



MEMORANDUM

To: Mayor and Members of the City Council

From: Montre' Freeman, City Manager
Sean Clark, Parks & Recreation Director

Date: September 22, 2023

Re: Discussion / Consideration – Authorize Adoption of the Hugh Cale Community Resource Center Facility Reservation Application

BACKGROUND:

The Hugh Cale Resource Center has served as the home and/or satellite office for organizations such as Albemarle Hospital Foundation, River City CDC, Food Bank of the Albemarle, Legal Aid and the Boys and Girls Club for several years. These organizations provided much needed services and support to the community. The Center serves the City well and is an asset to its citizens. Each of these entities were granted access to the Resource Center through sub-recipient agreements and/or lease agreements with Elizabeth City, which were issued at either low or no cost. Residents and community organizations were also given the opportunity to utilize the facility for meetings and rentals for low or no cost as well.

ANALYSIS:

Hugh Cale's occupant's services greatly outweighed the costs associated with maintaining the facility through the years and rental groups were afforded limited oversight during their usage of the facility. With the increase in maintenance upkeep, annual utilities, and lack of facility supervision, the Elizabeth City - Pasquotank County Parks and Recreation Department has been tasked with providing facility oversight and maintaining upkeep of the Hugh Cale Resource Center. In an effort to sustain community support and services while increasing its ability to generate funding to cover facility overhead, a more comprehensive facility usage application and schedule is proposed.

The proposed schedule allows for the following:

- Community groups, 501c3's and youth groups to utilize the facility once a month for meetings, 1.5 hours at no charge from 4:00 p.m. – 8:00 p.m., Monday through Thursday with completed and approved facility application; no fee
- City and County official business Monday through Friday 8:30 a.m. - 4:00 p.m. with completed and approved facility use application; no fee
- Paid Facility Rentals; Friday 4:00 p.m. – 11:00 p.m., Saturday 10:00 a.m. -11:00 p.m., and Sunday 10:00 a.m. – 11:00 p.m.
- Lease Agreement occupancy by approved community resource groups
 - Currently, Legal Aid and River City CDC occupy space via sub-recipient agreement with Elizabeth City

Please see attachments.

The schedule creates more opportunities for inclusive usage for our diverse population while increasing funding for overhead and initiating community partnerships through increased usage.

STAFF RECOMMENDATION:

By motion, authorize the City Manager to initiate the updated facility usage application and schedule for the Hugh Cale Community Resource Center.

Rental Rates

Hugh Cale -- Large Conference Room	\$50/hour minimum 3 hours	Deposit \$50.00
Hugh Cale- Small Conference Room	\$25/ hour minimum 3 hours	Deposit \$25.00
Out of County fee	\$25 per rental	Must be paid with deposit

Rules and Regulations

Rental hours:

Monday-Friday 8:30am-4:30pm City and County Official Business only

Monday-Thursday 4:00-8:00pm available to Community Organizations, 501c3, Civic Groups
One free use per month for 1.5 hours

Public Rentals

Friday 4:00pm-11:00pm
Saturday 10:00am-11:00pm
Sunday 10:00am-6:00pm

Rental times include set up and clean up. Tables and chairs provided however, P&R staff does not set up tables and chairs.

Reservations are taken on a first come first serve basis and will be approved upon availability of space. Reservations must be booked a minimum of 30 days prior to requested date. Reservations can be made up to twelve (12) months in advance.

Deposits are equal to 1 hour of rental price. Deposits are non-refundable.

Full balance is due thirty (30) days prior to rental date. Cancellations made within 30 days of rental date will not be refunded. After hour and out of county fees will be refunded if cancelation is made within 30 days of rental date.

A \$25.00 returned check fee will be applied to any returned checks.

The Elizabeth City/Pasquotank County Parks and Recreation Department reserves the right to make cancellations at any time. Cancellation notices will be issued as far in advance as possible. The department may cancel a reservation in the case of natural disaster, to cover a city emergency, or to carry out emergency repairs. Full refunds will only be issued if ECPC Parks and Recreation cancels reservation.

Elizabeth City/Pasquotank County Parks and Recreation cannot assume responsibility for personal property or equipment brought onto the premise or left at rental location.

Groups, clubs, individuals etc will be held liable for all damages to the Center. This responsibility will be assumed by the person signing the rental contract.

Groups, clubs, individuals are responsible for leaving rental area clean. The responsibility will be assumed by the person signing the rental contract.

Decorations are allowed but must be taken down at end of rental. No decorations may be attached to walls, ceilings, floors or any other part of the Center without the approval of ECPC Parks and Recreation staff.

Smoking is not permitted in or on the grounds of the Knobbs Creek Recreation Center.

No firearms or weapons or any kind are allowed on property.

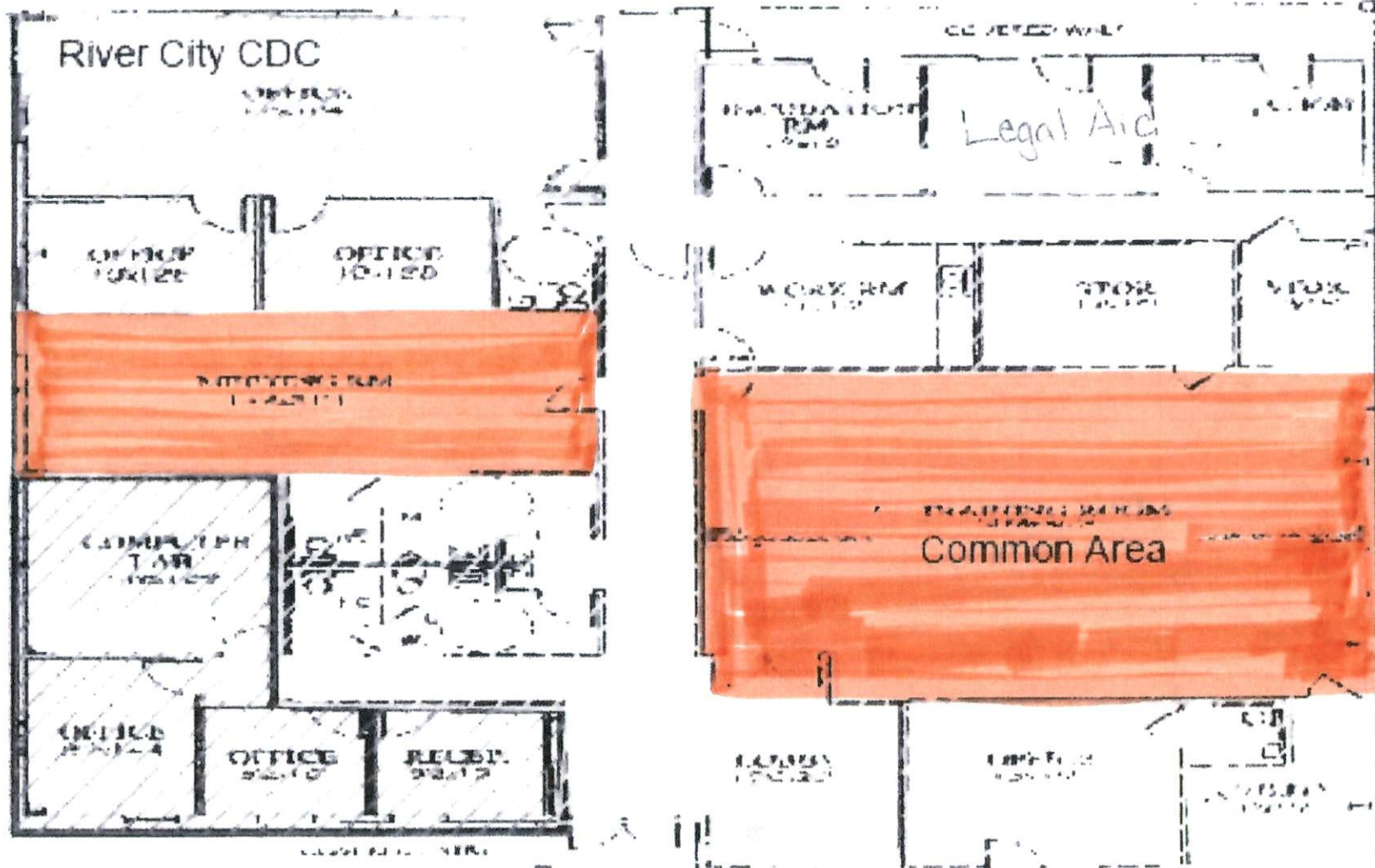
Alcoholic beverages are not permitted. It is unlawful to either possess or consume beer, wine, or any type of alcoholic beverages and those violating this ordinance are subject to arrest by officers patrolling the area.

No glass drinking containers are allowed at any rental location.

Signature of Applicant

Date

Exhibit # 1



FLOOR PLAN

HIGH CAFE BUILDING
QUADRUCCI CENTER

EDMOND P. VIRCHILI, R.A.
ARCHITECT
1000 ...