



STAFF REPORT

MEETING DATE:	October 20, 2025
MEETING TYPE:	City Council Meeting
SUBMITTED BY:	Karen Steward
AGENDA CAPTION:	Event Center Rental Policy

Presented by: Karen Steward, HR Director

Background Information

The City of Hutchins adopted Ordinance 2025-04-1207 amending the Code of Ordinances to include provisions and regulations for the public to rent certain municipal facilities. A detailed policy is required to appropriately execute the aforementioned Ordinance which provides specific regulations including the responsibilities of the renter and reservation processes.

Budget Implications

N/A

Operational Impact

N/A

Legal Review

Reviewed by Joe Gorfida.

Staff Recommendation

Staff recommend the council pass this resolution.

Supporting Documentation and Attachments

Schedule "A" Event Center Rental Policy