

**MEMORANDUM
DEPARTMENT OF PUBLIC WORKS AND FACILITIES
COUNTY OF PLACER**

To: Honorable Board of Supervisors Date: December 8, 2015
From: Ken Grehm, Director of Public Works and Facilities
Subject: Building Maintenance / Approval of Updated Rate Schedule / Loomis Veteran's Memorial Hall

ACTION REQUESTED

Approve the recommendations from the Loomis Hall Board of Trustees of the rate schedule for rental of the Loomis Veterans Memorial Hall.

BACKGROUND

The Department of Public Works and Facilities, Building Maintenance Division, operates and maintains the Placer County Veteran Memorial Halls with guidance from their connected Board of Trustees. These Halls are a service to the community and have traditionally been supported by revenues derived by the Hall as well as the General Fund.

On October 21, 2015, the Loomis Veterans Memorial Hall Board of Trustees approved recommended changes to the rental fee schedule. These rates have not been revised for many years. The new rates are to be effective on January 1, 2016 for all new reservations and regular user groups.

As reflected on the attachment, the proposed changes include increasing rates on weekend reservations (Friday, Saturday, and Sunday) and eliminating the categories of rentals that could not be enforced.

The Hall Board of Trustees recommends these changes with the following reasoning:

- In comparison to other local venues, the recommended price structure remains an economic choice for the community.
- The increase in revenue will further help to offset the operational and maintenance expenses of the facility.

The recommended rate structure is as follows:

- Meeting Room and Kitchen: \$100.00 (option not available on Friday, Saturday, or Sunday)
- Main Hall only, Monday-Thursday: \$150.00
- Main Hall only, on Friday, Saturday, or Sunday: \$250.00
- Dinners and Receptions, (Main Hall, Meeting Room, and Kitchen) Monday-Thursday: \$300.00
- Dinners and Receptions, (Main Hall, Meeting Room, and Kitchen) on Friday, Saturday, or Sunday: \$400.00
- Security and Cleaning Deposit: Double the rental fee amount

ENVIRONMENTAL CLEARANCE

This an administrative action, does not constitute a project, and is not subject to Environmental Quality act Guidelines Section 15378(b)(5).

FISCAL IMPACT

Approval of the Rental Rate Schedule will increase the Loomis Veterans Memorial Hall revenue. The Hall received \$10,450.00 in revenue in FY 2014-15 and expenses of \$105,319.27 the shortfall was funded by the General Fund.

**Loomis Veterans Memorial Hall Board of Trustees
Recommendation to the Board of Supervisors
Updated Rate Schedule**

CURRENT Rental Rates:

- Meeting Room: \$50.00
- Meeting Room with Kitchen: \$100.00
- Main Hall: \$150.00
- Main Hall with Kitchen: \$200
- Dinners and Receptions, main hall, meeting room and kitchen: \$300.00
- Security and Cleaning Deposit: Double the amount of the rental fee

To be effective on January 1, 2016 for all new reservations and regular user groups.

PROPOSED Rental Rates:

- Meeting Room and Kitchen - \$100.00 (option not available on Friday, Saturday, or Sunday)
- Main Hall only, Monday-Thursday - \$150.00
- Main Hall only, on Friday, Saturday, or Sunday - \$250.00
- Dinners and Receptions, (Main Hall, Meeting Room, and Kitchen) Monday-Thursday - \$300.00
- Dinners and Receptions, (Main Hall, Meeting Room, and Kitchen) on Friday, Saturday, or Sunday - \$400.00
- Security and Cleaning Deposit – Double the rental fee amount

REASONS:

- Eliminating the Main Hall with Kitchen option: because the Meeting Room is not locked to exclude their use of this space.
 - Policy - if there is food and/or drinks present at an event the kitchen must be rented.
 - Policy - if a kitchen rental is required, the "Entire Hall" (Main Hall, Meeting Room, and Kitchen) must be rented.
- It is unknown when the rental rate schedule was last adjusted.
- In comparison to other venues, these prices are still the most economical option available.
- The increased income will further help to offset the operational and maintenance expenses of the Hall.