
MEMORANDUM



TO: City Council
FROM: Shawna and Ed
SUBJECT: **Civic Center Partial Rental credit**
DATE: June 13, 2024

When people rent the Civic Center, staff informs them that the key must be picked up the Friday prior to the rental. We recommend they pick the key up by noon, but stress we close at 3pm. They are also informed that they must clean up that day after their event is over. This is also stated on our website.

The renter from Saturday did not pick up the key Friday, which caused the On Call Public Works employee to come in and provide a key for her.

Laura Carlile rented the Civic Center on Sunday May 26th, 2024. When she arrived at the Civic Center that morning, she found the facility a complete disaster, which was left from the renter on Saturday. She called the On Call Public Works employee who came in and cleaned the bathrooms, while she spent quite some time cleaning the rest of the facility prior to her event.

Staff contacted the renter from Saturday who admits she did not clean up anything and left a lot of food in the fridge. She stated she “didn’t know it was rented on Sunday as well”. She was informed she would be receiving a bill for the cleaning fee. Staff is suggesting that Laura Carlile receive a credit of \$50.00 for the time she spent cleaning prior to her event.