



**Raymore Parks and Recreation Board
Work Session Agenda**

**Tuesday, February 28, 2023
6:30pm**

(Or Immediately following the Regular Business Meeting at 6:00pm)

**Raymore City Hall
Executive Conference Room
100 Municipal Circle
Raymore, MO 64083**

1. Open Discussion

Members of the Board will have the opportunity to ask questions or discuss topics with staff.

2. FY24 - Capital Improvement Program

Staff will present the current CIP for board review and recommendations for fiscal year 2024.

3. Centerview Rental Policy

Staff will present the current rental policy for Centerview for Board review.

4. Adjournment



Centerview Rental Policy

This document sets forth the policies and rules that govern the rental and usage of Centerview, 227 Municipal Circle, as approved by the Raymore Parks and Recreation Board.

Purpose

The Centerview policy serves to guide the usage of the facility, its amenities and surrounding property of Centerview. This policy supersedes existing Parks and Recreation policies and only pertains to events, activities and gatherings at 227 Municipal Circle.

Requesting and Reserving Use of Centerview

- a) Use of the facility is subject to its availability. All reservations for use will be made on a first come, first serve basis.
- b) No one under twenty-one (21) years of age may rent Centerview.
- c) The Parks and Recreation Department reserves the right to deny any rental, including denying use based upon past performance of renter(s) and/or rentals for similar purposes.
- d) Reservations for the use of Centerview shall be made with the Parks and Recreation Department.
- e) Reservations may be made up to 18 months in advance.
- f) Multiple or recurring rentals will be allowed from a single renter only if the facility is available, proper rental procedures are followed and appropriate deposits paid.
- g) Centerview reservations held on holidays as listed in the approved schedule of fees will be subject to the holiday rate. Centerview reservations are not available on the following days: Easter Day, Thanksgiving Day, and Christmas Day.
- h) Indoor Facilities are available for reservations in non-prime and prime time blocks depending on the time of day of the reservation.
- i) All forms must be completed and fees must be paid in full. A reservation will be considered firm only when a Centerview Facility Use Agreement has been received with the appropriate fees and accepted by Parks and Recreation staff. A security deposit will be required at the time of registration.
- j) Depending on the time and type of event, an additional staff fee or public safety fee may be charged.

Categories of Use

There will be four categories of use by which the rental rate to use Centerview is determined: Resident, Government/Civic, Non-Resident, and Commercial.

Each category shall be defined as follows:

- a) Resident: An individual who maintains a permanent residence within the City and who is using the facility for a non-commercial purpose. A current utility bill (water/sewer, natural gas, or electricity) will be accepted as proof of residency.
- b) Non-resident: An individual who has not provided approved documentation of residency within the city and is using the facility for a non-commercial purpose.
- c) Commercial: Any business or individual using the facility for a business-related purpose.
- d) Government/Civic organizations will be charged 50% of the Residential rate if they are renting in Non-Prime Times and meet the following guidelines of: any state, county or local governmental entity or agency utilizing the facility for the conduct of official business of such entity or agency. The Parks and Recreation Director may waive the applicable fees at their discretion.
 - 1) Government/Civic organizations will be charged the full Commercial rate if holding an event in a prime time slot or the event is categorized as a fundraising activity, awards dinner or any other gathering that is primarily social in nature.
 - 2) Qualifications for Civic rates include meeting the Internal Revenue Service qualifications for 501(c)(3) status and providing proof of good standing as a valid registered non-profit entity with the Missouri Secretary of State. Proof of such organization's civic status shall be provided by the applicant with the application.

General Facility Use Guidelines

- a) Centerview is a smoke-free facility. If it is discovered that renters or their guests are smoking in any area designated as non-smoking, the deposit for the rental may be forfeited. Reference: Code of Ordinance Section 270.030 and 270.050 and as defined in section 191.769, RSMo.
- b) The rental start time means the facility will be open for the renter at the time stated on the rental agreement. No renter, guests, and/or vendors are able to enter the rented area until the start time. At the start time the renter and a Parks and Recreation staff member will complete a walkthrough inspection of the facility to verify the facility is set up, cleaned, and ready for use.
- c) The rental ending time means the facility must be empty of all guests and the renters have completed their tear-down/clean up of the event. The renter(s) shall ensure that the rented rooms are cleaned and left in the same state as when renter(s) arrived. A walkthrough inspection will be conducted by a Parks and Recreation employee at the conclusion of the use of the facility. Any additional cleaning or repairs required will be deducted from the deposit and any remaining amount will be charged to the renter(s).

- d) No keys will be given out to renter(s). A Parks and Recreation staff member will provide the necessary procedures to open and close the facility.
- e) The renter is responsible for the proper conduct of all persons present during the use of the facility. The renter will be financially responsible for any damage done by their guests. The renter or their designee, must be present at the facility at all times during the use of the facility or will risk forfeiting the deposit.
- f) Rental of Centerview shall **only** include setup and takedown of tables and chairs by Parks and Recreation Department staff as specified in the rental agreement. It is up to the renter to adjust the setup if it changes from the agreement. The renter is responsible for all other clean up and taking out of the trash.
 - 1) General cleanup is the renter's responsibility. All decorations, food, gifts and rental equipment must be removed from the facility at the end of the event.
 - 2) All cleaning supplies and trash bags will be provided. Trash must be placed in the appropriate receptacles.
 - 3) A walk through inspection will be conducted by a Parks and Recreation staff member at the conclusion of the use of the facility. Any additional cleaning or repairs required will be deducted from the security deposit and any remaining amount will be charged to the renter.
- g) Inflatables are not permitted at Centerview.
- h) Decorations may be permitted for tabletop and stand alone use only. Nothing can be affixed to the walls, windows, or rafters. The use of open flames - aside from the fire pit on the patio - must be approved by the Parks & Recreation Director.
 - 1) Approval for open flames will be granted for specific dates, times, and locations. Open flame devices must be under constant supervision and shall not be unattended while burning. An approved fire extinguisher shall be immediately available in the area and at least one person must know how it operates. Open flame devices shall only be lit during the function. Flames will be immediately extinguished at the conclusion of the function. Open flame devices must be kept in a stationary, securely supported, non-combustible holder. Open flame devices must not be placed on windowsills or other areas that are unstable: or where the flame could come in contact with curtains or other hanging objects. Open flame devices will not be permitted in areas where occupants are standing in aisles or exits. Readily combustible materials, including draperies and curtains, must be secured at least three (3) feet from an open flame. Open flame devices must not be used in close proximity to heat or smoke detectors or sprinkler heads in such a way that the heat or smoke might activate the device.
 - 2) Electric (no flame) candles are recommended for use as opposed to open flame devices and are preferred by the fire marshal when a candle flame effect is desired.

Alcohol

- a) Serving and the sale of alcohol is allowed at Centerview only by approval of the Director of the Parks & Recreation Department.
 - 1) **Renters** must complete the alcohol permit as part of the Centerview Facility Use Agreement and agree to all terms therein.
 - 2) **Vendors** serving alcohol must obtain all necessary City, County and State licenses, permits and show proof of compliance to the Parks and Recreation Department at least 60 days before the scheduled event. Vendors must be able to produce required permits and licenses throughout the duration of the event.
 - 3) **Guests** in attendance must comply with all City, County and State laws regulating the serving and consumption of alcohol.
- b) A \$100 alcohol permit fee is due at the time of application.
- c) Public safety officers will be required to provide security for any event that will be serving alcohol.
- d) Alcohol can only be served and consumed during the prime time blocks or listed holidays in the approved schedule of fees. Designated serving times must be specified in the application and approved by the Parks and Recreation Director.

Public Safety

- a) Public Safety Officers are required for any rental during prime time or holiday rentals. Hourly rates and security ratios for public safety officers are provided in the approved schedule of fees.
- b) Parks and Recreation staff will schedule Public Safety Officer(s) for the reservation date.
- c) Cancellation of a public safety officer must be made 10 business days prior to the event. Renter will be responsible for two hours of pay for each scheduled officer if cancellation is made less than 10 business days prior to the event.

Fees and Deposits

- a) A reservation will be considered firm only when a Centerview Facility Use Agreement has been received and accepted by Parks and Recreation staff, and the deposit has been turned in at the Parks and Recreation office.
- b) For each Facility Use Agreement for Centerview, the Renter(s) will be required to submit a refundable security deposit made payable to Raymore Parks and Recreation at the Parks and Recreation Office prior to a firm reservation date being placed on the calendar. The fee will be deposited in the City's bank account and refunded with a City check after the function has concluded (provided the condition of the facility is in the same order it was before the event).
- c) For a recurring event done by the same renter, the renter will be required to pay a 30% deposit of the total rental. The deposit will be returned annually if all recurrences are paid in full.
- d) Additional fees may be charged based on the type of event. Security, Alcohol Permit, Audio/Video, and Holiday rates are listed in the approved schedule of fees

as additional considerations based on the type and needs of the rental.

Facility Use Agreement Procedure

- a) Centerview Facility Use Agreements can be obtained at the Parks and Recreation Office or online at the City's webpage.
- b) If the date of the event is available, an authorized use agreement can only be executed in person at the Parks and Recreation Office upon receipt of the facility deposit.

Cancellations

- a) Individuals or groups requesting cancellation of reservations of the Centerview Facility spaces must do so at least sixty (60) days prior to the scheduled use date. Notice of cancellation shall be made in writing to the Parks and Recreation Department by the Renter(s). If the cancellation request is received less than sixty (60) days prior to the scheduled use date, or if the Renter(s) fails to use the facility on the scheduled use date, the Renter(s) shall forfeit the required security deposit.
- b) No refunds for inclement weather. Exceptions to this policy may be made on a case-by-case basis in the event of very severe weather or unusual emergency. The Parks and Recreation Director will review any requests that qualify under these conditions.
- c) The Parks and Recreation Department reserves the right to cancel any event due to severe inclement weather for safety reasons. In the event of Department driven cancellation, the renter will be given the option to reschedule at a reduced cost or a full refund.

Centerview Schedule of Fees



1. Centerview Rental Options and Fees:

a. **Non-Prime Time (2 hour minimum):** Monday - Thursday, 8:00 A.M. - 10:00 P.M.
Friday, 8:00 A.M. - 4:00 P.M.

b. **Prime Time (4 hour minimum):** Friday, 6:00 P.M. - 12:00 A.M.
Saturday - Sunday, 8:00 A.M. - 12:00 A.M.
Listed Holidays

Centerview - Full Facility

| | <i>Resident</i> | <i>Non-Resident</i> | <i>Commercial</i> | <i>Holiday</i> |
|-----------------------|-----------------|---------------------|-------------------|----------------|
| <i>Non-Prime Rate</i> | \$250 / HR | \$300 / HR | \$325 / HR | N/A |
| <i>Prime Rate</i> | \$325 / HR | \$375 / HR | \$400 / HR | \$450 / HR |

Harrelson Hall - Capacity: 240 with tables - 400 seating only (Includes Catering Kitchen)

| | <i>Resident</i> | <i>Non-Resident</i> | <i>Commercial</i> | <i>Holiday</i> |
|-----------------------|-----------------|---------------------|-------------------|----------------|
| <i>Non-Prime Rate</i> | \$190 / HR | \$245 / HR | \$270 / HR | N/A |
| <i>Prime Rate</i> | \$270 / HR | \$320 / HR | \$345 / HR | N/A |

Harrelson Hall A - Capacity: 96 with tables - 154 seating only

| | <i>Resident</i> | <i>Non-Resident</i> | <i>Commercial</i> | <i>Holiday</i> |
|-----------------------|-----------------|---------------------|-------------------|----------------|
| <i>Non-Prime Rate</i> | \$70 / HR | \$105 / HR | \$120 / HR | N/A |
| <i>Prime Rate</i> | \$95 / HR | \$130 / HR | \$145 / HR | N/A |

Harrelson Hall B - Capacity: 144 with tables - 242 seating only (Includes Catering Kitchen)

| | <i>Resident</i> | <i>Non-Resident</i> | <i>Commercial</i> | <i>Holiday</i> |
|-----------------------|-----------------|---------------------|-------------------|----------------|
| <i>Non-Prime Rate</i> | \$130 / HR | \$165 / HR | \$180 / HR | N/A |
| <i>Prime Rate</i> | \$175 / HR | \$210 / HR | \$225 / HR | N/A |

Gilmore Room - Capacity: 16 with tables - 18 seating only

| | <i>Resident</i> | <i>Non-Resident</i> | <i>Commercial</i> | <i>Holiday</i> |
|-----------------------|-----------------|---------------------|-------------------|----------------|
| <i>Non-Prime Rate</i> | \$35 / HR | \$60 / HR | \$85 / HR | N/A |
| <i>Prime Rate</i> | \$70 / HR | \$85 / HR | \$120 / HR | N/A |

The Grove - Outdoor Patio and Lawn

| | <i>Resident</i> | <i>Non-Resident</i> | <i>Commercial</i> | <i>Holiday</i> |
|-----------------------|-----------------|---------------------|-------------------|----------------|
| <i>Non-Prime Rate</i> | \$25 / HR | \$50 / HR | \$75 / HR | N/A |
| <i>Prime Rate</i> | \$60 / HR | \$85 / HR | \$110 / HR | N/A |

2. Additional Fees

a. Deposits:

- i.** Rental deposit of \$150 will be required at the time of booking a rental. If the renter is having alcohol the deposit is \$250.
- ii.** If renting multiple dates a 30% deposit fee will be required of the total rental amount.

b. Cancellations:

- i.** Cancellation by a renter must be completed at least sixty (60) days prior to the scheduled use date. Notice of cancellation shall be made in writing to the Parks and Recreation Department. If the cancellation request is received less than sixty (60) days prior to the scheduled use date, or if the renter fails to use the facility on the scheduled use date, the renter shall forfeit the security deposit.

c. Rental Specific:

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|-----------------------|-----------|
| Lobby | \$50 |
| Audio / Video | \$30 |
| Alcohol Permit | \$100 |
| Public Safety Officer | \$40 / HR |

- i.** Exclusive Use of the Lobby during an event will have an additional fee. If the event is during regular business hours, signage for the general public and Parks and Recreation customers will be displayed. Note: The lobby is included in all full facility rentals and no additional fee will be charged.
- ii.** Audio / Video is available at Centerview: An audio / video fee is charged if renter requires one or more of the following; cordless microphone/stand, DVD/CD/blu-ray, amplifier/speaker access, overhead projector/drop screen, podium.
- iii.** Alcohol may be served at Centerview with proper permitting and public safety officer staffing. See the alcohol permit section on the Centerview Facility Use Agreement for more information.

- iv. Public Safety Officers are required for any rental during prime time or holiday rentals. Park and Recreation staff will evaluate each rental event to determine if additional security is required.

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|--------------------|---|
| Non-Alcohol Event | 1 officer required for events with 200 attendees or more 1 additional officer for every 100+ attendees |
| Event with Alcohol | 2 officers required 1 additional officer for every 100+ attendees |

225

- d. Holiday rate for full facility is charged to any renter if the rental occurs on one of the following listed days.

- i. Available Holiday use includes:

- New Year's Eve - 4pm and later
- New Year's Day
- Memorial Day Weekend (Saturday, Sunday, and Monday)
- Independence Day
- Labor Day Weekend (Saturday, Sunday, and Monday)
- After Thanksgiving Weekend (Friday, Saturday, and Sunday)
- Christmas Eve

- ii. Holiday's Not Available for rentals:

- Easter Day
- Thanksgiving Day
- Christmas Day