



Administrative Report

N.3., File # 21-2817

Meeting Date: 10/5/2021

To: MAYOR AND CITY COUNCIL
From: SUSAN ANDERSON, LIBRARY DIRECTOR

TITLE

RECEIVE AND FILE A REPORT ON COMMUNITY MEETING ROOM USE POLICIES AND PROCEDURES AND PROVIDE DIRECTION ON POSSIBLE POLICY UPDATES

EXECUTIVE SUMMARY

This report is a follow-up to previous City Council direction and discussion related to the City's meeting room use policies and procedures. Currently, the Redondo Beach Public Library and the Community Services Department provide meeting room space to City staff and the public.

The Main Library offers a conference room and a large meeting room for group use and the North Branch offers a large meeting room. Both locations adhere to a set of meeting room policies as well as the master fee schedule.

The Community Services Department offers five facilities for rental use: two senior centers, one teen center, and two allocated areas at Alta Vista. These facilities vary in space, fee, and rental requirements in accordance with the master fee schedule

A variety of background materials are attached to this report including a prior year Budget Response Report related to this subject. The recommendation is that the City Council receive and file the report and identify any additional information needed or provide additional direction.

BACKGROUND

The Library's meeting room policies for the Main Library and the North Branch detail use priority, reservation requirements, restrictions, scheduling availability, fees, and rules for use. The master fee schedule provides hourly costs for various types of organizations, such as for-profit or not-for-profit, and various types of room usage, such as open to the public or closed to the public.

The Library does not charge other City departments for usage of the meeting rooms, nor has the Library charged for room usage when a City Council member or City employee is attending the meeting as a liaison.

During the FY2020-2021 budget process, the Library submitted a budget response report detailing which organizations use City meeting rooms at no cost and what the value of their use is. Due to COVID-19, the meeting rooms have not been in use by outside groups since the budget response

report was submitted.

The majority of recreation facilities are used throughout the week for City recreational programming. City programs include nutrition services, exercise classes, educational workshops, board and card games, and tutoring and technology support. The facilities are available for private rentals in the evenings and weekends. Prior to COVID-19, Alta Vista averaged rentals every weekend. The majority of rentals at Alta Vista and the Teen Center are private events (i.e., birthday parties, graduation, and baby showers). Alta Vista Community Center and both Anderson Park Senior Center and Perry Park Senior Center are commonly used for Community Council meetings or Girls Scout meetings.

In accordance with the Master Fee Schedule, rental fees vary based on organization and facility. Council and Girl Scouts' meetings are available at no charge. The Senior Centers offer a slight discount for non-profit organizations providing the appropriate documentation. The room is rented per hour with a minimum rental time of two to three hours depending on the facility. All fees must be paid in full at the time the reservation is made. Staff does not hold any dates for rentals. All reservations are complete once the payment is received in full. Alta Vista is one of the few rental facilities to allow liquor. With the purchase of a rental, the applicant must also purchase a Liability Insurance Permit Cost. There are three available options ranging from the minimum coverage (no alcohol/vendor) at \$109.50 and the total premium with full liquor and vendor access, \$145.64. Each additional vendor is an additional \$15.49. Alcohol is not allowed at the Senior Centers or the Teen Center.

COORDINATION

The Library Department coordinated with the Community Services Department on this report.

APPROVED BY:

Joe Hoefgen, City Manager

ATTACHMENTS

Meeting Room Policy Redondo Beach Main Library
Meeting Room Policy Redondo Beach North Branch Library
Master Fee Schedule Exhibit F Library
City of Redondo Beach Budget Response Report #22
Alta Vista Community Center Reservation Application and Fees
Senior Center Reservation Application and Fees
Teen Center Reservation Application and Fees