



PARKS & RECREATION COMMISSION STAFF REPORT

Item
December 9, 2021
Regular Business

AGENDA ITEM INFORMATION

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| TITLE: | Mercer Island Community and Event Center Facility Allocation and Use Policy – Second Reading | <input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: |
| RECOMMENDED ACTION: | Discuss the proposed policy and, if desired, move to endorse. | <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution |
| STAFF: | Ryan Daly/Emily Moon (Consultant) | |
| COUNCIL LIAISON: | Jake Jacobson | |
| EXHIBITS: | 1. MICEC Facility Allocation and Use Policy | |

SUMMARY

At the October 7, 2021 Parks and Recreation Commission meeting, the Commission reviewed a draft facility allocation and use policy for the Mercer Island Community and Event Center.

Tonight, the Commission will review the draft policy for a second time and discuss the information that was provided in a follow-up memo to the October 7 meeting. That memo (attached) provided information Commissioners sought regarding the following policy questions:

- *Should the MICEC be used for commercial purposes or to conduct fundraising?*
- *If the MICEC is used by other organizations to generate profit, should the MICEC receive a share (above and beyond the rental fee)? Note, this is not addressed in the policy but could be addressed in renters' contracts.*

Here are three possible answers to the first question:

1. Allow sales to occur, provided the renter discloses intent, gets pre-approval from the Department Director or designee (to ensure no inconsistencies with Division purpose, mission and customer expectations), and upholds City regulations (including securing a business license and insurance). (Revised draft policy proposal)
2. Do not allow any sales.
3. Do not allow for commercial sales other than "charging an entrance fee for a professional services or educational seminar." (Originally drafted policy proposal)

Upon further review and discussion, Staff recommends allowing sales (as conditioned above) and not requiring a share of the revenue. This recommendation is shown in the revised policy (attached) and will be discussed during the Commission's meeting.

Staff desires to have this policy in place to guide operations and decision-making in 2022.

RECOMMENDATION

- 1) Discuss policy remaining questions.

2) Move to endorse the Mercer Island Community and Event Center Facility Allocation and Use Policy, as amended.