

STAFF REPORT

DATE: October 2, 2009
TO: City Council
FROM: Dawn Zydonis, Parks & Recreation Supervisor

DATE OF COUNCIL MEETING: October 14, 2009

SUBJECT:
Council Chambers rental information

RECOMMENDATION:
Approve a Resolution to allow for collecting rental fees from any organization or group that would like to use the Council Chambers and approve the attached fee schedule.

BACKGROUND:
The Council Chambers are currently made available to any non-profit organization or public group that needs a meeting space or location for small functions. There are other people who inquire about using the space, but are not considered because they do not meet this criterion. City staff suggests that the Chamber Councils be managed similar to other City facilities (Seaman's Lodge, Veteran's Building, etc.) and that the City collect a Facility Rental Contract, rental fee, cleaning deposit and proof of insurance. The reason for this suggestion is that the rental fees would help to cover the cost incurred by this use (PGE and cleaning). We currently do not collect proof of insurance from any group using the facility, which is a concern from a risk management perspective.

The groups that use the Council Chambers on a regular basis include: KVMR, Friends of Deer Creek, the Chamber of Commerce, the Probation Department, and California Preservation Foundation Conference planning meetings.

Other organizations that have used the room or events that have taken place in the room are the Superintendent of Schools, the Business Boot Camp, Selpa, and Landmark Association.

FINANCIAL IMPACT:
Renting of the facility should not cause any additional expenses to the City, since staff already does the scheduling and cleaning of the facility. The current Contract could be used, so there would be little time in creating the process for rentals of the Council Chambers. City staff estimates that approximately \$1,000 of rental fees per year could be collected if fees were charged for Council Chamber use.

Council Chambers
Fee Schedule 2010 DRAFT

For meetings less than 4 hours

\$30 for the first 2 hours; \$10 for each additional hour

\$25 cleaning deposit

For trainings, workshops or social functions

\$40/hour with a maximum of \$200/day

\$25 cleaning deposit

\$60/hour with a maximum of \$300/day (if dinner is being served)

\$100 cleaning deposit