

City of Alexandria, Virginia

MEMORANDUM

DATE: DECEMBER 8, 2015

TO: RECREATION, PARKS AND CULTURAL ACTIVITIES STAFF

FROM: JAMES SPENGLER, DIRECTOR *James B Spengler*
RECREATION, PARKS AND CULTURAL ACTIVITIES

SUBJECT: RPCA REVISED RENTAL POLICY AND CIVIC USE OF SPACE

In September of 2013, City Council adopted the Recreation, Parks and Cultural Activities (RPCA) Department's Resource Allocation and Cost Recovery Policy. This policy provides guidance for allocating resources and setting fees for service. The Policy also outlines RPCA's "Categories of Service" and places each service on a cost recovery tier. The policy and fee schedule are listed online at:

<http://www.alexandriava.gov/recreation/info/default.aspx?id=12288#guidelines>

RPCA is implementing elements in the policy as they relate to fees and charges. According to the Cost Recovery Model, "Exclusive Use – Rentals" means that only the rental group has use of the space. This service is on Tier 5 of the fee chart, indicating that there should be no taxpayer support.

Evidence for rentals is an agreement or permit, based on the facility. Longer-term use, including use that is annual or longer, or any request for use outside of the established fee categories, and Civic Use of Space parameters requires a Memorandum of Understanding (MOU), or license agreement as the controlling document. To provide equity to all user groups, the following guidelines will be followed.

Programs produced by RPCA will receive first priority for reserving space. Second priority will be given to other City departments with MOU's with RPCA who use RPCA facilities to provide a public service. Third priority will be granted to 'Civic Use of Space' that adheres to the parameters listed further in this document. Any other uses are subject to the fees approved by City Council in the FY16 Fee Schedule. Groups that have historically used RPCA facilities without a fee may continue to do so until the renewal date in the current application or agreement on file expires. After the current application or agreements has expired, these groups must adhere to the established reservation guidelines.

Please follow these procedures:

1. For all new or renewal requests for Exclusive Use Rentals, complete a standard application and charge the appropriate fee, per the FY16 Fee Schedule. There are three fee categories: A – private organizations; B – non-profits (501C3); and C - other governmental organizations (local, state and federal). Please see the FY16 Fee Schedule for more details (online).

2. RPCA will allow “no fee” use for Alexandria-based not-for-profit groups whose use fosters effective civic engagement as outlined in the Civic Engagement Policy. The City’s Civic Engagement Policy’s (Resolution No. 2597) goal is to involve the public in the development of public policy, program and planning decisions in the City of Alexandria.

This Civic Use of Space must occur at certain designated locations during their normal operating hours and require no additional setup activity. As part of the “no fee” use, the facility reservation application fee is also waived for qualifying groups.

- **Lee Center**, Mon. – Fri., 9 a.m. - 9 p.m.
 - Conference Room 1 (Small Room/CONFR-LEEC-L108)
 - Conference Room 3 (Small Room/CONFR-LEEC-L111)
- **Charles Houston Recreation Center**
 - Conference Room (Small Room/CONFR-CHRC-H102A)
Mon. – Fri., 9 a.m. - 9 p.m.
 - Seniors Room (Large Room/SENIO-CHRC-H113)
Mon. – Fri., 6 - 9 p.m.
- **Durant Arts Center**, Mon. – Fri., 5 - 9 p.m.
 - Conference Room (Small Room/MULTI-ODRC-D106)
- **William Ramsay Recreation Center**, Mon. – Fri., 9 a.m. - 9 p.m.
 - Arts and Crafts Room (Small Room/MULTI-WRRC-R101)
- **Mount Vernon Recreation Center**, Mon. – Fri., 9 a.m. - 9 p.m.
 - Multipurpose Room (Large Room/MULTI-MVRC-V108)
- **Cora Kelly Recreation Center**, Mon. – Fri., 9 a.m. – 9 p.m.
 - Arts & Crafts Room (Small Room/ARTCR-CKRC-K103)

Civic Use of Space also requires completion of a rental application, but room use is at the C - governmental rate. These rooms are reserved on a first-come, first-served basis, and reservations of space cannot extend for more than three months. Groups are limited to up to (2) two uses per month. Extra setup, logistical requirements, staff needs, or use outside of normal operating hours will incur a fee. RPCA reserves the right to add or subtract from the room inventory available for Civic Use of Space.

Please forward questions or concerns from applicants as follows:

- Recreation facilities to Recreation Services, Division Chiefs
- Durant Arts Center to Office of the Arts, Deputy Director
- Jerome “Buddie” Ford Nature Center to Natural Resources, Division Chief

cc: Emily Baker, Deputy City Manager
William Chesley, Deputy Director, RPCA
Diane Ruggiero, Deputy Director, RPCA
Dinesh Tiwari, Deputy Director, RPCA
Margaret Orlando, Division Chief, RPCA
Jack Browand, Division Chief, RPCA

Attachments: Fee Policy
Resolution No. 2597