

**BUSINESS OF THE CITY COUNCIL  
WINDSOR HEIGHTS, IOWA  
AGENDA STATEMENT**


Item No. 8  
For Meeting of 12-21-09

**ITEM TITLE:** Consideration of a resolution approving the Community Center rental rate fee structure and the ballfield rental rate.

**CONTACT PERSON:** Marketa George Oliver, City Administrator

**SUMMARY EXPLANATION**

The Windsor Heights Community Center is scheduled to be open to the public for the July 4<sup>th</sup> celebration in 2010. After that date, we would like to start renting the facility to interested parties, in addition to offering educational and recreational programs. We also want to start renting the little league field and have combination rentals for the community center and performance pavilion. The attached document outlines the rental fees reviewed and supported by the Parks and Special Events Committee, including a 20% discount for Windsor Heights' residents and Chamber Members. These fees are either the same or slightly lower than other facilities in the area that are comparable in both size and usability. The attached document also outlines some preliminary policies and rules for the community center.

<p><input checked="" type="checkbox"/> Resolution _____ Ordinance _____ Contract _____ Other (Specify) _____</p> <p>Funding Source <u>NA – revenue item</u></p> <p>APPROVED FOR SUBMITTAL _____  City Administrator</p>
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**STAFF RECOMMENDATION:** Approve submittal and pass resolution on a roll call vote.

**COUNCIL ACTION:**

**RESOLUTION NO. 09-1221/**

**A RESOLUTION APPROVING THE COMMUNITY CENTER RENTAL RATE FEE STRUCTURE AND THE  
BALLFIELD RENTAL RATE**

WHEREAS, the City strives to provide high quality and aesthetically environment and well-built infrastructure and amenities for its residents and visitors; and,

WHEREAS, the new Windsor Heights Community Center will be available for rent after July 4<sup>th</sup> of 2010; and,

WHEREAS, attached is a rental rate structure for both the community center and the ballfield; and

WHEREAS, in acknowledgment of the citizens of Windsor Heights for all their support for the new center, there is a 20% discount for Windsor Heights' residents and Chamber members; and

WHEREAS, the City wishes to proceed with this project as quickly as possible;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Windsor Heights, Iowa, that the City Council approves the rental fees for the new community center and the ballfield.

PASSED AND APPROVED THIS 21st DAY OF DECEMBER, 2009.

\_\_\_\_\_  
David J. Sullivan, Mayor

ATTEST:

\_\_\_\_\_  
Marketa George Oliver, City Administrator/Clerk

## **Windsor Heights Community Center Fee Structure**

### **CLASS A:**

Organizational activities/meetings of Non-Profit Groups/Organizations includes civic and service groups, government, religious groups, scout groups and youth organizations. No admission charged or if a charge is made, the net proceeds go entirely to a charitable purpose. Renters must possess a 501.C3 certificate as defined by the Internal Revenue Service. For purposes of determining non-profit status, a tax exempt identification number and/or organizational or event budget may be requested at the time the rental reservation is made.

	Hourly rate: Sunday – Friday (4 hour minimum)
	Saturday Nov.-Mar. Saturday (5 hour minimum)-- Apr.-Oct. (10 hour minimum)
1/3 of room	\$16 per hour
2/3 of room	\$32 per hour
Full room	\$48 per hour
Kitchen	\$20/ use
Catering Kitchen	\$20/ use

### **CLASS B:**

Private interest groups who charge admissions and dues for their own purposes, businesses conducting in-house training for their own employees, meetings, and private parties. (i.e. wedding or graduation receptions, family reunions, business meetings or birthday parties)

	Hourly rate: Sunday – Friday (4 hour minimum)
	Saturday Nov.-Mar. Saturday (5 hour minimum)-- Apr.-Oct. (10 hour minimum)
1/3 of room	\$25 per hour
2/3 of room	\$50 per hour
Full room	\$75 per hour
Kitchen	\$25/ use
Display area	\$25 per hour
Catering Kitchen	\$25/ use

## **CLASS C:**

Businesses or individuals conducting activities in which a fee or admission is charged or items are sold for income or profit. Meetings are commercial in nature including soliciting, transacting financial business, enlisting potential customers for later sales contact, etc.

Hourly rate: Sunday – Friday (4 hour minimum)  
Saturday Nov.-Mar. Saturday (5 hour minimum)-- Apr.-Oct. (10 hour minimum)

1/3 of room	\$30 per hour
2/3 of room	\$60 per hour
Full room	\$90 per hour
Kitchen	\$30/ use
Catering Kitchen	\$30/ use

## **FEE EXCEPTIONS and Discounts:**

Events renting the Community Center wishing to reserve the performance pavilion or the softball field to utilize in conjunction for their event going on in the Community Center will receive a 25% discount off the cost associated with renting either the ballfield and/or performance pavilion.

Windsor Heights residents and members of the Windsor Heights Chamber of Commerce will receive a 20% discount from each rental class. The Windsor Heights City Administrator may waive the minimum rental fee or the rental fee entirely under special circumstances.

THE HALLWAY IS NOT RENTALBE SPACE; NO TABLES, FOOD, ETC. ARE ALLOWED IN THE HALLWAY; THIS PASSAGE IS A MAJOR EXIT ROUTE AND MUST BE KEPT CLEAR. COAT RACKS AND CHAIRS ARE THE ONLY ITEMS TO BE IN THIS AREA.

## **CLEANING FEES**

Mandatory fees if alcohol is served at your event

1/3 of room	\$50
2/3 of room	\$100
Full room	\$150
Kitchen	\$25
Catering Kitchen	\$25

Cleaning responsibilities:

Cleaning Paid List

\*Arrival inspection check-list and report any damages to Building Attendant in order that such might not be attributed to the user in the course of occupancy. Sign in on inspection sheet.

\*Be prepared to start tearing down event anywhere from 30 minutes up to one hour before your exit time. The check-out process will begin during the tear down phase.

\*Remove all personal effects (food, all decorations, etc.). Tables must be cleared of all cups, plates, utensils, food, and table cloths.

\*Wipe and clean tables. Cleaning supplies are provided. Please ask attendant for them.

\*If using keg holders, they must be emptied before departure.

\*Departure inspection checklist: Completed with Building Attendant to ensure that facility and equipment are clean and returned to its original condition.

\*Everyone out of the building and personal items out by exit time stated on contract. Sign off on inspection sheet.

#### Cleaning Waived List

\*Upon arrival, check in with Building Attendant

\*Arrival inspection checklist: check and report any damages to Building Attendant in order that such might not be attributed to the user in the course of occupancy. Sign in on the inspection sheet.

\*Be prepared to start tearing down event anywhere from 30 minutes up to one hour before your exit time. The check-out process will begin during the tear down phase.

\*Remove all personal effects (food, all decoration items, etc.)

\*Wipe and clean tables. Cleaning supplies are provided. Please ask attendant for them.

\*Put tables back in storage room, chairs placed on racks.

\*Clean up and place trash in bins outside the back door. Staff can provide additional trash bags.

\*Sweep and damp mop the floors.

\*Any other clean up necessary to restore the facility and equipment to its original condition including the kitchen, if rented.

\*Departure inspection checklist: Complete with Building Attendant to ensure that facility and equipment are clean and returned to its original condition.

\*Everyone out of the building and personal items out by exit time stated on contract. Sign off on the inspection sheet.

### **DOWN PAYMENTS**

#### **RESERVATIONS ARE MADE BY PHONE BY CALLING 515-279-3662**

##### **Are due at the time of booking, to reserve the date:**

For events Sunday through Friday--      \$100 (or the entire rental amount, if their rental amount is less than \$100)

For events on Saturdays--      Half of the entire rental amount

Payment in full is due if rentals are made 4 weeks prior to the reservation date.

Type of payments:

\*Cash

\*Checks

Down payments are non-refundable on any cancellations.

We do not hold dates without a down payment and security deposits. All rentals are on a first come basis only.

### **BALANCES**

\*Balances on all contracts are due 4 weeks prior to your event.

\*If cancellations occur after balances have been paid no refunds are allowed.

\*When making reservations and your date is within 4 weeks of your rental date, full payment is expected and if using a credit card by phone the full amount will be charged immediately.

\*Any invoices must be paid well advance of expressed rental date to insure a guaranteed rental date.

### **SECURITY DAMANAGE/FOOD DEPOSITS**

\$200.00

Type of payment:

\*Cashier's check, which will be returned at the end of rental only if no damages have occurred.

**\*\*ALL PRICES ARE SUBECT TO CHANGES\*\***

### **KITCHEN**

The kitchen provides a perfect space for caterers to work, or preparation space for family potlucks. Included in the usage fee is the following: use of the commercial size refrigerator, commercial size freezer, ice maker, dishwasher, stove, and microwave. Utensils are not provided.

### **MISC. EQUIPMENT**

The Community Center has some equipment available to help your event/party be successful. Let us know when you make your reservations if you need to use any of the following:

Projector  
Screen  
Microphones  
Sound system

### **ALCOHOL**

\*Beer must be in cans or kegs.

\*Wine poured from a central location.

\* No glass allowed in the facility or park.

\*All beer and wine must be served from within the confines of the Community Center rental space.

\*A Windsor Heights police officer must be on duty during the time alcohol starts being consumed and until the end of your contract time stated on the contract. It is your responsibility to make arrangements for the off duty officer by contacting the Windsor Heights Police Department. It is recommended that you make arrangements at least 4 weeks prior to your event. Under certain circumstances, this requirement may be waived with permission from the Windsor Heights Police Chief.

\* Cash bars require proof of **DRAM INSURANCE**.

### **ROOM SET-UP**

Set-ups are the responsibility of the renter. Tables and chairs are provided in the rental cost. Allow approximately one hour before your event starts for setting up.

Room rental fees begin when you or anyone associated with your event enters the building.

Please discuss with any outside vendors their needed set up times or kitchen use time.

### **UNLOADING AREA**

The unloading area is officially the FIRE LANE. The sharing of this area requires all vehicles be removed after unloading. You must park your vehicles in the parking lot west of the lodge as soon as you have unloaded your belongings. Please inform all outside vendors.

### **DECORATIONS**

\*No taping to the walls (wood/stone) or windows

\*No hanging of decorations from rafters

\*No open flame candles, candles should be contained in some kind of receptacle, suggestions: tea candles or floating candles

\*As each event is unique in its own way, we highly suggest that you share with us any of your decorating ideas.

\*No confetti.

### **CONTRACTED TIME INCLUDES: SET-UP; EVENT, AND CLEAN-UP**

**You or anyone associated with your event (caters, decorators, entertainment, etc.) may enter the building no more than 15 minutes before your contracted set-up time indicated on your contract. Entering the Center any earlier will result in additional fees. We charge on a ½ hour rate system.**

**Hallways and classroom are not rentable spaces.**

**No tables, food, etc. are allowed in the hallways.**

## **COMMUNITY CENTER OPERATIONAL HOURS**

Sunday-Thursday	8 AM-10 PM
Friday	8 AM-MIDNIGHT
Saturday	8 AM- MIDNIGHT

We allow one hour buffer times between rentals.

## **Windsor Heights Ballfield Fee Structure**

The Windsor Heights Ballfield will cost \$10 per hour, with a minimum rental of 2 hours. If an organization would like the field drug and chalked for a game, it will be an additional \$20. The chalk machine will be left available for use between games if more than one game is scheduled, but it is the responsibility of the renter to utilize the chalker.

The ballfield is open to the general public for use on a first come first serve basis, but can be scheduled and rented. All organizations renting the field have priority.