



# MEMO

**TO:** Stephanie Reyes, Assistant City Manager  
**FROM:** Jamie Lee Case, Assistant Director of Parks and Recreation  
**DATE:** March 3, 2020  
**RE:** Non-Profit Facility Rental Rates

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## SUMMARY

The purpose of this memorandum is to provide further detail regarding the subject of non-profit facility rental rates.

## **Background**

The City of San Marcos currently offers non-profit rate categories for both residents and non-residents for most of our facilities available for rental. The Activity Center Multi-Purpose room is an exception. We do not currently charge a non-profit rate for the rental of the Multi-Purpose Room. Instead only the resident or non-resident rate is charged.

### December 19, 2020: Parks and Recreation Advisory Board Regular Meeting

- The Board created a committee to review the proposed fees and to bring back a recommendation to the Board.

### January 13, 2020: Parks and Recreation Advisory Board Regular Meeting

- The Board received the committee's recommendations and in an effort to simplify the number of fee categories the Parks and Recreation Advisory Board approved a recommendation to remove the non-profit fee.

### February 18, 2020: Cost Recovery Work Session Update

- City Council requested that staff evaluate the Non-Profit fee further and provide options.
- City Council provided consensus on the following:
  - Change the qualifying age for the senior discount to 60 years of age, instead of the proposed 65 years of age.
  - Increase the Non-Resident Rental Rates another 5% of the proposed rate.

## **Non-Profit Rate Evaluation**

Staff evaluated the rental fee structures of eight (8) peer cities to determine if a Non-Profit rate was part of their structure. Cities evaluated were: Austin, Bryan, Buda, Cedar Park, College Station, Hutto, Kyle and Leander. Of the cities evaluated the City of Hutto was the only city that offered a Non-Profit rate for facility rentals. The rentals are specific in location (park pavilions & The Saul House) and duration. The rate charged is half of the Resident Rate.

Staff still recommends that Non-Profits receiving Community Development Block Grant (CDBG) Funding or Human Services Grants for the provision of social and human services/programs have facility rental fees waived up to 9 times per month. It is recommended that facility rental fees be waived when the non-profit is utilizing the facility to provide social and human services or programs to the community, and not for fundraising or similar events. The reservation process would be unchanged and would remain subject to availability.

Staff has prepared incremental options for the Council to consider if the Non-Profit rate is desired to be kept. It is attached for your consideration and review.

END