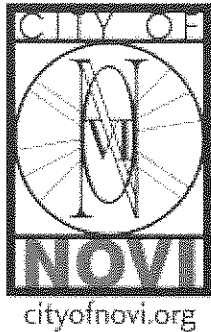


MEMORANDUM



TO: RANDY AULER, DIRECTOR OF PARKS, RECREATION
AND CULTURAL SERVICES

FROM: NANCY COWAN, SUPERINTENDENT OF RECREATION

SUBJECT: NOVI COMMUNITY SCHOOL DISTRICT, APPLICATION FEE

DATE: JUNE 3, 2009

Please be aware of a few items per a letter from the Novi Community School District (NCSD) dated May 27, 2009. The letter is attached for your reference.

1) The Board of Education has adopted and is implementing a new application fee of \$15 per facility use form that is submitted. In a phone conversation with Bob Steeh, Director of Community Education, on Monday, June 1, I did confirm that our department is still able to request multiple dates on each application form submitted by Parks, Recreation and Cultural Services (PRCS). Per our records, it is estimated that PRCS submitted approximately 34 applications in the 2008-09 School year. If the same number of requests is submitted in 2009-10, which is likely, the additional cost to PRCS will be \$510. In addition, attached is the cover sheet of the NCSD rental policy, showing the priority in which requests are reviewed. PRCS falls into category 5.

2) Point 5 in the letter states that custodial fees will be charged an hour before and after the event, as well as time for clean up. Currently, PRCS is charged ½ hour before an event and an hour after the event, including clean up. Under the current system for 2008/09, 290.5 hours of gym time have been utilized on weekends, at a custodial fee of \$36 per hour, an approximate total of custodial fee charges (still awaiting the final billing for the late winter / early spring use) paid to NCSD will be \$10,458. Adding on an additional ½ hour to each of the weekend days per site will total an additional 14 hours of use in the 2009/10 year, an additional cost \$504. If additional clean up time is added on to rentals this cost will fluctuate slightly.

The total impact of these changes is estimated to be at least \$1,000, possibly more if clean up time is added to custodial fees, which is determined by NCSD upon the event's conclusion. These additional fees are not currently included in the 2009-10 program budgets for each program that utilizes school space. The Recreation Team will begin to revise individual program budgets to incorporate these additional fees at this time.