

Memo

TO: Parks and Commons Commission
DATE: April 10, 2019
FROM: Helen Anderson, Website Project Coordinator
RE: Facilities rates and deposits

In setting up the new facilities reservations (CivicRec) software, we noticed a few potential errors on the rate sheet and ask that you make a change in how deposits are managed.

We are trying to make a May deadline of having the system go live, so prompt attention to this matter is appreciated.

I have attached the latest policy and rate sheets on file.

ITEM 1 - Deposits

The new software will work best if deposits can be based on the room itself and not the current system of number of rooms rented. The current policy states, "\$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."

We are recommending the following deposits on full day rentals of rooms:

- Multipurpose: \$200 per event
- Room 3: \$25 per event
- Room 8: \$75 per event (it has projector)
- Room 5 (kitchen): \$100 per event
- Pavilion: \$25 per event
- Room 7: \$25
- Room 1: \$50

At the above levels, the charge for renting all five rooms and Rooms 1 and 7 would require a \$500 deposit per event. Renting all rooms without Rooms 1 and 7 would be \$425 per event.

ITEM 2 – 25% of standard rate on Multi-Purpose room

Regarding the Rate Sheet, the different user rates were established with Standard being 100%, Private being 50% of Standard, and Non-Profit being 25% of Standard. For the Multipurpose Room, 25% of Standard (\$300) is \$75, not the \$70 indicated on the rate sheet.

ITEM 3 – Pavilion day rate

The day rate was calculated as the equivalent of 5 hours (5 x hourly rate). The Pavilion numbers are only 4 x the hourly rate. Either the hourly rate needs to be adjusted or the daily rate needs to be adjusted to be consistent.

ITEM 4 – Fee for Piano rental

Do you want to keep the Piano rental rate tied to the user group? It would be easier to treat the piano fee as a flat fee add-on, such as \$100 or \$50, but it can be worked out if you wish to keep the prorated amounts as is (\$100 standard, \$50 Private, \$25 nonprofit).