

RESOLUTION NO. 2018-0371

Adopted by the Sacramento City Council

September 4, 2018

Authorizing Fee Waivers and Fee Reductions for Community Center and Clubhouse Rentals

BACKGROUND

- A. The City owns 17 community centers and clubhouses, of which five are leased to non-profit organizations to provide community enrichment programs and manage room rentals. The Department of Youth, Parks, & Community Enrichment (Department) manages these facilities.
- B. The Department operates the following 12 community centers and clubhouses: Belle Cooledge, Coloma, East Portal, Evelyn Moore, George Sim, Hagginwood, Hart, Oak Park, Sam and Bonnie Pannell, South Natomas, Southside, and Woodlake.
- C. At the community centers and clubhouses which the City operates, the Department uses the facilities for recreation and enrichment programs (i.e., senior programs, Access Leisure, Leisure Enrichment and Teen Services). A portion of the fees for these recreational programs help offset the building operation costs.
- D. At all of the 12 community centers and clubhouses that the City operates, rooms can be rented for private events. The room rental fees help offset the building operation costs. These rental fees are set under the City Council-approved Fees and Charges Report.
- E. The Department desires to establish a policy for room rental fee waivers for City sponsored events and fee reductions for community benefit programs offered for free by other government agencies and non-profit organizations.

BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL RESOLVES AS FOLLOWS:

- Section 1. The City Manager, or the Director of the Department of Youth, Parks, & Community Enrichment as the City Manager's designee, is authorized to exempt the following activities from payment of the community center or clubhouse room rental fee if they do not displace a paid room reservation and occur during regular business hours:

- A. Events, programs, classes, meetings, and similar functions that provide a community benefit and are sponsored by a City department.
- B. City employee recognition events and City employee-sponsored cultural events.

Section 2. The City Manager, or the Director of the Department of Youth, Parks, & Community Enrichment as the City Manager's designee, is authorized to provide a 50% reduction of the community center or clubhouse room rental fee for the following activities if they do not displace a paid room reservation and occur during regular business hours:

- A. Events, programs, classes, meetings, and similar functions that are: (1) sponsored by a government agency or a non-profit organization in good standing, (2) provide a community benefit, and (3) offered free of charge.

Adopted by the City of Sacramento City Council on September 4, 2018, by the following vote:

Ayes: Members Ashby, Carr, Guerra, Hansen, Jennings, Schenirer, Warren and Mayor Steinberg

Noes: None

Abstain: None

Absent: Member Harris

Attest:

Mindy Cuppy
Digitally signed by Mindy Cuppy
Date: 2018.09.07 13:01:36 -07'00'
Mindy Cuppy, City Clerk

The presence of an electronic signature certifies that the foregoing is a true and correct copy as approved by the Sacramento City Council.

**YPCE DIRECTOR'S OFFICE
COMMUNITY CENTER RENTAL FEE REDUCTION/FEE WAIVER APPROVAL FORM
FUNDED BY THE YOUTH SCHOLARSHIP FUND**

DATE ROUTED

**CENTER NAME
& ADDRESS**

**REQUESTOR'S NAME &
TITLE, EMAIL, PHONE**

**EVENT & APPLICANT
INFORMATION**

**TAX ID/ EIN # /
GOVERNMENT AGENCY**

**REQUESTING
FEE WAIVER?**

☐

A) Events, programs, classes, meetings, and similar functions that provide a community benefit and are sponsored by a City Department

☐

B) City employee recognition events and City employee-sponsored cultural events.

☐

Waive

**REQUESTING
FEE REDUCTION?**

☐

A) Events, programs, classes, meetings, and similar functions that are: (1) sponsored by a government agency or a non-profit organization in good standing, (2) provide a community benefit, and (3) offered free of charge.

☐

**50%
Reduction**

WAIVER CATEGORY

☐

Youth

☐

Family

Total Amount Requesting to be waived

Rationale for Recommendation *(Include event/rental details. If partnership, outline the specific details.)*

	Name	Signature	Ext.	Date
Center Supervisor	<div></div>	<div></div>	<div></div>	<div></div>
Superintendent	<div></div>	<div></div>	<div></div>	<div></div>
Division Mgr.	<div></div>	<div></div>	<div></div>	<div></div>
Director	<div></div>	<div></div>	<div></div>	<div></div>