

## Parks, Recreation, and Forestry Department

To: Parks, Recreation, and Forestry Commission

From: Andrea Draeger – Senior Center, Enrichment, and Office Manager

Date: 3/16/2026

Subject: building rentals on holidays

### Background

The Senior & Community Center occasionally receive requests for private rentals on recognized holidays (an average of four per year over the last five years). Historically, the department has canceled all department programming on holidays to allow for building closure and staff observance of the holiday.

At this time, there is not a clearly defined policy regarding whether private rentals should be permitted on holidays when department programming is canceled. Establishing a clear policy would provide consistent guidance for staff, renters, and the public when holiday rental requests are received.

If rentals are permitted on holidays, the Committee may wish to consider whether rental rates should remain the same or be increased to reflect holiday usage, whether a building supervisor must be present (weekend rentals are generally staffed, though not always), and whether a minimum rental timeframe should apply.

### Budget Goal

1. Maintain indoor and outdoor recreational facilities to enhance safety, overall health, and quality of life.

## Financial Impact

Allowing private rentals on holidays may provide additional rental revenue. However, revenue would need to be balanced with staffing availability and operational considerations, particularly if a building supervisor is required. Adjustments to holiday rental rates or minimum rental timeframes may help offset potential staffing costs.

## Recommendation

The Parks, Recreation, and Forestry Department recommends the Committee reviews the options for holiday rentals and provide direction on whether private building rentals should be permitted on holidays, including any requirements related to staffing, rental rates, and minimum rental timeframes.

### **Option 1:**

Allow private rentals on holidays at either the current rental rates or an increased holiday rate, with the option to require a building supervisor or only if available.

### **Option 2:**

Allow private rentals on holidays at either the current rental rates or an increased holiday rate, with a required minimum rental timeframe (such as four or eight hours) and the option to require a building supervisor or only if available.

### **Option 3:**

Do not allow private rentals on holidays.

Motion: Move to direct staff to establish a policy regarding private building rentals on holidays based on the option selected by the Committee.