

Ms. Wolgamuth stated that, now that the Community Room has re-opened following the sprinkler system flooding in late December, it is used for senior programming during the week, during the day. Sean Supler has been replaced by Samantha Clark-Cartwright and she now occupies the building office, Monday through Friday.

Ms. Wolgamuth advised that the Community Room is available for rental on weekday evenings, after 5 p.m. Community groups like the Garden Club, Women's Club and Historical Society use the building for evening meetings and programs, free of charge, and are provided with a small amount of storage space. Nar-Anon meetings are also scheduled regularly.

On Saturdays and Sundays, the Community Room is available for rental from 11 a.m. to 1 a.m. Renters can rent the room for a maximum of nine hours as it is difficult to expect staff to work longer hours than that. The start time is set at 11 a.m. to allow for cleaning between events and for the Service Department to come in to re-set tables and chairs. Rather than have renters set up on their own, it is done by Service to save on wear and tear of the facility and the tables and chairs themselves. Ms. Wolgamuth commented that this has been very successful and, even before the flooding that closed the building these past few months, the building and all equipment remained in excellent shape.

Ms. Wolgamuth explained that, with the opening of the new Community Room, efforts were made to make it more available to residents and they are permitted to reserve a date a year in advance. Non-residents must have a Village sponsor and cannot book until 60 days prior to the event. Similarly, Progressive employees are permitted to rent the Community Room, but not until 60 days before the event. She described that, many times, residents book the facility for a friend or family-member. The Village does not interfere with this practice as it is an additional benefit to residents to have this ability. Mr. Meyers asked if the resident must be present and Ms. Wolgamuth responded that we do not insist that the resident be present, but they are required to sign the application and are responsible should any damage occur.

Ms. Wolgamuth stated that most events booked at the Community Room are birthday parties or showers. In the spring and summer months, there are many graduation parties with an occasional wedding. Rental is set at \$200 for six hours, with a \$300 refundable security deposit. There is an additional \$50 per hour charge for those that stay beyond the allotted six hours. The administration has discussed that a rental fee of \$200 is reasonable for a birthday party, but is very inexpensive for a wedding. Despite that, there has been no strong desire to increase the rental cost, just because the event is a wedding. Ms. Wolgamuth advised that there had been some issues with renters staying long beyond their stated time and the administration discussed increasing the additional per hour charge to \$100. Now that the Community Room has reopened, we will monitor to see if it again becomes an issue.

Mr. Haycox asked if many residents book the Community Room more than once per year. Mrs. Thomas advised that most do not book more than once or twice per year. She added that most Saturdays have already been booked for the rest of this year. Mrs. Calo asked if a calendar year or a rolling year is used. Mrs. Thomas advised that she uses a rolling year.

Mr. Haycox asked if Village Homeowners Associations rent the Community Room for meetings. Mrs. Thomas replied that those types of meetings are generally held at the Civic Center.

Ms. Wolgamuth reviewed the Community Room application and rules:

- The kitchen is for warming only and on-site cooking is not permitted.

Mrs. McNally asked if the Village provides a list of caterers. Mrs. Thomas responded that she does not have an official list, but will generally give recommendations for caterers that have worked at the Community Room in the past, if asked. She added that some renters bring in food trucks and they are told to contact the Fire Dept. for approval. Ms. Wolgamuth added that some renters have brought in things like bouncy houses for parties, and those items must also be approved by the Fire Dept.

- If alcohol is being served or if more than 75 guests are expected, police security must be arranged through the Police Department and they are paid directly.
- A new Bluetooth sound system is being installed in the building in the near future.
- A projector and screen are available for use, but the projector is on a cart rather than mounted in the ceiling.
- A podium with a built-in speaker is also available for use.
- The Community Room and all Village properties are non-smoking.
- If gambling is being planned, renters are advised to consult an attorney about Ohio gambling laws.
- There is sufficient parking for the facility.
- Tables and chairs are provided as part of the rental and, as stated, are set up in advance.
- The capacity of the large room is 120 and, if using the entire building, the capacity is 170.
- The sale of liquor is controlled by the Ohio Division of Liquor Control and renters are referred there in cases of fundraisers or similar. For-profit events are not permitted.
- Decorations are not permitted on walls, etc. and must be free-standing.
- No open flames are permitted.

Ms. Wolgamuth described that at the end of the rules, there is a cleaning checklist for the renter and another for the Community Room Coordinator. At the end of the night, the Coordinator checks to make sure all has been cleaned up, trash has been removed, and they secure the building.

Mrs. McNally asked if a fee is charged to use the screen and projector. Ms. Wolgamuth responded that no additional fee is charged. Mrs. McNally suggested that it is common to do that and also suggested that a mounted projector be considered as many people like to show videos or slideshows during parties.

Mrs. Calo asked if security deposit checks are held or cashed. Mrs. Thomas advised that they are cashed and then the money is refunded.

Mr. Williams asked if the Committee members feel that the Village is charging enough or if increases should be considered. Mrs. Calo responded that she feels it is smart to keep the cost low as residents are being served. She added that there are many places available that do not charge a rental fee for the room and only charge for food.

Mr. Gessner suggested that, since Saturdays seem to be the most popular and are already booked for the entire year, perhaps a premium should be charged on Saturdays.

Mr. Williams commented that this reminds him of The Grove in that it has grown so popular that residents can't get in. He asked if we are okay with residents allowing others to rent the facility. Mrs. Washock suggested that maybe the time could be split and two events could be held there per day. Mrs. Thomas described that most people want 11 a.m. to 5

p.m. or 5 to 11 p.m. Ms. Wolgamuth stated that the challenge is arranging for cleaning between events and re-setting tables and chairs.

Mrs. McNally asked how many non-residents are actually able to book 60-days out. Mrs. Thomas said that Fridays are generally easy to get on shorter notice. Mrs. Calo asked if a wait list is kept. Mrs. Thomas advised that she does keep one and contacts people in cases of cancellation, but many times they have already booked another location.

Mr. Batcheller suggested increasing the cancellation fee from \$50. The Committee discussed and agreed that the entire \$200 rental should be kept by the Village if the renter cancels even up to 60 days before the date, as it is difficult for anyone else to use it in the event of a late cancellation.

Mrs. McNally agreed that a split schedule should be considered since the Community Room is so popular. Mrs. Calo responded that she believes it is too difficult to handle double events.

The Committee suggested that the rental cost for Saturdays be increased to \$300. Mr. Williams commented that we need to keep up with the cost of living. Mrs. Nadeau stated that she feels the rental is only to cover costs and the Community Room is not meant to be a business. Mr. Williams disagreed and stated that it is a business. Mrs. Fabrizio responded that she believes the philosophy should be to just cover costs and provide a service to residents. Ms. Wolgamuth advised that has been the philosophy thus far and the Village does not make a profit on Community Room rentals. Cleaning and staff costs are covered and there may be some additional revenue to cover maintenance and replacement equipment, but that is all.

Ms. Wolgamuth thanked the Committee members for their suggestions and input.

Council Report and Upcoming Events

Regarding the Grove, Mr. Williams stated that this group had a lively conversation at the last meeting, particularly about parking, and he thanked everyone for that. He stated, "All was captured in the minutes, which are shared with Council, so know that your voices are heard."

Mrs. LaRiche-Goldstein commented that she spoke to a gentleman while at the Library who was talking about The Grove and how much he loves it. He used to live in the Village and now lives in Mayfield Heights. Mrs. LaRiche-Goldstein related that he said he usually drops his chairs off early and goes back home until it is time for the show. Mr. Haycox responded that he heard that Mentor Rocks has set a policy about permitted timing for placement of chairs, so that must be a common strategy.

Mr. Williams advised that traffic flow on Wilson Mills Road from Lander Road to Alpha Drive has been amazingly smooth during the road construction. The Committee members agreed.

Mr. Williams further commented that the High School driveway project is proceeding quickly and the parking lot has already been carved out.

Mrs. Batcheller asked about the work going on in front of Smokin'Q's. Mr. Meyers advised that a utility vault is being moved from the east side of SOM to the west side.

Mrs. Batcheler asked why the Village had named the corner of Thornapple and SOM Center "Fisher Park" and questioned if the Village really needed to spend money on another park. Ms. Wolgamuth advised that the park had been designated when the Village learned that utility vaults were no longer going to be located underground. Rather than allow construction of a large utility structure at that corner, it was designated a park, and space for the utility structure was made across the street where it would be less obtrusive. With respect to the park, Ms. Wolgamuth advised that all work there was going to be done by the Service Department and nothing more than some mounding, pavers and benches are being planned. Minimal work and cost are going into the project, but the property was being made more attractive for neighborhood residents.

Mrs. McNally stated that she would still like to see a sign placed to identify the Highland/SOM basin. She stated that most people don't understand what it is and it is a good opportunity to provide environmental information. Ms. Wolgamuth responded that there are no sidewalks or trails in front of that area, so it would be difficult to install a sign that included any detailed information. She suggested that, for motorists going by, the most they might be able to see was "basin" or "stormwater basin." Mrs. LaRiche-Goldstein stated that she did not think it was necessary to label everything in the Village. Mr. Williams suggested that Mrs. McNally speak with her Council representative about a sign.

Mrs. Batcheller asked about the food truck driveway being proposed at The Grove. She stated that so much money has already been invested in that venue, she doesn't believe more should be spent on a food truck driveway. She asked about the estimated cost and Ms. Wolgamuth advised that the project was currently out for bid with an estimated cost of about \$100,000. Mrs. Batcheller suggested that the food trucks at least be charged for their spots to help pay for the improvements.

Ms. Wolgamuth reported that the VOV is currently at the printer and includes the summer schedule at The Grove and the Gazebo. She mentioned the following upcoming events, that are also included in the VOV:

- May 14 – Pancake Breakfast, this year at the Civic Center. Volunteers are needed.
- May 20 – Shred Day in the Civic Center parking lot.
- May 28 – Memorial Day Celebration at Whitehaven.
- June 10 – Cruise Night from 4-9 p.m.

Ms. Wolgamuth advised that the next meeting of the Committee is scheduled for May 22. A representative from the Cuyahoga County Solid Waste District will attend to answer questions about recycling. She also contacted Council member Mark Arndt and he is looking into providing a tour of OMNI Label Systems on Beta Drive for the June meeting.

A flyer regarding the April 26 NOPEC informational meeting was distributed to the members. Mrs. Nadeau advised that she had contacted NOPEC directly to ask about their programs and encouraged everyone to call. She suggested trying early in the morning for a shorter wait time.

There being no further business, the meeting was adjourned at 8:05 p.m.

Respectfully submitted,

Diane Wolgamuth
Director of Administration