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## **Building Facilities Commission Meeting Tuesday, January 23, 2018**

### **BUILDING FACILITIES COMMISSION**

Pamela Murphy, Chair	Present
Carole Lee, Member	Present
Anne Shields, Member	Present
Jane Maruszewski, Alternate Member	Absent
Paloma Zuleta, Alternate Member	Absent

### **STAFF**

Shana R. Davis-Cook, Village Manager	Present
Tamu Tucker, Community Liaison/Administrative Assistant	Present

The meeting began at 10:10 a.m.

### **Review Hall Rental Guidelines**

#### **Last Minute Hall Booking Fee - *approved***

Building Facilities Commission agreed to establish a separate fee for events that are scheduled within 10 days of usage. This option is geared towards people who already have an event planned but at the last minute realize due to weather or any other unforeseen event they need a backup facility. This fee will be \$150, and was determined by assessing the smallest fee we currently charge to rent the Hall. The host will still be required to apply during normal administrative office hours. If the applicant does not end up using the space the \$150, will be refunded. Other stipulations include that due to the short notice of these types of events we cannot allow the use of Vendors, example: caterers on site and D.J's, unless the vendors have used the space previously or perform a walk-through with the administrative staff.

#### **Proposed New Hall Rental Paperwork – *approved pending further comments***

The current rules and regulations was reorganized by Ms. Tucker to allow for better flow of information. The Building Facilities Commission will take another look at the document to make sure they have no more comments about its content. Notable changes are as follows: Hall monitor requirements is reduced from 200 to 100 attendees, Storage fee is not assessed until 10am the morning following the event, and enforcement was deferred to the Village Manager.

## **Review Fee Waiver Guidelines**

**What are the necessary guidelines for an entity to obtain a fee waiver?** – *no action taken*

The Building Facilities Commission has agreed that the original Fee Waiver requirements will remain intact.

**Can the fee waiver be good for 6 months/1 year at a time?** - *denied*

**In house review of all fee waiver rentals and rental issues** – *approved*

The Building Facilities Commission agreed to defer administrative action of fee waiver requests to the Village Manager subject to the established criteria, provided that the Manager may defer action on unique requests as the Manager deems appropriate.

## **Additional Items for Discussion**

No additional items were discussed at this meeting. Only clarification of creating separate fee waiver and last minute rental applications to keep fees in line and separate. The Building Facilitates Commission will draft a memo to the Board of Managers for their February 2018 meeting outlining the changes that came out of this meeting.

## **Meeting Adjourned**

The meeting adjourned at 11:19 a.m.