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MEMORANDUM

To: Mayor and City Council
From: Brent Walker, Parks and Recreation Manager
Date: September 10, 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.

RECOMMENDATION

Staff recommends the City adopt a rental fee for private rentals within the parks at \$100 per day with a \$200 deposit for alcohol and a Special Event rental fee of \$400 per day with a \$200 damage deposit.