

Administration: Credit Card Surcharge

Effective Date: September 11, 2026

Review Date: Annually in November or upon changes to credit card processing costs, applicable laws or payment processor rules by Director of Parks and Recreation.

Approved By: Bargersville Town Council on August 11, 2026 and Bargersville Park & Recreation Board on October 10, 2025

Purpose: To ensure transparency and cost recovery related to credit card transaction fees, this policy outlines the surcharges applied to credit and debit card payments made to the Parks Department.

Scope: This policy applies to all customers making payments using a credit or debit card, whether in-person, online, or over the phone.

Policy Statement

The Bargersville Parks & Recreation Department will apply a surcharge to all credit and debit card payments to recover the costs associated with credit card processing. These fees are charged in compliance with applicable laws and payment processor regulations.

Surcharge Rates

The initial fee approved October 14, 2025 by the Park Board is 3.5% of the total transaction amount. All updates and changes to the rate will be listed on the Fee Schedule and updated as needed.

Example:

For a \$100 purchase paid via credit card:

- 3.5% processing fee = \$3.50
- Total charged: \$103.50

Exempt Payment Methods

No surcharge will be applied to the following payment methods:

- Cash
- Checks

Important Notes:

- These fees apply **only** to payments made by credit cards or debit cards.
- No surcharge applies for payments made via cash or check.
- Currently ACH/bank transfers are not acceptable payment methods.