



City of Maricopa

Legislation Text

File #: MISC 12-027, **Version:** 1

The Mayor and Council shall consider and possibly take action to approve implementation of the Phase Two Use Plan for the Copa Center, allowing rental by outside agencies on weekends, establishing a fee schedule, and adopting rules for use. Discussion and Action.

At the March 20, 2012 City Council Meeting, the City Council discussed allowing increased use of the Copa Center by the public and directed staff to return with the action necessary to allow such use. There has been a request for one-time church-related event for 80 people for Sunday, April 22 from 3 to 7 p.m., and this action will allow that use, and others, to occur.

In January 2011, the PRL Committee reviewed and recommended Phase One and Phase Two for use of the Center. Phase One was implemented and evaluated over the next year of use. Results from that first year were presented to Council on March 20, 2012.

Staff recommends that the Council approve the Phase Two Use Plan as recommended by the PRL Committee, to take effect April 4, 2012, and including the following schedule, rental fees and use rules.

PHASE TWO USE PLAN:

SCHEDULE FOR USE OF COPA CENTER:

8 am - 12:30 pm: Adult Drop In for adults age 18 and above.
(Facility will be open Monday through Friday for this use.)

1 pm - 5 pm: City Department Use
(Facility will be available for City departmental use such as training, meetings, or any other departmental function. Facility reservations will be made through the Community Services Department.)

5 pm - 9 pm: City Recreation Classes
(Facility will be used by the Community Services Department for its public recreation classes.)

Additional Use, including weekends:

1. City retains priority for scheduling for City meetings, recreation classes or any other City activities.
2. Adult Drop In activities may occasionally be extended beyond 12:30, and shall be scheduled through the Community Services Department.
3. Groups or individuals may schedule occasional weekend use through Community Services and fees will be charged for this weekend use as per the fee schedule. "Occasional use" means no more than once per month. Proof of liability insurance naming the City as additionally insured shall be provided, as stated in the fee schedule.

FEE SCHEDULE:

No Fee: Any City Recreation classes, any City department use, and morning Adult Drop-In programs Monday through Friday.

Hourly rates will be charged to the following three classes of users. In addition, each user will pay a refundable \$50 deposit, and will provide proof of liability insurance naming the City of Maricopa as additionally insured in an amount between \$250,000 and \$1,000,000, depending on the use to take place in the facility.

Class 1 User: \$10 per hour for seniors, age 55 and over, and for organizations and groups of seniors age 55 and over. The user applying for the use must be a resident of the City of Maricopa.

Class 2 User: \$20 per hour for non-profit organizations such as churches and groups officially registered as 501(c)3. The user applying for the use must be a resident of the City of Maricopa.

Class 3 User: \$30 per hour for all other uses.

Liability: The City assumes no responsibility for any materials or equipment or any other personal articles left by any organization, group or individual in the Copa Center due to loss by theft, fire, or any other means.

Fee Increases: The Community Services Department and City shall evaluate fees charged for use of the Copa Center each year as part of the budget process. Fees may be increased or otherwise changed as part of that process.

FACILITY USE GUIDELINES:

All use of the Copa Center must be in compliance with the following rules and requirements. Failure to follow these rules could result in a forfeiture of the security deposit, and forfeiture of the future use of the facility.

1. The users shall observe all the rules and guidelines and is responsible for communicating the rules and guidelines to all who attend.
2. It is the responsibility of the user's authorized representative to remain on the premises throughout the period for which the facility is reserved. The user will ensure that attendees observe all policies and Copa Center Facility Use Guidelines.
3. Parking is restricted as follows: there is no parking allowed along Honeycutt Avenue. There is no parking allowed on the privately owned property on the north side of Honeycutt. Failure to adhere to the parking requirements could result in vehicles being towed solely at the expense of the owner.
4. Upon completion of the use, the user is responsible for the cleanliness of the building, and for ensuring that all personal items are removed. Tables and chairs must be returned to their original location (unless prior arrangements were made with the Community Services Department).
5. Any use of the kitchen and electrical appliances not provided by the City are the sole responsibility of the user. No cooking or baking is allowed. Light refreshments may be served using the kitchen. All cleanup of the kitchen is the responsibility of the user.
6. Any extension cords used in the facility must be taped to the floor during use. Cords and tape must be removed at the end of the use.
7. The user is responsible to ensure that alcohol, tobacco, or narcotic and illegal drugs are not used and are not present in the facility or on the grounds of the Copa Center. The user is responsible to ensure that no illegal activities take place in the facility or on the grounds of the Copa Center.
8. The user agrees to pay for any and all damages to Copa Center property and equipment during the

user's reservation.

9. Exclusive use of the facility requires a fee, security deposit, and proof of insurance. The fee, security deposit, and proof of insurance must be provided to City staff in the Community Services department at least two days prior to the event.
10. To reserve the Copa Center, call 520-316-6960

Changes to Facility Use Guidelines: The Community Services Department shall evaluate facility use guidelines periodically, and the rules and guidelines may be changed, as deemed necessary by the Department.

Staff will attempt to cover additional costs for the extended hours at the Copa Center within the existing budget for the remainder of this fiscal year, but might return to Council requesting additional funds, should the increased use of the Copa Center result in substantial increases in costs. If the use extends to every weekend, the costs to operate and maintain the Copa Center could increase as much as 20 percent, as shown below.

Copa Center costs to add 20 percent more use:

Water:	\$35.00 - \$40.00/month = \$420 - \$480/year
Electricity:	\$740.89/month = \$8,891
Staff:	
Open/close:	\$2,500/year
Fac/Maint Coord	\$7,150/year
Custodial:	\$1,950/year
Supplies:	\$1,200/year
<u>Bottled water:</u>	<u>\$ 60/year</u>
Total:	\$22,231

Staff recommends that Council approve the Phase Two Use Plan as recommended by the PRL Committee, including the above schedule, rental fees, and use rules.