

# Community Center Rental Classifications

The Category for a specific use will be determined by the City Manager or his designee

## **Category I City of Sylvan Lake Meetings**

The Facility will be available for use, free of charge, to City Council, Planning Commission and all City-established committees as approved by City Council.

I suggest adding the following:

At the discretion of the City Manager or his designee, Committees other than City Council, Planning Commission, or other meeting dates set by City Council, law or local ordinance, may be required to reschedule their meeting date if a rental is made for the full price, up to within two (2) weeks of the meeting date

## **Category II Community Events (Non-Fund raiser)**

A Community event is one approved by the City Manager or his designee, and City Council if necessary, that the entire community is invited to attend. The event will be publicized as appropriate. Scheduled after Category I requests are completed. A nominal donation may be requested from attending participants to offset the cost of food or supplies for community events, with no intent of making a profit.

At the discretion of the City Manager or his designee, a community event may be required to reschedule their event date if a rental is made for the full price prior to advertising the event.

## **Category III Regular rentals and Sylvan Lake businesses**

Any Sylvan Lake Resident, or Sylvan Lake resident-sponsored event which does not fall within the other definitions will be considered a Category III - Regular rental. They may be scheduled after Category I and II users under this policy. Reservations will be made on a first come first served basis. Full rental fees apply.

Businesses within the City of Sylvan Lake will be considered a Category III - regular rental. They may be scheduled after Category I and II users under this policy. Limited to Monday thru Friday rentals. Reservations will be made on a first come first served basis. Full rental fees apply.

## **Category IV Sylvan Lake Fund Raising Event**

A fund-raising Activity is one primarily for the purpose of raising funds for the City of Sylvan Lake. The intended purpose for the donation, if one is to be specified, must be approved by City Council prior to the event.

Scheduled after Category I requests are completed, the individual or group hosting the fund-raising event will pay the applicable rental fee or 25% of the gross profits made by the event(s), whichever is less.

**Category V Fund-raising meetings and Civic Groups**

Meetings for planning fund-raising activities specifically for the City of Sylvan Lake and meetings of Civic groups which include, but not limited to such organizations as Rotary Club, Lions Club, Optimist Club, Homeowners Associations and Public or Private schools will be considered Category V. They may be scheduled after Category I, II, III and IV requests are completed. Reservations will be made on a first come first served basis with the following fees.

Sylvan Lake groups will pay 50% of the applicable rate for classroom use if used Monday thru Thursday. They will pay the full rate on weekends and holidays.

If a Sylvan Lake group intends to have meetings on a regular basis, they may do so at a rate of \$100 for 6 meetings in a calendar year, excluding weekends and holidays.

Non-Sylvan Lake groups will pay 75% of the applicable rate for classroom use if used Monday thru Thursday. They will pay the full rate on weekends and holidays.

At the discretion of the City Manager or his designee, may be required to reschedule their meeting date if a rental is made for the full price, up to within two (2) weeks of the meeting date or until the meeting.

**Category VI Activity for profit**

For a person(s), organization, or company who wishes to conduct a, for profit enterprise, with the possibility that the city would collect additional revenue over the fixed rent, then upon a review by either the City Manager or the City Council the enterprise could be allowed. The review and approval would consist of a business plan, day(s), times, wear and tear, and what the City could expect in addition revenue over the rent. The actual activity would also be reviewed to determine approval.

**The Community Center Rental Policy**  
**must be adhered to at all times by all use groups**

All uses except Category I require an individual to reserve and be responsible for the facility and provide the required security deposit.