



Date: July 14, 2023

To: Darrel Pyle, City Manager

From: Jason Olsen, Director of Parks and Recreation

Subject: Young Family Athletic Center - Operator

In May, the contract negotiations with Santa Fe Family Life Center ceased for their organization to become the Young Family Athletic Center (YFAC) operator. Due to the complexities of the request of both Community Groups and the City, it became apparent to the Parks and Recreation Department that the risks associated with operations of the YFAC would be better for both Santa Fe and the City if we went in a different direction.

I think it is in the best interest of the City and the YFAC for the Parks and Recreation Department to facilitate the operations of the YFAC. The Parks Department has already contacted the stakeholder groups involved with the YFAC. The Parks Department is working with these groups on leases and leagues, and the Parks Department has a clear vision of using the YFAC for the best interest of our residents here in Norman.

Attached to this memo is a budget, revenue projections, fee schedule, and booking policy. The Parks Department looks forward to having public discussions on how this facility will be best used for Norman and fill a huge void for our youth and its access to indoor athletic facilities. We also are incredibly excited for the YFAC to be open for all to enjoy in 2024!

Jason Olsen, Director of Parks and Recreation

Cc: Kathryn Walker, City Attorney
Anthony Francisco, Director of Finance

office memorandum

YFAC FACILITIES POLICY MANUAL

Introduction and Purpose

The Young Family Athletic Center (YFAC) is owned and operated by the City of Norman Parks and Recreation Department. The YFAC has eight (8) basketball courts, 12 volleyball courts, an eight (8) lane 25-meter competition pool, and a four (4) lane recreation pool. Norman Regional Hospital Systems (NRHS) will perform sports medicine with Ortho Central and N-Motion clinics inside the YFAC.

Authority of the Director of Parks and Recreation

The Director of Parks and Recreation (the "Director") sets the pricing schedule and fees, which will be reviewed annually and updated on the recommendation of the Norman Board of Park Commissioners.

The Director can also enter into an agreement on behalf of the City of Norman with a Community/Operational partner annually for the rental of the YFAC for events, practices, or meetings. Community/Operational Partner Agreements will be reviewed annually by the Norman Board of Park Commissioners.

The Director will set the Fee Schedule, which includes membership and day pass costs, rental and event fees, and other general fees associated with access to the YFAC. The Fee Schedule will be set based on recommendations from the Norman Board of Park Commissioners.

The Director is responsible for entering into sponsorship or marketing agreements with businesses/groups at the YFAC on behalf of the City of Norman. Marketing and Sponsorship agreements will be reviewed annually by the Norman Board of Park Commissioners.

Any update or change to the YFAC Booking & Sponsorship Policies must be at the Recommendation of the Norman Board of Park Commissioners and approved by the Norman City Manager.

YFAC Mission

- The mission of the Young Family Athletic Center (YFAC) is to enrich the quality of life and health through competition and recreational leisure through sports, aquatics, fitness, special events, and various activities in a safe, fun, and family environment.

Definitions

1. **Fee Schedule** – the cost table showing the fixed costs for the public to use or rent YFAC. The Director of Parks and Recreation sets the Fee Schedule on the Norman Board of Parks Commissioners' recommendations. (Exhibit B)
2. **Community/Operational Partner** – a community/operational partner will be defined at the YFAC as a School, Sports Club, or local non-profit that fits in the mission of the YFAC and will be allowed to enter into annual agreements with the Parks and Recreation Department. The Parks and Recreation Department will keep a Community/Operational Partners list. The partners will be recommended

through the Norman Board of Park Commissioners and approved by the Director of Parks and Recreation. (Exhibit B)

3. **Event Rental** – Event rental is for a person, group, business, or non-profit involving 25 or more people using the Athletic or Aquatics areas for athletic competition, banquet, concert, or other miscellaneous event.
4. **Practice or Private Party Rental** – A practice or private party will be defined as a small group of people (25 or less) that use a section of the Athletic or Aquatic meeting room areas for either a practice or a small private party for a group, business, or non-profit.

YFAC Facility

The YFAC Facility is multi-purpose to meet the varied needs of the community. Portions of the Facility available for rent are listed below.

1. **Multi-Sport Gymnasium**
 - Basketball/Volleyball Courts – The YFAC can be configured for up to 8 basketball courts and/or 12 volleyball courts with bleachers for each court
 - Tournament Office Space
 - Tournament Ticketing Window
2. **Competition and Recreation Pools**
 - Eight (8) lane 25 meter competition pool
 - Four (4) lane recreation pool
3. **Women's Aquatic Locker Rooms**
4. **Men's Aquatic Locker Rooms**
5. **Aquatic Family Changing Rooms**
6. **Meeting Rooms**
7. **NRHS Clinic Space**

Scheduling Policies and Procedures

1. Community/Operational Partner Rentals

Community/Operational Partners must enter into annual agreements that specify all YFAC spaces to be used, dates and times for usage, and fees to be paid. Such agreements shall set forth the reservation payment terms, insurance requirements, and any other applicable and reasonable term(s) related to the use of the YFAC by such Partner.

2. Event Rentals

- a. Reservations for the YFAC can be made up to two (2) years in advance for event rentals and must be made no less than 14 days before the event.

- b. Reservations are on a first-come, first-served basis. The YFAC/Parks and Recreation Department cannot guarantee a reservation until the rental is paid in full.
- c. To reserve dates as an event rental at the YFAC, a deposit of at least 20% must be paid when the facility is reserved. Without this, a reservation is not valid. Lessee must be at least 18 years old to enter into a contract. Signed agreements are binding.
- d. All rental fees, layouts, security forms, cleaning fees, deposits, sponsorship, and agreements with NRHS for sports medicine or other additional costs associated with the event must be paid in full before the start of the rental per the terms of the contract.
- e. Admission fees proposed by Community/Operational Partners or for event rentals must be submitted and approved by the YFAC/Parks and Recreation Department when the rental agreement is submitted.
- f. Event times at the YFAC must end no later than 11:00 p.m. on Sunday-Thursday, with the YFAC completely vacated by midnight. Events must end by midnight on Friday & Saturday, with the building vacated by 1:00 a.m.
- g. Event rental fees are subject to different rental fees than practice or private party rentals.
- h. Alcohol can be approved at events with the written permission of the Director of Parks and Recreation. Alcohol will not be allowed at youth events under any circumstances.
- i. Any event at the YFAC will require proof of insurance that reflects coverage for activities with one million-dollar liability insurance showing the City of Norman, Oklahoma, as a Certificate Holder or Additional Insured.
- j. AFTER PAYING ALL FEES, the YFAC/Parks & Recreation Department will issue a facility rental permit. The permit will be mailed or emailed. If the permittee pays in person at our downtown office, Parks and Recreation will provide a copy of the permit at purchase.
- k. Permits are issued only for the individual or organization whose name is on the permit. If a transfer is requested, the permittee must request an amendment with the YFAC/Parks & Recreation Department.
- l. The permittee should take a copy of the permit to their scheduled event in case of a conflict.

3. Private Practice or Private Party Rentals

- a. Reservation for practices/parties can be made up to 120 days in advance.
- b. Reservations must be scheduled during regular operating hours for the YFAC and are subject to availability.
- c. Each group is limited to a maximum of two rentals per week.
- d. Any cancellations will be subject to the City's cancellation policy.
- e. If renting more than 50% of the lanes in the competition pool, renter will be required to rent the entire pool.
- f. Discounts for the meeting rooms are available if rented in tandem with the Multi-Purpose Gym or the Competition or Recreation Pools.

Payment Policy

- Payment can be made by cash, personal check, cashier's check, money order, or credit card.
- Payment for Events must be paid in full two weeks (14 Days) before the start of the rental.
- Payment for Non-Event rentals is due at the time of booking.
- Personal checks cannot be accepted for reservations made less than 14 days before the rental date.

Cancellation Policy

All cancellations of contracted events must be submitted to City in writing and will be subject to a cancellation fee that will be deducted from any refunded deposits.

- Deposits reservation will be forfeited in full if an event is canceled less than one hundred and eighty (180) days before the event.
- Deposits reservation will be forfeited in full if a practice is canceled less than forty-eight (48) hours before the practice.
- The YFAC/Parks and Recreation Department reserves the right to cancel any event or practice for any reason.
- Events or practices that the YFAC/Parks and Recreation Department cancels will be fully refunded to the lessor.

For Questions about this policy or to rent the YFAC, please contact the Young Family Athletic Center 405-321-9322 / YFAC@normanok.gov or the Norman Parks and Recreation Department at [405-366-5472](tel:405-366-5472)/ParksRec@normanok.gov.

EXHIBIT A

Memberships

Individual Annual Pass	Norman Resident	\$300	year
Family Annual Pass	Norman Resident	\$960	year
Individual Monthly Pass	Norman Resident	\$30	month
Family Monthly Pass	Norman Resident	\$100	month
Individual Annual Pass	Non-Resident	\$360	year
Family Annual Pass	Non-Resident	\$1,200	year
Individual Monthly Pass	Non-Resident	\$35	month
Family Monthly Pass	Non-Resident	\$120	month
Individual Annual Pass	SR/Vet/MIL/FR	\$300	year
Family Annual Pass	SR/Vet/MIL/FR	\$960	year
Individual Monthly Pass	SR/Vet/MIL/FR	\$30	month
Family Monthly Pass	SR/Vet/MIL/FR	\$100	month

Day Passes

Swimming Pass	Norman Resident	\$5	day
Multi-Sports	Norman Resident	\$5	day
Swimming Pass	Non-Resident	\$7	day
Multi-Sports	Non-Resident	\$7	day
Swimming Pass	SR/Vet/MIL/FR	\$5	day
Multi-Sports	SR/Vet/MIL/FR	\$5	day
Swimming Pass	Children 12 & U	\$3	day
Multi-Sports	Children 12 & U	\$3	day
Swimming Pass	Children 3 & U	FREE	day
Multi-Sports	Children 3 & U	FREE	day

Common Rentals

Basketball Court	1/2 Court	\$35	hour
Basketball Court Full Court	Full Court	\$70	hour
Volleyball Court	Per Court	\$70	hour
Pickleball Court	Per Court	\$45	hour
Conference Room	2 Hour Min	\$25	hour
Pool Lane Rental		\$25	hour
Recreation Pool	Min. 2 hours	\$150	hour
Competition Pool	Min. 2 hours	\$250	hour

Event Rentals*

Basketball Court	4 Hour Min	\$65-\$85	hour per/court
Volleyball Court	4 Hour Min	\$50-\$70	hour per/court
Pickleball	4 Hour Min	\$30-\$45	hour per/court
Full Gym (non athletic)	4 Hour Min	\$500-\$750	Full Facility
Full Pool Rental	4 Hour Min	\$500-\$750	Both Pools

EXHIBIT B

SCHOOL PARTNER:

Norman Public Schools
131 South Flood Avenue
Norman, OK 73069

HEALTH PARTNER:

Norman Regional Health Systems
900 N Porter Ave
Norman, OK 73071

LOCAL YOUTH LEAGUE PARTNER:

Norman Optimist Club
1005 Lexington Avenue
Norman, OK 73069

TOURNAMENT PARTNER:

Santa Fe Family Life Center
6300 N Sante Fe Ave
OKC, OK 73118

BASKETBALL CLUB:

Trae Young Family Foundation
& Trae Young Basketball
2201 Trae Young Drive
Norman, OK 73069

SWIMMING CLUB:

Sooner Swim Club
1701 Asp Avenue
Norman, OK 73072

VOLLEYBALL CLUB:

TBD

<u>Positions</u>	<u>No.</u>	<u>Rate</u>	<u>Code</u>	<u>Avg. Hours</u>	<u># Weeks</u>	<u>Max. Hours</u>	<u>Insurance</u>	<u>Life Insurance</u>	<u>Taxes & Retirement</u>	<u>TOTAL</u>
<u>Full Time Staff</u>										
Field Operations Supervisor (FT)	1	\$ 67,642.90	N36	40	52	2080	\$ 19,000.00	\$ 70.00	10,924.33	\$ 97,637.23
Program Coordinator (FT)	2	\$ 50,879.32	N32	40	52	2080	\$ 19,000.00	\$ 70.00	8,217.01	\$ 156,332.66
Administrative Tech II (FT)	1	\$ 34,769.70	A27	40	52	2080	\$ 19,000.00	\$ 70.00	5,615.31	\$ 59,455.01
							\$ 57,000.00	\$ 210.00	24,756.65	\$ 313,424.90
<u>Permanent Part Time</u>										
Recreation Tech (PPT)	3	\$ 15.34	P26	29	52	n/a	n/a	n/a	n/a	\$ 69,398.61
Recreation Leader (PPT)	6	\$ 13.96	P25	25	52	n/a	n/a	n/a	n/a	\$ 108,919.20
Lifeguard Tech (PPT)	3	\$ 15.34	P26	29	52	n/a	n/a	n/a	n/a	\$ 69,398.61
Lifeguard Leader (PPT)	12	\$ 13.96	P25	25	52	n/a	n/a	n/a	n/a	\$ 217,838.40
										\$ 465,554.82
<u>Seasonal Part Time</u>										
Recreation Specialist (SPT)	12	\$ 10.00	T09	10	52	n/a	n/a	n/a	n/a	\$ 62,400.00

Maintenance & Operation Budget

Proposed Budget

Salaries & Benefits

Salaries - Full Time	\$313,425
Salaries - Part Time	\$465,555
Salaries - Temporary	\$62,400
Other Salaries - Overtime	\$5,000
Other Salaries - Benefits	\$81,967
Fica/Medicare	\$10,000
	<u>\$938,347</u>

Supplies & Materials

Office	\$1,000
Recreation	\$40,000
Operating Chemicals & Maintenance	\$100,000
First Aid Supplies	\$1,000
Plumbing & Electrical	\$1,500
Janitorial	\$7,500
Paint and Paint Products	\$500
Other Building Materials	\$1,000
Safety & Protective	\$2,500
Other - Uniforms	\$2,500
Other - Minor Tools & Equipment	\$2,500
	<u>\$160,000</u>

Other Professional

Other Professional (Certifications)	\$2,500
Misc. Contract Services	\$100,000
Advertising - General	\$40,000
Office Machines & Equip.	\$2,500
Other Miscellaneous	\$2,500
Janitorial Contract	\$110,000
Telephone Basic	\$1,000
Telephone - Long Distance	\$120
Electricity	\$100,000
Natural Gas	\$50,000
Water & Trash	\$50,000
Refunds & Reimbursements	\$2,500
	<u>\$461,120</u>

Internal Services Maint.

Building Repair	\$7,500
Printing Services	\$400
Workers Compensation	\$600
	<u>\$8,500</u>

TOTAL EXPENDITURES

\$1,567,967

Revenue

Item	No.	Days	Fee	Total
Memberships				
Family	350	--	\$55.00	\$231,000.00
Individual	350	--	\$30.00	\$126,000.00
Senior/Military	100	--	\$25.00	\$30,000.00
Sub-Total				\$387,000.00
Daily Passes				
Pool	20	365	\$5.00	\$36,500.00
Multi Sports	25	365	\$5.00	\$45,625.00
Senior/Military	20	365	\$3.00	\$21,900.00
Sub-Total				\$104,025.00
Rentals				
Swim Club	1		\$50,000.00	\$50,000.00
Basketball Club	1		\$50,000.00	\$50,000.00
Volleyball Club	1		\$50,000.00	\$50,000.00
NPS	1		\$50,000.00	\$50,000.00
Optimist	1		\$50,000.00	\$50,000.00
Tournament	35		\$10,000.00	\$350,000.00
Misc. Rentals	50		\$1,000.00	\$50,000.00
Sub-Total				\$650,000.00
Concessions				
Lease Agreement	1			\$50,000.00
Classes				
Local Leagues				\$100,000.00
Camps	500		\$50.00	\$25,000.00
Aqua Fitness Classes	500		\$5.00	\$2,500.00
Swim Lessons	500		\$50.00	\$25,000.00
Sub-Total				\$152,500.00
Marketing				
Video Boards				\$200,000.00
Misc. Sponsorships				\$50,000.00
				\$250,000.00
Total Revenues				\$1,593,525.00