MEMO

Date: 11/14/2018
To: CDBG-DR Sr. Center Phase I Project File
From: Project Team
Subject: Rental Fee Assessment

Introduction:
The intent of this memorandum is to document the methodology used to determine the proposed rental fee for weekend events hosted at the CDBG-DR funded Joplin Senior Center.

Background:
The City of Joplin allocated funds from the Community Development Block Grant - Disaster Recovery (CDBG-DR) grant, to fund the design and construction of a new Senior Citizens Center. Construction of the Joplin Senior Center was completed in July, 2018. As a sub-recipient to the City of Joplin, the Area Agency on Aging Region X (AAoA) has transitioned their operations to the new center. These operations keep the facility occupied and busy throughout the week. However, during the weekends the facility remains empty. Through discussions with the City CDBG-DR project team, the City of Joplin's Parks and Recreation Department, and the Area Agency on Aging, the team drafted a facility use policy. This policy allows the Center to be available for limited weekend use, outside of the AAoA operations. It is important that the primary function of the Center remains with the AAoA and their operations. It is also important that the fee(s) charged by the Center align with local venues of similar size, location and function.

Method:
The CDBG-DR project team reviewed several venues in town for comparable data. **Table A** below includes the capacity and rental fees for the following local venues; Ameile, the Ramsay, Scottish Rite, as well as the Elks Lodge Banquet. Of these venues, the average capacity is 268 with the average hourly rate of $124.33. In the event an hourly rate was not provided, the project team assume "full day" to equal eight (8) hours.

Table A.

	Ameile	* Ramsay	* Scottish Rite	Elks Lodge Banquet	Average	Sr. Center Proposed Fee
Capacity	150	240	385	300	268.75	254
8 Hour Price	$1,050.00	$950.00	$550.00	$ 1,250.00	$950.00	$ 800.00
Per Hour Price	$ 131.25	$118.75	$ 68.75	$ 178.57	$124.33	$ 100.00

* ***Ramsay price is a blended rate of their Friday evening ($800) and Saturday evening ($1,100)***

* ***Scottish Rite - 8-hour full day is assumed***

Conclusion:

Potential renters of the Senior Center will be limited to what space is useable within the facility. The useable space is limited to the the dining area (103) and the flex room (104), and the lavatories which are outlined in red in **Figure 1**. Additionally, the Center only includes the use of tables and chairs.

Other items essential to events such as linens, projectors, catering, etc. will not be available to renters. Furthermore, the current rental agreement prohibits the use of alcohol within the facility. With all of this considered, the proposed rental fee of $(Insert Amount) should be considered reasonable.

Figure 1.

