



STAFF REPORT

TOWN COUNCIL MEETING OF MAY 13, 2014

To: Town Council

From: Town Manager

Subject: Town Facilities Rental Policy/Special Event Permits

Date: April 24, 2014

ISSUE AND DISCUSSION:

At the April 8, 2014 Town Council meeting, Councilmember Morillas requested staff return with a policy regarding renting out the Town's public facilities.

Following is a comparison of rental fees charged by Loomis and adjacent/nearby jurisdictions:

	LOOMIS	AUBURN	COLFAX	LINCOLN	ROCKLIN	ROSEVILLE
Meeting Room, some with Kitchenette (capacity 60- 80)	\$35 a day	\$45/\$55 hr. For res/non-res	\$25 hr.res/non-res \$20 non-profit	\$20 hr. res \$30 hr. non-res	\$ 30 hr. for res./non-res/non-profit	\$30 hr & non-prof \$42 hr. non-res \$51 hr & non-prof \$56 hr non res \$64 hr commer.
Park/Plaza outdoor	\$35 a day	½ day- \$60 res/\$75 non-res Full day- \$100 res/\$125 non-res		\$100 hr. res \$140 hr. non-res \$75 hr. res non-profit Per day	\$100 per unit (specific areas) Per day	\$90 to \$210 (specific areas) Per day
Deposits (Refundable damage)	\$100	\$300		\$400	\$40- \$300	\$50-\$200
General Liability Insurance	\$1,000,000	\$1,000,000		\$1,000,000	\$1,000,000	\$1,000,000
Extra rentals:						

PA System (1 speaker, 1 mic)					\$40	\$100/day
Laptop						\$150/day
Laptop Projector						\$ 50/day
PA System & Podium					\$35	\$ 50/day
TV/VCR or TV/DVD					\$10	\$ 20/day
White Board						

In addition, the Town of Loomis charges the following:

- Banner across Taylor Road for non-profit only - \$50
- Use of outside power outlets - \$25.00 a day (in the other cities the fee is included)

Current ongoing users and rental policies for Loomis facilities are as follows:

- Soroptimist uses the Depot Wednesday mornings for an hour (4 x month)– pays \$35 mo. and certificate of insurance having the town as additionally insured.
- Yoga class uses the Depot Friday mornings for an hour (4 x month)– pays \$35 mo. and certificate of insurance having the town as additionally insured.
- Station Pickers use the Depot Wednesday evenings for several hours (4 x month)– pays \$0 and no certificate of insurance.
- The schools – don't pay but submit a certificate of insurance having the town as additionally insured. The schools do not charge the Town when using their facilities.
- Continual large events, such as the Thursday Night Family Fest – they are entered into an agreement with the manager showing list of requirements.
- Fee for the large events is: \$50 per event for use of the grounds; \$50 for use of the electricity per event; \$35 use of depot restroom per event; and \$2,000,000 in General Liability, \$2,000,000 in bodily injury and property damage. There is no additional charge for use of the Blue Anchor Park restrooms.

Overall Loomis charges are less than the surrounding jurisdictions, sometimes significantly. For example, meeting room rentals by the other jurisdictions are by the hour, whereas Loomis charges by the day.

CEQA:

The proposed policy is exempt from CEQA.

RECOMMENDATION:

Discuss and give direction to staff.

FINANCIAL IMPACTS:

Minor, if policy changes.