

FORT WAYNE
PARKS AND
RECREATION

COST CENTERS: Community Center Funds 121-R432, 428-R432

- Increase rental revenue to offset increasing costs of utilities, staffing, and other operational expenses.
- Increase capital improvement fund (non-reverting capital fund 428) to help with equipment replacement and basic facility improvements.

- Increase most rental fees 5-10% to help offset increased costs. Fees were last increased in February 2022
- Deposit 25% of each rental into the non-reverting capital fund 428. The fund is used for the purchase of equipment, facility improvements, and upgrades. Examples would be (but not limited to) replacement of tables and chairs, upgrades to sound equipment, upgrades to light fixtures, replacement of kitchen equipment, new kitchen equipment, storage racks, beautification of exterior, etc.

- An additional *\$2,400 in revenue is expected from this increase.
*based on 2024 revenues

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, being centrally located, free parking, a tastefully appointed large lobby area, and the use of a full restaurant-style kitchen is included with each rental. Very few, if any, venues offer the opportunity to control your own catering solutions. It has traditionally kept its rates affordable, and these revenues help to reduce the operational costs of the facility. By increasing the rental rates, the Community Center will still be affordable compared to other venues but yet still keep up with the industry standards.

- Community Center Fee Proposal
- Facility drawing
- Fee comparison

Community Center Rental Fee (Proposed)

9/11/2025

Multipurpose Room & Configuration		Effective		Proposed	
		11.10.2022		Effective 9.11.2025	
Friday, Saturday, Sunday	capacity	Standard*	per hour**	Standard*	per hour**
Full Room(Room 101)	Max 240	\$ 645.00	\$ 130.00	\$ 680.00	\$ 140.00
Partial Room 101	Max 80	\$ 475.00	\$ 80.00	\$ 500.00	\$ 85.00
Small Group 101	Max 48	\$ 250.00	\$ 60.00	\$ 265.00	\$ 65.00
Monday-Thursday (Daytime & Evenings)					
Full Room(101)	Max 240	\$ 295.00	\$ 95.00	\$ 310.00	\$ 100.00
Partial Room 101	Max 80	\$ 175.00	\$ 60.00	\$ 185.00	\$ 65.00
Non-profits					
Friday & Sunday only					
Full Room (101)	Max 240	\$ 355.00	\$ 95.00	\$ 375.00	\$ 100.00
Partial Room 101	Max 80	\$ 265.00	\$ 60.00	\$ 280.00	\$ 65.00
Small Group 101	Max 48	\$ 172.00	\$ 35.00	\$ 180.00	\$ 37.00
Additional Fees					
Additional Setup and clean up time per hour		\$ 70.00	NA	\$ 75.00	na
Additional party time per hour (maximum 2 hours)		\$ 90.00	NA	\$ 95.00	na
Alcohol Usage Fee		NA	NA	NA	NA
Cleaning fee		NA	\$ 150.00	NA	\$ 200.00
Security Fee or Market Rate***		\$ 55.00	\$ 55.00	\$ 60.00	\$ 60.00
Other Room Rentals		4 hours	Per Hour	4 hours	Per Hour
201 and 202	Max 50	NA	\$ 40.00	NA	\$ 45.00
102, 103, and 125	Max 25	NA	\$ 25.00	NA	\$ 30.00
120, 208, 209, 212, 202-A	Max 15	NA	\$ 18.00	NA	\$ 20.00

Approved 208, 209 and 212 by Deputy Director in 2024

Drop In Fee (for programs that are not pre-registered)	\$ 2.00	NA	\$2.00	
Punch Pass -15 drop in		NA	\$30.00	
Punch Pass-5 drop in		NA	\$10.00	
Bingo -3 cards		NA	\$2.00	

Approved by Deputy Director 11.10.2022

Approved by Deputy Director 12.6.2022

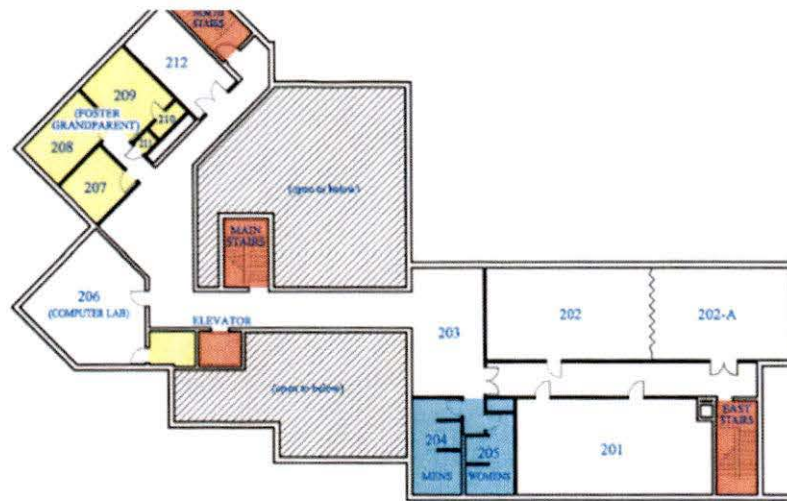
Approved by Deputy Director 12.6.2022

Approved by Deputy Director 9.25.2022

*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 applicable Sunday thru Friday, and do not include kitchen use
25% of each rental will go into a non-reverting capital improvement fund
***Market Rate: The security fee at the time of a signed rental agreement with minimum deposit. Security levels will be at the discretion of FWPRD staff.

Facility Drawing



 SECOND FLOOR



 FIRST FLOOR

Fee Comparison

Events at the Summit, 1025 West Rudisill Blvd

- Currently closed.

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

- Currently closed for renovations.

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 / Tear down, tables and chairs, day before setup (6 hours), Security, event (3p.m. to 11p.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 \$300.00 refundable deposit.
- Applies to up to 150 guests
- Does not include food or alcoholic beverages fees.

The Fairfield 216 E Fairfield Blvd.

- \$6,850 per day rental fee (8:00 a.m. to Midnight) for 300 people.
- Includes Setup / Tear down, tables and chairs, day before setup (6 hours), Security, A catering kitchen.
- Liability Insurance
- Does not include food and alcoholic beverages fees.

The Charles 3127 Carroll Road 46818

- \$4,000 rental fee for one day, includes security, chairs and tables, kitchen.
- 12 Hour Room Access.
- Guest Table Linens
- Does not include food or alcoholic beverages fees.

FEE RECOMMENDATION

9/11/2025



FOR: Headwaters Park

COST CENTER: 439- R710
428-R710

FINANCIAL OBJECTIVE AND JUSTIFICATION STATEMENT:

Headwaters Park, located just north of the central city business district, is home to many festivals, concerts, charitable and other special events. The large open-air pavilion is available for public rental and makes a wonderful setting for weddings, receptions, company picnics, and family reunions. During the cold weather months, the pavilion houses the popular Headwaters Ice Skating Rink. In the late 1990s, the developing Headwaters Park project became one of the largest public-private partnerships in Northern Indiana.

On April 1, 2023, the Fort Wayne Parks Department took over the operation of Headwaters Park from the Headwaters Park Alliance. For the 2025-2026 skating and festival season, we have increased our fees to account for additional labor, material, and utility costs. Even with these fee increases, we remain at or below our competition.

FEE RECOMMENDATION

See attached Proposed Fee Schedule.

ANTICIPATED REVENUE IMPACTS

We anticipate these rental fee increases at Headwaters will bring an additional \$6,000 in revenue for 2026. Changes to the ice rink fees anticipate another \$10,000 in additional revenue.

ATTACHED:

- Headwaters Park Map
- Proposed Fee Schedule
- Rental Comparison



NOT TO SCALE

2000

Headwaters Park Fees		
2025	Effective 2025	Effective 9/11/2025
<u>Rothschild Pavilion Fees</u>	2025	Proposed New Fees
Community Events, Festivals, Weddings & Private Events	\$600/day	\$700/day
<u>Lincoln Financial Pavilion Fees</u>	Current Fees	Proposed
Community Events, Festivals, Weddings & Private Events	\$2,150/day	\$2,300/day
<u>Grassy Areas</u>	Current Fees	Proposed
East Grassy Area	\$375/day	\$400/day
West Grassy Area	\$375/day	\$400/day
<u>Ice Rink Fees</u>	Current Fees	Proposed
Admission Ages 2+	\$6.00	\$7.00
Admission 2 and under	Free	Free
Skate Rental	\$3.00	\$4.00
Group Rate (25+)	\$5.50	\$6.00
Skate sharpening (Hockey Skates)	\$8.00	\$10.00
Skate sharpening (Figure Skates)	\$10.00	\$10.00
Punch Pass Admission (10 Punches)	\$50.00	\$60.00
Private Rental Space	\$50 per hour	\$75 per hour
Ice Rink Rental		\$600 per hour w/ Skate rental; \$400 no skate rentals
<u>Misc. Fees</u>	Current Fees	Proposed
Cleaning/Maintenance Repair Fee	\$70 per hour	\$75 per hour
Daily setup/ tear down Rental Fee	\$160/ per day	\$200/ per day
Late cleanup/leaving (including vendors)	\$300/ per day	\$300/ per day
15% of all admission and rental fees will be put in a 428-R710 capital fund to help with future repairs and maintenance.		
Other Fees may be approved with written permission of Deputy Director		

Headwaters Park Ice Rink Concessions

Manager of Riverfront may adjust pricing after total cost with mark-ups between 50-200%. Concession items will be review and priced at the start of the Ice-Skating season no later than November 1st of each year. They will remain the same throughout the season unless the item increases significantly in cost, in which time the Riverfront Manager will cost out items using the pricing guidelines. Items that do not sell after a minimum of 30 days on display will be

reviewed by the Riverfront Manager. The Riverfront Manager may implement a price markdown to move stock before it expires.

Comparable Rental Venues

- Botanical Conservatory
 - Peak Season Rental Rate: \$1,645 (Tuesday – Sunday evening event time from 5pm-11pm).
 - Security Fee: \$350
 - All rentals include tables, chairs, guest parking, and garden admission.
- Community Center-Ballroom- capacity 200-240
 - \$220-\$620 per event
 - The Center provides 66" round tables and a limited number of 6 ft. and 8 ft. tables for your use
- History Center- capacity 160-200
 - \$1,600 5 p.m. – 11:00 p.m. \$1,750 weekend 4:00 p.m.- 11:00 p.m.
 - \$200.00 per hour (Monday through Thursday) and \$250.00 per hour (Friday through Sunday)
- Grand Wayne-Calhoun Ballroom (Sections A & B)- capacity 150
 - Weekday 5pm-11pm Rental- \$600-1000
 - Weekend 4pm-11pm Rental- \$600-1000
- Parkview Ice House

PUBLIC SKATE

- Monday – Thursday: \$8 admission, \$3 skate rental
 - Friday, Saturday, Sunday: \$8 admission, \$3 skate rental
 - Weekday Punch Cards: 10 punches for \$70 (\$10 savings)
 - Weekend Punch Cards: 10 punches for \$70 (\$10 savings)
- Howard Park Ice Rink (South Bend)

PUBLIC SKATE

- Monday – Thursday: \$8 admission, \$3 skate rental
- Friday, Saturday, Sunday: \$8 admission, \$3 skate rental
- Weekday Punch Cards: 10 punches for \$70 (\$10 savings)
- Weekend Punch Cards: 10 punches for \$70 (\$10 savings)

**Weisser Center
Fee Recommendation
9/11/2025**



FOR: Weisser Center Rental Fees / Effective 9/11/2025

COST CENTER: 121-R427

FINANCIAL OBJECTIVE AND JUSTIFICATION STATEMENT:

- Increase rental revenue to offset increasing costs of utilities, staffing, other operation expenses.

PROPOSAL:

The Weisser Center's primary focus is providing programs for the youth of our community, and staff availability for outside rentals is limited. The rental fees for this facility have not been reviewed or updated since 2010. This proposal updates those fees to ensure they are current and appropriate for the limited occasions when the community inquires about renting the facility, and to keep them in line with comparable facilities within the Parks and Recreation system.

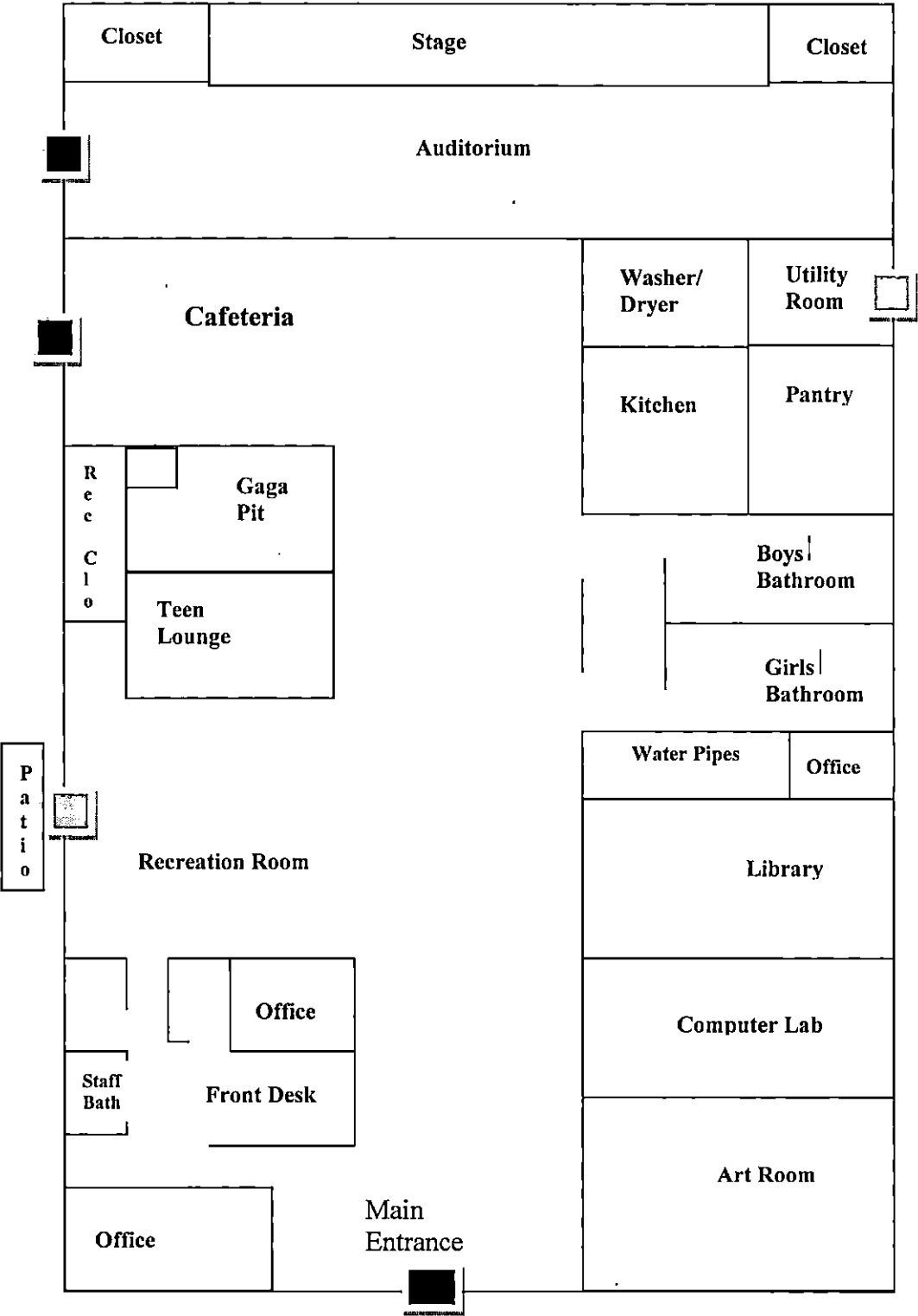
PROJECTED RESULTS OUTCOME:

- An additional \$2,000 in revenue is expected from this increase.

ATTACHED:

- Facility drawing
- Weisser Center Fee Proposal (Effective September 11, 2025)

Building Layout



**Weisser Center
Fees**

Location or Service	Beginning Jan 1, 2010	Effective 9.11.2025
Meeting Room (Teen and Library)	\$ 20.00/Hour	\$30/Hour
Staff Attendant Fee	\$ 45.00/Rental	\$20/Hour
Auditorium & Kitchen	\$ 40.00/Hour	NA
Auditorium, Kitchen & Recreation Room	\$ 55.00/Hour	NA
Auditorium and dining area	NA	\$175/Hour
Kitchen	NA	\$100/Hour
Staff Attendant Fee	\$90.00/Rental	NA
(full facility rental)		\$300/Hour
Security Officer*		\$60/Hour

*or Market Rate at time signing agreement)

Other fees may be approved in writing by Deputy Director or Director