



January 30, 2020

Council Meeting of February 4, 2020
SUBJECT: Community Room Fee Schedule

The Honorable Mayor
and
Members of the City Council

Ladies and Gentlemen:

Pursuant to the discussion at the January 28, 2020 City Council work session, City Council is requested to approve fee adjustments for rental of the Community Room at the Norton Branch Library, 705 Seminole Road.

Following comparison of surrounding communities' fees and evaluation of the City's cost to provide use of the room, staff is recommending increased rates for weekend and non-resident rentals. In addition, the new fee schedule will require a deposit at the time of the booking and a 30-day cancellation policy. If the room needs additional cleaning or repair, was occupied beyond the scheduled time or the booking is cancelled within 30-days of the event, the deposit will help defray those costs.

Attached is a resolution for City Council's use.

Respectfully submitted,

Mark C. Meyers AC

Mark C. Meyers
City Administrator

MDH/ss
Attachment

Administration/City Clerk (231) 798-4391	Assessing Division (231) 799-6806	Building Division (231) 799-6801	Finance/Treasurer (231) 799-6805	Fire Prevention (231) 799-6809	Fire Department (231) 798-2255
Parks/Recreation (231) 799-6802	Planning/Zoning (231) 799-6800	Police Department (231) 733-2691	Public Works (231) 799-6803	Streets Division (231) 798-2156	Water/Sewer (231) 799-6804

RESOLUTION

NOW, THEREFORE BE IT RESOLVED, that the City Council hereby amends the Community Room Rental Fee Schedule as follows:

	<u>Weekday</u>	<u>Weekend</u>	<u>Deposit</u>
Resident	\$30/hour	\$50/hour	\$300
Non-Resident	\$50/hour	\$75/hour	\$300

At a regular meeting of the City Council of the City of Norton Shores, held at the Norton Shores Branch Library, 705 Seminole Road, on the 4th day of February, 2020 the foregoing resolution was moved for adoption by Council Member _____. The motion was supported by Council Member _____.

Ayes:

Nays:

Resolution declared adopted/denied

Shelly Stibitz, City Clerk



Internal Memo

January 22, 2020

TO: Mark C. Meyers, City Administrator

FROM: Michael D. Huston, Finance Director/Parks Director

SUBJECT: Rental of Library Community Room

Currently the City rents the Norton Shores Library Community Room to residents and non-residents for birthdays, graduations and private parties. It is also rented for informational meetings such as a condo association meeting. The City rents the room for \$30 per hour weekdays and weekends and currently does not have a security deposit for damages.

We did a comparison with surrounding communities, which is attached, and we are the only city that does not charge a different weekday and weekend rate and a resident and non-resident rate, with the exception of Roosevelt Park who only allows residents to use the building. Our community room is used 7 days a week and, frankly, is taking a lot of abuse.

Staff is recommending that we change our rates to the following:

- Weekday – Resident rate stays at \$30 per hour.
- Weekend – Resident rate will be \$50 per hour.
- Weekday – Non-Resident rate will be \$50 per hour.
- Weekend – Non-Resident rate will be \$75 per hour.
- Deposit for both Resident and Non-Resident will be \$300.

Staff also recommends a 30-day cancellation policy that will allow a refund if they cancel 30 days before the event.

Staff believes these rates are reasonable and a deposit will deter the abuse of the community room. Rates currently are not covering our costs on the weekend rentals and we have had residents complain that the room is never available when they want to rent it. Non-residents are using the weekend dates between 60 to 70% of the time. It is

being rented one year in advance because our rate is so low and we do not charge a deposit.

Please let me know if you have any questions or comments.

