



## COUNCIL AGENDA ITEM COVER SHEET

**Meeting Type:** Council - Regular

**Meeting Date:** March 19, 2026

**Agenda Item Type:** Consent Agenda

**Staff Contact:** Brandon Perkins, Town Manager

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### STAFF REPORT

**AGENDA ITEM:**

Consideration of a revision of the Town's Fee Schedule to include deposit and rental fees for Town facilities.

**BACKGROUND:**

The Town currently offers the Roger Spencer Building and the picnic pavilion at Shamrock Park for private event rentals. With the recent completion of the Shamrock Stage Pavilion, staff has begun receiving increased inquiries from private parties and organizations interested in using the facility for both private and public events. As a result, it is appropriate to establish rental fees for this facility.

While reviewing this matter, staff also identified that rental fees for several Town facilities have not yet been formally incorporated into the Town's adopted fee schedule. To ensure consistency and transparency, staff has prepared a proposed revision to the fee schedule that formally adds facility rental categories and associated fees for Council's consideration.

During this review, staff also noted that certain existing rental practices are not fully aligned with the Town's current ordinance. Rental fees for the Recreation Building currently differentiate between county and non-county residents; however, Council amended the facility rental ordinance in September 2025 to limit facility rentals to Fayette County residents only. Additionally, rental practices for the Shamrock Park picnic pavilion have historically allowed all-day reservations, while the amended ordinance limits facility rentals to four-hour time blocks.

The proposed fee schedule revision updates the facility rental structure to reflect these ordinance changes and ensures that all facility rental fees are formally included in the Town's adopted fee schedule.

Please see the attached fee schedule update for details.

**FUNDING:**

None required.

**STAFF RECOMMENDATION:**

Staff recommends approval of the updated fee schedule.

**ATTACHMENTS:**

1. Draft fee schedule update.
2. Staff emails.

**PREVIOUS DISCUSSIONS:**

None.