



Staff Report

TO: City Council
FROM: Doug Story, Community Services Director
DATE: July 18, 2023
SUBJECT: Approval of a Facility Use Policy

Description Administrative policies and procedures manual for facility use to regulate the use and rental of community facilities and ensure that the process is fair and consistent at all facilities.

TARGET/GOAL: Target #5-Quality of Life, Goal #5-Increase Community Events/Arts and Culture – Priority Level #2

Background and Analysis:

The Community Services Department oversees facility rentals of the Community Recreation Center (CRC), Civic Center, and park pavilions for private and public events and meetings. Currently, the City approves facility rentals on a first-come, first-served basis. Due to the growth of the community and limited facilities, the increased demand for the use of City facilities makes it necessary to establish an equitable and fair method for allocating facility use among residents and organizations.

The Facility Use Policy (Attachment A) has been created to ensure that the facilities are used for recreational, educational and community service functions that meet the needs of the community, as well as to set clear policies, procedures, regulations, and rental rates for such uses. As part of this process each user is designated into a specific group that allows for distinction in a fair and equitable manner. By creating a Priority Group Classification process, it allows City staff to provide no-cost rentals and assign facility usage based on specific criteria to ensure maximum community benefit is achieved.

This Priority Group Classification will be verified by staff during the application process. To qualify as a Beaumont-based Non-Profit Organization - Group B:

- Organization must have a Board of Directors.
- Organization must have a current Determination Letter of Exempt Status, U.S. Treasury 501c3 or certify affiliation with a national non-profit organization.

- Organization must have an active Determination Letter of Exempt Status, State Franchise Tax Board.
- Organization must have an operating business address within City limits.

The new Rental Policy stipulates Priority Group B is entitled to one (1) facility fee waived weekday meeting per week and two (2) facility fee waived special events at the Albert A. Chatigny Sr. Community Recreation Center OR Civic Center per year. Understanding that many non-profit organizations and community groups depend on having no-cost or low-cost options for meetings and events, the City wants to ensure that those organizations who provide a community benefit would have the option of conducting meetings and the occasional special event at no cost. The provision for no-cost rentals to Group B classified groups is subject to special events and meetings only. These meetings and events must be conducted during regular operating hours; if not the organization will be responsible for staff fees as listed in the fee schedule. This new policy update will eliminate the need for City Council approved fee waivers and instead places that process at the discretion of the Community Services Director and designated staff.

Fiscal Impact:

The estimated cost to prepare this report is \$175.

Recommended Action:

Approve the Facility Rental Policy to be used to regulate the use and rental of community facilities.

Attachments:

- A. Facility Use Policy