

TOWN OF FAIRFAX

STAFF REPORT

June 4, 2014

TO: Mayor and Town Council

FROM: Garrett Toy, Town Manager *GT*

SUBJECT: Information on non-profit resident fee for the rental of Town facilities and amplified music policies for Town facilities

RECOMMENDATION

Accept report

DISCUSSION

At its May 7th meeting, the Council approved an increase in the youth rental fee from \$25/hr to \$50/hr. However, the Council did not take action on the proposal to increase the non-profit group rate from \$50/hr to \$60/hr. The Council was concerned with the impact of a fee increase on non-profit groups in the community (e.g., AA). Staff has researched the issue and discovered that such a fee increase would have a nominal impact on both non-profits and Town revenues. In general, most of the non-profits using Town facilities were either charged the lower youth rate, because they offered youth activities, or were sponsored by the Town (e.g., approved by PARC) and paid no fee. Over the past 12 months, only one non-profit was charged the non-profit rate for a single event. AA has an arrangement with the Town by which it pays \$1 for every member attending its meeting. AA collects this charge from its members who attend the meetings. The Town collected approximately \$5,600 over the past 12 months. As AA meets 9 times per week at the Women's Club, the rate AA pays is well below the standard non-profit rate.

Due to the limited use of the non-profit rate, staff is not recommending any revisions to this rate at this time.

The Council also requested at the May meeting that staff report back with the amplified music policies for Town facilities. The Pavilion and Women's Club allow amplified music until midnight, unless the Town determines otherwise. This determination is based on the proposed type of music (e.g., D.J. band, trio). As a matter of practice, music in the Pavilion is allowed until midnight. The time limit for amplified music in the Women's Club is evaluated on a case-by-case basis because of the adjacent residences. It is not uncommon for residents to log complaints with PD for events in the Women's Club. For an upcoming wedding reception at the Women's Club we requested the music end at 11:00pm. For all events, we let the applicants know in advance that they may be asked to shut any doors and windows and /or lower the volume if we receive complaints regarding the noise.

Amplified music in the parks must be approved in advance by the Town. Typically, the music is required to end by sundown in parks. It should be noted that the handwritten notes on all the forms have been there for quite some time and that the forms will be reprinted with the provisions.

FISCAL IMPACT

None

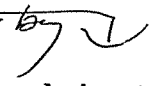
ATTACHMENTS

Use guidelines for the Women's Club, Pavilion, and parks

AGENDA ITEM # 8

TOWN OF FAIRFAX
Rules and Regulations for
Use of Women's Club and Pavilion

GENERAL

1. The Town of Fairfax is not responsible for accidents, injury or any loss of individual property in Town rented facilities.
2. All property brought into the buildings for use during the scheduled time by a renting party shall be removed immediately following the function.
3. All side doors of the buildings must be kept clear at all times.
4. Use of an amplified sound system at the Women's Club must be approved by the Town.
The stage in the Women's Club is not available for use.
5. The buildings shall be available for use on all days, from 9:00 A.M. to 1:00 A.M. and music must cease at midnight, ~~unless the Town determines otherwise.~~ *Or earlier as* 
6. **Groups must enter and leave the facility at the times designated on the application, which includes set-up and clean-up time.**
7. SMOKING is not allowed in Town buildings (Ordinance No. 579). Adults may smoke in outside areas at least twenty (20) feet from doorways, however, groups shall be responsible for any accidents, damage, or litter occurring because of smoking by members of its group.
8. The serving of food must meet the requirements of the Marin County Health Department. This includes approved catering services.

DECORATIONS

1. Plans for decorations must be approved at the time the permit is granted. Only fireproof or fire retardant material may be used in decorations.
2. Decorations must be removed before the group leaves the building. Any and all garbage created by renters that does not fit easily into the trash containers provided must be removed from the premises and disposed of by the host.
3. Nails, thumbtacks or other materials which might deface the property shall not be used. Easily removable masking tape is recommended.
4. At no time are exits to be covered or obstructed by decorations.
5. Helium balloons shall be secured at all times and at no time shall balloons be released out-of-doors.

FAIRFAX WOMEN'S CLUB

The Fairfax Women's Club is a one-story shake shingle building with a fenced yard and deck, located at 46 Park Road in a "park setting" (and residential neighborhood), one block west of the Fairfax Town Hall.

Women's Club Rates:

\$450 cleaning and damage deposit (\$550 if alcohol is served) is required to reserve building, and a **\$75 (non-refundable) maintenance fee is charged for ongoing building maintenance.** The deposit is refunded if the building is left in same or better condition.

Fairfax Resident rates:

Day rates:

Non-profit groups: \$50 per hour	\$300
Private events: \$100 per hour	\$600
Youth Rate: \$25 per hour (\$100 security deposit)	\$150

Non-residents rates:

Non-profit Groups: \$75 per hour	\$450
Private events: \$125 per hour	\$750
Youth Rate: \$25 per hour (\$100 security deposit)	\$150

Groups requesting non-profit rates must show IRS certification of tax-exempt status to qualify for lower rate.

- Capacity 100 seated
- Available between the hours of 9 a.m. and 1 a.m. (includes set-up and clean-up time)
- Small limited kitchen (with gas stove, microwave, dishwasher, and refrigerator)
- 5 long tables
- 50 chairs (approximately)
- Smoking not allowed in Town buildings
- Amplified music must be approved by the Town (all music must end at midnight) *A unless the Town determines otherwise*
- Wheelchair accessible
- 2 bathrooms
- A mop and broom are located in the Women's Club closet on the deck. Key is provided.
- Limited on-street parking only
- Limited garbage service provided

To book the Women's Club or for a self-guided tour of the facility, please contact Susan Waters at 453-1584.

FAIRFAX PAVILION

The Fairfax Pavilion is a basketball gymnasium, located on a hill in the downtown area between Fairfax Town Hall and the Bank of America, adjacent to Contratti Field.

Pavilion Rates:

\$450 cleaning and damage deposit (\$550 if alcohol is served) is required to reserve the building, **and a \$75 (non-refundable) maintenance fee is charge for ongoing building maintenance.** The deposit is refunded if the building is left in the same or better condition.

Fairfax Resident rates:

Day rate:

Non-profit Group events: \$75 per hour	\$ 450
Private events: \$185 per hour	\$1,110
Youth rate: \$25 per hour (\$100 security deposit)	\$ 150

Non-resident rates:

Non-profit Groups: \$125 per hour	\$ 750
Private events: \$215 per hour	\$1,290
Youth rate: \$25 per hour (\$100 security deposit)	\$ 150

Groups requesting non-profit rates must show IRS certification of tax exempt status to qualify for lower rate.

- Capacity 700 (400 seated)
- Available between the hours of 9 a.m. and 1 a.m. (includes set-up and clean-up time)
- 150 chairs (folding)
- 10 tables (8-feet long, portable)
- Dance floor
- Basketball courts
- Smoking not allowed in Town buildings
- No working kitchen – Commercial refrigerator, microwave, and sink with hot water
- Stage – built in, raised platform stage
- Amplified sound systems are allowed (all music must end by midnight) *unless the Town determines otherwise*
- Wheelchair accessible at rear of building
- Limited parking available in nearby parking lots (approximately 30 spaces)
- 2 multi-stall bathrooms
- Garbage service not provided

GUIDELINES FOR PUBLIC EVENTS IN FAIRFAX PARKS
(submitted to Park & Recreation for approval on 9/12/11)

- **Amplified music must be approved in advance by Town Manager.**
- **Pets must adhere to leash laws.**
- **Bounce houses must have prior approval of Town of Fairfax.**
- **No alcoholic beverages unless pre-approved for event.**
- **No smoking is allowed.**
- **Grounds must be cleaned up and left in the original condition.**
- **Port-a-potties must be provided for large events serving 100+ people.**
- **Trash receptacles must be provided for private events and removal is the responsibility of the event sponsor.**
- **If event warrants it, notify Police Department and Fire Department.**