

Administration: Staff Support Fee Policy

Effective Date: September 25, 2026

Review Date: Annually in November or upon changes to staff support rates or Town fee ordinance applicable laws. Proposals to update rates will be presented annually if applicable.

Approved By: Bargersville Town Council on August 25, 2026 and Bargersville Park & Recreation Board on August 14, 2026

Purpose: To recover personnel costs associated with special events, programs, rentals, and activities that require Town and/or Park staff support beyond normal operations.

Scope: This policy may apply to special events, tournaments, festivals, races, private rentals, commercial events, nonprofit events, and any activity requiring Town staff support, exclusive use of park facilities, or services outside normal operating hours. Town-sponsored events are exempt from this policy.

Policy Statement

The Parks & Recreation Department may charge a Staff Support Fee for events requiring Town staff assistance. The fee is intended to recover labor costs associated with event setup, supervision, operation, cleanup, and facility restoration.

The Parks & Recreation Director or designee will determine the staffing required for each event based on factors such as event size, duration, location, public safety needs, equipment requirements, vendors, and overall operational impact. Staff may be required before, during, and after an event.

Billable Time

Staff support fees may include, but are not limited to:

- Facility and equipment setup
- Event supervision
- Equipment operation
- Utility access
- Traffic or parking assistance
- Cleanup and facility restoration

Billable time begins when staff start work related to the event and ends when all assigned responsibilities are complete.

Fees

Staff support fees shall be reviewed annually, with any proposed changes presented to the Park Board and Town Council.

Charges may include:

- Hourly labor costs
- Applicable employee benefits
- Overtime or holiday pay, when required

A minimum charge of two (2) staff hours per employee may apply.

Payment

Estimated staffing costs will be provided before the event. Final staffing fees will be invoiced after the event and are due within thirty (30) days.

Nonpayment

Failure to pay staffing fees may result in denial of future event permits or facility reservations until the account is paid in full.

Fee Waivers

The Parks & Recreation Director may reduce or waive staffing fees for Town-sponsored events, governmental agencies, educational institutions, community partners, or events that provide a significant public benefit. Approval of a waiver does not establish a precedent for future events.