

Council Meeting: July 23, 2026	Prepared By: Jessica Christensen Buck, Parks and Recreation Manager
Topic: Heritage Park Building Survey & Reservation Agreement	Action Required: Direction

Summary

Staff have 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 received 107 responses and was shared with City Council, Commissions, individuals who previously expressed interest in renting the building, and other City communication methods.

The attached draft reservation agreement incorporates many survey findings while recognizing the City's current staffing levels and anticipated operational needs. Staff are seeking City Council feedback to ensure the proposed direction aligns with Council's vision prior to finalizing the rental agreement and establishing rental fees.

The draft reservation agreement is intended to establish a consistent framework for rentals while maintaining flexibility for future adjustments as the building begins operation. Review by the City Attorney would be anticipated upon updates from the July 23, 2026, City Council 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, however, cost hasn't been established. Currently, pavilion and other reservations at the park provide residents with a 10% discount, and staff are seeking direction on whether Council wishes to continue a similar resident benefit for Heritage Park Building rentals. 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 Scheduling

Survey respondents expressed strong interest in half day-rental opportunities, particularly weekday evenings and weekend afternoons. For those reasons, staff are proposing a maximum of one rental per day. Weekends will have full-day rental blocks, weekdays will have hourly rental opportunities, and there will be evening blocks available during the week as well.

While survey respondents generally supported additional rental opportunities, each rental requires building inspections post-rental, set-up verification, cleaning oversight, and administrative coordination. For those reasons, staff are proposing a maximum of one rental per day. 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 options do 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.

Areas for Council Discussion

Rental Benefits

- Does Council support providing residents earlier reservation access (12 months versus 8 months)?
- Does Council support maintaining different resident and non-resident rental rates similar to other park rentals?
- Does Council support providing exemptions for rental fees for the same groups currently exempt from rental fees or should staff explore discounted rates?
 - Northwest Area Jaycees, Corcoran Lions, Pioneer Society, Northwest Trails, Corcoran Garden Club, St. John's Lutheran School.

Rental Frequency

- Is the proposed limit of one rental per day appropriate to balance customer service, staffing, and facility maintenance?
 - Should weekday discretionary double bookings be permitted?

Staffing Model

- Does Council support the proposed self-service rental model with emergency on-call assistance rather than requiring staff to remain on-site during rentals?

Rental Pricing Philosophy

Before establishing rental rates, staff is seeking Council's overall vision for pricing.

- Should rental fees primarily recover the City's operating costs, including cleaning, inspections, and staff time?
- Should the facility be operated as a revenue-generating amenity?

- Should the City prioritize affordability and community access, recognizing that full cost recovery may not occur?

Future Evaluation

- Does the Council support establishing initial rental rates and evaluating operational costs, demand, and usage after the building has been in operation to determine whether adjustments are warranted?

Financial/Budget

Rental fees have not yet been established. Operational costs will include building cleaning, utilities, supplies, staff administration, inspections, emergency response, and long-term facility maintenance. Staff anticipate bringing proposed rental fees to Council following policy direction.

Recommendation

Staff recommends that City Council provide policy direction regarding the proposed Heritage Park Building rental program so staff may finalize the reservation agreement and develop recommended rental fees for future Council consideration.

Council Action

Attachments

1. [Heritage Park Building Rental Agreement](#)
2. [Heritage Park Building Survey.pdf](#)