



STAFF REPORT

DATE: 11/1/22

TO: City Manager

FROM: Ted Henry, Assistant City Manager / Director of Finance

RE: Updated Use of City Hall Facilities Policy

BACKGROUND:

On September 13, 2022, staff presented a recommended fee schedule that removed Community Room and Senior Room rental fees for private events. Staff discussed the excessive amount of time used to manage, clean and care for private event rentals. This includes police officer time verifying the security of the building. On September 20, 2022, Bel Aire City Council adopted the 2023 Fee Schedule as presented.

DISCUSSION:

The Use of City Hall Facilities Policy needs updated to align with the 2023 Fee Schedule. The updated policy only allows “agencies / organizations who provide a benefit to the community at large” to host events at City Hall. The updated policy maintains requirements for the hosting organization to setup, clean, and care for the public space. The updated policy also maintains priority for city sponsored event including senior programs.

FINANCIAL CONSIDERATIONS:

Any loss of rental revenue is immaterial to the city’s operations.

2021		2022	
# of rentals	revenue	# of rentals	revenue
15	\$2,490	13	\$2,165

RECOMENDATION:

Staff recommends the adoption of the Use of City Hall Facility Policy.