

COMMUNITY CENTER FEE RECOMMENDATION

April 11, 2024

FOR: Community Center (Downtown)

Cost Center: 121-R432, 428-R432

FINANCIAL OBJECTIVE AND JUSTIFICATION STATEMENT:

The Community Center is located in downtown Fort Wayne and 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 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.

By repurposing the two rooms previously leased to the Foster Grandparent Program (FGP), the center can now provide even more flexibility and availability for meetings and small group gatherings. With a total of five rooms available, it opens up more opportunities for programs and community engagement. This expansion can benefit various groups and activities within the community, fostering a more dynamic and inclusive environment within the center.

PROPOSED CHANGES

The proposed changes are summarized as follows

- Add rental fees for rooms 208 and 209 for rooms that were previously rented by the FGP program;
- Update the Security fees to the current rate;
- Remove rental item fees that are not used

PROJECTED RESULTS/OUTCOME

The proposed changes will have very little financial impact and will ensure that we have an up-to-date fee schedule.

ATTACHED

- Fee Proposal
- Facility Room Layout

Community Center Rental Fee Proposal

4.11.2024

Multipurpose Room & Configuration		Effective		Proposed	
		2.18.2022		Effective 4.11.2024	
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	\$ 50.00	\$ 50.00
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, 208, 209, 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	NA
DVD/CD player		NA	\$ 5.00	NA	NA
32" Color TV		NA	\$ 50.00	NA	NA
Coffee urns		\$ 5.00	\$ 20.00	NA	NA
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

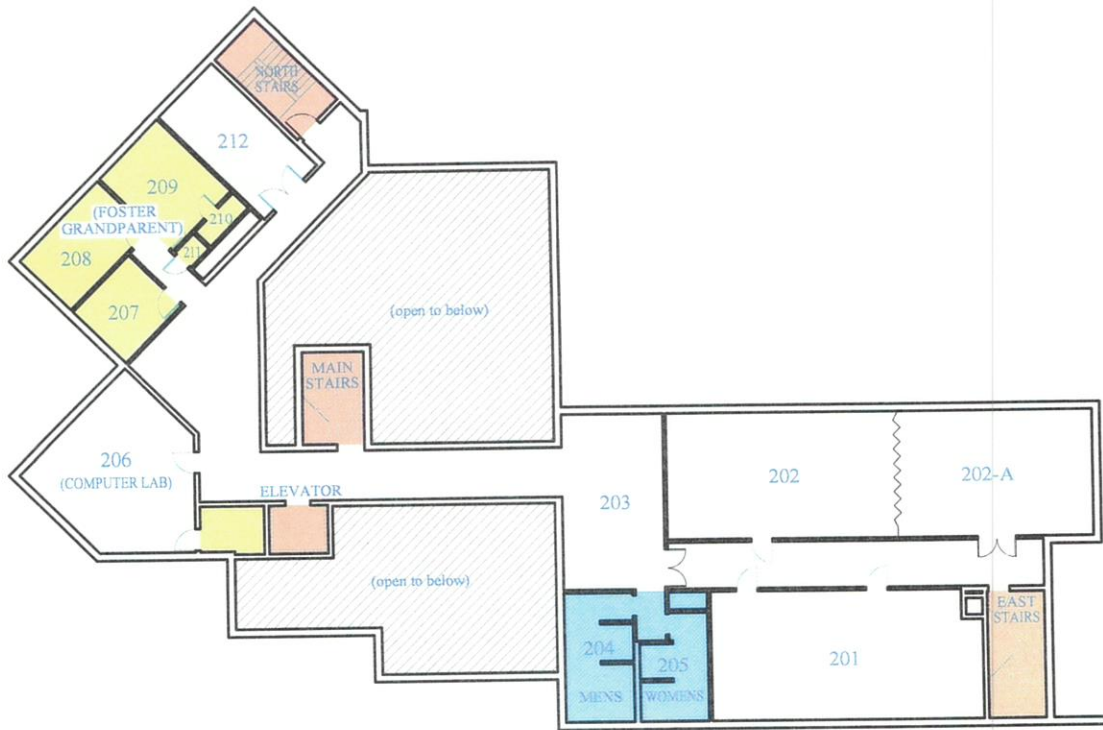
Special fees may be negotiated with approval from the Deputy Director of Recreation Services

**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.



 **SECOND FLOOR**



 **FIRST FLOOR**