

BOARD OF ALDERMEN

ITEM NO. B(5)

AGENDA ITEM ABSTRACT

MEETING DATE: May 3, 2005

TITLE: Century Center Reservation Guidelines

DEPARTMENT: Recreation and Parks	PUBLIC HEARING: YES/NO
ATTACHMENTS: A. Resolution B. Current Century Center Reservation Guidelines C. Proposed Guidelines D. Unofficial Recreation and Parks Commission Minutes	FOR INFORMATION CONTACT: Anita Jones-McNair - 918-7381 Kokeita Miller – 918-7384

PURPOSE

The purpose of this agenda item is to seek approval from the Mayor and Board of Aldermen:

1. To change the Century Center Reservation Guidelines, effective July 1, 2005.
2. Handle future reservation procedural changes following departmental protocol.

INFORMATION

The Board of Aldermen requested staff to review and update the Century Center guidelines. The current guidelines have been in place since the opening of the facility four years ago. Since the opening, staff has accommodated numerous reservation requests and uses a reservation software program that monitors the accounting and facility usage. The recommended changes are in bold. (Attachment C.) These changes will streamline the reservation process. The Recreation and Parks Commission approved the updated guidelines during their April 4, 2004 meeting. (Attachment D).

Currently, applicants reserve the facility beginning the July for the next January 1st-June 30th and January for the next July 1st - December 31st. Requests beyond those windows are included on the next Recreation and Parks Commission Meeting agenda for approval. Staff is recommending that applicants come in and reserve the facility on a first come, first serve basis, as long as the reservation meets the guidelines. Frequent users will be given a transitional period. Currently, at the time of the reservation, the applicant pays \$100 or the rental amount, which ever is the lesser amount which is non-refundable if multiple reservations are made. We are recommending that a non-refundable payment of 10% of the rental is required at the time of the reservation. Staff will only ask pertinent questions relative to the rental. In the past, standard listings of questions were asked of all applicants. Staff is also requesting that future procedural changes be made by staff as necessary.

FISCAL IMPACT

N/A

STAFF RECOMMENDATION

Staff recommends that the Mayor and Board of Aldermen adopt the attached resolution approving the Century Center Reservation Guidelines.