



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.

City	M-F Resident	M-F Resident	M-F Non-Resident	M-F Non-Resident	M-F Non-Resident	Weekend Resident	Weekend Resident
	Rental	Deposit	Rental	Rental	Deposit	Rental	Deposit
Norton Shores	\$30 per hour	N/A	\$30 per hour	N/A	N/A	\$30 per hour	N/A
North Muskegon	\$50	\$50	\$100	\$100	\$100	\$250	\$300
Roosevelt Park	\$250	\$200	Resident Only	Resident Only	Resident Only	\$250	\$200
Spring Lake	\$235	\$175	\$340	\$340	\$175	\$340	\$175
Mcgraff Park	\$300	\$50	\$300	\$300	\$50	\$300	\$50
Smith-Ryerson Park	\$300	\$50	\$300	\$300	\$50	\$300	\$50
	Weekend Non-Resident	Weekend Non-Resident	Hourly	Hourly	Daily	Cleaning	Capacity
	Rental	Resident Deposit	Charge	Charge	Charge	Fee	
Norton Shores	\$30 per hour	N/A	Avg 5 hour rental	Avg 5 hour rental	N/A	N/A	211
North Muskegon	\$350	\$400			Avg 5 hour rental		125
Roosevelt Park	Resident Only	Resident Only			Avg 5 hour rental	Lost Key \$200	None Stated
Spring Lake	\$450	\$175			Avg 5 hour rental		70
Mcgraff Park	\$300	\$50			Avg 5 hour rental		100
Smith-Ryerson Park	\$300	\$50			Avg 5 hour rental		75
	Cancelation						
Norton Shores	No Current Policy						
North Muskegon	30 Day						
Roosevelt Park	30 Day						
Spring Lake	30 Day						
Mcgraff Park	No Refund						
Smith-Ryerson Park	No Refund						