

# FEE SCHEDULE

FY 2020-2021 Adopted

[City Manager's Office](#)  
[City Secretary's Office](#)  
[Record Management](#)  
[Municipal Court](#)  
[Information Technology](#)  
[Library](#)  
[Finance](#)  
[Police](#)  
[Fire](#)  
[Fire Prevention](#)  
[Animal Control](#)

[Building and Code Enforcement](#)  
[Planning](#)  
[Engineering](#)  
[Environmental Health](#)  
[Water and Wastewater](#)  
[Utility Billing](#)  
[BRiCk](#)  
[City Ball Fields](#)  
[Park Facilities \(Warren, Chisenhall and Mistletoe\)](#)  
[Stage Rental Fees](#)  
[Russell Farm](#)  
[Golf Course](#)

\*Departments that requested changes

## City Manager's Office

- |  |  |
|--|--|
| 1. Solid Waste Collection Service application fee  | \$75.00  |
| 2. Limousine Service Permit  | \$25/Year  |
| 3. Annual License to operate any manufactured home park, mobile home park or travel trailer park within the City.                              | \$25.00, plus \$1.00 per space for all spaces in excess of 25. |
| 4. Transfer fee for transfer of annual license to operate any manufactured home park, mobile home park or travel trailer park within the City. | \$25.00  |

## City Secretary's Office

1. Amusement Center License	Occupation Tax-\$7.50/ per Machine Annually
2. Pool Hall License	Occupation Tax-\$7.50/ per Machine Annually
3. Taxicab Franchise	2% of Annual Gross Receipts
4. Taxicab Application Fee	\$50
5. Skating Rink Application	\$100 Annual License
6. Beer and Wine Permit	One half of fee assessed by TABC for each State permit issued
7. Mixed Beverage Permit-After 3rd yr of operations	One half of fee assessed by TABC for each State permit issued

# Records Management

## PUBLIC RECORDS CHARGES

1. Paper Copies	
A. Standard-Size Paper Copy (Measures less than 8.5 X 14)	@10¢/PAGE
B. Non-Standard Size Paper Copy (Larger than 8.5 X 14)	@50¢/page

- 2. Computer Diskette \$1.00/each
- 3. Audio Cassette \$1.00/each
- 4. VHS Video Cassette \$2.50/each
- 5. Computer Magnetic Tape \$10.00/each
- 6. Personnel Charge \$12 per hour
- 7. Overhead Charge 20% of personnel charge

8. Microfiche/Microform	
A. Paper Copy	10¢ / per page
B. Film Copy	actual cost
C. Document Retrieval	actual cost

9. Computer Resource	
A. PC or LAN	50¢/minute
B. Client/Server	\$1.00/minute
C. Midsize	\$3.00/minute
D. Mainframe	\$17.50/minute
E. Programming Time	Average Programming Cost
F. Miscellaneous Supplies	actual cost
G. Postage and Shipping	actual cost

10. FAX	
A. Local	10¢/page
B. Long Distance, Same Area Code	50¢/page
C. Long Distance, Different Area Code	\$1.00/page

- 11. Other Costs Actual Cost

## Municipal Court

Return Check Fee

\$ 35 per

## Information Technology

Page is Intentionally blank

## Library

- |   |                                     |   |
|---|-------------------------------------|---|
| 1. Overdue Library Materials  | No Charge                           |   |
| 2. Overdue Interlibrary Loan Materials  | No Charge                           |   |
| 3. Replacement of Lost Materials  | Cost or exact replacement +<br>\$0  | *Processing Fee (patron can volunteer 1 hour for each dollar owed, with permission) |
| 4. Damaged Library Materials  | Cost or exact replacement +<br>\$0  | *Processing Fee (patron can volunteer 1 hour for each dollar owed, with permission) |
| 5. Black & White Copies/Printing  | \$.10/Page                          |   |
| 6. Use computer / internet / wireless internet  | No Charge                           |   |
| 7. Color Copies / Printing  | \$.25/Page                          |   |
| 8. Library Cards for Residents, Teachers and Students from schools within City Limits, TexShare Cardholders | No Charge                           |   |
| 9. Non-Resident Fees  | \$25/ individual or<br>\$50/ family | (annually renewable)<br>**In lieu of fee (patron can volunteer)                     |
| 10. Senior Non-Resident Fee (age 62 and over)   | \$12.50/ individual                 | (annually renewable)  |

11. Meeting Room Fees/ Usage Fees	Resident / Non-Resident Cardholders / Non-Profit Groups (w/proof) / Civic Organizations	Non-Cardholders / Businesses / Other For Profit Groups
a. Small conference room	No Charge	\$25 minimum (1st 2 hours) + \$10 each addl. hour
b. Large conference room	No Charge	\$50 minimum (1st 2 hours) + \$25 each addl. hour

12. FAX		***Each new fax number would be a new charge.
a. Local	\$1.00 first page + \$.25 each addl. page	(to single fax number)
b. Long distance	\$3.00 first page + \$.25 each addl. page	( to single fax number)

- |                    |            |                |
|--------------------|------------|----------------|
| 13. Proctoring Fee | \$20/exam  |                |
| 14. 3D Printing    | \$.10/gram | \$1.00 minimum |

## Finance

- |                                     |                      |
|-------------------------------------|----------------------|
| 1. Data Processing Services Request | \$25/hr or \$.42/Min |
| 2. Return Check Fee                 | \$ 35 each           |

## Police

1. Copy Services for Accident Reports or information or Copy of Certification of no report \$6.00/EA

2. Additional Fee for Certified Copies 2/EA

3. License for Sexually Oriented Businesses		
A. New license		\$500
B. License renewal		\$500
C. Non-conforming license		\$500
D. Reinstatement fee		\$500
E. Application for location exemption		\$250

4. Alarm System Fees		
A. Residential Permit Fee		\$50 prorated quarterly
B. Commercial Permit Fee		\$100 prorated quarterly
C. Residential Permit Renewal		\$50 annually
D. Commercial Permit Renewal		\$100 annually
E. Residential Permit Reinstatement		\$50
F. Commercial Permit Reinstatement		\$100
G. False Alarm Response Fee		
	1-3	\$ 0
	4-5	\$ 50
	6-7	\$ 75
	8-9	\$100
	10	\$100 and Police response revoked

5. Solicitor Permits/Registration		
A. Local - 1 year		\$75 + \$10 Per Agent for More Than 5 Agents
B. Interstate Commerce Registration		
	90 Days	0
	6 Months	0
	1 Year	0

6. Wrecker Inspections \$25 Each

7. Application fee for taxicab driver registration 1/per

8. Taxicab Inspections \$25/Each

9. Fingerprinting for the Public \$10/per card

10. Criminal History Checks \$8/Each

## Fire

1. Hazardous Materials Response                      Cost + 10%

2. CPR Training Class                                      Overtime for Instructor

3. Fire Fighter Training Courses		
A. Fire Officer 1		\$250.00 per student
B. Fire Officer 2		\$250.00 per student
C. Instructor Certification		\$150.00 per student
D. Driver/Operator		\$150.00 per student



10. Foster Home Inspections	\$35
11. Daycare/Health Facilities Licensing Inspections	\$75
12. Other Permits required by Fire Code	\$50
13. Re-inspections Fees	\$45
14. Registration of firms selling and/or servicing hand fire extinguishers, "Vent-a-Hood" fire extinguisher systems, and fire sprinklers within the City	\$50 annually
15. Installation of Special Locking Systems	\$250
16. Gate Installation Permit (Required for gates across private streets or electric gates across fire lanes.	\$50
17. Standpipe Systems	\$50 each standpipe
18. Tent Permit	\$100
19. Public Event Permit Fee	\$250

## Animal Control

1. Offense Fees (Impoundment)	Altered	Unaltered
A. First Offense	\$30	\$45
B. Second Offense	\$45	\$60
C. Third Offense	\$60	\$75

2. Small Animal Boarding Fee \$10/per Day

3. Livestock Impounding Fee \$75

4. Livestock Boarding Fee \$10/per Day

5. Adoption Fee \$20/per Animal

6. Adoption Spay/Neuter Fee \$75

7. Immunization Fee	
A. Distemper, Parvo and Bordetella	\$20
B. Rabies	\$10

8. Quarantine Fee \$10/day

9. Responsible Pet Owner Class \$35

10. Microchip Fee \$15

11. Multi-Pet Permit	
A. Application Fee	\$ 5
B. Permit Fee (annually)	\$25

12. Kennel Permit	
A. Application Fee	\$ 5
B. Permit Fee (annually)	\$100

13. Dangerous Animal Registration Fee \$250/Annually

## Building and Code Enforcement

1. Fees for new structural occupancy ( <i>Single family dwelling, duplex, townhouse</i> )	\$0.50/ft. all area under one roof.
---	-------------------------------------

2. Fees for new Commercial (Except apartment and shell buildings)	
A. 500 SQ. FT. OR LESS	\$480
B. 501 - 1,000	\$840
C. 1,001 - 2,500	\$1640
D. 2,501 - 8,500	\$50 + .64/sq. ft
E. 8,501 - 50,000	\$3,450 + .24/sq.ft.
F. 50,001 - 100,000	\$9,450 + .12/sq.ft.
G. 100,001-500,000 SQ. FT.	\$13,450 + .08/sq.ft.
H. 500,001 or more SQ. FT.	\$33,450 + .04/sq.ft.

3. Fees for Shell Buildings	
A. Completion of Structure	1/2 the rates in "2" Above
B. Interior completion	1/2 the rates in "2" Above

4. Fees for new Apartment Only	
A. 50,000 or less SQ. FT.	\$.32/sq. ft
B. 50,001 - 100,000	\$4,000 + .24/sq.ft.
C. 100,001 - 200,000	\$12,000 + .16/sq.ft.
D. 201,000 or more SQ. FT.	\$20,000 + .12/sq.ft.

5. (a) Commercial single trade permits	
A. \$2,500 or less	\$50
B. \$2,501 - \$10,000	\$70
C. \$10,001 and over \$2,500 increments	\$75 Plus \$10/per Increment

(b) Residential single trade permits	\$65 / each
--------------------------------------	-------------

6. (a) Residential Addition - addition to an existing residential structure	
Fee per Square Foot	\$0.50 / Sq Ft

(b) Residential Remodel - alterations, repairs, and remodeling to an existing residential structure	
Fee per Square Foot	\$0.25 / Sq Ft

7. Commercial Remodel / Addition - alteration, repairs, additions and remodeling to existing commercial structures. (Based on Valuation)	
A. <\$500	\$70
B. \$500 - \$2500	\$75
C. \$2500 - \$5000	\$80
D. \$5000 - \$7500	\$85

E. \$7500 - \$10000	\$90
F. more than \$10000	\$90 + \$10/\$2500 increments over \$10000

**8. New Construction for garages, barns and storage buildings over 200 Sq Ft**

A. <\$500	\$70
B. \$500 - \$2500	\$75
C. \$2500 - \$5000	\$80
D. \$5000 - \$7500	\$85
E. \$7500 - \$10000	\$90
F. more than \$10000	\$90 + \$10/\$2500 increments over \$10000

**9. Certificate of Occupancy (Commercial remodel, new tenant, & tenant finish out)**

A. 1-500 SQ. FT.	\$50
B. 501 - 2,500 SQ. FT.	\$60
C. 2,501 - 5,000 SQ. FT.	\$80
D. 5,000 - 10,000 SQ. FT.	\$100
E. 10,000 or more	\$150
F. Clean & show (Commercial Electric Release)	\$50
G. Temporary Certificate of Occupancy	\$300/30 days not to exceed 90 days

**10. Reinspection Fees**

A. Reinspection Fee - 2nd red tag for same item	\$75
B. Reinspection Fee - 3rd red tag for same item	\$150

**11. Miscellaneous Permits**

A. Swimming Pool	
1. In-Ground	\$200
2. Above Ground	\$ 50
B. Other - Includes:	\$25
1. Storage Buildings (Less than 200 sq. ft.)	\$25
2. Moving Permit	\$25
3. Carport/Awning	\$25
4. Fence (New & Replace)	\$25
5. Retaining Wall	\$25
6. Window Replacement	\$25
7. Foundation (New)	\$75
8. Demolition Permits	\$25 for residential / \$100 for commercial
9. Patio Cover	\$50
10. Freestanding Structure (i.e. Pergola, Gazebo, Arbor)	\$50
11. Subdivision Entry Wall Screen	\$150
C. Lawn Sprinkler	\$100
D. Signs	
1. Freestanding Sign	\$100 (Pole / Pylon / Monument / Flag Sign)
2. Wall Sign without CMS	\$50 (Awning / Canopy / Channel Letters / Marquee / Mural/Poster / Projection / Roof Sign / Sign Cabinet)

3. Wall Sign with CMS	\$100 (Awning / Canopy / Channel Letters / Marquee / Mural/Poster / Projection / Roof Sign / Sign Cabinet)
4. CMS added to existing Wall or Freestanding Sign	\$100
5. Shopping Center Sign Plan	\$250
6. Temporary Signs	\$25 (Banners / Homebuilder / Residential Subdivision Development)
7. Sign Variance	\$250
8. Billboard Conversion	\$200 (Static type to Electronic)
E. Subdivision Entry Wall Screen	\$150

12. After Hours Inspection \$60 per hour (2 hour minimum)

13. Plan Review	
A. Commerical Plan Review (New Only)	30% of Building Permit Fee - \$250 minimum & a \$5,000 maximim (non-refundable)
B. Residential Plan Review (New)	\$50
C. Residential Plan Review (Remodel/Addition)	\$30

14. Appeals to Advisory Boards	\$150
--------------------------------	-------

15. Electrician's License	
A. Master	
1. First Annual	0
2. Renewal	0
B. Journeyman	
1. First Annual	0
2. Renewal	0
C. Sub-Contractor Base Permit Fee / Validation Fee	\$50

16. Mechanical License	
A. Mechanical	
1. First Annual	\$100
2. Renewal	\$50
B. Sub-Contractor Base Permit Fee / Validation Fee	\$50

17. Plumbing Contractor's Registration	
A. First Annual	\$0
B. Renewal	\$0
C. Sub-Contractor Base Permit Fee / Validation Fee	\$50

18. Temporary Use	
A. Special Events	\$50
B. Seasonal Use	\$50
C. Temporary Outdoor Sales	\$50
D. Stationary Food Vendors	\$50

E. Carnival & Circus	\$50
----------------------	------

19. Park land Dedication-Cash in lieu of land	\$300/Unit
---	------------

20. Park Development Fee	\$300/Unit
--------------------------	------------

21. Administrative Cost to File Liens for Cost of Mowing and Nuisance Abatement	\$120
---	-------

22. Emergency Warning System Cost	\$25/acre
-----------------------------------	-----------

23. Weed mowing and nuisance abatement notification fee \$50

24. Administrative fee ( <i>Applied when changes are made to previously reviewed and/or permitted projects for residential or commercial -- i.e. revised site plan, floor plan, etc.</i> )	\$25
--	------

25. Modular buildings/construction trailers ( <i>Utilities require separate permit - see #5 - one trade only permits</i> )	\$50
--	------

26. Commercial Canopy/Cover	1/4 cost of Commercial
A. 500 sq. ft. or less	\$120
B. 501-1,000	\$210
C. 1,001-2,500	\$410
D. 2,501-8500	\$12.50 + .16/sq. ft.
E. 8,501-50,000	\$862.50 + .06/sq. ft.
F. 50,001-100,000	\$2,362.50 + .03/sq. ft.
G. 100,001-500,000	\$3,362.50 + .02/sq. ft.
H. 500,001 or more sq. ft.	\$8,362.50 + .01/sq. ft.

## Planning

1. Preliminary Plat	
A. Residential	\$850 + \$15/lot
B. Non-residential	\$500 + \$20 per acre

### 2. Final Plat

- A. Residential \$500 + \$10/lot
- B. Non-residential \$500 + \$15 per acre

3. Plat Revision	
A. Re-plat	\$500 + \$10/lot
B. Amending Plat	\$350

4. Plat Vacation/Short Form \$300

5. Minor Plat (not currently on fee schedule) \$400

6. ETJ Plat Exemption Letters \$25

7. Zoning Change/Specific Use Permit	
A. Less than 3 acres	\$700
B. 3.1 - 10 acres	\$900
C. 11 -29 acres	\$1,400
D. 30+ acres	\$1600 + \$15/acre over 30 (\$2800 max)

8. Planned Development/Permit \$1,000 + \$20 per acre

9. Preprinted Zoning Ordinances \$10

10. Pre-Printed Subdivision Policies \$10

11. Comprehensive Plan \$25

12. Comprehensive Plan Summary \$5

13. Interpretation request for new or unlisted uses in zoning ordinance (City refunds \$350 if no ordinance amendment is necessary) \$500

14. Oil and Gas Well Permit \$5,000 per wellhead

15. Road Damage Remediation Fee Assessment per lane mile x Access lane miles per site x OCI (Overall Condition Indicator)

16. Gas Well Pad Site Annual Inspection Fee \$5000 per pad site (due June 1 annually)

17. Legal Filing Fees		
A. First sheet - Small plat		\$50
B. First sheet - Large plat		\$80
C. Each additional sheet		\$25

18. Shopping Center Sign Package Review Fee \$250

19. Commercial Site Plan (CSP) fee \$500

20. Commercial Site Plan Amendment \$250

21. Annexation/Disannexation Requests \$500

22. Renotification Fee (at applicant's request) \$125

23. Zoning Verification Letter fee \$25

24. Roadway Impact Fees - Refer to Current Impact Fee Ordinance for Fees

25. Variances and Waiver Requests:		
A. Zoning Ordinance		\$250
B. Community Facility Policy		\$200
C. Landscape Requirements		\$250
D. Masonry Ordinance (new construction only)		\$250
E. Subdivision Ordinance		\$250
F. Old Town Design Standards (new construction only)		\$250
G. Commercial Site Plan		\$0
H. Fencing and Screening Ordinance		\$250
G. Any other Development-related Ordinance		\$250

26. Deployment of Wireless Network (small cell) Nodes in the Right of Way Refer to the current Cell Nodes Ordinance for Fees



## Environmental Health

<b>1. Food Safety Inspection Fees</b>		
A. Grocery		
1. $\leq 5,000$ sq. ft.		\$275
2. $> 5,000$ sq. ft.		\$400
B. Food Service		
1. $\leq 500$ sq. ft.		\$150
2. $> 500 \leq 1,500$ sq. ft.		\$200
3. $> 1,500 \leq 3,000$ sq. ft.		\$275
4. $> 3,000 \leq 6,000$ sq. ft.		\$350
5. $> 6,000$ sq. ft.		\$400
C. Child Care Food Service		\$150
D. Catering Operation		\$250
E. Temporary Food Service		\$50
F. Food Court		\$200 per establishment
G. Adjunct Operation		
1. Food Service		\$150 per independent operation
2. Food Store $\leq 5,000$ sq. ft.		\$150 per independent operation
3. Food Store $> 5,000$ sq. ft.		\$200 per independent operation
H. Commissary		
1. No food prep		\$100
2. With food prep		\$200
I. Mobile Units		
1. Prepackaged food only		\$100
2. Open and/or food prep		\$200
3. Push Carts		\$200
J. Plan Review		
1. $\leq 500$ sq. ft.		\$0
2. $>500 \leq 3,000$ sq. ft.		\$50
3. $>3,000$ sq. ft.		\$100
K. Late Fee		
		The late fee increases 10% for each 30 day block until permit fee and late fee is paid. Permits that are more than 90 days overdue will be required to be rapped for.
1. From 1-30 days		10% of fee owed
2. From 31-60 days		20% of fee owed

<b>2. On-site sewage facility fees</b>		DETERMINED BY TARRANT COUNTY
A. New System		
1. Application Fee		\$ 0
2. Water research fee		\$10
3. Permit Fee		\$250
4. Total for new system		\$260
B. Reinspection of system		\$75
C. Repair of system previously permitted		\$100

**3. Beer and Wine Permit**

One half the state fee assessed for each State permit issued

**4. Mixed Beverage Permit- After third year of operations**

One half the state fee assessed for each State permit issued

<b>5. Municipal Settings Designation</b>		
A. Application Fee		\$2,000
B. Third-party environmental review fee		\$5,000

<b>6. Miscellaneous Permits</b>		
A. Swimming Pool, Spa & Interactive Water Feature		
1. Plan Review and Opening Inspection		\$150
2. Annual Permit		\$250
3. Required Reinspection		\$75

<b>7. Food Truck Operational Site permit</b>		<b>\$50 for Six Months</b>
<b>8. Seasonal Permit (Farmers Market and Snow Cone Stand)</b>		<b>\$100</b>

## Water and Wastewater

<b>1. Tap Fees</b>		
A. 5/8" Meter Set	\$295.59	
B. 5/8" Meter, dig out, U Branch	\$415.80	
C. 5/8" Tap, Meter and Box in easement	\$1,379.88	<i>(pavement work : Get quote from Public Works)</i>
D. 1" Meter Set	\$385.54	
E. 1" Water Tap, Meter and Box in easement	\$1,458.53	
F. 1 1/2" Meter Set	\$578.75	
G. 1 1/2" Tap, Meter and Box	\$2,204.33	<i>(Positive displacement meter in easement, pavement work: Get quote from Public Works)</i>
H. 1 1/2" Tap, Meter and Box	\$2,601.35	<i>(turbine meter in easement, pavement work: Get quote from Public Works)</i>
I. 1 1/2" Meter (positive disp.)	\$578.75	
J. 1 1/2" Meter (turbine)	\$835.77	
K. 2" Meter (positive disp.)	\$749.10	
L. 2" Meter (turbine)	\$850.32	
M. 2" Meter (compound)	\$1,711.32	
N. 2" Tap, Meter and Box	\$2,314.90	<i>(Positive displacement meter in easement, pavement work: Get quote from Public Works)</i>
O. 2" Tap, Meter and Box	\$2,416.12	<i>(turbine meter in easement, pavement work: Get quote from Public Works)</i>
P. 2" Tap, Meter and Box	\$3,277.12	<i>(Compound meter in easement, pavement work: Get quote from Public Works)</i>
Q. 3" Tap, Meter and Box	To be determined by Utilities Supervisor	
R. 4" Tap, Meter and Box	To be determined by Utilities Supervisor	
S. 4" Sewer Tap in Pavement	\$866	
T. 4" Sewer Tap in Easement	\$985.41	
U. Relocate 5/8" Meter	\$201.00	<i>(12 ft. or less in easement, pavement work: Get quote from Public Works)</i>
V. Relocate 5/8" Meter (more than 12 ft.)	Get quote from Public Works	
W. Relocate 1" Meter	\$215.00	<i>(12 ft. or less in easement, pavement work: Get quote from Public Works)</i>
X. Relocate 1" Meter (more than 12 ft.)	Get quote from Public Works	
Y. Pull Meter	\$10	
Z. Double Meter Box	\$30.50	
AA. 2" and 1 1/2" Meter Box	\$217.00	
AB. 2" + Meter Box	\$117	
AC. Pavement Cut / Replacement	To be determined by Utilities Supervisor	
AD. Automatic Flush Valve	\$1,000.00	
AE. Water and Wastewater Impact Fees	Refer to Current Impact Fee Ordinance for Fees	<i>(Burluson charges both City of Burluson and City of Fort Worth Impact Fees)</i>

## Utility Billing

<b>1. Security Deposits</b>	
A. Minimum Residential	\$135
<b>B. Commercial</b>	
1. Minimum for 3/4" Meter	\$ 135
2. Minimum for 1 1/2" Meter	\$ 160
3. Minimum for 2" Meter	\$ 185
4. Minimum for 3" Meter	\$ 210
5. Minimum for 4" Meter or Larger	\$ 260
<b>C. Security Deposit for Fire Hydrant Meters</b>	\$ 1,800

**2. Penalty Amount for Late Bills** 10% Excluding Tax

**3. Return Check Fee** \$ 35

**4. Extension Fee** \$5

<b>5. Reconnect Fee</b>	
A. Standard	\$35
B. Reconnect Fee After 5:00 PM and on weekends and holidays	\$50

**6. Extra Trip Fee** \$15

<b>7. Meter Test Fee</b>	
A. For 3/4" or 1" Meter	\$30
B. For 1 1/2" Meter and Larger	\$125

**8. Temporary Service Fee** (2 day limit and 2,000 gallons) \$30

**9. Transfer Fee** \$15

**10. Construction Meter Non-Read Fee** \$100

**11. After Hours Turn-on Fee** \$50

**12. Initiation Fee (in addition to deposit)** \$10

<b>13. Tampering Fee</b>	
A. First Occurrence	\$50
B. Second Occurrence	\$100
C. Third Occurrence	\$150

**14. Pull Meter Fee** \$30

## BRiCK

<b>1. Definitions:</b>	
A. Adult	Ages 16-61
B. Non-Resident	Any individual or family not living within the defined city limits of Burleson.
C. Resident	Person who resides within the city limits of Burleson
D. Senior	Ages 62 and older
E. Youth	Ages 3-15 (children under 3 years of age are free)

<b>2. General Policy for BRiCK:</b>	
A. Children below 10 years of age must be accompanied by an adult at all times.	
B. Fitness Area/2nd floor cardio:	
1. No children under 13 allowed in fitness area or walk/jog track with the exception of specified periods of family track time.	
2. Children over the age of 13 may attend a fitness orientation class to be allowed future access to the fitness area without parent supervision.	
3. Family fitness room available at all times to children ages 6 – 12. Recommended ratio of 1 adult per child.	
C. Cancellations/Refunds/Transfers/Medical Policy:	
1. Rentals canceled 30 calendar days or more prior to booking	Receive 100% of the deposit.
2. Rentals canceled 29-15 calendar days prior to booking	Receive 50% deposit.
3. Rentals cancelled 14 calendar days or less prior to the event date	Forfeit all deposits.
4. Sports rental cancellations	May be subject to an administrative fee not to exceed \$50.00.
D. Insufficient Funds Fee:	A fee of \$35 will be charged for insufficient funds and failed EFT payments.

<b>3. Memberships Fees</b>	<b>Resident</b>	<b>Non-Resident</b>	<b>Military</b>	<b>Corporate</b>
A. Annual Guest Membership paid in full, in advance				
1. Youth	\$234	\$316	\$187	N/A
2. Adult	\$328	\$442	\$262	\$287
3. Senior	\$281	\$379	225	\$246
4. Family*	\$505	\$682	\$404	\$443
B. Annual Guest Membership paid monthly via EFT (1 year contract)				
1. Youth	\$270 (\$22.50/mo.)	\$365 (\$30.38/mo.)	\$216 (\$18.00/mo.)	N/A
2. Adult	\$378 (\$31.50/mo.)	\$510 (\$42.53/mo.)	\$302 (\$25.20/mo.)	\$338 (\$28.14/mth)
3. Senior	\$324 (\$27.00/mo.)	\$437 (\$36.45/mo.)	\$259 (\$21.60/mo.)	\$289 (\$24.12/mth)
4. Family*	\$583 (\$48.60/mo.)	\$787 (\$65.61/mo.)	\$467 (\$38.88/mo.)	\$521 (\$43.42/mth)

C. Annual Guest Membership paid monthly via Auto Debit (1 year contract)			
1. Youth	\$306 (\$25.50/mo.)	\$413 (\$34.43/mo.)	\$245 (\$20.40/mo.)
2. Adult	\$428 (\$35.70/mo.)	\$578 (\$48.20/mo.)	\$343 (\$28.56/mo.)
3. Senior	\$367 (\$30.60/mo.)	\$496 (\$41.31/mo.)	\$294 (\$24.48/mo.)
4. Family*	\$661 (\$55.08/mo.)	\$892 (\$74.36/mo.)	\$529 (\$44.06/mo.)
F. Daily Guest Membership		<b>All</b>	<b>Military</b>
1. Individual	\$8		6
2. Family	\$20		\$15
3. Guests of 15+	\$6 each		\$4 each
* Family membership include access to KidZone			
<b>* Elimination of monthly and 3-month memberships</b>			

**4. Fees in Addition to Membership:** The following are available to members at an additional cost (not included in the membership fees), subject to rules established by the Director.

	Deposit	Resident	Non-Resident
<b>A. Indoor Aquatics / Party Rooms:</b>			
1. Pool Party Room-Resident	\$75	\$52.50/hr	\$85/hr
2. Pool Party Room-Non-Resident	\$75	\$100/hr	\$146/hr
3. Private party without slide - Max 485 guests	\$75	\$262.50/hr	\$287.50/hr
4. Private party with slide - Max 485 guests	\$75	\$237.50/hr	\$262.50/hr
5. General Policies (not limited to the following):			
a. All rental rates are based on hourly rates with a minimum 2 hour rental.			
b. Rentals and private parties include the use of party room(s) and entire indoor aquatics area			
c. Private party fees include the cost of after-hours lifeguards			
<b>B. Meeting Room Rentals (All rental rates are based on hourly rates with a minimum 2 hour rental):</b>			
1. 1,400 square feet	\$100	\$45/hr	\$61/hr
2. 2,800 square feet	\$150	\$80/hr	\$108/hr
3. Damage Deposit	Will be refundable provided the usage contract terms are met. Refund is subject to any remaining balance due on household.		
4. After Hours Fee	\$15/hr. per customer service attendant in addition to rental fees listed above.		
<b>C. Gymnasium Rentals:</b>			
1. Half Court	\$50	\$25/hr	\$46/hr
2. Full Court	\$50	\$35/hr	\$61/hr
3. Two Full Courts	\$50	\$65/hr	\$108/hr
4. Damage Deposit	Will be refundable provided the usage contract terms are met. Refund is subject to any remaining balance due on household.		
5. After Hours Fee	\$15/hr. per customer service attendant in addition to rental fees listed above.		
<b>D. Kids Zone:</b>			
1. All Family memberships excluding Daily Guests:		No Add'l Cost	No Add'l Cost
2. Daily Guests:		\$2/hr perchild	\$2/hr perchild
3. General Policies (not limited to the following):			
a. Ages 6 months through 12 years of age			
b. Parents/guardians must be on premises			
c. Maximum 2 hours			
d. Late fees will be charged for failure to pick up on time			

E. Outdoor Swimming Pool (All rentals are based on hourly rates with a minimum of two hour rental):				
1. Daily Passes - Youth (Age 3-15)		\$3	\$3	
2. Daily Passes - Adult (Age 16-61)		\$4	\$4	
F. Outdoor Pool Rental/Private Parties:				
1. 0-49 attendees/ guests	\$75	\$65/hr	\$75/hr	
2. 50-149 attendees/ guests	\$75	\$75/hr	\$85/hr	
3. General Policies (not limited to the following):				
a. Rentals and private parties include the use of the outdoor pool only				
b. Private party fees include the cost of afterhours lifeguards				
c. The Damage Deposit will be refundable provided the usage contract terms are met. Refund is subject to any remaining balance due on household.				

## City Ball Fields

**1. Unreserved** No Charge No Charge

**2. Organized League Athletics** City Leagues, PeeWee Football, and BYA are allowed to use fields for organized game play

<b>3. Ball Field Reservations</b>	
A. Reservations/Field	\$25 w/o lights

<b>4. Tournament Fees</b>	
A. Ballfield Rental Girls	\$300 per field minimum of 5 fields
B. Ballfield Rental Boys	\$400 per field per day minimum of 10 fields
	max of 15 fields

## Park Facilities (Warren, Chisenhall and Mistletoe)

<b>1. Pavillion</b>	
A. Full Shelter	\$20/HR

<b>2. Tennis Courts -</b>	<i>Resident</i>	<i>Non- Resident</i>
A. Tournament Reservations	\$10/HR.	\$15/HR.

## Stage Rental Fees

(All fees are based on a 4 hour stage rental)

<b>1. For Profit Organizations</b>	\$3,300
A. Extra Speakers	\$450
B. Additional Hours	\$500/hour
C. Deposit	\$1,000
D. Mileage greater than 5 miles	\$20/mile

<b>2. Not For Profit Org (501c3 required)</b>	\$1,650
A. Extra Speakers	\$450
B. Additional Hours	\$250/hour
C. Deposit	\$1,000
D. Mileage greater than 5 miles	\$20/mile

All Recreation fees listed are maximum fees to be charged. Recreation management has authority to adjust fees and run seasonal specials as needed to In the event of a question or conflict, the City Council shall provide the final resolution.maximize play.

## Russell Farm

All rental rates are based on hourly rates with a minimum 2 hour rental

1. Building Rental		
A. Chesapeake Building 1800 sq. ft.	\$40.00 per hour	(max occupancy:145)
B. Baker Building 500 Sqft.	\$30.00 per hour	(Max occupancy: 50)
C. Hay Barn/Outdoor Pavilion 1110 sq. ft.	\$25.00 per hour	(Max occupancy: 100)
*Fee includes 35 chairs. Additional chairs: \$2.00 per chair.		
**After Hours Fee - \$17/hr per customer service attendant in addition to rental fees listed above		

2. Wedding Ceremony and Reception Packages		
<b>All packages include:</b>	Separate ceremony and reception area.	
	Exclusive use of the manicured 4 acre landscape venue for 8 hours. (Time includes setup and tear down).	
	Choice of unique outdoor pavilion/ outdoor or indoor areas for ceremony and reception	
	Unlimited access for portraits of grounds and amenities.	
	Wedding coordinator/planner.	
	Chairs, tables and table cloth.	
	Large on-property bridal suite with restrooms and kitchen area.	
	Complete setup and tear down of included items.	
A. 50 guests or less:	\$ 1,405	
B. 51 – 100 guests:	\$ 1,675	
C. 101 – 200 guests:	\$ 2,185	Does not include tent.
D. 151 – 200 guests: *	\$ 3,735	* 150+ guests: Wedding/Reception tent provided.
<i>Note: These are basic wedding packages. Special combinations of facilities and events can be arranged at the farm. Park and Recreation Management reserves the right to develop pricing packages to address the patron's needs.</i>		

3. Wedding Ceremony Only		
<b>All packages include:</b>	Ceremony Area.	
	Exclusive use of the manicured 4 acre landscape venue for 4 hours. (1 hour ceremony and 3 hours set up time.)	
	Unlimited access for portraits of grounds and amenities*.	
	Choice of unique outdoor pavilion/ outdoor or indoor areas for ceremony.	
	Wedding coordinator/planner.	
	Chairs for ceremony.	

		Large on-property bridal suite with restrooms.
		Complete setup and tear down of facility
A. 50 guests or less:	\$	735
B. 51 – 100 guests:	\$	835
C. 101 – 200 guests:	\$	1,035
D. 151 – 200 guests: *	\$	2,235
<i>* Wedding Tent provided.</i>		
<i>Note: These are basic wedding packages. Special combinations of facilities and events can be arranged at the farm. Park and Recreation Management reserves the right to develop pricing packages to address the patron's needs.</i>		

<b>4. Reservation and Refund Policies</b>
A. All reservations must be made at Russell Farm with the Facility Supervisor.
B. All refund/refund fees are paid at the Burleson Recreation Center.
C. All reservations must be paid in full 48 hours prior to rental.
D. Rental Deposit Fee: \$100.00 per building reserved.
E. Cleaning Fee: \$40.00 per room/building used.
F. A deposit is required on facility rentals along with the completion of the Russell Farm Reservation contract. The deposit will be refunded if the area used has been left in good order and if all conditions of the Russell Farms rental/refund policies are met. Refund of damage deposit is subject to any remaining balance due on household.

<b>5. Rental Cancellation Refunds:</b>
A. Rentals cancelled 30 calendar days or more prior to booking will receive 100% of the deposit.
B. Rentals cancelled 29 - 15 calendar days or more prior to booking will receive 50% of the deposit.
C. Rentals cancelled 14 calendar days or less prior to booking will receive 50% of the deposit.
D. User shall not collect fees at the Russell Farm unless approval has been granted in writing by an authorized representative of the City's Park and Recreation Department. All reservations where monies are collected are subject to approval by the Park and Recreation Department. The City of Burleson will receive 15% of total collections (admission, concession etc.) or \$50.00 whichever is greater. This fee is in addition to all applicable reservation fees.
<i>Note: All Russell Farm Fees listed are the maximum fees to be charged. Park and Recreation Management have the authority to adjust fees and run season specials. In the event of a conflict, the City Council shall provide the final resolution.</i>

## Golf Course

<b>1. Green Fees (All Fees include 1/2 cart and applicable taxes)</b>	
<b>A. Monday through Friday Green Fees</b>	
1. M-F: Open - Noon	\$38; \$29 (Seniors and Active Military)
2. M-F: Noon - 3pm	\$35.00
3. M-F: 3pm - Close	\$27.00
<b>B. Saturday, Sunday, &amp; Holidays Green Fees</b>	
1. Sat & Sun (& Holidays): Open - Noon	\$48.00
2. Sat & Sun (& Holidays): Noon - 3pm	\$39.00
3. Sat & Sun (& Holidays): 3pm to Close	\$29.00
<b>C. Replay Green Fees</b>	
1. 9 additional holes	\$10.00
2. 18 additional holes	\$15.00
Note 1: "WEEKEND" is defined as Friday, Saturday, Sunday and holidays.	
Note 2: All Golf fees listed are maximum fees to be charged. Golf course management has authority to adjust fees and run seasonal specials as needed to maximize play. In the event of a question or conflict, the City Council shall provide the final resolution.	