>		
<b><u>Youth (ages 4-17)</u></b>		
Drop-In	\$4.00/person	
10 Punch Pass	\$30.00	
1 Month Membership (Residents only)	\$39.00	
3 Month Membership (Residents only)	\$99.00	
Annual Membership (Residents only)	\$252.00	
<b><u>Adult (ages 18-59)</u></b>		
Drop-In	\$5.00/person	
10 Punch Pass	\$38.00	
1 Month Membership (Residents only)	\$49.00	
3 Month Membership (Residents only)	\$124.00	
Annual Membership (Residents only)	\$315.00	
<b><u>Senior (ages 60+)</u></b>		
Drop-In	\$4.00/person	
10 Punch Pass	\$30.00	
1 Month Membership (Residents only)	\$39.00	
3 Month Membership Residents only)	\$99.00	
Annual Membership (Residents only)	\$252.00	
<b><u>Family (4 Individuals)</u></b>		
Drop-In	\$14.00/family	
10 Punch Pass	\$105.00	
1 Month Membership (Residents only)	\$137.00	
3 Month Membership (Residents only)	\$347.00	
Annual Membership (Residents only)	\$882.00	
Walking Track	Free	
Veteran with 50% or higher disability status (drop-in use only)	Free	
Assistant to person with disability	Free	
MAC and Aquatic Facility Combo Pass (Residents only)	Same as MAC Passes and Memberships	
<b><u>MAC Facility Rentals</u></b>		
Full Basketball Court Rental (3 pickleball courts)	\$66.00/hour	
Track Rental	\$165.00/hour	
Full Facility Rental 1/2 Day (5 hours)	\$1,210.00/half-day	
Full Facility Rental Full Day (10 hours)	\$2,200.00/day	
Single Pickleball Court	\$22.00/hour	
Half Basketball Court	\$33.00/hour	
Cleaning/Damage deposit (refundable)	\$400.00/rental	

COMMUNITY CENTER	2023 Suggested Fees	Notes
<b>Facility Rentals</b>		
<b>Meeting Rooms</b>		
Small Meeting Rooms (Bonanza, Comstock, Ponderosa, Kid's Club)	\$39.00/hour	
Large Meeting Rooms (Robert "Bob" Crowell Board Room, Tahoe Room)	\$50.00/hour	
Cleaning/Damage Deposit (refundable)	\$50.00/rental	
<b>Gymnasium</b>		
Gym (5 hours)	\$220.00/5 hrs	
Gym (10 hours)	\$385.00/10 hrs	
Gym (hourly fee for every hour over 10 hours)	\$55.00/hour	
Kitchen (5 Hours)	<del>\$83.00</del> \$85.00/5 hrs	Same as Fuji
Kitchen (10 hours)	\$165.00/10 hrs	
Kitchen (hourly fee for every hour over 10 hours)	\$22.00/hour	
Cleaning/Security Deposit (refundable)	\$400.00/rental	
West Parking Lot	\$150.00/day	New Fee
West Parking Lot Deposit	\$150.00/rental	New fee
<b>Theater</b>		
Theater Lobby Only (per hour)	\$28.00/hour	
Theater; includes lobby (5 hours)	\$550.00/5 hrs	
Theater; includes lobby (10 hours)	\$990.00/10 hrs	
Theater; includes lobby (hourly fee for every hour over 10 hours)	\$105.00/hour	
Dark Day Fee (full day)	\$110.00/day	
After Hours Fee (between 12am-8am)	\$13.00/hour	
Cleaning/Damage Deposit (refundable)	\$400.00/rental	

MARKETING AND ADVERTISING	2023 Suggested Fees	Notes
Community Center Digital Reader Board Ad (minimum 2 slots)	\$22.00/week/slot	
Outdoor Banners	\$165.00	
Centennial Outfield Posters (per 6 month season)	\$165.00	
Sports Complexes, Mills Park Pole Flag (per 6 month season)	\$193.00	
Sponsorships	As apporoved by Director	
City Sponsored advertisements (events, programs, meetings etc.)	Free	
Activity Guide Ad (1/8 Page)	\$60.00	
Activity Guide Ad (1/4 Page)	\$105.00	
Activity Guide Ad (1/2 Page)	\$170.00	
Activity Guide Ad (Full Page)	\$280.00	

**PAGE 5: COMMUNITY CENTER (CONT'D)**

<b>COMMUNITY CENTER (CONT'D)</b>	<b>2023 Suggested Fees</b>	<b>Notes</b>
<b><u>Theater Staffing (per hour)</u></b>		
Theater Tech Scheduled	\$20.00/hour	
Theater Tech Called In	\$30.00/hour	
Custodian Scheduled	\$17.00/hour	
Custodian Called In	\$25.00/hour	
Program Coordinator Scheduled	\$40.00/hour	
Program Coordinator Called In	\$55.00/hour	
<b><u>Community Center and Theater Equipment Rental (each per day)</u></b>		
Folding Chairs	\$1.50/each day	
Folding Tables (30"x96" or 24"x96")	\$3.50/each day	
Projection Screen (6')	\$8.00/each day	
PA System	\$62.00/each day	
Projector Theatre Sides (5000 lumens)	\$44.00/each day	
Projector Back Wall (2600 lumen)	\$95.00/each day	
Projector Light Booth (9000 lumen)	\$160.00/each day	
Projector (6500 lumen)	\$145.00/each day	
TV/DVD	\$23.00/each day	
Fog Machine (F100)	\$23.00/each day	
Bubble Machine	\$18.00/each day	
Fog Machine Dry Ice	\$23.00/each day	
Snow Machine	\$23.00/each day	
Piano	\$28.00/each day	
Scrim (15x40 white or black)	\$28.00/each day	
Wireless Microphone	\$16.00/each day	
Stage (per section; 4'x8')	\$18.00/each day	
Pipe and Drape (per set/180')	\$204.00/each day	
Pipe and Drape 10' Section	\$22.00/each day	
Power Drop Chord (Gym)	\$27.00/each day	
Cable Ramp	\$6.00/each day	
Digital Audio Mixer (with support rack)	\$96.00/each day	
Microphone "Dynamic" (with cable and stand)	\$4.50/each day	
Microphone "Condensor" (with cable and stand)	\$7.00/each day	
Speaker Mackie	\$17.00/each day	
Speaker JBL Eon	\$7.00/each day	
Speaker Pair with Amp (bag end saphire, crown)	\$53.00/each day	
Follow Spotlight ( <del>pair</del> ) Each	<del>\$38.00</del> \$19.00/each day	Some renters just need one
Lighting Paint Can	\$27.00/each day	
Lighting Fixture (ellipsoidal)	\$3.50/each day	
Lighting Fixture (ministrip)	\$10.00/each day	
Lighting Portable Dimming System	\$40.00/each day	
Lighting Control PC, Software, DMX	\$28.00/each day	
Power Distribution Box (400 amp, 3 phase) + one set of feeder cables	<del>\$12.00</del> \$44.00/each day	Added cables to the package
Power Distribution Box (50 amp, 1 phase) + power distribution cables	<del>\$6.00</del> \$12.00/each day	Added cables to the package
Power Distribution Cable (50 amp, 75')	\$6.00/each day	
Power Distribution Cable (60 amp, 75')	\$10.00/each day	
Power Distribution Adaptor (100 amp)	\$4.50/each day	
Power Distribution Feeder Cables (50')	\$32.00/each day	
Easel	\$3.50/each day	
Podiums	\$4.50/each day	

**PAGE 6: RECREATION PROGRAMS**

<b>RECREATION PROGRAMS</b>	<b>2023 Suggested Fees</b>	<b>Notes</b>
<b><u>Sports (per season)</u></b>		
Youth Sports (Basketball, Volleyball)	\$72.00/player	
Youth Futsal	\$55.00/player	
Youth Sports Uniforms	\$25.00/player	
Adult Basketball	\$396.00/team	
Adult Volleyball	\$305.00/team	
Adult Futsal	\$66.00/player	
Adult Soccer	\$66.00/player	
Adult Softball	\$528.00/team	
Adult Softball Coed	\$264.00/team	
Junior Giants	Free	
Skate and Scooter Competition	\$11.00	
Pickleball Tournaments	\$33.00	
Dodgeball Tournament	\$100.00	
<b><u>Capital Kids Before &amp; After School Youth Program</u></b>		
AM Before School Program (per week)	<del>\$22.00</del> \$25.00/week	Increased operation costs
PM After School Program (per week)	<del>\$44.00</del> \$50.00/week	Increased operation costs
CCSD Professional Development Days (single day registration)	<del>\$22.00</del> \$25.00/day	Increased operation costs
CCSD Non-School Days (single day registration)	<del>\$22.00</del> \$25.00/day	Increased operation costs
CCSD Minimum Days (2 or 3 day session)	<del>\$16.00</del> \$40-\$60/day session	Session instead of days
CCSD Early Release Days (single day registration)	\$13.00/day	
Late Pick Up Fee	\$10/15 minutes/child	Fee not listed last year
Parent's Night Out	\$20/child	New Program
<b><u>Camp Carson Summer Camp Program</u></b>		
Break Camps (per week; Summer, Winter, Spring)	<del>\$110.00</del> \$75-\$150/week	Variable lengths and trips
Camp Shirts	<del>\$10.00</del> \$15.00/shirt	Increased costs
Field Trips	\$15-\$25 \$20-\$35/trip	
<b><u>Outdoor Recreation</u></b>		
Shred Kids Mountain Bike Camp	\$39.00/session	
Shred Kids Ski and Snowboard Program	<del>\$215.00</del> \$235.00/session	Increased costs
Other Outdoor Recreation Activities (kayaking, snowshoeing, etc)	100% Cost Recovery	
<b><u>Movers and Doers Adaptive Recreation</u></b>		
Activity Fee	As approved by Director	
<b><u>Contract Classes (Contractor/PROS Split)</u></b>	70%/30% split*	
<b><u>General Fees</u></b>		
Refund processing fee (for all activities)	10%	

\*Or as approved by Director or City Manager

**PAGE 7: SPORT FIELDS AND CEMETERY**

<b>SPORTS FIELDS</b>	<b>2022 Suggested Fees</b>	<b>Notes</b>
<b>Ballfield rentals (3 Hour Time Slot)</b>		changed to 3 hour time slot
Baseball/Softball Field with no prep (Centennial, Governor's, Pete Livermore)	\$50.00/day field	
Baseball/Softball Field with prep (Centennial, Governor's, Pete Livermore)	\$88.00/day field	
Flat Turf with no prep (football, soccer, lacrosse, etc)	\$50.00/day field	
Flat Turf with prep (football, soccer, lacrosse, etc)	\$138.00/day field	
Pete Livermore Sports Complex Parking Lot	\$150/day	New fee not included last year
Pete Livermore Parking Lot Cleaning/Damage Deposit (refundable)	\$150.00	New fee not included last year
<b>Sports Tournaments</b>		
Facility Rental (Centennial, Governor's, Pete Livermore)	\$550.00/day	
Facility Supervisor (if required)	\$16.50/hour	
Field Prep	\$28.00/game/field	
Lights	\$28.00/game/field	
Endorsed Holding Deposit (non-refundable, if cancelled)	\$200.00/rental	
Cleaning/Damage deposit (refundable)	\$400.00/rental	
Tournament Gate Fees	Not permitted	
Carson Ridge Disc Golf Park (exclusive use for up to 10 hours)	\$385.00/day	Updated disc golf park name
Carson Ridge Disc Golf Cleaning/Damage Deposit (refundable)	\$150/rental	Fee not included last year

<b>LONE MOUNTAIN CEMETERY</b>	<b>2023 Suggested Fees</b>	<b>Notes</b>
Casket Space-Grass	\$1,600.00/person	
Casket Space-Dirt	\$1,300.00/person	
Casket-Open/Close	\$1,025.00/person	
Casket-Open/Closed Baby	\$250.00/person	
Marker Setting-Flat (lawn)	\$85.00-\$500.00/person	
Marker Setting-Slant, Double Slant, Single and Double Uprights (300 lbs+)	\$125.00-\$600.00/person	
Cremation-Space-Lawn	\$600.00/person	
Cremation-Space-Dirt	\$400.00/person	
Cremation-Open/Close-Urn Space	\$250.00/person	
Cremation-Open/Close-Niche (each; above ground/bench etc.)	\$200.00/person	
Memorial Grove Donation (per tree)	\$350.00/tree	
Crypt-Single	\$875.00/person (or market costs)	
Crypt-Double	\$1,750.00/person (or market costs)	
Urn Vault (standard)	\$200.00/person	
Urn Vault (double)	\$225.00/person	
Vase	\$55.00/person	
Community-Tank/Garden/Indigent	\$50.00/person	
Disinterment (may require court order and DA approval)	\$2,000.00/person	
Disinterment 2018 or Later (may require court order and DA approval)	\$250 w/Urn Vault	
Disinterment Before 2018 (may require court order and DA approval)	\$400.00/person	
Veteran Space	No cost	
Niche-Row 1	\$925.00/person	
Niche-Row 2	\$1,070.00/person	
Niche-Row 3	\$1,225.00/person	
Niche-Row 4	\$1,395.00/person	
Companion Niche-Row 1	\$1,675.00/person	
Companion Niche-Row 2	\$1,920.00/person	
Companion Niche-Row 3	\$2,210.00/person	
Companion Niche-Row 4	\$2,540.00/person	
Overtime Staff Charge	\$550.00	

PERMITS	2022 Suggested Fees	Notes
Overnight Camping (per vehicle; event organizers, participants, and vendors only)	\$11.00/night	
Special Event Permit-Commercial**	\$53.25/day	
Special Event Permit-Non Profit**	\$21.70/day	
Temporary Vendor Fee (Per Vendor)**	\$2.15/day	
Temporary Liquor License (5 Day Maximum)**	\$20.00/day	
Food Truck/Vendor (per day)	\$250.00	
Temporary Food Permit (1 day; 2-7 days; 8-14 days)** (Through Carson City Health Dept.)	\$25; \$50; \$75	

\*\* Fees are in Carson City Municipal Code and will be updated with any code changes as approved by the Board

RIFLE AND PISTOL RANGE	2023 Suggested Fees	Notes
<b>Public Shooters</b>		
Public Shooter Drop-In (In-State/Residents; per shooter)	\$5.00/day	
Public Shooter Drop-In (Out-of-State; per shooter)	\$10.00/day	
<b>Annual Passes</b>		
Adult (In-State)	\$50.00/year	
Adult (Out-of-State)	\$100.00/year	
Youth (17 and under) and Seniors (60+) (In-State)	\$25.00/year	
Youth (17 and under) and Senior (60+) (Out-of-State)	\$50.00/year	
Family (2 adults, 3 youth) (In-State)	\$75.00/year	
Family (2 adults, 3 youth) (Out-of-State)	\$150.00/year	
Veteran with 50% or higher disability status (for drop-in use only)	Free	
Volunteers (requires minimum of 8 hours of service per month; average annually)	Free	
<b>Group Reservations (4 hour duration)</b>		
Non-Profit organizations, Shooting Clubs (In-State)	\$25.00/4 hrs	
Non-Profit organizations, Shooting Clubs (Out-of-State)	\$50.00/4 hrs	
In-State Business/Commercial (requires Carson City Business License)	\$50.00/4 hrs	
Out-of-State Business/Commercial (requires Carson City Business License)	\$100.00/4 hrs	
Governmental Uses (Law Enforcement, Military)	Free	
Cancellation Fee (15 days or less)	No Refunds	
Clean Up	Direct Costs*	
Vendor Fee (requires Carson City Business License)	\$250.00-\$500.00/day*	
Concession and Sales (targets, ear protection, etc.)	Actual Costs*	
Private Range Rental/Special Event	\$500.00-	
Cleaning/Damage Deposit (refundable)	\$400.00	Fee not listed last year
<b>Sponsorships</b>		
Directional/Education signs	\$500.00/year	
Kiosk (per year)	\$750.00/year	
Target stands, Envelopes, Parking Permits, ear protection etc.	Actual Costs	
Banners	\$250.00/3 months	

REGIONAL/COMMUNITY PARKS/OPEN SPACE	2023 Suggested Fees	Notes
<b><u>Park and Open Space Facility Reservations (8am-8pm)</u></b>		
Park Grounds (Fuji, Mills)	\$110.00/day	
Park Grounds Cleaning/Damage Deposit (refundable)	\$150.00/rental	
Picnic Pavilion (Fuji, Mills)	\$110.00/day	
Picnic Pavilion cleaning/security deposit (refundable)	\$150.00/rental	
Trash Can Deposit (refundable if trash is maintained by Renter)	\$100.00/10 cans	
<b><u>Fuji/Fairgrounds</u></b>		
Arena (Carson City Fairgrounds; 8am-10pm)	\$440.00/day	
Exhibit Hall; includes kitchen (9am-11pm)	\$440.00/day	
Exhibit Hall Commercial Kitchen (5 hours)	\$85.00/5 hrs	
Exhibit Hall Commercial Kitchen (10 hours)	\$165.00/10 hrs	
Barn	\$250.00/day	
Cleaning/Damage Deposit (refundable)	\$400.00/rental	
<b><u>Mills Park (8am-8pm)</u></b>		
Marv Teixeira Pavillion	\$440.00/day	
Marv Teixeira Pavillion Cleaning/Damage Deposit (refundable)	\$400.00/rental	
Wire Looms and Chords	\$100/day	
Large Grass Area for Sport Usage	Same as sport field usage	New fee for 2023
<b><u>Prison Hill Recreation Area (sunrise to sunset)</u></b>		
Motorized Use Area (10 hours max day)	\$275/day plus \$5 per participant	
Cleaning/Damage Deposit (refundable)	\$400.00/rental	
<b><u>Silver Saddle Ranch (7am-5pm)</u></b>		
Historic Complex excludes Red House (10 hours max day)	\$550.00/day	
Small Group Rental (Under 50 people)	\$110/day	
Cleaning/Damage Deposit (refundable)	\$400.00/rental	
<b><u>Other Regional/Community Parks/Open Space Fees (sunrise to sunset)</u></b>		
Neighborhood Parks Pavilions (first come-first served)	Free	
Trail Runs/Events (exclusive use for event, runs, challenge courses, etc.)	\$220/day plus \$1 per participant in excess of 100	
Trail Runs not staging on city property	Free	
Trail Run Cleaning/Damage Deposit	\$150.00/rental	
Outdoor Tennis and Pickleball Court Rental (commercial use)	\$15.00/hour	



**PAGE 10: OUTDOOR EQUIPMENT RENTAL**

OUTDOOR EQUIPMENT RENTAL		2023 Suggested Fees			Notes
	Day	Weekend	Week		
Late Fee	Day charge	Day charge	Day charge		
Cleaning/Repair Fee	\$15.00/hour	\$15.00/hour	\$15.00/hour		
Group Discount (8 or more people)	15%	15%	15%		
Kayak (includes paddle and PFD)	\$25.00	\$40.00	\$80.00		
PFD (lifejacket)	\$4.00	\$6.00	\$12.00		
Backpack	\$10.00	\$16.00	\$32.00		
Tent	\$9.00	\$15.00	\$30.00		
Backpack Stove	\$4.00	\$6.00	\$12.00		
Disc Golf Set	Free	Free	Free		
Sleeping Bag	<del>\$12.00</del> \$18.00	<del>\$19.00</del> \$29.00	<del>\$38.00</del> \$58.00		Cost to launder is \$15.00
Sleeping Pad	\$6.00	\$10.00	\$20.00		
Pickleball Net	\$8.00	\$13.00	\$26.00		
Horse Shoes	\$4.00	\$6.00	\$12.00		
Spike Ball	\$4.00	\$6.00	\$12.00		
Corn Hole	\$6.00	\$10.00	\$20.00		
Trekking Poles	\$5.00	\$8.00	\$16.00		
Snowshoes (includes trekking poles)	\$12.00	\$19.00	\$38.00		
Kayak Paddle	\$5.00	\$8.00	\$16.00		
dry bags small	\$3.00	\$5.00	\$10.00		
dry bag large	\$6.00	\$10.00	\$20.00		
Snow gaiters	\$3.00	\$5.00	\$10.00		
Mess Kit	\$4.00	\$6.00	\$12.00		
Bear Canister	\$5.00	\$8.00	\$16.00		
Headlamp	\$4.00	\$6.00	\$12.00		
kubb set	\$5.00	\$8.00	\$16.00		
Stove Fuel	\$6/canister	N/A	N/A		
Water filter	\$5.00	\$8.00	\$16.00		
Water Jug	\$4.00	\$6.00	\$12.00		
Kayak Strap Kit	\$4.00	\$6.00	\$12.00		
Paddle Jacket	\$6.00	\$10.00	\$20.00		
Paddle Pants	\$4.00	\$6.00	\$12.00		
Roto-Molded Cooler 123 Quart	\$18.00	\$29.00	\$58.00		
Roto-Molded Cooler 80 Quart	\$12.00	\$19.00	\$38.00		
Neoprene Socks	\$2.00	\$3.00	\$6.00		