HARWICH BOARD OF SELECTMEN
NOTICE OF PUBLIC MEETING
COMMUNITY CENTER FEES
MAY 15, 2023

The Harwich Board of Selectmen will hold a Public Meeting, per the Board of Selectmen policy on changes to fees, on Monday, May 15, 2023, no earlier than 6:00 P.M. in the Griffin Room at Harwich Town Hall, 732 Main Street. This meeting will be held for the purpose of reviewing the proposed changes to the fee structure for the Harwich Community Center. The proposed changes can be found on the town website. This meeting is also available remotely. Dial in information will be posted meeting agenda.

HARWICH BOARD OF SELECTMEN

The Cape Cod Chronicle
April 27, 2023

Harwich Community Center Room Use Fees Updates for FY 2023 – 2024

Room use fees at the Community Center have remained unchanged since 2017, yet the costs associated with operating the building continue to rise. To reconcile these differences between revenue taken in and costs to run the building, we are looking to update our room use fees. The updates are meant to function in a manner that balances accessibility of Center space and resources for all in our community.

The vase majority of groups that reserve space at the Community Center are either Town Departments which use the building at no charge, or are local non-profit groups. These entities are given top priority when scheduling available rooms at the Community Center.

When space is available after accommodating Town Departments and non-profit organizations, we open our rooms to for-profit groups that are consistent with the Community Center mission and values. Further, all for-profit groups are required to get Facilities Committee approval to host their meetings or events at the Community Center when making their initial reservation request.

Updates to Non-Profit Room Use Feeds for FY 23-24

Community Center Director Carolyn Carey and the Community Center Facilities Committee have sought and received input on increases in room use fees for non-profit groups for FY 23-34 since January 2023. Input was received from members and organizers of non-profit groups and events, as well as from many Center patrons. The proposed changes are defined in the table below and provide the starting point for discussion and feedback from affected and interested parties.

Non-Profit Rate

Room	Current Fee	Proposed Fee	Percent Increase
Activity Rooms			
Single Use	$40	$45	12.5%
(*104 Uses) Yearly	$165	$190	15.1%
Multipurpose Room			
Single Use	$60	$80	33.3%
(*104 Uses) Yearly	$275	$300	9.09%
Gymnasium			
Single Use	$125	$150	20%
(*104 Uses) Yearly	$450	$500	11.1%
		Average Percent Increase:	*16.85%*

* A 'Use' is defined as occupancy of space by an organization for a time period of up to **3 Hours**, including group's required set up and breakdown time.

Additional "Units" are counted as time that exceeds original **3 Hours.** Additional united will be counted in "whole" numbers; rounding up to the nearest whole full 3 hours of usage.

There was universal support for the changes stated in the table above. These changes were passed unanimously in a vote by the Facilities Committee on April 14th, 2023.

Updates to For-Profit Room Use Fees for FY 23-24

It has been Community Center policy to charge for-profit groups that have been approved by the Facilities Committee a rate that is double that paid by non-profit groups when space is available.

The proposal for FY 23-24 is largely consistent with past practice with several notable alterations defined here. The proposed changes have been informed by feedback from patrons and townspeople, members of the Facilities Committee, and affected Department Heads operating from within the Community Center.

1. We propose to differentiate between fitness classes which have previously fallen under the for-profit umbrella from other for-profit groups and organizations. Details for this distinction are as follows:

    a. Fitness and athletic classes can be sponsored by the Recreation Department, the Council on Aging, or the Community Center. This sponsorship is subject to Facilities Committee approval.

    b. Sponsored classes will pay the non-profit fee for room reservations as well as a fee or 10% per person per class session into the Town general fund. The remainder of the collected class fees less the 10% per person per session is processed through the revolving fund and subsequently paid to the instructor. All funds processed through the revolving fund are signed off on by both the Community Center and Recreation Department Directors.

    c. This sponsorship of fitness classes will allow the Recreation Department, Council on Aging, and Community Center Department Directors to mee the ongoing needs of their patrons and constituents and to offer these highly requested services at rates lower than would be offered by private businesses.

2. We propose to eliminate the yearly fee option for for-profit groups. We have received feedback indicating a concern that the yearly fee option for for-profit groups does not adequately differentiate between non-profit and for-profit groups when broken down into a price per single use analysis. Therefor, we propose to reserve rooms to for-profit groups on a single use basis only. The single use fee will continue to be twice the rate charged to non-profit groups. **For FY23-24, the proposed fee for for-profit groups is $100 per single use of an Activity Room, $150 per single use of the Multi-Purpose Room, and $300 per single use of the Gymnasium.**

3. We propose to add a time limit of three hours for any single use of the building by for-profit groups. This proposal is also based on feedback we have received since beginning the process of reviewing and updating our room use fees.

4. **Booking Fees:** An amount due at time of application that would not be returned in a group cancels, but would be deducted from the room rental fee total when the group shows up as requested.

5. **No-Show Fee:** An amount invoiced to a club or organization if they **do not** show up for a scheduled event and **do not** call to cancel the event. $50 for each No-Call/No-Show event.