



MEMO

To: Finance and Personnel Committee

From: Terri Vosters, Community Enrichment Director & Jake Van Gompel,
Streets Superintendent

Date: October 6, 2025

Re: SPaR Building Community Room Fee Update Recommendation

Discussion:

In 2019, the SPaR building opened the Community Room and Third st. Conference room for rentals. There are approximately 100 rentals (not internal) per year. The fees of the rooms have not been evaluated since the grand opening of the building almost seven years ago.

The Recreation & Streets Departments have reviewed the rental policies and fee structures of some neighboring communities including Appleton, Combined Locks, De Pere, Fox Crossing, Kimberly, Little Chute, Menasha and Neenah. Staff propose that we charge the following fees:

Community Room

\$150.00/booking	City-Residents (currently \$100)
\$250.00/booking	Non-Residents (currently \$200)
\$50.00/rental	Kaukauna Based Not-For-Profit Organizations

Community Room with Kitchen Facilities

\$175.00/booking	City-Residents (currently \$125)
\$275.00/booking	Non-Residents (currently \$225)
\$75.00/rental	Kaukauna Based Not-For-Profit Organizations

Third Street Conference Room-No changes proposed

\$75.00/booking	City-Residents
\$175.00/booking	Non-Residents
\$25.00/rental	Kaukauna Based Not-For-Profit Organizations

Security Deposits – Community Room

\$200/rental	City-Residents (currently \$200)
\$200/rental	Non-Residents (currently \$200)
\$100/rental	Kaukauna-based, Not-For-Profit Organizations (currently \$100)

Security Deposits – Third Street Conference Room

\$200/rental	City-Resident (currently \$200)
\$200/rental	Non-Residents (currently \$300)
\$100/rental	Kaukauna-based Not for Profit Organizations (currently \$100)

Strategic Plan: N/A

Budget Impact: Potential for an increase in revenue for the 2026 budget. This fee adjustment will begin with 2026 reservations.

Staff recommendation:

Direct staff to increase the Community Room fee by \$50 per booking and equalize the security deposit for residents and non-residents for the Community Room and Third St. Conference Room.