

Council Meeting: August 20, 2026	Prepared By: Jessica Christensen Buck, Parks and Recreation Manager
Topic: Heritage Park Building Survey & Reservation Agreement	Action Required: Approval

Summary

Staff has been developing the operational framework for public rentals of the Heritage Park Building. The building is intended to provide an additional community gathering space for meetings, celebrations, and other private events while balancing customer service, operational capacity, and long-term maintenance of the facility.

To help guide development of the rental program, a community survey was available for approximately one month. The survey was shared with City Council, Commissions, individuals who previously expressed interest in renting the building, among other City communication methods. 107 survey responses were received.

The attached draft reservation agreement incorporates many survey findings while recognizing the City's current staffing levels and anticipated operational needs. Staff is seeking Parks and Trails Commission feedback. Some areas of the Rental Agreement are shown with x's in areas that are to be confirmed, some of which require installations or deliveries that have yet to occur to test the ideas (i.e., table and chair layouts).

The reservation agreement is intended to establish a consistent framework for rentals while maintaining flexibility for future adjustments as the building begins operation. Preliminary review of the process took place during the July 23 City Council meeting, however, there was limited time due to the length of the meeting. City Council provided feedback on preliminary questions to further refine the process with general responses, with exception to the rental rates where more detail was provided. City Council noted that they would like to see the rental rates cover the cost of building rentals. Additionally, review by the City Attorney would be anticipated upon updates from the August 20, 2026, Parks and Trails Commission meeting, prior to final review by City Council at an upcoming meeting.

Survey Summary

Highlights from the 107 respondent Heritage Park Building survey included:

- 70% indicated that they were somewhat or very likely to rent the building.
- 60% preferred half-day rental opportunities.
- Family gatherings, birthday parties, and showers were the most common anticipated uses.
- Most respondents anticipated renting the facility annually or every few years.
- 62% preferred fewer rental opportunities if doing so helped keep the rental costs lower.
- 84% preferred minimal staff involvement, with staff available for emergencies or no staff present during the rental.

Staff incorporated this feedback into the draft agreement whenever operationally feasible, including the proposed emergency on-call system and weekend daytime hourly rental opportunities.

Resident, Non-Resident, Exempt Organization Reservations

Benefits are proposed to Corcoran residents by allowing residents to reserve the building up to 12 months in advance, while non-residents may reserve up to 8 months in advance. Additionally, a difference in residential rate is proposed both by full day rental and hourly (weekday only) rental rates. The draft agreement proposes maintaining consistency with current park rental practices by extending the rental fee exemptions to the same community organizations currently exempt from rental fees.

Rental Fees

Following City Council direction that rental fees should primarily recover operational costs associated with the facility. Staff evaluated survey feedback, surrounding community pricing, and anticipated operating costs.

Staff recommends the following fee schedule:

Weekday/Full-Day Rental (Monday - Sunday | 10:00 am - 10:00 pm)

- Residents: \$400
- Non-Residents: \$450

Renters may request additional set up time prior to 10:00 am at the applicable hourly rate, subject to availability and readiness of the building.

Weekday Hourly Rental (Monday - Friday)

- 2-hour minimum reservation
- Residents: \$40/hour
- Non-Residents: \$50/hour

Staff believes these rates remain competitive with surrounding communities while recognizing the building is newly constructed, table and chair setup is included, access to nearby park amenities, and overall quality of the facility. Council also supported evaluating rental activity and operating costs after the facility has been in operation and making future fee adjustments, if warranted.

Rental Scheduling

Council supported a maximum of one rental per day. All days will have full-day rental blocks, weekdays will have hourly rental opportunities.

While survey respondents generally supported additional rental opportunities, each rental requires building inspections post-rental, set-up verification, cleaning oversight, and administrative coordination. This approach helps maintain building quality, allows adequate time for turnover between reservations, and reduces operational impacts. An exception is proposed Monday - Friday, at the City's discretion, when staffing and scheduling may allow a daytime reservation followed by an evening reservation.

On-Call Support

Survey responses indicated that most participants preferred a self-service facility rather than staff being present throughout the rental. The largest response favored staff being available only for emergency situations. Consistent with that feedback, the draft agreement proposes an on-call emergency phone number available during rentals.

Staff are currently evaluating the most sustainable approach for providing emergency coverage while balancing available staffing resources, cross-departmental coordination, and employee availability outside of regular business hours.

Damage Deposit

The proposed damage deposit is \$350, consistent with deposits currently required for other Heritage Park amenities.

Staff explored average cleaning fees on an emergency basis and calculated \$0.08-\$0.15 per square foot. The square footage for the gathering room, kitchen, two bathrooms, hallway, and vestibule is approximately 2,482 square feet, bringing the estimate to \$198.56-\$372.30 for emergency cleaning. At this time, staff recommends continuing to collect damage deposits by check. The City's current software option does not support credit card authorization holds. Accepting credit card damage deposits would require implementation of additional software or payment processing capabilities.

Facility Rules

The reservation agreement includes rules addressing cleanup responsibilities, decorations, alcohol, vehicles, emergency procedures, cancellations, and other operational expectations. Many of these provisions are consistent with existing park policies or rental agreements utilized by other communities.

Commission Discussion

The Parks and Trails Commission is requested to review the proposed rental agreement and fees, to provide a recommendation to City Council regarding:

- Proposed rental fees
- Reservation procedures
- Operational policies
- Rental agreement

Financial/Budget

Rental Type	Resident	Non-Resident
Full-Day Rental (10:00 am - 10:00 pm)	\$400	\$450
Weekday Hourly (2-hour minimum)	\$40/hour	\$50/hour
Damage Deposit	\$350	\$350

The proposed rental fees are intended to recover operational costs associated with building rentals. Actual operating costs and rental demand will be monitored after implementation, with future fee adjustments recommended as necessary.

The damage deposit (\$350) is required by all rental groups, including exempt rental fee groups.

Options

1. Recommend City Council approve the Heritage Park Building Rental Agreement and fee schedule, subject to City Attorney review and minor revisions.
2. Provide feedback for staff to incorporate prior to City Attorney review and City Council consideration.

Recommendation

Recommend City Council approve the Heritage Park Building Rental Agreement and fee schedule, subject to City Attorney review and minor revisions.

Council Action

Recommend City Council approve the Heritage Park Building Rental Agreement and fee schedule, subject to City Attorney review and minor revisions.

Attachments

1. [HPB Survey Results and Review](#)
2. [HPB Rental Agreement 8.13.26](#)