

Presented by: The Manager  
Introduced: 09/16/82  
Drafted by: G.L.S., K.R., J.H.

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 886

A RESOLUTION ESTABLISHING POLICIES AND INITIAL FEE  
SCHEDULE FOR THE USE OF THE JUNEAU CENTENNIAL HALL,  
THE ASSEMBLY CHAMBERS AND THE FIRE DEPARTMENT CLASSROOMS.

WHEREAS, the Juneau Centennial Hall will be completed in 1983, and

WHEREAS, the Juneau Centennial Hall was constructed to provide space to meet economic, social, cultural and recreational needs of the City and Borough of Juneau, and

WHEREAS, it is necessary to establish rates and policies for the use of the Hall at this time in order to negotiate with convention and other groups in a timely fashion, and

WHEREAS, fees for the use of the Assembly Chambers and the Juneau Fire Department classrooms should be established, and

NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ALASKA:

1. General Operating Philosophy. The Juneau Centennial Hall is a multi-purpose public facility intended to encourage a balance of uses to meet the economic, social, cultural, and recreational needs of Juneau, while minimizing the burden on local taxpayers through good management and reasonable user fee generation.

2. Management Authority. Unless the manager designates a different department, the Parks and Recreation Department shall manage the Juneau Centennial Hall and shall manage the use of the classrooms in the fire departments and the Assembly Chambers in the Municipal Building when the latter two facilities are not being used for municipal purposes.

3. Reservations. Reservations for the Juneau Centennial Hall, the Assembly Chambers in the Municipal Building and the fire department classrooms shall be on a first come, first served basis except:

(a) Reservations for events which are expected to attract mostly residents shall generally not be made more than six months in advance of the date of the event to avoid scheduling conflicts with conventions.

(b) Standing reservations for regular use of the Centennial Hall facility are subject to cancellation, re-scheduling or relocation upon two weeks notice.

(c) Any reservation of the assembly chambers or a fire department classroom may be cancelled without prior notice if the facility is needed for a municipal use.

(d) The management reserves the right to refuse any request for a reservation or to set special conditions for use if the proposed use is considered high risk or in conflict with other uses.

4. Deposits. (a) A reservation for the entire Centennial Hall or for the main room of the Hall shall not be effective until a deposit of \$200 for regular uses and \$100 for community uses per day or portion of a day of reserved use is received by the city and borough. The reservation deposit is nonrefundable unless the reservation is cancelled by the city and borough. The deposit shall be applied to the facility use fee.

(b) The manager or his designee may establish a schedule of damage and security deposits and the terms and conditions under which deposits are to be made and refunded.

5. Fees.

(a) Facility use fees shall be as follows:

Facility	Time	Regular Use Fee	Community Use Fee	Community Use Fee (Set Up/Clean Up Discount)
Entire Centennial Hall	Half day	\$ 650	\$ 455	\$325
	Full day	850	595	425
Main Room Only	Half day	400	280	200
	Full day	600	420	300
Meeting Rooms				
#1 (1200 sq. ft.)	Half day	100	70	50
	Full day	150	105	75
#2 (1000 sq. ft.)	Half day	75	53	38
	Full day	125	88	63
#3 (650 sq. ft.)	Half day	50	30	25
	Full day	75	45	38

#4 (300 sq. ft.)	Half day	30	18	15
	Full day	50	30	25
Assembly Chambers	Half day	60	36	30
	Full day	100	60	50
Fire Department Classroom	Half day	30	18	15
	Full day	50	30	25

(b) Community uses shall be given a 30% discount from the regular use fees. An additional 20% discount will be given if the user agrees to provide set up and clean up services for the use. Community uses which are catered or for which an admission fee is charged shall pay shall pay the applicable discounted rate, or the applicable percentage rate from (c) or (d) of this section, whichever is greater.

(c) For the purpose of computation under this section, for any use of a facility which involves an admission or similar fee, the use fee shall be the greater of the fee set out in paragraph 5(a) or 10% of the admission fees paid or credited. For the purpose of this section, admission fees for multiple events within a single day or for multi-day events shall be totaled and the use fees under paragraph (a) for each day of use and the rehearsal fees paid shall be totaled.

(d) For any use which is catered or at which intoxicating beverages are served, the use fee shall be the greater of the fee set out in paragraph 5(a), or 15% of the catering contract and/or 20% of the liquor catering contract or the liquor sales made.

(e) For a use for which one or more rehearsals are requested, a fee of \$50 for the first rehearsal shall be paid and a fee of \$150 for each additional rehearsal. Rehearsals may be rescheduled or cancelled at the convenience of the city and borough upon two weeks notice. Use of a facility for rehearsals may not exceed six hours; provided, additional time may be negotiated at comparable rates.

(f) For events which are intended to attract a significant number of non-local persons, such as a regional convention, the regular use fees for the entire Hall or Main Room only must be paid not less than 45 days in advance of the first day of scheduled use or concurrent with the reservation if the reservation is made less than 45 days in advance. All other use fees under paragraph 5(a) shall be paid prior to the use of the facility. The reservation for the facility shall be cancelled and the reservation deposit forfeited if payment is not received in a timely manner.

(g) No fee shall be paid for use of the assembly chambers or fire department classrooms by the City and Borough of Juneau.

(h) The regular event use hours for the Centennial Hall shall be from 7:00 a.m. to 1:00 a.m. each day.

(i) The manager or his designee may establish or negotiate additional fees for use of a facility which falls between 1:00 a.m. and 7:00 a.m.

(j) The manager or his designee may establish or negotiate additional special fees for equipment rental and services such as stage set up and break down, security, stage lighting, storage and similar services. Such special fees shall not be used in computing the use fee under paragraph 5(b) for admission events. Normal set up, breakdown, and janitorial services are included in the use fee (except the set up/clean up discount for community uses).

(k) The following definitions apply to this section 5:

(1) "Community use" means use by a local, organized or unorganized nonprofit association for a use intended to attract mostly local residents.

(2) "Full day" means any period of time of six hours or more between 7:00 a.m. and 1:00 a.m.

(3) "Half day" means any period of time of less than six hours between 7:00 a.m. and 1:00 a.m.

(4) "Regular use" includes all uses which are not community uses and use by a state, local or federal government agency, except when staging a cultural or similar entertainment event for local audiences.

6. Use Agreement. Each user of a facility shall sign a use agreement prior to use of the facility. The agreement shall contain such terms and conditions as the manager or his designee determines are appropriate.

7. Additional Regulations. The manager or his designee may establish additional regulations and fees regarding the use of these facilities and related equipment.

8. The manager shall contract with a reliable and experienced person or organization to provide catering services to all users of the Hall. Each user of the Hall desiring catering services (including the serving of intoxicating beverages), shall enter into an agreement with such caterer for the services desired. The manager may cancel the contract between the caterer and the city and borough if he determines that the quality of food or service is low or is perceived to be low by users of the Hall or if he determines that the

fees charged by the caterer to user groups is excessive in relation to the food and services provided.

Adopted this 16th day of September, 1982.

W. D. Spenteur  
Mayor

Attest:

Peggy Garrison  
Clerk