



LAUDERDALE • BY • THE • SEA

## Agenda Memorandum

---

**Office of the Town Manager**


---

**Bud Bentley**
**Assistant Town Manager**

<b>COMMISSION MEETING DATE - 7:00 PM</b>
--

<b>September 11, 2012</b>
---------------------------

**Resolution**

**SUBJECT TITLE: Resolution 2012-35 Setting Rental Fees for Jarvis Hall**

**EXPLANATION:** In 2008, the Commission adopted Resolution 2008-18, which established a rental policy for approved events held at Jarvis Hall of only charging a \$100 refundable security deposit. Any cost for cleaning and or repairing Jarvis Hall would be applied against the deposit before its refund.

Last summer, the Commission adopted Ordinance 2011-13, which modified the Town Code regarding the use of Jarvis Hall. That modification allowed the Town Manager to approve rentals and for non-Town users to rent the Hall. The Commission asked staff to come back with recommendations on establishing rental rates.

Staff recommends the following rates based on our review of prices to rent city facilities in the cities of Deerfield Beach, Fort Lauderdale, Hollywood, Plantation and Pompano. As you would expect, those cities have a wide range of rental policies and rates depending on the size, age and amenities offered by each facility. Most include a deposit fee of around \$300, and have either a flat rental rate of around \$300 or an hourly rental rate around \$125 for their larger facilities. Several charge for a minimum number of hours' rental.

Our recommendation reflects continuing bargain rates for residents, Town civic organizations and non-profit organizations, and proposes that businesses and non-residents pay more towards covering the Town's actual costs.

<b>User</b>	<b>Deposit (1)</b>	<b>Rental Fee (2)</b>
Resident	\$100	\$25 per hour
Civic Association or not-for profit located in Town	\$100	\$-0-
Business (located in Town)	\$100	\$200 for up to 3 hours, then \$25 per hour
Governmental entity or agency	-0-	-0-
Non-Profit (outside of Town)		\$100 for the event
Non-Resident	\$300	\$200 for up to 3 hours, then \$50 per hour
Business (located out of Town)	\$300	\$300 for up to 3 hours, then \$50 per hour



LAUDERDALE • BY • THE • SEA

Proposed Guidelines:

- (1) The deposit shall be paid at time of booking the event. A charge against the deposit will be made if the Town has to clean the facility beyond normal use, has to repair damage or missing items. If a group books multiple dates, only one deposit is required as long as that deposit remains intact.
- (2) The rental fee includes:
  - a. A simple set up of Jarvis Hall by Town staff;
  - b. The use of our tables and chairs;
  - c. Use of the Hall for two hours before and one hour after the event for set up and clean up; and
  - d. Non-exclusive Parking Permits for the Town Hall Parking Lot. Pre-paid parking permits for the El Prado Parking Lot or the Tennis Court meters may be purchased according to established Town policy.

Additional fees established by the Town Manager will apply to events that require opening or closing of Jarvis Hall outside the hours that Municipal Services staff is available or special services. Groups with an established rental record may be assigned a key for the purpose of opening and closing the Hall for their own event.

The rental fee for a profit-making event with an entrance or registration fee shall be set by the Town Manager after considering the purpose, likely number of attendees and impact on the Town facilities.

I have been told that the Commission used to have some restrictions about political activity at Jarvis Hall. For example, it has been mentioned that there was a policy that no candidates for municipal office, but county, state or federal candidates could book Jarvis Hall. We can find no current restrictions on political use of Jarvis Hall. If the Commission would like to establish any, direction would be appreciated.

The attached Resolution 2012-35 reflects the recommended rates for the use of Jarvis Hall and includes specialty items that may be requested.

**RECOMMENDATION: We recommend approval of Resolution 2012-35.**

**EXHIBITS: 1 Resolution 2012-35**

Resolution Prepared by Town Attorney

Yes  No

Town Manager Initials

CA

# Exhibit 1

## RESOLUTION 2012-35

1  
2  
3  
4 **A RESOLUTION OF THE TOWN OF LAUDERDALE-BY-**  
5 **THE-SEA, FLORIDA, ESTABLISHING FEES FOR THE USE**  
6 **OF JARVIS HALL; PROVIDING FOR CONFLICT;**  
7 **PROVIDING FOR SEVERABILITY; AND PROVIDING AN**  
8 **EFFECTIVE DATE.**  
9

10  
11 **WHEREAS**, Section 17-103(b) of the Code of Ordinances of the Town of Lauderdale-  
12 By-The-Sea provides that the fees for the use of Jarvis Hall shall be adopted by Town resolution;  
13 and

14 **WHEREAS**, the Town Commission finds it to be in the best interest of the Town and its  
15 citizens to establish fees as set forth in this resolution.

16 **NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF**  
17 **THE TOWN OF LAUDERDALE-BY-THE-SEA, FLORIDA:**

18 **Section 1. Recitals.** Each "WHEREAS" clause set forth is true and correct and  
19 incorporated herein by this reference.

20 **Section 2.** The following fees for the use of Jarvis Hall shall be effective until further  
21 action of the Town Commission.

User	Deposit	Rental Fee
Resident	\$100	\$25 per hour
Civic association or non-profit located in Town	\$100	\$-0-
Business (located in Town)	\$100	\$200 for up to 3 hours, then \$25 per hour
Governmental entity or agency	-0-	-0-
Non-Profit (located out of Town)		\$100 for the event
Non-Resident	\$300	\$200 for up to 3 hours, then \$50 per hour
Business (located out of Town)	\$300	\$300 for up to 3 hours, then \$50 per hour
Special services, including by example and not limitation, opening and closing services, and special sets.	N/A	Town cost as determined by the Town Manager
Events charging admission or registration	TBD	To be determined by the Town Manager based on purpose, number of attendees, and impact on the facility

# Exhibit 1

22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46

**Section 3. Conflict.** All resolutions or parts of resolution in conflict herewith are hereby repealed to the extent of such conflict.

**Section 4. Severability.** If any clause, section or other part of this resolution shall be held by any court of competent jurisdiction to be unconstitutional or invalid, such unconstitutional or invalid part shall be considered as eliminated and in no way affecting the validity of the other provisions of this resolution.

**Section 5. Effective Date.** This resolution shall become effective immediately upon its passage.

**PASSED AND ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
Mayor Roseann Minnet

Attest:

APPROVED AS TO FORM:

\_\_\_\_\_  
Town Clerk, June White CMC

\_\_\_\_\_  
Susan L. Trevarthen, Town Attorney

(CORPORATE SEAL)