



RESOLUTION 2015-015

A RESOLUTION ADOPTING RATES AND A FEE SCHEDULE FOR THE SHERWOOD CENTER FOR THE ARTS

WHEREAS, the Sherwood Urban Renewal Agency and the City of Sherwood are constructing a 15,000 sq. ft. center, known as the Sherwood Center for the Arts, that will be managed and operated by the City of Sherwood; and

WHEREAS, the Sherwood Center for the Arts will be available for rentals and a fee schedule needs to be established and adopted in order to charge those fees; and

WHEREAS, staff has conducted research and recommends fees that they feel will be competitive in the market place; and

WHEREAS, the City Council believes it is most appropriate and fiscally responsible that fees and charges for all services be set by the City Council, and at a level whereby reasonable costs are recovered.

NOW, THEREFORE, THE CITY OF SHERWOOD RESOLVES AS FOLLOWS:

Section 1. Adoption: The City of Sherwood Rates and Fees Schedule for the Sherwood Center for the Arts, attached hereto as Exhibit A, is hereby approved and adopted.

Section 2. This Resolution is effective upon its approval and adoption.

Duly passed by the City Council this 3rd day of February 2015.


Krisanna Clark, Mayor

Attest:


Sylvia Murphy, MMC, City Recorder

Sherwood Center for the Arts Proposed Fee Schedule

Facility Rentals

Base Rates:

| Rooms | Resident Non-Prof | Non-Res Non Prof | Resident | Non-Resident |
|---|--------------------------|-------------------------|-----------------|---------------------|
| Main Hall | \$95/hr | \$115/hr | \$165/hr | \$195/hr |
| Main Hall <i>during business hours, less than 50 ppl.</i> | \$80/hr | \$100/hr | \$150/hr | \$180/hr |
| ➤ Main Hall rentals include use of dressing room & lobby and requires a 2 hour minimum rental | | | | |

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|--|---------|---------|---------|---------|
| Classroom | \$30/hr | \$35/hr | \$40/hr | \$45/hr |
| Classroom <i>during business hours</i> | \$15/hr | \$20/hr | \$25/hr | \$30/hr |
| ➤ Classroom rentals include use of classroom furniture, whiteboard and require a 2 hour minimum rental | | | | |

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|---|---------|---------|---------|---------|
| Lobby | \$50/hr | \$55/hr | \$65/hr | \$75/hr |
| Lobby <i>during business hours</i> | \$35/hr | \$40/hr | \$50/hr | \$60/hr |
| ➤ Lobby rentals require a minimum 2 hour rental | | | | |

| Equipment * | |
|--|-----------|
| Chairs | \$.50 ea. |
| Tables | \$3 ea. |
| Theater seating (retractable seats with floor seats up to 393 capacity) | \$100 |
| Kitchen | \$50 |
| Basic AV (Sound & Lights controlled from floor, mic and podium) | \$40 |
| Advanced Tech** (Live musicians, additional mics, light refocus/hang) | \$120 |
| Projector and Screen | \$30 |
| Staff Charges | |
| Facility Monitor | \$15/hr |
| AV Technician | \$30/hr |

*Equipment fees are **one-time charges** base on usage as listed.

**Requires an AV Technician for the event

- Events may require additional Facility Monitors as determined by Manager.
- A fully refundable security deposit in the amount of \$200 will be required for rentals and must be submitted to secure the facility rental. For rentals under \$200 in total fees, a deposit of \$50 must be submitted. The City of Sherwood will charge against this deposit if the facility use time exceeds the contracted rental period, if the facility is not adequately cleaned by the end of the rental period, or if damages occur during the rental period. The renter will be responsible for all additional charges that exceed the deposit amount. Cancellation of facility rentals within 30 days of the rental date will forfeit the security deposit.

Performance/Production Rentals

These rates are for a public presentation of a production which is theatrical, musical and/or artistic in nature.

Base Rates:

| <i>Rates:</i> | <i>Resident Non-Prof</i> | <i>Resident</i> | <i>Non-Resident, Non Profit</i> | <i>Non-Resident</i> |
|---|--------------------------|-----------------|---------------------------------|---------------------|
| Performance | \$95/hr | \$105/hr | \$100/hr | \$110/hr |
| ➤ Performance hours are one half hour before “house open” and one half hour after “final curtain” | | | | |
| ➤ Performance rentals include use of Main Hall, dressing room and lobby | | | | |

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|---|---------|---------|---------|---------|
| Rehearsal & Prep | \$55/hr | \$60/hr | \$58/hr | \$63/hr |
| Rehearsal & Prep <i>during business hours</i> | \$40/hr | \$45/hr | \$43/hr | \$48/hr |
| ➤ Rehearsal & Prep hours are any hours that the facility is being used outside of performance hours | | | | |

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|--|--------------------|
| Additional Facility Monitor | \$15/hr |
| AV Technician | \$30/hr |
| Training for Outside AV Tech | \$40/hr* |
| Theatre seating (retractable theater seats with floor seats up to 393 capacity) | \$100 /production* |
| Classroom(s) as additional dressing room space | \$20/day** |
| Tech Usage (lights and sound) | \$100/day** |

*May take up to 3 hours

*This fee will be charged one time for a production

**Charged per usage day (performance and dress rehearsal)

Classes, Activities and Events

- Fees for Events and Activities presented by the City of Sherwood will be designed to cover expenses associated with programs. Factors included in the base rate are: staff wages, facility operations, supplies & materials, advertising, and administration.
- Contracted program and class fees will cover total expenses. Instructors are paid a negotiated sum based on a percentage of the program fee.
- For programs and classes presented by the City of Sherwood, non-residents may be charged up to 1.5 times the base rate.