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MEMORANDUM

To: Mayor and City Council
From: Brent Walker, Parks and Recreation Manager
Date: October 15, 2012
Subject: **Discussion of Park Facility Rental Fees**

ITEM DESCRIPTION

The City currently charges \$100 per day for rental of its park facilities. Staff has been requested to look at these rates and report if they are adequate to the Mayor and city Council

BACKGROUND

It is customary to charge a rental fee for the privilege of reserving certain public park facilities for private parties and functions. This fee offsets administrative costs of reserving the pavilion and the maintenance costs for clean-up before and after a rental. Prior to the transfer of the parks to the city, DeKalb County charged a \$100 rental fee for the pavilion at Brook Run. Over the past two years the City has continued to charge the same fee.

This rental fee is comparable to other municipalities in this area and has been appropriate for the smaller private gatherings we have had in the parks such as family reunions and private corporate events. However it has not been an appropriate fee for large special events that utilize much more space within Brook Run Park and require more attention from City staff. Attached is a rental fee schedule of neighboring municipalities for comparison.

RECOMMENDATION

Staff recommends the City adopt the following rental fee:

Private rentals (family reunions, birthday parties, etc.) \$100 per day \$200 refundable deposit for alcohol

Small Special Event 1-300 persons (5k, Fundraisers) \$400 per day with a \$400 refundable damage deposit

Large Special Event 300+ persons (Carnivals, Music Events, etc.) \$600 per day with a \$600 refundable damage deposit.

Pavilion Rental Rate Comparison Table

City/County	Facility	Resident	Non-Resident	Nonprofit	By	Capacity	Damage Deposit	Other
Dunwoody	All	\$100	\$100	\$100	day	Varies	Alcohol, \$200	
Sandy Springs	Pav 1 Hammond	\$20	\$25	N/A	hour	20	No	No music
	Pav 2 Hammond	\$25	\$30	N/A	hour	96	No	
	Pav 3 Overlook Park	\$25	\$30	N/A	hour	200	No	
	Pav 4 Ridgeview Park	\$20	\$25	N/A	hour	48	No	
	Pav 5 Morgan Falls Athletic Complex	\$25	\$30	N/A	hour	65	No	
	Pav 6 Morgan Falls Athletic Complex	\$20	\$25	N/A	hour	24	No	
Roswell	Azalea East @ Azalea Park	\$100	N/A	N/A	day	N/A	Yes, \$50	
	Azalea West @ Azalea Park	\$100	N/A	N/A	day	N/A	Yes, \$50	
	ERP Pavilion @ East Roswell Park	\$100	N/A	N/A	day	N/A	Yes, \$50	
	ERP Spray Pavilion @ East Roswell Park	\$100	N/A	N/A	day	N/A	Yes, \$50	
	Garrard Pavilion @ Garrard Landing	\$100	N/A	N/A	day	N/A	Yes, \$50	
	HP Playground Pavilion @ Hembree Park	\$50	N/A	N/A	day	N/A	Yes, \$25	
	RAP Play Shelter LG @ Roswell Area Park	\$100	N/A	N/A	day	N/A	Yes, \$50	
	RAP Small Playground Shelter @ Roswell Area Park	\$50	N/A	N/A	day	N/A	Yes, \$25	
	RAP Shelters #1, #2, & #3	\$50	N/A	N/A	day	N/A	Yes, \$25	
	Riverside #1, #2, #3 @ Riverside Park	\$50	N/A	N/A	day	N/A	Yes, \$25	
	Spray Pavilion @ Riverside Park	\$100	N/A	N/A	day	N/A	Yes, \$100	
WPE Picnic Shelter @ Waller Park Ext	\$50	N/A	N/A	day	N/A	Yes, \$25		
Decatur	Mckoy Pavilions	\$40 first 2 hrs, \$10 per add. hr	\$80 first 2 hrs, \$20 per add. hr	N/A	hour	N/A	Yes, \$200	
	Glenlake Pavilions	\$50 first 2 hrs, \$12 per add. hr	\$100 first 2 hrs, \$20 per add. hr	N/A	hour	N/A	Yes, \$200	
	Oakhurst Pavilions	\$40 first 2 hrs, \$10 per add. hr	\$80 first 2 hrs, \$20 per add. hr	N/A	hour	N/A	Yes, \$200	
Johns Creek	Newtown Park: Upper Playground - 3 picnic tables,	\$15	\$22.50	N/A	hour	25	Situational, \$250	
	Ocee Park: Front of playground - 6 picnic tables	\$30	\$45	N/A	hour	50	Situational, \$250	
	Ocee Park: Right of playground - 4 picnic tables, 4 picnic tables,	\$15	\$22.50	N/A	hour	25	Situational, \$250	
Doraville	Varying park pavilions	\$50 refundable	\$50 non-refundable	N/A	day	Varies	No	
Norcross	Brundage Pavilion	\$10	N/A	N/A	hour	N/A	No	
	Brundage Picnic Pavilion	\$5	N/A	N/A	hour	N/A	No	
	Thrasher Gazebo	\$20	N/A	N/A	hour	N/A	No	
	Thrasher Pavilion	\$15	N/A	N/A	hour	N/A	No	
	Lillian Webb Gazebo	\$25	N/A	N/A	hour	N/A	No	
Gwinnett	Medlock Pavilion at Pinckneyville Park	\$150	\$200	\$115	hour	150	No	2 hr min
		\$180	\$230	\$145	hour	300		2 hr min
		\$210	\$260	\$175	hour	450		2 hr min
		\$240	\$290	\$205	hour	600		2 hr min
		\$270	\$320	\$220	hour	800		2 hr min
		\$300	\$350	\$250	hour	1000		
		\$350	\$400	\$300	hour	1200		
		\$400	\$450	\$350	hour	1500		
		\$450	\$550	\$400	hour	1800		
		\$500	\$590	\$450	hour	2000		
		\$550	\$600	\$500	hour	2500		