



Summary of Changes from 2001 to 2025 Facility Rental Handbook (V8 - 3-13-25)



Old Procedures	New Procedures
Paper/pencil reservation process	✓ FMX Digital Reservation System - Streamlined process • clear step by step process • consistent for all organizations • quicker turnaround time with clear deadlines • digital signature process • redirects providers to what facilities & dates are open
No training on reservation process	✓ Training for out-of-school time (OSTs) providers on the reservation process
Multiple contact people for reservations	✓ Centralized contact for APS and City for individuals to contact for reservation support
Finding rental page on APS and City website was difficult	✓ Created clear location for website with reservation process on APS and City websites
CLC usage reports didn't have a separate category for all community-usage	✓ Revised definitions of CLC usage report by • APS staff usage (sports, math nights) • City usage (city events, city rec leagues) • Community usage (non-profits, government, or private individuals/for-profit organizations)
Old Handbook	New Handbook
Two different procedures between APS and City	✓ Created ONE set of clear and transparent procedures between APS and City for community usage
5,922 words and 26 pages	✓ Streamlined and user-friendly: 1,399 words and 11 pages
Many do's and don'ts	✓ Simple set of procedures, organized by sections, in user friendly language
Lack of clarity on who is responsible to remove guests not following rules	✓ Clear language on renter having the responsibility and authority to remove and/or ban participants or spectators from their rental events
No checklist when exiting	✓ Established a checklist to help renters with responsibilities at end of rental
Different fees charged between APS and City	✓ One set of common fees between APS and the City; two groups of rates; increases transparency and consistency
Many add-on fees charged to base rent	✓ Significant reduction to the list of add-on fees; only for high-end sound boards, theater equipment, etc.