



City of Saginaw

City of Saginaw

Meeting Date: 09/20/2016

Staff Contact: Keith Rinehart

Director of Recreation

Agenda Item: 4c
(CC-0916-11)

E-mail: krinehart@saginawtx.org

Phone: 817-230-0351

SUBJECT: Action regarding amendment to Facility Rental/Reservations Rules and Policies to require an attendant to be present at all indoor facility rentals

BACKGROUND/DISCUSSION:

This item is for consideration of amending the Facility Rental/Reservations Rules and Policies to require an attendant be present at all indoor facility rentals. This policy has been in use for rentals at the Recreation Center since it opened. However, it has not been in use for rentals at the Community Center or Senior Center Log Cabin. Approval of the proposed amendment will require an attendant to be present during all indoor facility rentals. Additional information is included in the attachment memo.

FINANCIAL IMPACT:

There will be no financial impact to the City since the renter will pay the rental attendant directly.

RECOMMENDATION:

Staff recommends approval of the amendment to the Facility Rental/Reservations Rules and Policies to require an attendant to be present at all indoor facility rentals.

Attachments

Memo with Attachments from Keith Rinehart



City of Saginaw City of Saginaw

Recreation & Community Services Department
333 W. McLeroy Blvd., Saginaw, Texas 76179

Council Agenda Background

To: Nan Stanford, City Manager

From: Keith C. Rinehart, Director of Recreation & Community Services

Date: City Council Meeting – September 20, 2016

ITEM:

Consideration and Approval of Facility Rental/Reservation Rules and Policies

PRESENTER:

Keith C. Rinehart, Director of Recreation & Community Services

DISCUSSION & HISTORY:

The City of Saginaw Recreation & Community Services Department has several indoor and outdoor facilities for residents and the general public to reserve. They are reserved for parties, gatherings, meetings, etc. For the past 12+ years, we've rented our facilities with only these differences between the facilities:

- *Recreation Center:* The user pays rent for the facility plus a \$100 refundable deposit. The deposit is returned within 10-12 business days pending cleaning of the facility and no damage occurred. The user also pays a mandatory rental attendant fee of \$15 per hour (\$25 on holidays) directly to the rental attendant. Since we do not provide the user with a key to the facility, we make this rental attendant fee mandatory. The rental attendant is generally one of our recreation center staff who signs up to be the attendant.
 - *Community Center and Senior Center (Log Cabin):* The user pays rent for the facility plus a \$75 refundable deposit. The deposit is returned within 10-12 business days pending cleaning of the facility, no damage occurred, and returning the key. We provided the user with a key that they are required to return back to the recreation center office on
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the first business day following the rental. We did not have a rental attendant for these rentals. This policy was in place for 25+ years.

RECOMMENDATION:

Staff is recommending that we modify the rules/policies to require an attendant be present at all indoor facility rentals. Thus, users would be required to pay a mandatory rental attendant fee of \$15 per hour (\$25 on holidays) cash directly to the rental attendant. Having a rental attendant present would ensure the following:

- The facility is clean following the rental;
- Chairs and tables are returned to their appropriate location;
- No keys will be given to the users;
- Users can not arrive early to their rental or stay later than registered;
- Ensures efficiency and consistency in the rental operations.

Since we have rentals at the Community Center and Senior Center on Friday evenings and all day on Saturdays and Sundays, we would open up the rental attendant staff pool to all City of Saginaw employees.

FISCAL IMPACT:

No increase in revenues.

ATTACHMENTS:

- Rental/Reservation Rules and Policies

Thank you,

Keith C. Rinehart, Director of Recreation & Community Services



City of Saginaw Recreation & Community Services Dept.
633 West McLeroy Blvd., Saginaw, Texas 76179
Phone (817) 230-0350, Fax (817) 232-0855

RENTAL/RESERVATION RULES AND POLICIES

RESERVATION RULES: All rentals that are open to the public, that advertise, or generate revenue whether for profit or charity, must have prior approval from the Recreation & Community Services staff before the rental date will be booked. Any rental charging a fee must have prior approval as above and is subject to a 15% charge of income, plus the rental fee.

- ⇒ User agrees to indemnify and hold harmless the City of Saginaw, its agents and employees from and against any claims for damages to persons or property arising out of any use of the Facility and its premises by user. The user does hereby assume all liability and responsibility for bodily injuries, claims, or suits for damages to persons or property of whatsoever kind of character, whether real or asserted, occurring in connection with the use of the Facility or its premises by User, his or its agents, servants, employees or subcontractors. The City of Saginaw assumes no responsibility for any property placed in or about the Facility.
- ⇒ User agrees to assume all responsibility for any damages to premises, even above the deposited amount. Once a reservation has ended, a facility inspection will be performed by staff. The rental deposit will be refunded if no building damage is detected or if the facility was properly cleaned. The refund will be processed and returned within two weeks of the rental date.
- ⇒ User shall comply with all federal, state, and local laws. User may not physically attach materials in the facility. This includes using tape or tacks on a painted surface.
- ⇒ User may not collect fees on the premises without previous approval by Director of Recreation & Community Services.
- ⇒ User agrees to leave premises in the same or better condition than that which existed prior to usage. This includes putting away all equipment, removing decorations, mopping floors, sweeping and taking trash out to the dumpster.
- ⇒ The user is responsible for set-up and clean-up of facility and this time is included in the overall reservation time reserved on the written contract. Additional services and equipment are the responsibility of the user. If the building is not vacated at the specified time on the contract, additional time will be charged. City staff is not responsible for setting up or putting away tables, chairs, or any other equipment used during your reservation.
- ⇒ The Saginaw Community Center and Senior Center (Log Cabin) are available for rentals after normal business hours. All rentals require a 3-hour minimum. The Community Center and the Senior Center cannot be reserved by the same group or person for consecutive weekends. All rental deposits are refundable if no damage occurs to the rental area and the cleaning checklist is complete. Rental of the Community Center and Log Cabin require a rental attendant. The rental attendant fees are listed below:
 - *Rental Attendant:* \$15.00 per hour (a mandatory fee for all rentals)
 - *Rental Attendant:* \$25.00 per hour on holidays (a mandatory fee for all rentals)
- ⇒ Cancellation policy: A \$25 processing fee will be assessed on ALL cancelled reservations. Any reservation cancelled with less than 48 hours' notice will forfeit half of the rental fee.
- ⇒ Alcoholic beverages, smoking, and gambling are prohibited at all City of Saginaw facilities.
- ⇒ Center staff reserves the right to determine whether police officers are required for an activity. User is responsible for scheduling and payment of police officers if they are deemed necessary by the City staff. Center staff reserves the right to determine whether a specified number of adult chaperones are required for an activity.
- ⇒ No oral agreements for use of City facilities shall be valid. All reservations must be confirmed with written contract signed and approved by center staff and the user with fees and deposits paid in full.
- ⇒ The City of Saginaw prohibits rental agreements with minors. All rental agreements must be made with a legal adult.
- ⇒ The City of Saginaw prohibits discrimination on the basis of race, color, national origin, age, or handicap in its programs and activities. Complaints or concerns on alleged discrimination can be filed with the City of Saginaw or the Office of Equal Opportunity, U.S. Department of the Interior, Washington, D.C., 20240.

Waiver Statement: I hereby and absolve the Recreation and Community Services Department, the City of Saginaw, and all its employees or agents of same from any claims of damages arising from injury received by the participant involved in this activity whether due to negligent acts or omissions of said parties, other participants, or otherwise.