

REPORT TO CITY COUNCIL

DATE: DECEMBER 10, 2014

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: GREG RAMIREZ, CITY MANAGER *hat fee a.e.*

BY: AMY BRINK, DIRECTOR OF COMMUNITY SERVICES *AB*

SUBJECT: REQUESTING APPROVAL OF A RESOLUTION TO ESTABLISH FEES FOR THE RECREATION AND EVENT CENTER AND REVIEW THE PROPOSED FACILITY RESERVATION GUIDELINES AND POLICIES

The City of Agoura Hills is nearing completion on the new Agoura Hills Recreation and Event Center. This center will now offer multiple components available for public rental use, including: the Event Center, Multi-Purpose Room, Community Conference Room, Classrooms and Teen Center. Hours of availability will vary each day, but the facilities will be available seven days a week and at different rates.

In determining the rates and fees collected for the different areas, there were many factors that came into play. Staff collected information from several other private, public, and commercial venues in close proximity to the Agoura Hills Recreation and Event Center. Consideration was given to facilities with similar purposes, comparable square footage, and equivalent services being offered. With that in mind, the guidelines and fee structure were established and attached is the result.

After discussions with the Community Services Subcommittee, there were a couple of items that needed to be considered. First of all, it was important to them that a tiered fee structure would be offered that included a reduced fee for non-profit organizations. The Department of Community Services currently has a fee structure in place that accommodates these organizations, so expanding it to include the newer facilities is straightforward. There are three categories currently in place, and they include: Non-Profit, Private, and Commercial Uses. Non-Profit Use will be available to groups such as tax exempt groups, government agencies, religious groups, scout groups, service groups, homeowner associations, and fundraising activities that support the community. Private Use by an individual family will apply to any individual who wishes to use the facility for private/family use not open to the general public and where fees are not charged. Acceptable uses may include, but not be limited to: Receptions, weddings, private parties, Bar Mitzvahs, Bat Mitzvahs, family reunions, etc. Finally, the Commercial Use will be available to commercial businesses, companies, and private schools, where fees are charged. Acceptable uses will include: meetings, seminars, classes, and conferences, etc.

Second, consideration to hours of operation was to include events not going past midnight on weekends, and 11:00 p.m. on weekdays. With the new location being situated south of the freeway in a non-residential area, the subcommittee was comfortable with the proposed hours that will be later than hours of the old recreation center.

With respect to the guidelines and policies, staff has put together a comprehensive set of policies that provide guidance to the use of the Recreation and Event Center and clarify restrictions and responsibilities. In order to utilize the knowledge and experiences of other agencies with similar facilities, staff analyzed several other policies and guidelines from various regional cities. The policies and guidelines were also reviewed, with further consultation, from both the California Joint Powers Insurance Authority and the City Attorney. Staff felt that it was important to provide the City Council an opportunity to review the proposed policies and guidelines and provide any necessary feedback. The feedback is critical to finding the balance with internal procedures and community needs. Staff will take any direction from the City Council and incorporate it into the final document.

This item has been discussed and reviewed with both the City Attorney and the Community Services Subcommittee.

RECOMMENDATION

Staff respectfully recommends the City Council approve Resolution No. 14-1769; establishing the fees for the use of the Agoura Hills Recreation and Event Center, and provide feedback and give authorization to the City Manager to make final approval on the Facility Reservation Guidelines and Policies for the Agoura Hills Recreation and Event Center.

Attachments: Resolution 14-1769
Facility Reservation Guidelines and Procedures

RESOLUTION NO. 14-1769

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AGOURA HILLS, CALIFORNIA, TO ESTABLISH FEES FOR USE OF FACILITIES AT THE AGOURA HILLS RECREATION AND EVENT CENTER

WHEREAS, pursuant to the provisions of the California Constitution and the laws of the State of California, the City of Agoura Hills is authorized to adopt and implement rates, fees, and charges for the use of municipal facilities; and

WHEREAS, the City of Agoura Hills desires to establish fees for the use of facilities at the Agoura Hills Recreation and Event Center; and

WHEREAS, on December 10, 2014, the City Council held a duly noticed public hearing to consider the adoption of fees for use of facilities at the Agoura Hills Recreation and Event Center.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF AGOURA HILLS RESOLVES:

Section 1. The City Council hereby establishes the following fees:

Conference Room	Fee
For non-profit use	\$45 per hour
For private use	\$65 per hour
For commercial use	\$100 per hour
Event Center (Monday through Thursday)	Fee
For non-profit use	\$200 per hour
For private use	\$225 per hour
For commercial use	\$270 per hour
Event Center (Friday and Sunday)	Fee
For non-profit use	\$2,300
For private use	\$2,500
For commercial use	\$3,000
Event Center (Saturday)	Fee
For non-profit use	\$4,000
For private use	\$4,500
For commercial use	\$5,400
General	Fee
Security deposit for conference room	\$250
Security deposit for event center	\$500
Administrative processing fee	\$10

Section 2. The terms “non-profit use,” “private use” and “commercial use” shall be defined in the general rules, policies and procedures for the Agoura Hills Recreation and Event Center, as adopted by the City Council and amended from time to time.

Section 3. The fees established pursuant to Section 1 of this Resolution shall become effective on January 10, 2015.

Section 4. The Mayor shall sign and the City Clerk shall attest to the adoption of this Resolution.

PASSED, APPROVED, and ADOPTED this 10th day of December, 2014, by the following vote to wit:

AYES: (0)
NOES: (0)
ABSENT: (0)
ABSTAIN: (0)

Iliece Buckley Weber, Mayor

ATTEST:

Kimberly M. Rodrigues, City Clerk



RECREATION/EVENT CENTER

29900 Ladyface Court, Agoura Hills, CA 91301
(Phone) 818.597.7361 (Fax) 818.597.7352

AGOURA HILLS RECREATION AND EVENT CENTER FACILITY RESERVATION GUIDELINES AND POLICIES

FACILITY DESCRIPTIONS

THE EVENT CENTER

The Event Center is the City of Agoura Hills' premiere event facility. It was designed to serve the community by offering a venue for private special events such as weddings, conferences, meetings, family reunions, birthday parties, and more! It is a 3,500 square foot facility that is an accessible facility in accordance with the Americans with Disabilities Act. It includes a catering kitchen, outdoor patio, beautiful outdoor walkways, and a large turf area. The outdoor patio, walkways, turf area, and parking lots are all equipped with appropriate lighting. The Event Center is available seven days a week, when City-sponsored events are not taking place.

Available Hours:

Monday – Thursday:	7:00 a.m. – 11:00 p.m.
Friday:	7:00 a.m. – 12:00 a.m.
Saturday:	8:00 a.m. – 12:00 a.m.
Sunday:	8:00 a.m. – 11:30 p.m.

**Events must end by 11:00 p.m. on Monday-Thursday, 12:00 a.m. on Friday and Saturday and by 11:30 p.m. on Sundays, unless approved by Recreation Manager.*

MULTI-PURPOSE ROOM

The Multi-Purpose Room (MPR) is a 1,900 square foot facility with amazing views of the Las Virgenes valley. It is an accessible facility in accordance with the Americans with Disabilities Act and can be divided into two distinct areas. It's perfect for smaller parties, workshops, lectures, family gatherings, etc. The MPR and its surrounding walkways are equipped with appropriate lighting. The MPR is available seven days a week, when City-sponsored events are not taking place.

Available Hours:

Monday – Thursday:	7:00 a.m. – 11:00 p.m.
Friday:	7:00 a.m. – 11:00 p.m.
Saturday:	8:00 a.m. – 11:00 p.m.
Sunday:	8:00 a.m. – 11:00 p.m.

CLASSROOMS (A, B, AND C)

There are three individual classrooms available for facility use. They are approximately 800 square feet each. They are accessible facilities in accordance with the Americans with Disabilities Act and can easily access the outside grass/play area. They are perfect for smaller parties, such as children's birthday parties, lectures, workshops, etc. The Classrooms and their surrounding walkways are equipped with appropriate lighting. The Classrooms are available seven days a week, when City-sponsored events are not taking place.

Available Hours:

Monday – Thursday:	7:00 a.m. – 11:00 p.m.
Friday:	7:00 a.m. – 11:00 p.m.
Saturday:	8:00 a.m. – 11:00 p.m.
Sunday:	8:00 a.m. – 11:00 p.m.

COMMUNITY CONFERENCE ROOM

The Community Conference Room is a 600 square foot room designed to offer effective meeting space. It is an accessible facility in accordance in the Americans with Disabilities Act and has plenty of seating space, both theater and classroom style. It's perfect for meetings, workshops, lectures, discussion groups, etc. The Community Conference Room is available seven days a week, when City-sponsored events are not taking place.

Available Hours:

Monday – Thursday:	7:00 a.m. – 11:00 p.m.
Friday:	7:00 a.m. – 11:00 p.m.
Saturday:	8:00 a.m. – 11:00 p.m.
Sunday:	8:00 a.m. – 11:00 p.m.

TEEN CENTER ("The Garage")

The Teen Center is a 1,750 square foot facility designed with all the amenities for teens in mind. It is an accessible facility in accordance with the Americans with Disabilities Act and has three distinct areas, which include: the Loft, the downstairs area, and an outdoor patio. The Teen Center is perfect for a gathering room, especially while hosting an event in the larger, Event Center. The Teen Center is only available for rent, if the Event Center is rented simultaneously.

Available Hours:

Monday – Thursday:	7:00 a.m. – 11:00 p.m.
Friday:	7:00 a.m. – 12:00 a.m.
Saturday:	8:00 a.m. – 12:00 a.m.
Sunday:	8:00 a.m. – 11:30 p.m.

AGOURA HILLS RECREATION AND EVENT CENTER GENERAL RULES, POLICIES, AND PROCEDURES

A. PURPOSE

To establish guidelines for scheduling and use of the Agoura Hills Recreation and Event Center ("Facility").

B. PRIORITY OF USE

The following classifications, in order of priority, provide guidelines for scheduling of facilities for meetings and events:

1. GROUP 1: City and City co-sponsored.
2. GROUP 2: Government agencies.
3. GROUP 3: Non-Profit groups.
4. GROUP 4: All other groups and individuals.

Within each group, reservations will be made on a first come, first served basis. Parties may reserve the Facility up to 12 months in advance. In case of an emergency or unforeseen circumstance, the City may cancel any event.

C. GENERAL POLICIES

1. The City of Agoura Hills ("City") intends for the Facility to be operated in a manner appropriate for the entire community and suitable for persons of all ages.
2. The Facility shall be made available on a nondiscriminatory basis, to all individuals, entities, groups, non-profit organizations, and for-profit organizations regardless of the viewpoint expressed or advocated by the person or persons using the Facility.
3. The Director of Community Services ("Director") shall oversee the use of the Facility by the public and shall be responsible for enforcing this Policy.
4. No persons, entity, group, or organization shall use the Facility unless having first entered into a Rental Agreement approved by the Director.
5. Renters shall not use the Facility for:
 - a. Profane, obscene, or pornographic activities;

- b. Conducting or promoting illegal activities under federal, state or local law;
 - c. Activities that threaten the safety of any persons or organizations;
 - d. Activities that promotes, fosters, or perpetuates discrimination on the basis of race, color, creed, sex, age, national origin or ancestry, physical or mental disability, veteran status, parentage, marital status, medical condition, sexual identity, sexual orientation, as well as any other category protected by federal, state, or local laws.
6. Reservations shall not go past 12:00 a.m. Guests will need to vacate the premises exactly one hour after the reservation has ended.
 7. Renters will have access to the Event Center, restrooms, Catering Kitchen, outdoor deck area, outdoor turf area, outdoor patio, Community Conference Room.
 8. The City of Agoura Hills reserves the right to suspend any individual or group from using the Facility in the event that their behavior is abusive or destructive, or violates any City of Agoura Hills rules or regulations.
 9. The City of Agoura Hills reserves the right to have full access to all activities at any time in order to insure that the renter is in compliance with all City of Agoura Hills rules and regulations, as well as city, county, and state laws.
 10. Use begins and ends at the time stated on the application. Users will be charged for any additional time beyond what has been permitted and those hours will not be pro-rated.
 11. Failure to comply with the policies may result in cancellation of the reservation and forfeiture of fees, as well as non-use of the Recreation and Event Center for one year.
 12. The approval, denial, or cancellation of any application for rental use will be based upon the policy established and at the discretion of the Director of Community Services.
 13. Gambling of any nature will not be permitted on the premises.
 14. No animals allowed on the premises, with the exception of service animals.
 15. Any sales or solicitations on the site must be noted in the application and approved.

16. Receipt of a rental application by the City of Agoura Hills does not constitute approval of the reservation.
17. Applications will be accepted on a first-come, first-served basis. Applicants must be at least 18 years of age to sign this agreement. If alcohol is served or sold, a person who is at least 21 years of age must sign this agreement.
18. At the time the application is submitted, a fifty percent (50%) deposit on total fees and the full amount of security deposit will be due. The application will be approved and confirmed when all permits, agreements, insurance requirements, floor plans, vendor agreements, and any other necessary items required for application have been completed and approved.
19. The Agoura Hills Recreation and Event Center may be reserved by individuals or groups daytime and evenings when the city activities are not scheduled.
20. All applicants shall be required to execute a rental agreement in a form prescribed by the City of Agoura Hills. Staff may include conditions of the rental and shall include the terms set forth in this procedure.
21. Reservations for the Agoura Hills Recreation and Event Center must be finalized by full payment with thirty (30) days notice to allow for scheduling of staff and payment by checks to clear. Reservations for the Facility must be completed by an adult (18+) with the Agoura Hills Recreation and Event Center during regular business hours: Monday through Thursday from 7:00 a.m. to 5:00 p.m. and Friday from 7:00 a.m. to 4:00 p.m.
22. All fees are due and payable thirty calendar days prior to scheduled event. Applicant listed on the application is responsible for payments due. Any late payments must be paid via cashier's check, cash or credit card. Reservation may be cancelled, forfeiting the security deposit if payment is not received thirty calendar days prior to scheduled event.
23. All checks need to be made payable to the City of Agoura Hills.
24. The Recreation and Event Center staff member is in charge at all times and has the authority to terminate activities if the user is not adhering to the approved application and use policies.

25. Applications and appropriate security deposit must be submitted to the City of Agoura Hills, c/o Event Center. Reservations may be accepted up to one (1) calendar year in advance.

26. A security deposit will be required for all reservations, payable at the time of reservation. **The security deposit is in addition to the rental fee; it is not credited towards the balance.** A separate security deposit is required for each date reserved. The deposit is refundable provided the Facility is returned in the same condition in which it was found and all hours occupied have been prepaid. Any portion of the deposit may be withheld for the following reasons, including but, not limited to:

- Late or non-payments
- Damages to the building, furnishings or grounds
- Missing equipment or furnishings
- The venue is left not as it was found
- Occupation beyond reserved and prepaid hours or additional staff
- Cancellation of reservation
- The billiard table, furniture, or equipment is moved
- Tampering with the electrical system

Any remaining amounts of deposit will be returned no later than thirty (30) calendar days after event.

27. Applicant shall be solely responsible for:

- a. Damage, loss, accidents, or injuries to persons or property resulting from use of the Event Center property.
- b. Assuming risk and liability for theft, loss, or damage of all personal property brought into the facilities by the users and participants.
- c. Supervision and control of persons in attendance.
- d. Damage to furniture, fixtures, interior and exterior areas, or any part of the Facility. Fines for damage will be assessed based on costs associated with any necessary repair or work.

D. CHANGE OF DATE FEES

1. More than 30 days prior to event: \$25 administrative fee
2. Less than 30 days prior to event: \$25 administrative fee and 50% of the security deposit

E. SECURITY DEPOSIT

1. The City requires a \$500 Security Deposit for all events held in the Event Center.
2. The City requires a \$250 Security Deposit for all events held in the Multi-Purpose Room, Classrooms, Conference Rooms, and outdoor area.
3. The Security Deposit will be returned to the renter within 30 days of the end of their event provided the Facility is returned in the same condition in which it was found.

F. INDEMNIFICATION AND INSURANCE

1. Renter shall indemnify, defend, and hold harmless the City of Agoura Hills, its officers, employees, and agents from any and all losses, costs, expenses, claims, liabilities, actions, or damages, including liability for injuries to any person or persons or damage to property arising at any time during and/or arising out of or in any way connected with Renter's use or occupancy of the Facility and adjoining property, unless solely caused by the gross negligence or willful misconduct of the City of Agoura Hills, its officers, employees, or agents.
2. Renter shall procure and maintain general liability insurance against any and all losses, costs, expenses, claims, liabilities, actions, or damages, including liability for injuries to any person or persons or damage to property arising at any time during and/or arising out of or in any way connected with Renter's use or occupancy of the City of Agoura Hills' facilities and adjoining property in the amount of \$1,000,000 per occurrence. **Such insurance shall name the City of Agoura Hills, its officers, officials, employees, volunteers, and agents as additionally insured for the event date(s).** Renter shall file certificates of such insurance with the City of Agoura Hills, 7 days prior to event date, which shall be **endorsed to provide thirty (30) days notice to the City of Agoura Hills of cancellation or any change of coverage or limits. If alcohol is sold, the**

liquor liability insurance is required. If a copy of the insurance certificate is not on file, the City of Agoura Hills may deny the renter access to the Facility.

3. Renter shall report any personal injuries or property damage arising at any time during and/or arising out of or in any way connected with Renter's use or occupancy of the City of Agoura Hills' facilities and adjoining property to the City of Agoura Hills Recreation Manager or his/her designee, in writing and as soon as practicable.
4. Renter waives any right of recovery against the City of Agoura Hills, its officers, officials, employees, volunteers, and agents for fires, floods, earthquakes, civil disturbances, regulation of any public authority, and other causes beyond their control. Renter shall not charge results of "acts of God" to the City of Agoura Hills, its officers, employees, or agents.
5. Renter waives any right of recovery against the City of Agoura Hills, its officers, employees, and agents for indemnification, contribution, or declaratory relief arising out of or in any way connected with Renter's use or occupancy of the Facility and adjoining property, even if the City of Agoura Hills, its officers, officials, employees, volunteers, or agents seek recovery against Renter.

G. ALCOHOLIC BEVERAGES

1. Dispensing, consumption, and/or possession of alcoholic beverages are only allowed in the areas specified in the permit when renting the Event Center, which includes the Event Center, outdoor patio and deck area, outdoor turf area, Conference Room, and Teen Center (requires pre-approval).
2. Alcoholic beverages are not permitted in the parking lot.
3. A State Department of Alcoholic Beverage Control permit shall be required when alcoholic beverages are to be sold.
4. Alcoholic beverages shall not be sold or served to minors, those under the age of twenty-one years.
5. Alcoholic beverages shall not be sold, served, or consumed one (1) hour prior to closing time of event.

6. Alcohol can only be served, sold, and consumed for a maximum of 6 consecutive hours.
7. Alcohol may not be served, sold, and consumed during your decorating or clean up time.

H. FOOD/BEVERAGES/VENDORS

1. All food and beverage services must be through one of the City's approved caterers.
2. All outside vendors must sign an agreement with the City of Agoura Hills before performing services.

I. PUBLIC RELATIONS/ADVERTISING/CONCESSIONS

1. Use of facilities does not constitute an endorsement of a group or program content by the City.
2. Applicant is prohibited from using the City's logo or telephone number on any promotional material. The City's address may not be used as a mailing address for any group or organization correspondence.
3. City staff will not take messages for individuals involved in programs or events. City staff cannot page members of groups using the facilities.

J. SECURITY GUARDS

1. The City of Agoura Hills must provide security personnel at the expense of the applicant.
2. One security guard is required for every 75 participants in attendance. When serving alcohol, one security guard is required for every 50 participants.
3. When alcohol is not being served, the security guard requirement shall be at the discretion of the Recreation and Event Center staff.
4. Guards hired for a function go on duty 15 minutes before guests arrive and remain on duty until the event is scheduled to end, or until people have vacated the premises.

K. SET UP GUIDELINES

1. All special event equipment (stages, canopies, awnings, booths, umbrellas, archways, etc.) and all rental equipment must be approved in writing by the City of Agoura Hills Staff 30 days prior to the event. Renter shall be responsible for securing all necessary permits and licenses for items above.
2. Any temporary or auxiliary structures (i.e. tents, gazebos, canopies, etc) will require pre-approval and permit from the City of Agoura Hills Building and Safety Department.
3. A floor plan should be submitted with the application; tables, chairs, decorations, etc., must meet fire and safety standards at all times.
4. Open flames, candles and fog/smoke machines are not permitted. Flameless candles are allowed.
5. City of Agoura Hills Event Center Staff must approve plans for decorations at least 21 days prior to event. You may use painters tape only.
6. Cellophane tape, duct tape, nails, tacks or staples are not to be used for decorations. Decorations must be of fireproof or fire retardant materials. At no time should exits be covered or obstructed. The use of rice, birdseed, glitter, loose hay, or confetti anywhere in the Facility is strictly prohibited. A fine will be assessed for any balloons lost to the ceilings that will be based on costs associated with any necessary repairs or work (i.e. renting a lift to reach balloons).
7. Events requiring the rental of additional tables, chairs or equipment must be coordinated with Event Center staff. City equipment (tables and chairs) is not to be taken out of the building, unless specified and pre-approved in the application.
8. The use of additional amplification and loudspeaker equipment must be included in the application and approved. If approved, the amplification level must not be disturbing to any surrounding areas.
9. Renter is responsible for all persons during setup and clean up of event. Use ladders at your own risk.
10. Applicant renting the Teen Center must consult Event Center Staff for furniture and equipment being moved around.

11. Reservations will include tables and chairs for up to 200 people. Tablecloths are not included, but are recommended.
12. The Catering Kitchen will be accessible. The Catering Kitchen is designed as a warming kitchen only. NO raw foods are allowed to be cooked or prepared in there. Cooking pans, utensils, silverware, glassware, etc. will not be included.
13. All caterers and vendors are required to follow Los Angeles County Health Department codes.
14. Off-site caterers must load/unload equipment near the side entrance of the Event Center. They may not enter through the front doors of either the Event Center or the Recreation Center.
15. All items brought in by the renter, must be removed at the conclusion of the event. The Event Center cannot store any items to be picked up at a later date, unless approved by the Recreation Manager.
16. All outdoor music and entertainment must cease at 11:00 p.m., unless approved by the Recreation Manager.
17. Use of roller skates, skateboards, scooters, bikes, etc. is prohibited on the outdoor patio and inside the Facility.
18. No smoking in the building. As per state law, smoking is not permitted within 20 feet of any entrance or window of the building.
19. Control of lights, heating, and cooling systems and other equipment is the responsibility of the Recreation and Event Center staff member on duty. All requests for adjustments should be made to the staff member assigned to the event.
20. Renter is responsible for any equipment plugged into the Recreation and Event Center's electrical outlets. *Equipment must not exceed more than 15 amps of power in the 120v outlets.* For additional power, please inform the Event Coordinator and this fee will be added to the contract. Renter's not adhering to this rule or tampering with the Event Center's electrical system, will be assessed a fine and the cost will be based on the costs associated with any necessary repairs or work.

21. Anyone finding it necessary to cancel or change a reservation date will be assessed the following fees:

1. More than 30 days prior to event: 50% of the security deposit.
2. Less than 30 days prior to event: 100% of the security deposit and 50% of all rental fees collected.
3. In the case of a "no show," only the deposit will be returned.
4. The City of Agoura Hills reserves the right to cancel any reservation with thirty (30) days notice.

L. CLEANING GUIDELINES

1. All clean up must be completed prior to check out time on the same day as the event. Applicants are responsible for depositing all refuse in garbage cans, wiping clean all tables and chairs, picking up trash and removing all decorations.
2. Staff will complete a cleaning checklist before and after each rental.
3. The Event Center will provide trash bags, paper towels, vacuum, and a dust mop, if needed.

M. SAFETY

1. Renter shall not admit a large number of individuals than can lawfully, safely, and freely move about the Facility.
2. The City of Agoura Hills may impose additional requirements as deemed necessary to protect the health, safety, and/or welfare of the community.

N. FACILITY USE FEES AND CHARGES

1. Fee Category

Facilities may be reserved by non-profit, private use by individual/family, and private use by commercial groups. The following will provide acceptable uses by each category:

a. Category One: Non Profit Use

- i. Acceptable groups include the following: Tax exempt groups, Government Agencies, religious groups, scout groups, service

clubs, civic groups, homeowner associations, and fundraising activities that support community groups.

b. Category Two: Private Use by Individual Family

- i. This applies to any individual who wishes to use the Facility for private/family use not open to the general public and where fees are not charged. Acceptable uses may include the following: Receptions, private parties, weddings, Bar Mitzvahs, Bat Mitzvahs, dances, family reunions, etc.

c. Category Three: Commercial Use

- i. A private use by a commercial business, company, private school, and/or where fees are charged. Acceptable uses include the following: meetings, seminars, classes, and conferences, etc.

2. Fees and Charges

- a. There is a \$25 non-refundable Administrative Fee.
- b. The rental fee includes charges for staff to be on site during the actual use. The rental fee *will* include time for set-up and clean-up. This is usually ½ hour before and after event. Users will be charged for any time beyond what has been permitted and those hours will not be pro-rated.
- c. There is a two-hour minimum for non-profit groups and three-hour rental minimum for private and commercial groups.
- d. Facility Rental Fees: See attached Fee Schedule.

O. RIGHTS OF THE CITY

1. The City reserves the right to:
 - a. Interpret and modify regulations.
 - b. Impose additional conditions when deemed necessary.
 - c. Impose fee changes deemed necessary.
 - d. Approve or deny requests to rent the Facility.
2. Disputes arising from the denial of an application will be reviewed by the City Manager, whose decision is final.

AGENDA ITEM 14

The Facility Reservation Guidelines and Policies attachment will be available on Monday, December 8, 2014