

COMMUNITY CENTER FEE RECOMMENDATION

November 10, 2022

FOR: Community Center (233 West Main Street)

Cost Center: 121-R432, 428-R432

FINANCIAL OBJECTIVE AND JUSTIFICATION STATEMENT:

The financial objective for the Community Center is a recovery of operating costs through programs and rental fees. Community Center revenue sources include facility rentals, drop-in and registered programs/classes, sponsorships, and special events. Rentals are in high demand and we rent most Saturdays and Sundays plus occasional Fridays. Rental varies in size and events from baby showers, and birthday parties to Weddings Receptions, and Family Reunions. December, we see company parties.

The Community Center is located in downtown Fort Wayne and is near many downtown attractions or developments that include the Bradley Hotel, St. Francis Performing Arts Center, the Main Branch of the Allen County Library, Parkview Field, Promenade Park, and Headwaters Park.

The mission of the Community Center is to provide a wide range of affordable programs and events for participants of all ages with a special emphasis on programs for those over the age of 50 years.

The proximity to many downtown attractions makes the Community Center an attractive rental venue for many events, such as anniversary parties, wedding receptions, birthday parties, church gatherings, and other community events. The Community Center's advantages over other reception facilities include offering no restrictions on catering, a centrally located, tastefully appointed large lobby area, and the use of a full restaurant-style kitchen is included with each rental. Very few if any venues offer the opportunity to control your catering solutions. It has traditionally kept its rates affordable and these revenues help to reduce the operational costs of the facility.

PROPOSED CHANGES

The proposed change for the drop-in fee is to increase it from \$1.00 to \$2.00 as well as clarify the use of the fee. The existing fee is for programs that do not require pre-registration, and therefore there has not been a documented costing form that is required for most other program fees. This fee has not been changed since 2002. The increased fee will help cover increases in program equipment costs, instructor fees, etc.

The other proposed change is a clarification to establish that security levels are established by FWPRD staff. In addition, it has been increasingly difficult to hire security details for rentals, therefore prices for these services may fluctuate throughout the season. Therefore the fee proposal is meant to clarify the use of market rate for rental customers if it is something different than the fee listed in the fee schedule.

PROJECTED RESULTS/OUTCOME:

The proposed drop in fee anticipates an increase of \$20,000 in revenue and there is no significant increased revenue due to the use of market rate security fees.

ATTACHED

- Fee Comparison
- Facility Room Layout
- Fee Proposal

FEE COMPARISON OF SIMILAR VENUES

Events at the Summit, 1025 West Rudisill Blvd

- The \$1,600 rental fee includes 5 hours of event time plus the day of set up hours, pipe, and drape.
- This applies to up to 240 guests
- Does not include food or alcoholic beverages fees.

USF Performing Arts Center (formerly Scottish Rite), 431 W Berry Street

- \$1,200 per day rental fee
- \$75 per hour for rehearsals or guaranteed day-in-advance setup and decorating
- Does not include food and alcoholic beverages fees.

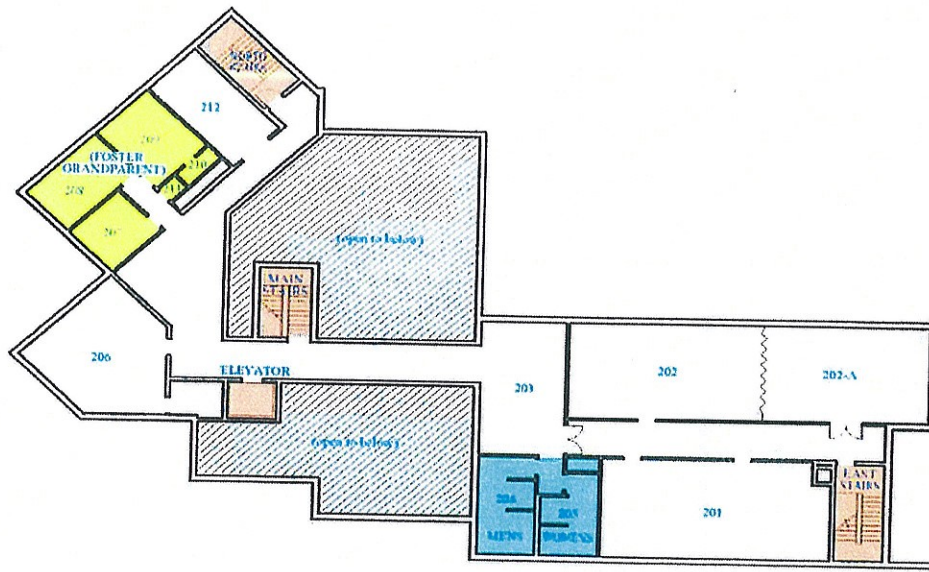
The Free Masons Hall, 216 E Washington Blvd.

- \$2,700 per day rental fee for 150 – 249 people, or \$250.00 per hour minimum 4 hours
- Includes Setup / Teardown, tables, and chairs, day before setup (6 hours), Security, event (3 p.m. to 11 p.m.)
- Does not include food and alcoholic beverages fees.

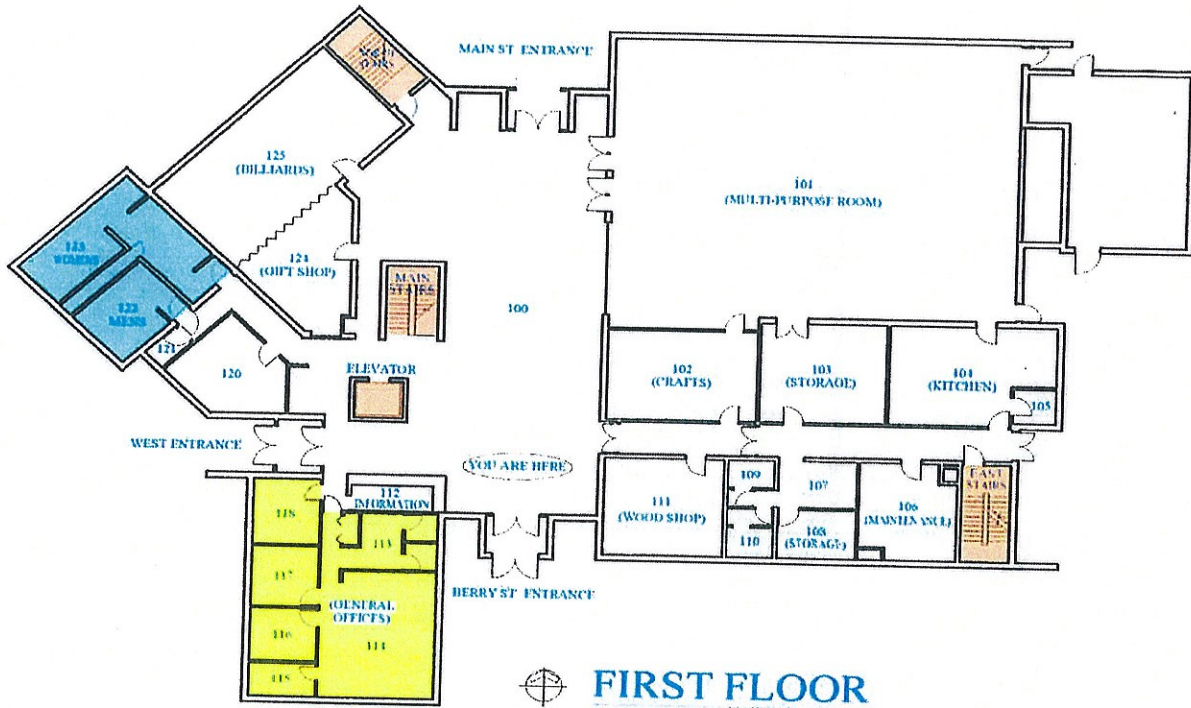
St. Joseph Township Community Hall, 6033 Maplecrest Road

- \$800 rental fee for one day with alcohol, including security, chairs and tables, and kitchen.
- Requires a \$300.00 refundable deposit.
- This applies to up to 150 guests
- Does not include food or alcoholic beverages fees.

COMMUNITY CENTER BUILDING LAYOUT



 **SECOND FLOOR**



 **FIRST FLOOR**

Community Center Rental Fee Proposal

11.10.2022

Multipurpose Room & Configuration		Effective		Proposed	
		2.18.2022		Effective 11.10.2022	
Friday, Saturday, Sunday	capacity	Standard*	per hour**	Standard*	per hour**
Full Room	Max 240	\$ 645.00	\$ 130.00	\$ 645.00	\$ 130.00
Partial Room CDE	Max 80	\$ 475.00	\$ 80.00	\$ 475.00	\$ 80.00
Small Group CDE	Max 48	\$ 250.00	\$ 60.00	\$ 250.00	\$ 60.00
Monday-Thursday (Daytime & Evenings)					
Full Room	Max 240	\$ 295.00	\$ 95.00	\$ 295.00	\$ 95.00
Partial Room CDE	Max 80	\$ 175.00	\$ 60.00	\$ 175.00	\$ 60.00
Non-profits					
Friday & Sunday only					
Full Room	Max 240	\$ 355.00	\$ 95.00	\$ 355.00	\$ 95.00
Partial Room CDE	Max 80	\$ 265.00	\$ 60.00	\$ 265.00	\$ 60.00
Small Group CDE	Max 48	\$ 172.00	\$ 35.00	\$ 172.00	\$ 35.00
Additional Fees					
Additional Setup and clean up time per hour		\$ 70.00	na	\$ 70.00	na
Additional party time per hour (maximum 2 hours)		\$ 90.00	na	\$ 90.00	na
Alcohol Usage Fee		NA	NA	NA	NA
Cleaning fee		NA	\$ 150.00	NA	\$ 150.00
Security Fee or Market Rate***		\$ 45.00	\$ 45.00	\$ 45.00	\$ 45.00
Other Room Rentals					
		4 hours	Per Hour	4 hours	Per Hour
201 and 202	Max 50	NA	\$ 40.00	NA	\$ 40.00
102, 103, and 125	Max 25	NA	\$ 25.00	NA	\$ 25.00
120, 212, 218, 202-A	Max 15	NA	\$ 18.00	NA	\$ 18.00
Rental Items (per rental)					
			Max. per event		Max. per event
Video Projector		NA	\$ 125.00	NA	\$ 125.00
DVD/CD player		NA	\$ 5.00	NA	\$ 5.00
32" Color TV		NA	\$ 50.00	NA	\$ 50.00
Coffee urns		\$ 5.00	\$ 20.00	\$ 5.00	\$ 20.00
Drop In Fee (for programs that are not pre-registered)		\$ 1.00	NA	\$ 2.00	NA
*Standard Rental Fee includes:					
3 hours of Set up time (decorating, DJ setup, bring in food)					
4 hours of Event time					
1 hour clean up time					
Special fees may be negotiated with approval from the Deputy Director of Recreation Services					
**Multipurpose room hourly rates are only applicable Sunday thru Friday, and do not include kitchen use					
8% of each rental will go into a non-reverting capital improvement fund					
A maximum of \$125 per event may be charged for rental equipment. Rental equipment includes, but is not limited to video projector, TV, DVD player and coffee urns.					
***Market Rate: The security fee at the time of a signed rental agreement with minimum deposit. Security levels will be at the discretion of FWPRD staff.					