

## **City Council Action Item Cover Sheet**

### **Agenda Item:**

Parks and Commons Commission: Discussion of Commons Rental Rates & Policies.

### **Question Before Council:**

Whether or not to approve recommended changes to Commons rental pricing

### **Person / Group Initiating Request:**

Councilor Scott asked the Commission to take a look at several things in our rental pricing policies and pricing:

- 1: Consider allowing groups and organizations to be able to just have a meeting in Room 3 at no cost, and define this use as "Community Use"
- 2: Change the title of "Community Use" as we currently define it to "Non Profit Use"
- 3: Simplify and ease the charges for setup prior to events.
- 4: Have "Private Use" be 50% of Standard Use, and "Non Profit Use" be 25% of Standard Use across the board in all categories.

### **Item Summary / Background:**

The Commission is making the following recommendations:

- 1: Change title from "Community Use" to "Non Profit Use" for items in that category.
- 2: Redefine "Community Use" to allow Room 3 to be available by reservation for organizations or groups to hold small meetings, where no funds are solicited for any purpose. The room is available for up to 2 hours for such groups of up to 15 people at no charge.
- 3: Currently we only collect \$100 for refundable cleaning/damage deposits. We have found that larger groups often involve higher levels of damage, so the following change is recommended:  
\$100 refundable cleaning/damage deposit for any full day or multiple day event for 1 or 2 rooms. \$500 refundable cleaning/damage deposit required for more than 2 rooms.
- 4: Simplified setup time, as follows:
  - A: No charge for setup time after 5:00 p.m. the day prior to the event.
  - B: If 1-3 hours of setup time is needed prior to 5:00 p.m., it will be priced at one half the hourly rate.
  - C: If 4 or more hours of setup time is needed prior to 5:00 p.m., it will be priced at one half the daily rate.

D: If One of Use Production requires rehearsal time, there would not be a charge for rehearsal time so long as they are willing to use whatever room is available.

5: Reduced the Private Use pricing of the Kitchen to bring it to 50% of Standard, and reduced the Non Profit Use of the Kitchen to bring it to 25% of Standard.

6: Increased the Standard Rate for Coffee Service from \$15 to \$20, to be consistent with 100%/50%/25% pricing.

7: While Rooms 7 and Room 1 are not on our rent schedule, but are often rented in conjunction with Craft Fairs, Celtic Festival, and Agate Festival, we're recommending they be added as follows:

"Room 7 and Room 1 are not eligible to be rented individually. However, for large groups that rent out the rest of the building (Multi-Purpose Room, Room 8, Kitchen, and Room 3) that need additional space, Room 7 and half of Room 1 (the audience side of the room) can also be rented at the same rate as Room 3.

**Pricing to be effective March 1, 2018**

**YACHATS COMMONS RENTAL RATES**

<b>SPACE</b>	<b>Standard</b>	<b>Private</b>	<b>Non-Profit</b>
Mtg rms 5, 8	\$ 36.00/hour \$180.00/day	\$ 18.00/hour \$ 90.00/day	\$ 9.00/hour \$ 45.00/day
Mtg room 3	\$ 24.00/hour \$120.00/day	\$ 12.00/hour \$ 60.00/day	\$ 6.00/hour \$ 30.00/day
Multipurpose Room	\$60.00/hour \$300.00/day	\$ 30.00/hour \$150.00/day	\$ 15.00/hour \$ 70.00/day
501 Building	Same as Multipurpose room – see Rental Pricing Policy		
Enclosed picnic Shelter	\$36.00/hour \$120.00/day	\$ 18.00/hour \$ 60.00/day	\$ 9.00/hour \$ 30.00/day
Kitchen	\$200.00/day \$100.00/ ½ day	\$100.00/day \$ 50.00/ ½ day	\$ 50.00/day \$ 25.00/ ½ day
Coffee Service Limited use of kitchen; room rent is extra	\$20.00	\$10.00	\$5.00
Grand piano	\$100.00/day	\$50.00/day	\$25.00/day

<b>Equipment</b>	<b>Rate</b>
Portable sound system (Includes small speaker & microphone)	\$ 15.00

Pipe and Drape system	\$ 100.00
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May only be used in the Commons Building or the 501 Building – not to be taken off site

**Community Use:** Room 3 is available by reservation for use by organizations or groups of individuals to hold small meetings, where no funds are solicited for any purpose. The room is available for up to 2 hours for such groups of up to 15 people at no charge.

**NOTE:** Room 7 and Room 1 are not eligible to be rented individually. However, for large groups that rent out the rest of the building (Multi-purpose room, Room 8, Kitchen, and Room 3) that need additional space, Room 7 and half of room 1 (the audience side of the room) can also be rented at the same rate as room 3.

**Equipment only rental (off-site)**

Black chairs	\$ 2.50/chair
Folding chairs	\$ 1.50/chair
Folding tables	\$ 5.00/table
(5'Round or 6' & 8' Rectangular)	

## **Yachats Commons Rental Pricing Policy**

### **Standard Use**

- For-profit events

### **Private Use**

- Events with restricted access (i.e., reunions, receptions, birthdays, anniversaries)
- All other uses not covered in the descriptions above

### **Non Profit Use**

- Use by 501©3 non-profit organizations (i.e., STEM, Polly Plumb Productions, One of Us)
- Fund-raising event to benefit a community member in need
- Use by service clubs and organizations involving a collection of money (i.e., Ladies Club, Lions Club)

### **Community Use**

- Room 3 is available by reservation for use by organizations or groups of individuals to hold small meetings, where no funds are solicited for any purpose. The room is available for up to 2 hours for such groups up to 15 people at no charge.

### **Waiver of Rental Fees**

- Any government or tax-supported governmental agency will not be charged for meeting time
- Friends of the Yachats Commons will not be charged for meeting or events time, but any group they might sponsor or take under their umbrella for insurance purposes would pay for their room rental charges
- View The Future would not be charged for meeting time

### **By Donation**

- Small community groups that collect a cash donation for use of the facility for exercise, tai chi, yoga, art, music will forward the cash to Friends of the Commons for insurance

### **Fees For the 501 Building**

- If tenant chooses to rent the entire building, the fee will be the same as the multi-purpose room
- If tenant chooses a room in the Commons that is already rented, they may use a portion of the 501 Building, but will be charged the same amount as that room would have cost them instead of paying for the entire building

**Deposit Required**

- \$100 refundable damage/cleaning deposit for any full-day or multiple-day event for reservations of 1 or 2 rooms. Reservations for more than 2 rooms requires a \$500 refundable damage/cleaning deposit for any full-day or multiple-day event. Fifty percent of the rental fees are required up front; applicable to the total rent due.
- If reservation is cancelled at least 30 days prior to the event, tenant would receive 100% of their deposit back. If cancelled between 15-30 days, they would receive 50% of their deposit back. If cancelled within the last 14 days, the deposit would be forfeited.

**Set-Up or Practice Time**

- No charge for setup time after 5:00 p.m. the day prior to the event
- If 1-3 hours is needed prior to 5:00 p.m., the charge would be one half the hourly rate
- If 4 or more hours is needed prior to 5:00 p.m., the charge would be one half the daily rate

If One of Us Productions requires rehearsal time, there would not be a charge for rehearsal time so long as they are willing to use whatever room is available.

Revised January 18, 2018