

C O U N C I L   C O M M U N I C A T I O N

TO:        THE CITY COUNCIL  
FROM:      M E CITY MANAGER'S OFFICE

COUNCIL MEETING DATE  
June 20, 1990

SUBJECT:   **Rental policy, procedures and fees for the Annex at 111 North  
Stockton Street**

PREPARED BY:                      Ron Williamson, Parks and Recreation Director

**RECOMMENDED ACTION:**      That the City Council approve the rental policy, procedures  
and fees for the Annex at 111 North Stockton Street.

Background Information:    For the past eight months, the Parks and Recreation  
Department has been renting (through a lease agreement) the Annex facility at  
111 North Stockton Street for city-sponsored activities. As such, we currently  
conduct indoor programs, classes and meetings in this facility. We have also  
been asked, on occasion, to rent the building for various public meetings and  
affairs. It was, therefore, considered and developed by Marilyn Field and  
Layne Van Noy, our Recreation staff, to put together some policy, procedures and  
rental fees that we felt were in line with our other facilities at Lee Jones and  
Kofu Park buildings to make this facility available for rent.

We would appreciate your review of the attached materials and approval for the  
potential rental of this facility and agreement format and fees for same.

Thank you for your consideration.



Ron W illiamson  
Parks and Recreation Director

RW/lm

Attachments

cc: Marilyn Field  
Layne Van Noy

EXHIBIT E

**PARKS AND RECREATION COMMISSION COMMUNICATION**

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**TO:** The Lodi Parks & Recreation Commission      **DATE OF MEETING:** May 1, 1990

**FROM:** The Director's Office

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**SUBJECT:** Rental Policy and Procedure for Recreation Annex

**TYPE ACTION NEEDED:** Authorization to Implement Same

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**PREPARED BY:** Marilyn Field, Parks and Recreation

**RECOMMENDED ACTION:**

**BACKGROUND INFORMATION**

In an attempt to generate additional income, we find that an opportunity exists to rent the Annex facility on weekends and occasional mid-week days or evenings.

Staff has prepared the attached information for your approval.

MF/lm

LODI PARKS AND RECREATION DEPARTMENT  
125 N. STOCKTON STREET  
LODI, CALIFORNIA 95240  
333-6742  
FIELD/FACILITY CONDITIONS 333-6744

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RECREATION ANNEX, 111 N. STOCKTON STREET

FACILITY FEE, INSURANCE COVERAGE REQUIREMENTS, RULES AND REGULATIONS

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THE FACILITY FEES COVER A 10 HOUR PERIOD OF TIME, (INCLUDING SET-UP AND TAKE DOWN. ANYTHING OVER 10 HOURS THE HOURLY FEE WILL BE ASSESSED.

DEPOSIT IS A ONE TIME FEE. FOR MULTIPLE USES BY THE SAME GROUP, WHERE DEBITS ARE MADE AGAINST THE DEPOSIT FOR CLEANING OR DAMAGES. A \$100 MINIMUM IS TO BE MAINTAINED.

REFUND OF CLEANING DEPOSITS ARE SUBJECT TO CONDITION OF FACILITY AFTER RENTAL, PROVIDED THERE ARE NO DAMAGES TO THE FACILITIES AND THAT THE FACILITY IS CLEANED AS SET FORTH IN THE RULES AND REGULATIONS.

RULES AND REGULATIONS

IN AN EFFORT TO KEEP THE RECREATION ANNEX ATTRACTIVE FOR YEARS TO COME, THE FOLLOWING RULES AND REGULATIONS WILL APPLY TO THE LESSEE:

1. ALL RESERVATIONS MUST BE MADE IN ADVANCE WITH THE RECREATION OFFICE AND A PARTIAL PAYMENT AT LEAST EQUAL TO THE CLEANING DEPOSIT MUST BE PAID BY A RESPONSIBLE ADULT TO HOLD THE RESERVATION. A COPY OF THE REQUIRED INSURANCE COVERAGE MUST BE SUBMITTED AND THE REMAINING BALANCE OF THE TOTAL FEE MUST BE PAID ONE (1) WEEK PRIOR TO THE RESERVATION DATE.
2. THE CITY OF LODI REQUIRES THAT IT BE GIVEN A 72-HOUR NOTICE OF ALL CANCELLATIONS IN ORDER FOR LESSEE TO RECEIVE A FULL REFUND. IF 72 HOUR NOTICE IS NOT GIVEN, LESSEE WILL FORFEIT THE CLEANING DEPOSIT TO COVER ADMINISTRATIVE AND CLEANING COSTS.
4. ANY EXTRA CLEANING, DAMAGE OR IMPROPER USE OF FACILITY WILL BE DEDUCTED FROM THE DEPOSIT.
5. LESSEE IS TO SWEEP AND CLEAN UP ALL PAPER AND LOOSE MATERIALS AND MOP ALL SPILLAGE OF FOOD AND/OR DRINK.
6. NO OBJECTS SHALL BE NAILED, STAPLED, OR TAPED TO THE WALLS OR CEILING. NO SMOKING IN THE BUILDING.
7. SECURITY IS REQUIRED AT ALL ACTIVITIES THAT OFFER, SELLS, OR ALLOWS ALCOHOLIC BEVERAGES, AT THE EXPENSE OF THE LESSEE.

RENTAL FEES FOR LOCAL RESIDENTS AND ORGANIZATIONS

ACTIVITY A - GENERAL PUBLIC: FOR PARTIES, WEDDING RECEPTIONS, DANCES, SEMINARS, LECTURES, CLASSES ETC.

RENTAL FEE	\$150
CLEANING DEPOSIT	<u>100</u>
TOTAL	\$250

ACTIVITY B - NON-PROFIT, CHARITABLE ORGANIZATIONS, CIVIC GROUPS: IE LIONS CLUB, CHAMBER OF COMMERCE, CHURCHES, ETC.

RENTAL FEE	\$75
CLEANING DEPOSIT	<u>100</u>
TOTAL	\$175

RENTAL RATE FOR NON-RESIDENT INDIVIDUALS AND OR ORGANIZATIONS:

ACTIVITY A - GENERAL PUBLIC: FOR PARTIES, WEDDING RECEPTIONS, DANCES, SEMINARS, LECTURES, CLASSES, ETC.

RENTAL FEE	\$225
CLEANING DEPOSIT	<u>100</u>
TOTAL	325

ACTIVITY B - NON-PROFIT, CHARITABLE ORGANIZATIONS, CIVIC GROUPS: IE. LIONS CLUB, CHAMBER OF COMMERCE, CHURCHES, SCHOOL DISTRICTS OUTSIDE THE CITY OF LODI; COUNTY AND STATE GOVERNMENTAL AGENCIES.

RENTAL FEE	\$125
CLEANING DEPOSIT	<u>100</u>
TOTAL	\$225

RENTAL FEES FOR HOURLY USE:

THE FACILITY CAN BE RENTED MONDAY THROUGH SUNDAY FROM 8:00AM TO 10:00PM ON AN HOURLY BASIS, DEPENDING ON THE AVAILABILITY OF THE FACILITY.

RATE PER HOUR	\$18.00
CLEANING DEPOSIT	100.00

RENTAL FEE EXEMPTIONS

THERE WILL BE NO RENTAL NOR CLEANING DEPOSIT FEES FOR USE OF THE FACILITY BY THE CITY OF LODI; THE CITY IN COMBINATION WITH OTHER GOVERNMENTAL ENTITIES.

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**INSURANCE COVERAGE REQUIREMENTS**

**LESSEE SHALL PROCURE, THROUGH THE CITY OF LODI, PARKS AND RECREATION DEPARTMENT, INSURANCE COVERAGE ON THE FACILITY.**

**A SECURITY GUARD IS REQUIRED AT ALL ACTIVITIES THAT OFFERS, SELLS OR ALLOWS ALCOHOLIC BEVERAGES; SUCH GUARD OR GUARDS WILL BE FURNISHED AT THE EXPENSE OF THE LESSEE.**

**ANY ACTIVITY WHICH DOES NOT CLEARLY FALL INTO ANY OF THE FOREGOING CLASSES, OR AN ACTIVITY INCLUDING UNIQUE, UNANTICIPATED OR UNUSUAL EVENTS OR CIRCUMSTANCES WILL BE ASSIGNED TO A CLASS BY THE PARKS AND RECREATION DIRECTOR.**