



# Parks & Community Services

## Facility Use Agreements

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# A Plan for Facility Use Agreements

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Restructure  
Department

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Align Facility Use  
Process

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Outline Performance  
Standards

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Create Review  
Process Supported by  
Strategic Planning



# Form that Follows Function

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Restructure Department-  
Contracts and Facilities & Community  
Services

Align Facility Use timelines and schedules of  
renewal with all lessees

Revise all lease agreements 1 year guarantee  
with option to extend for additional 2 on a  
year-to-year basis

\* Renewal will be based on outcomes & prior performance





# Checks & Balances

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- Establish best practice training catalogue to set standards for Youth Service Orgs.
- Coordinate monthly meetings to discuss programs success, barriers, training opportunities, collaboration, and facility needs
- Parks and Community Service staff will conduct periodic reviews of program attendance, activities, and facility condition
- Standardize reporting requirements to give demographic, quantitative, and qualitative updates to Commission and Council on an annual basis to inform decisions on leases
- Outcomes will be considered at the end of each year (April) when reviewing requests to continue lease a 2<sup>nd</sup> or 3<sup>rd</sup> year



# In the Works

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STRATEGIC PLANNING  
SUPPORTING YOUTH CENTERS AS INVESTMENTS IN OUR COMMUNITY



# Council Direction Requested

## Actions to Consider:

- Continue with 1 yr. guaranteed contracts with option to extend an additional 2 based on annual performance reviews
- Modify facility use practices and revise lease agreements to be up for RFI every year regardless of performance reviews