



# FEE SCHEDULE

**City of Windsor Heights**

<b>Public Safety</b>	
<b>REPORTS, COPIES, CD'S, TESTS &amp; RELEASES</b>	
Public Records	\$5.00 for 5 single-sided pages or less
Each additional page	\$0.25 per single page (Black and White) \$.50 per single page (Color)
Local Records Check	\$5.00 per inquiry
CD's or DVD's	\$20.00 per reproduction
Digital Mediums or Blue-Ray Disc	Cost of medium
Photograph(s)	Copied 4 photographs per page
Fingerprinting per card	\$20.00
Vehicle Impound Release	\$20.00
Alternate Breath Test	\$30.00
Convenience Fee (credit card transaction)	\$2.50
<b>PET LICENSE</b>	
Pet License - spayed/neutered	\$20.00 per calendar year
Pet License - not spayed/neutered	\$30.00 per calendar year
Pet Unlicensed Delinquency Fee	Double original license fee (after March 31)
<b>ANIMAL CONTROL/IMPOUNDS</b>	
Animal Impound boarding fee	\$20.00 per day (begins on 2 <sup>nd</sup> day)
Animal Impound - 1 <sup>st</sup> offense*	\$75.00 per animal per calendar year *(\$25.00 reduction for licensed pets)
Animal Impound - 2 <sup>nd</sup> /subsequent w/in 12 month period -OR- for cases involving multiple violations	\$100.00 per animal per animal calendar year
Contracted Animal Control Servicing	\$102 dispatched call regular hours \$119 dispatched call after hours plus 1.5 hr rate \$146 dispatched call Sunday and Holiday plus 2.0 hr rate
<b>PERMITS</b>	
Dance Hall Inspection Fee	\$50.00
Dance Hall Permit Fee	\$100 (inspection fee is credited to permit fee)
Temporary Noise Permit Fee	\$20.00 per day
Panhandler, Peddler, Solicitor, Transient	\$20.00 application fee

Merchant Fee	1 Day - \$20.00 1 Week - \$100.00 90 Day - \$500.00 \$25.00 per each additional peddler, etc.
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### Rental Fees

Initial Inspection plus \$30.00 each additional unit	\$150.00
First Re-Inspection (performed 30 days after initial inspection)	\$50.00
Second Re – Inspection (performed 2 weeks after first re-inspection)	\$70.00
Third Re-Inspection (performed 2 weeks after second re-inspection)	\$120.00
Fourth Re-inspection (performed 2 weeks after third re-inspection)	\$500.00
Authorized Rental Sign	\$65.00 deposit(Refunded upon return)
Short Term Vacation Rental Inspections	\$75 (on Short Term Vacation Rental Permit)

\$10.00 Additional fee per unit per inspection

### Fire Dept Plan Review (\$110 minimum, or per the following schedule)

100-6,000 sq. ft.	\$110.00
6,001-12,000 sq. ft.	\$218.00
12,001-24,000 sq. ft.	\$327.00
24,001-50,000 sq. ft.	\$453.00
50,001-100,000 sq. ft.	\$546.00
100,001-500,000 sq. ft.	\$1,093.00
500,001-1,000,000 sq. ft.	\$1,639.00
1,000,000 sq. ft. and above	\$1,639.00 + \$110.00 for every 6,000 sq. ft. above 1,000,000

### Commercial/ Fire Code

Initial Inspection	\$0
First Re-Inspection (performed 30 days after initial inspection)	\$25.00
Second Re-Inspection (performed 2 weeks after first re-inspection)	\$100.00
Third Re- Inspection (performed 2 weeks after second re-inspection)	\$200.00

Fourth Re-Inspection (performed 2 weeks after third re-inspection)	\$400.00
Fifth Re-Inspection (performed 2 weeks after fourth re-inspection)	\$800.00
<b>Hazmat Fees</b>	
Heavy Response Apparatus with 4 personnel (Engine, ladder, heavy rescue)	\$285.33*
Light Response Apparatus with 2 personnel (Tanker, brush truck, ambulance, staff car)	\$228.27*
Extra Response Personnel	\$22.85*
Expended materials (foam, containment booms, sand, absorbent, etc.)	Replacement Cost including shipping
Equipment repair/cleaning (personal protective equipment, hose, nozzles, apparatus, etc.)	Cost(parts plus labor) including shipping
Damaged equipment/property (may include injury to, destruction of, or loss of natural resources	Replacement/Repair cost including shipping
contracted services, contracted equipment,	Billed as used
*Minimum of one hour. Billed in 15 minute increments beyond the first hour	

<b>City Hall</b>	
Copies	8 1/2 " x 11" Black and White \$0.25 per single page copy 8 1/2 " x 11" Color \$0.50 per single page copy 11"X17" Black and White \$1.00 per single page copy 11"X17" Color \$2.00 per single page copy
Hourly rate for contract staff time or City Staff needed to produce or review documents	Actual cost(s) of employee time if time involved exceeds fifteen (15) minutes
Audio CD's	\$20.00 per reproduction
NSF Check Fee (All Departments)	\$30.00
Convenience Fee (Credit Card Transaction)	\$2.50
Special Council Meeting	\$57 per councilmember
Special Events Vendor Fee	\$100 Single Space \$150 Double Space
Parklet Rental Fee	\$350 per month

<b>BUILDING PERMITS</b>	
<b>TOTAL VALUATION</b>	<b>FEE</b>
\$1.00 to \$500.00	\$22.00
\$501.00 to \$2,000.00	\$22.00 for the first \$500.00 + \$.275 for each additional \$100.00
\$2,001.00 to \$25,000.00	\$75.50 for the first \$2,000.00 + \$12.50 for each additional \$1,000.00
\$25,000.00 to \$50,000.00	\$361.00 for the first \$25,000.00 + \$9.00 for each additional \$1,000.00
\$50,000.00 to \$100,000.00	\$586.25 for the first \$50,000.00 + \$6.25 for each additional \$1,000.00
\$100,000.00 to \$500,000.00	\$900.00 for the first \$100,000.00 + \$5.00 for each additional \$1,000.00
\$500,000.00 to \$1,000,000.00	\$2,900.00 for the first \$500,000.00 + \$4.25 for each additional \$1,000.00
\$1,000,000.00 and up	\$5,023.50 for the first \$1,000,000.00 + \$2.75 for each additional \$1,000.00
Re-inspection fees	\$42.00/hour (1-hour minimum)
Final Site Plan Review	\$250.00 + 65% of total building permit fee
<b>SUB-CONTRACTOR PERMITS (RESIDENTIAL)</b>	
Mechanical	Flat Fee \$75.00
Plumbing	Flat Fee \$75.00
<b>SUB-CONTRACTOR PERMITS (COMMERCIAL)</b>	
<b>Mechanical</b>	<b>Basic Fee \$75.00</b>
▪ Furnace or heater	\$20.00
▪ Air conditioner	\$20.00
▪ Water heater	\$20.00
▪ Appliance vent	\$20.00
▪ Boiler	\$20.00
▪ Ventilation fan	\$20.00
▪ Fireplace or solid fuel burning appliance	\$20.50
▪ Gas Piping (per outlet)	\$20.00

▪ Hood	\$20.00
<b>Plumbing</b>	<b>Basic Fee \$75.00</b>
▪ Street excavation	\$20.00
▪ Sewer service line and Water Service Line	\$20.00
▪ Grease Traps	\$200.00
▪ Storm sewer service	\$20.00
▪ other	\$20.00
Gas piping (per outlet)	\$20.00
Backflow preventer	\$20.00
<b>OTHER PERMITS</b>	
Temporary certificate of occupancy	\$150.00
<b>Nuisance Abatement</b>	<b>Fee</b>
▪ R-O-W mowing	\$100.00/hour (1 hour minimum)
▪ Lot mowing	\$175.00/hour (1 hour minimum)
▪ Sidewalk snow removal	\$1.00 per lineal foot; or minimum \$100.00
Zoning verification	\$25.00
Rezoning	\$400.00
Zoning compliance	\$30.00
Home occupation	\$25.00
Preliminary Site Plan Review	\$250.00 + OEC(Other Engineer Costs)
Conditional Use Permit	\$200.00
Appeal or Variance request	\$200.00
Fence permit	\$30.00
Pool permit	\$25.00
<b>Signs</b>	<b>Basic Fee \$15.00 + \$1.00 per square foot</b>
▪ Temporary signs	Same as above; maximum \$50.00
Grading Permit	\$35.00
Short Term Vacation Rental	\$150/ Annually (which includes fire inspection fee)
Temporary Use	\$25.00/ month for up to 4 months; \$50.00/ month for the 5 <sup>th</sup> month; \$100.00/ month after 5 <sup>th</sup> month

<b>Temporary Structure</b>	<b>Fee</b>
▪ Commercial	\$50.00/month
▪ Residential	First 30 days- \$0; Second 30 days- \$20.00, Third 30 days- \$40.00; thereafter- \$20.00 per 30-day extension
Sidewalk / Driveway approach	\$30.00
R-O-W Excavation	\$100.00
Non Franchise Utility License	\$400.00
Demolition/Raze	\$50.00
Permits or inspections for which no fee is specified	\$35.00
Temporary Obstruction Permit	\$30.00
Urban Chicken Fee	\$50.00 Initial Permit Application \$25.00 Renewal
<b>Temporary Use</b>	<b>Fee</b>
Maximum 4 days	\$25.00
Events longer than 4 days (produce stands, etc.)	\$52.00
Long-term food and beverage	\$280.00
Garden Centers and Large Structures	\$52.00 plus \$500.00 deposit
<b>CODE ENFORCEMENT</b>	
Notice to Abate	\$95.00
Re-Inspection	\$95 per inspection
Administrative Hearing	\$0
Preparation of Abatement Warrant	\$378
Abatement	Actual cost plus 30%
Cost of imposing lien	\$82 plus County charge if any
Additional staff administrative time not covered above	\$95/hour plus actual costs for code enforcement and \$82/hour plus actual costs for finance employees

# PUBLIC WORKS

Non-Motorized Equipment	FEE																																		
Barricades	Deposit: \$25.00 Type I: \$1.50(Daily) \$6.00 (Weekly) Type I w/ Flasher: \$1.75 (Daily) \$8.00(Weekly) A-Frame: \$2.00 (Daily) \$9.00(Weekly)																																		
Traffic Cones	Deposit:\$25.00 18" Traffic Cone \$0.50 (Daily) \$2.00(Weekly) 28" Traffic Cone \$0.75(Daily) \$3.00 (Weekly) Delineator (Each) \$1.00(Daily) \$4.00(Weekly)																																		
Motorized Equipment	FEE																																		
<p>1. Rubber Wheeled Machine or Vehicle Only (one hour minimum). The following rates represent the actual total cost of acquiring, operating and maintaining the listed equipment, except for fuel surcharges, if applicable. The rates are used to compute the "in-house" cost of actual work performed on municipal projects, utilizing city-owned equipment operated by city employees. These costs and charges are assessed against persons who are responsible for damages to City property and the costs of abating nuisances and repairing damage caused by vandalism, with the exception of sign replacement which is set forth in Section 510.7.4 below.</p> <p>[Important Notice] The equipment rates set forth below do not include the additional labor costs of the driver or operator of each individual piece of equipment. All labor costs are in addition to the equipment rates listed below. Furthermore, in the event the local retail costs of gasoline exceeds \$3.25 per gallon, or the local retail costs of diesel fuel exceeds \$4.25 per gallon, the City Administrator shall have the option to assess a fuel tax surcharge in an amount deemed reasonable and appropriate by the Administrator.</p>																																			
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Attachment - Snow Blade	\$30.00 per hour
Line Painter	\$20.00 per hour
Trailer Mounted Equipment	
Sewer Jet-Vac Truck	\$75.00 per hour
Air Compressor	\$25.00 per hour
Power and Hand Tools	
(Tiller, Post hole auger, Snow blower, Broom, Blade, 3-point spreader, Loader,	\$10.00 per hour
Concrete Saw	\$25.00 per hour
Leaf Blower	\$15.00 per hour
Weed Eater	\$15.00 per hour
Walk-behind Mower	\$15.00 per hour
Snow Blower Tractor	\$30.00 per hour
Ride on Sprayer	\$30.00 per hour
Chain Saw	\$20.00 per hour
Disposable items used during Incident,	Actual cost plus 15%
Charges for equipment repair, cleaning, parts and labor	Actual cost plus 15%
Charges for damaged equipment plus	Actual cost plus 15%
<b>Driver, Operator and Labor</b>	<b>FEES</b>
Regular (Monday–Friday , 7:30 a.m.–4:00 p.m.)	\$37.66 per hour (1 hour minimum)
Overtime (Monday–Friday, 4:00 p.m.–7:30 a.m., weekends and holidays)	\$56.49 per hour (1 hour minimum)
<b>Sign Replacement and Repair Charges due to Vandalism or Accidents</b>	<b>FEES</b>
All signs, exclusive of posts	\$75.00 each
Wood Posts	\$50.00 each
Steel Post	\$75.00 each

<b>UTILITIES</b> <b>(Billed by Des Moines Water Works)</b>
<b>WASTE FEES</b>
Garbage- \$10.92 or house-side \$17.37
<b>RECYCLING FEES</b>
Curb It! Program- \$3.27 per unit per month
<b>WATER</b>

Water rate of \$4.19 per 1,000 gallons(\$31.34 for per 1,000 cubic feet) Water availability is \$6.00 per month for typical 5/8" residential meter. Effective July 1, 2017
<b>SEWER</b>
\$4.00 per 1,000 gallons (\$29.92 per 1,000 cubic feet)
Sewer Customer Service Fee - \$2.90 per month
<b>STORMWATER</b>
\$5.50 per unit per month (residential)
\$4.31 per unit per month (non-residential)
<b>CAPITAL IMPROVEMENT FEE (Water)</b>
\$2.00 per 1,000 gallons (\$14.96 per 1,000 cubic feet)
<b>STICKERS (GARBAGE &amp; YARD WASTE)</b>
<p>Stickers may be purchased at City Hall</p> <ul style="list-style-type: none"> <li>▪ Compost It Sticker - \$1.25</li> <li>▪ Large Item Sticker - \$5.00</li> <li>▪ Extra Trash Sticker - \$1.00</li> </ul> <p>Premium Compost Cart Sticker</p> <ul style="list-style-type: none"> <li>▪ Through May 31 - \$105</li> <li>▪ June 1 - \$92</li> <li>▪ July 1 - December 31 - \$80</li> </ul> <p><i>(Note: Only new subscribers after June 1 qualify for the pro-rated price)</i></p> <ul style="list-style-type: none"> <li>▪ Startup fee for new customers - \$80</li> </ul>

<b>Community &amp; Events Center</b>
<b>HOURLY RATE</b>
<ul style="list-style-type: none"> <li>• Monday – Friday (2 hour minimum) Advanced Bookings</li> <li>• Saturdays: November – March (5 hour minimum)</li> <li>• Saturdays: April- October: 3 options for rental reservations: <ol style="list-style-type: none"> <li>1. 10 hour minimum Advanced Bookings</li> <li>2. 5 hour minimum between 7am – 2pm</li> <li>3. 5 hour minimum between 4pm – 12am</li> </ol> </li> </ul>
<b>FACILITY RENTAL FEES</b>
<ul style="list-style-type: none"> <li>• 1/3 of room(56-70 Guests) -\$75 per hour (includes use of concession kitchen)</li> <li>• 2/3 of room(80-100 Guests) -\$100 per hour (includes use of catering kitchen)</li> <li>• Full room(200 Guests) - \$125 per hour (includes use of catering kitchen)</li> </ul>

- Additional \$50: Concession kitchen included with a Full space rental
- Concession Kitchen Rental: \$15 per hour (Kitchen Only)
- All day rental of the full space - \$1600
  - \$400.00 –When used in combination with the “All Day Rental”, a rental party may also rent the Full Space on the Friday evening prior to a Saturday event from 8:00PM -Midnight. Any additional hours rented would be priced at \$125/hour.
- \$50 administrative fee for each rental

**ALCOHOL SURCHARGE FEES**

*Please reference the Alcohol Responsibility Agreement for specific requirements surrounding the possession, consumption and dispensing of alcohol in the City of Windsor Heights.*

**Mandatory fees apply when alcohol is served at an event**

- 1/3 of room rented - \$50.00
- 2/3 of room rented - \$100.00
- Full room rented - \$150.00

**Additional Requirements Associated with Alcohol Distribution.  
Note Alcohol Waiver and Responsibility Agreement for specific detail.**

Guest Count	Alcoholic Beverages Served	Officer Requirements
0-149 guests	Beer, Wine, Keg	NO Officer Required
150 – 200 guests	Beer, Wine, Keg	Officer Required
1-200 Guests	Liquor	Officer Required, Approved Liquor license and Dram Shop Insurance Required and posted during event

- Cash bar requires an approved state licensed from the Iowa Alcohol Beverage Division and Dram Shop Insurance
- Officers will be appointed by the Windsor Heights Police Association in accordance with their rate scale for the community center.
- Note Alcohol Waiver agreement for holiday pricing.

**CLEANING FEES**

Room Size Rental	Non Resident	Windsor Heights Resident
1/3 of room	\$75.00	\$60.00
2/3 of room	\$175.00	\$130.00
Full space	\$250.00	\$190.00

**Cleaning Options:**

- Monday – Thursday: A renter may choose to complete the cleaning requirements outlined on the Cleaning Checklist. If the renter fails to complete the required cleaning, a contracted cleaning company will be dispatched to bring the facility back to satisfactory condition. The renters will be charged a minimum of \$50. Charges are based on ½ hour increments.
- Friday – Sunday: A renter will be required to use the Windsor Heights Cleaning service for parties serving alcohol and/or parties over 80 guests. Cleaning fees associated with the size of space rented.

**FEE EXCEPTIONS AND DISCOUNTS**

**I. 25% Rental Fee Discount applied to the following individuals:**

- Windsor Heights residents (ID Required) and Windsor Heights business property owners
  - Administrative fee and alcohol fee still apply
  - Discount applies to Sunday – Saturday rentals
- Renters of the Community Center wishing to reserve the performance pavilion or the softball field, in conjunction with an event in the CEC, will receive a 25% discount off of the cost associated with the rental of the field or pavilion. (Not in addition to any other discounts applied.)

**II. 10% Rental Fee Discount applied to the following groups or organizations:**

- Non-profit groups/organizations (including civic and service groups, government or religious groups, scout groups, youth organizations and active military (*if no admission is charged*)
    - If a fee is charged, to receive the 10% rental discount, the entire net proceeds must be dedicated to a charitable purpose.
- Renters must possess a 501.C(3) certificate as defined by the Internal Revenue Service. For purposes of determining non-profit status, a tax exempt identification number and/or organizational or event budget may be requested at the time the rental reservation is generated. Please note the Windsor Heights civic service groups receive the facility free of charge one time per calendar year, with approval of the City Admin.
- Members of the Windsor Heights Chamber of Commerce and chamber affiliate groups, such as Emerging Professionals

10% discount does not apply to the Administration fee, alcohol fee, or cleaning fee associated with the rental.

**DOWN PAYMENTS**

To confirm all reservations, a down payment and signed agreement are required. Windsor Heights does not hold dates and all rentals are on a first come basis only.

- *Sunday – Friday events:* \$100 deposit is required (full payment is required if the full rental is < \$100)
- *Saturday events:* 50% of the entire rental amount is required
- Payment in full is required if rentals are made within 60 days of the reservation date.

Type of payments accepted:

- Cash
- Checks – Make checks payable to: *City of Windsor Heights*
- Credit Card- paid in person at City Hall- Windsor Heights is not able to accept credit card payments over the phone

Down payments are non-refundable on any cancellations.

**DAMAGE DEPOSIT**

A separate check is collected on all rental reservations and it will be held until the completion of the event. This deposit may be dedicated to any potential damages incurred or dedicated to any additional expenses incurred if cleaning requirements are not fulfilled by the renter.

- \$250.00 individual check made out to The City of Windsor Heights.
- If a cancellation occurs within 60 days of rental date, the damage deposit will not be refunded

**BALANCES**

Balances on all contracts, including damage deposits, are due 60 days prior to the rental date

- If cancellations occur after balances have been paid no refunds are allowed
- Full payment is required for reservations made within 60 days of the rental date

**PARKS**

**BALL FIELD RENTALS**

Ball Field rentals are available in full one hour increments only. A 6% sales tax will be applied.

Number of Hours	Fee	Resident Fee (with ID)
1 Hour	\$25.00	\$20.00
2 Hours	\$40.00	\$36.00
3 Hours	\$60.00	\$54.00
Contact Park Coordinator for tournament rental at 515-645-6821		

**Spring and Fall Session Rentals available**

- Refer to Ball Field Rental Agreement for available practice times

**PAVILLION**

- \$50.00 for ½ day rental
- \$100 for a full day rental

**TENNIS COURT RENTAL**

- \$4.00 for one court per hour
- \$6.00 for two courts per hour

All Support references found at [www.windsorheights.org](http://www.windsorheights.org)

**SPECIAL EVENTS PERMIT \$50.00**

**Required on events hosted in the Community Center and Park, which are open to the public**