

COMMUNITY CENTER FEE RECOMMENDATION

February 17, 2022

FOR: Community Center (Downtown)

Cost Center: 121-R432, 428-R432

FINANCIAL OBJECTIVE AND JUSTIFICATION STATEMENT:

The Community Center is located in downtown Fort Wayne and is near many downtown attractions or developments that include the Bradley Hotel, St. Francis Performing Arts Center, the Main Branch of the Allen County Library, Parkview Field, Promenade Park, and Headwaters Park.

The mission of the Community Center is to provide a wide range of affordable programs and events for participants of all ages with a special emphasis on programs for those over the age of 50 years.

The proximity to many downtown attractions makes the Community Center an attractive rental venue for many events, such as anniversary parties, wedding receptions, birthday parties, church gatherings, and other community events. The Community Center's advantages over other reception facilities include offering no restrictions on catering, centrally located, tastefully appointed large lobby area and use of a full restaurant-style kitchen is included with each rental. Very few if any venues offer the opportunity to control your catering solutions. It has traditionally kept its rates affordable and these revenues help to reduce the operational costs of the facility.

PROJECTED RESULTS/OUTCOME:

The attached fee proposal anticipates an increase of \$3,000 per year.

Rental Revenue History

Year	Amount
2017	\$ 24,241.50
2018	\$ 27,696.50
2019	\$ 32,333.00
2020*	\$ 20,088.67
2021	\$27,763.37

*Most rentals canceled due to COVID 19

ATTACHED

- Fee Comparison
- Facility Room Layout
- Fee Proposal

COMPETITION

Events at the Summit, 1025 West Rudisill Blvd

- \$1,600 rental fee includes 5 hours of event time plus the day of set up hours, pipe, and drape.
- Applies to up to 240 guests
- Does not include food or alcoholic beverages fees.

USF Performing Arts Center (formerly Scottish Rite), 431 W Berry Street

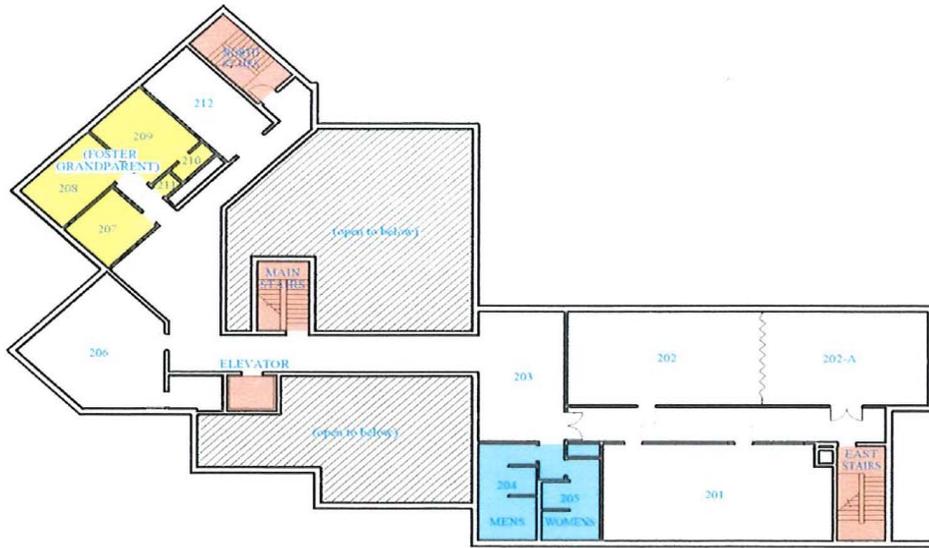
- \$1,200 per day rental fee
- \$75 per hour for rehearsals or guaranteed day in advance setup and decorating
- Does not include food and alcoholic beverages fees.

The Free Masons Hall, 216 E Washington Blvd.

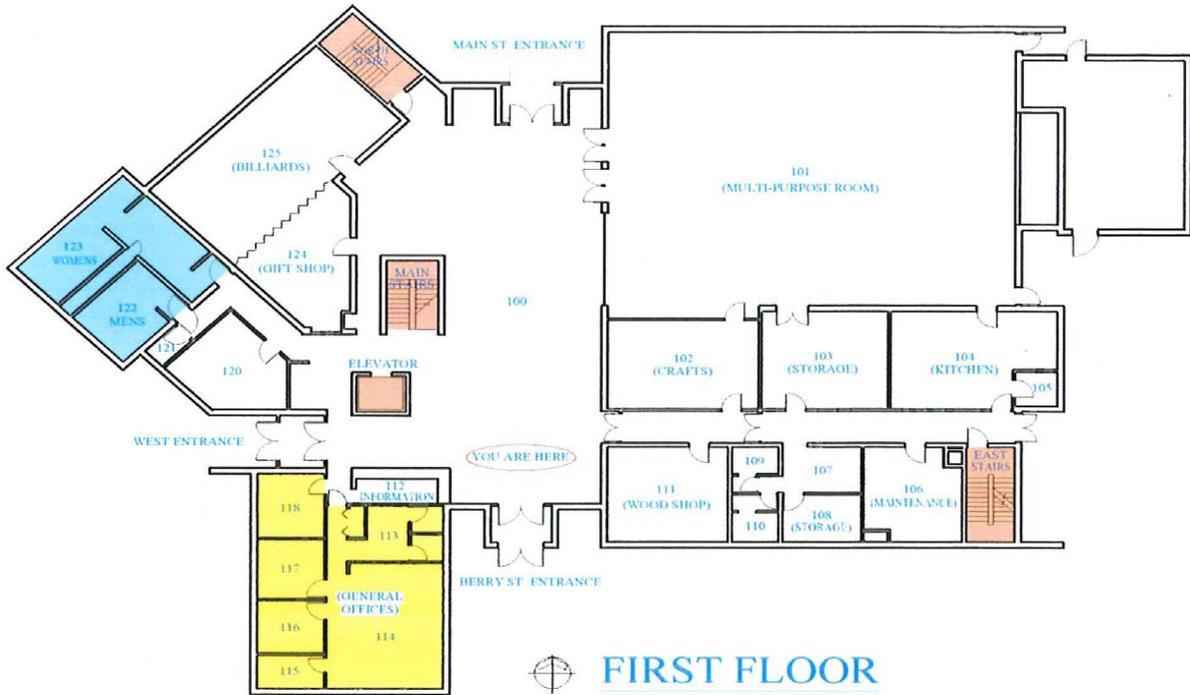
- \$2,700 per day rental fee for 150 – 249 people, or \$250.00 per hour minimum 4 hours
- Includes Setup / Teardown, tables, and chairs, day before setup (6 hours), Security, event (3 p.m. to 11 p.m.)
- Does not include food and alcoholic beverages fees.

St. Joseph Township Community Hall, 6033 Maplecrest Road

- \$800 rental fee for one day with alcohol, includes security, chairs and tables, kitchen.
- Requires a \$300.00 refundable deposit.
- Applies to up to 150 guests
- Does not include food or alcoholic beverages fees.



⊕ SECOND FLOOR



⊕ FIRST FLOOR

Community Center Rental Fee Proposal 2.17.2022

		Effective		Proposed	
Multipurpose Room & Configuration		December 1, 2014		Effective 2.18.2022	
Friday, Saturday, Sunday	capacity	Standard*	per hour**	Standard*	per hour**
Full Room	Max 240	\$ 620.00	\$ 105.00	\$ 645.00	\$ 130.00
Partial Room CDE	Max 80	\$ 465.00	\$ 65.00	\$ 475.00	\$ 80.00
Small Group CDE	Max 48	\$ 220.00	\$ 40.00	\$ 250.00	\$ 60.00
Monday-Thursday (Daytime & Evenings)					
Full Room	Max 240	\$ 285.00	\$ 85.00	\$ 295.00	\$ 95.00
Partial Room CDE	Max 80	\$ 170.00	\$ 55.00	\$ 175.00	\$ 60.00
Non-profits Friday & Sunday only					
Full Room	Max 240	\$ 340.00	\$ 85.00	\$ 355.00	\$ 95.00
Partial Room CDE	Max 80	\$ 255.00	\$ 55.00	\$ 265.00	\$ 60.00
Small Group CDE	Max 48	\$ 165.00	\$ 31.00	\$ 172.00	\$ 35.00
Additional Fees					
Additional Setup and clean up time per hour		\$ 60.00	na	\$ 70.00	na
Additional party time per hour (maximum 2 hours)		\$ 80.00	na	\$ 90.00	na
Alcohol Usage Fee		\$ 25.00	\$ 25.00	NA	NA
Cleaning fee		\$ 125.00	\$ 125.00	NA	\$ 150.00
Security is scheduled by the Community Center Staff, paid by the renter.		\$ 35.00	\$ 35.00	\$ 45.00	\$ 45.00
Other Room Rentals					
		4 hours	Per Hour	4 hours	Per Hour
201 and 202	Max 50	NA	\$ 36.00	NA	\$ 40.00
102, 103, and 125	Max 25	NA	\$ 21.00	NA	\$ 25.00
120 , 212, 218, 202-A	Max 15	NA	\$ 16.00	NA	\$ 18.00
Rental Items (per rental)					
			Max. per event		Max. per event
Video Projector		NA	\$ 125.00	NA	\$ 125.00
DVD/CD player		NA	\$ 5.00	NA	\$ 5.00
32" Color TV		NA	\$ 50.00	NA	\$ 50.00
Coffee urns		\$ 5.00	\$ 15.00	\$ 5.00	\$ 20.00
*Standard Rental Fee includes:					
3 hours of Set up time (decorating, DJ setup, bring in food)					
4 hours of Event time					
1 hour clean up time					
Special fees may be negotiated with approval from the Deputy Director of Recreation Services					
**Multipurpose room hourly rates are only					
8% of each rental will go into a non-reverting capital improvement fund					
A maximum of \$125 per event may be charged for rental equipment. Rental equipment includes, but is not limited to video projector, TV, DVD player and coffee urns.					