



# Board of Directors AGENDA

PLEASANT HILL RECREATION & PARK DISTRICT

## MISSION STATEMENT

*In order to serve the diverse recreational needs of individuals and families and to enrich the quality of life for all residents, the Pleasant Hill Recreation & Park District is committed to providing park facilities, open space, and programs and activities for all ages.*

## ADMINISTRATION OFFICE

Conference Room  
147 GREGORY LANE, PLEASANT HILL

## PROGRAM COMMITTEE

Tuesday, November 14, 2017  
SPECIAL MEETING - 5:00 p.m.

**Chair:** Bobby Glover  
**Member:** Andrew Pierce

1. Public Comment  
Five minutes may be allotted to each speaker and a maximum of twenty (20) minutes to each subject matter. The public may speak regarding agenda items at the time the matter is taken up. Non-agenda items can be addressed under Public Comment.
2. Review and Recommendation Regarding Change in Priority Scheduling of Rental Facilities (Attachment A)
3. Schedule Future Meetings

*Documents that are disclosable public records required to be made available under California Government Code Section 54957.5 (b) (1) and (2) are available to the public for inspection at no charge during business hours at our administrative office located at 147 Gregory Lane, Pleasant Hill, California.*

*The Pleasant Hill Recreation & Park District will provide reasonable disability-related modification or accommodations to a person who requires such in order to participate in the meeting of the Board of Directors. Please contact Susie Kubota (925) 682-0896 at least 48 hours before the meeting.*

# STAFF REPORT



Date: November 14, 2017  
To: Program Committee  
From: Michelle Lacy, General Manager  
Re: Review and Recommendation Regarding Change in Priority Scheduling of Rental Facilities

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## **BACKGROUND**

With the gradual increase in demand for rentals, staff has received feedback from the Community questioning the fairness of the current procedures for booking facilities, in particular the Community Center. Currently all groups including Residents, Non-Residents and Non-Profit Groups are able to submit a request for reservation a maximum of twelve months in advance. In the event that more than one request is submitted for a particular date, all parties are entered into a random drawing and one "winner" is selected. All requests are treated the same whether from a private resident, a community group or non-profit organization.

## **DISCUSSION**

In recent months, staff has received multiple requests (ranging from 2-9) every Friday for the following year's Saturday date. Occasionally there are groups who return year after year, such as Crab Feeds and Non-Profit Fundraisers, and they believe they should have priority over an individual with a one-time event, such as a wedding or other private party. In addition, multiple requests frequently include both residents and non-resident individuals or groups. The current procedures do not give preference to renters based on prior use, category, or residency.

After researching the guidelines used in 7 local public agencies and 3 private rental venues, it has been determined that the Pleasant Hill Community Center is somewhat unique. All of the agencies we contacted reported either never receiving multiple requests for the same date, or very rarely receiving them.

With the increasing demand it is recommended the Committee consider whether the District should provide scheduling preference to residents, non-profits and/or annual events such as the College Park Instrumental Music Annual Fundraising event.

The following options should be considered to change the priority scheduling of rental facilities:

Option 1: Allow Non-Profit/Community Groups to request a reservation 13 months in advance and all other categories 12 months in advance.

ATTACHMENT A

Option 2: Enter into a three-year contract with annual events which requires cancellation 14 months prior to the event date for no-charge; allow resident groups/individuals to request a reservation 13 months in advance and all other categories including non-residents/commercial 12 months in advance.

Option 3: No change to current procedures which allows all categories to submit an application 12 months prior to the reservation date.

It is requested the Committee consider whether the District should provide scheduling preference to residents, non-profits, or annual events and provide direction to staff regarding its preferred method of setting a scheduling priority.