



Legislation Text

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**File #:** 26-0412, **Version:** 1

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**Interoffice Memorandum**

**DATE:** March 17, 2026

**TO:** Mayor Jerry L. Demings and County Commissioners

**THROUGH:** Venerria L. Thomas, Director

**FROM:** Jonathan Kohn, Manager

**CONTACT:** Akella Myler

**PHONE:** (407) 836-2968

**DIVISION:** Community Action Division

**ACTION REQUESTED:**

Approval of the amendment to the Parks and Recreation Fee Structure to include the Community Action Community Center facilities. (Community Action Division)

**PROJECT:** N/A

**PURPOSE:** The Community Action Division (CAD) and the Parks and Recreation Division are implementing a single online platform for County facility reservations and rentals. This initiative will allow residents to locate and reserve County facilities through one system rather than navigating separate processes by division. To support this unified platform and reduce operational silos, a consistent facility fee structure must be used across participating facilities.

Currently, CAD-operated community centers follow a Board-approved rental fee structure that differs from the schedule used by the Parks and Recreation Division. As the divisions move to a shared reservation platform, maintaining separate fee structures would create inconsistencies for residents and operational challenges within the system.

CAD recommends adopting the Parks and Recreation Division's established facility fee structure for the use of Community Action-operated community centers. For pricing purposes, community center rooms available for public rental would be categorized as "small rooms" under the Parks and Recreation fee schedule.

Adopting this approach will align rental practices across County facilities, improve administrative

efficiency, and support a streamlined, transparent reservation process for residents and community partners.

**BUDGET:** N/A

# EXHIBIT A

## Current Fee Structure – Parks and Recreation and Community Action

### *Parks and Recreation – Recreation Centers, Facilities, and Rooms (Fee Directory p.18)*

| Facility Type                      | Fee                         |
|------------------------------------|-----------------------------|
| Small Room (less than 500 sq. ft.) | \$25 per hour               |
| Medium Room (500–1500 sq. ft.)     | \$50 per hour               |
| Large Room (over 1500 sq. ft.)     | \$0.05 per sq. ft. per hour |

### *Community Action – Community Center Rentals (Fee Directory p.62)*

| Fee Type   | Cost    |
|--|---------|
| First four hours of use (per hour, total charge \$100) | \$25.00 |
| Each additional hour (per hour or part thereof)        | \$10.00 |
| Refundable Deposit                                     | \$50.00 |

## EXHIBIT B

### Proposed Fee Structure – Community Action Community Centers

Under the proposed policy, Community Action Division community center rentals will follow a simplified fee schedule aligned with the Parks and Recreation small-room hourly rate.

| Fee Type                     | Cost          |
|------------------------------|---------------|
| Community Center Room Rental | \$25 per hour |
| Minimum Rental               | None          |
| Additional Hourly Charges    | None          |
| Deposit                      | None          |