



CITY OF **DOUGLAS** WYOMING

WORK SHOP CITY COUNCIL MEETING
August 10, 2026 – 2:00 PM

Thank you for your cooperation in facilitating the public meeting process!

****Reasonable accommodations for persons with disabilities who wish to participate in this public meeting shall be made upon request to the City Manager, at 307-358-3462****

****Council meetings are broadcast live on Cable Channel 9 and streaming live on the City of Douglas website****

1. Community Center

a. Community Center: Operations

Monday, August 10, 2026

Call to Order at:

Meeting Adjourned at:

CITY OF DOUGLAS WYOMING

HOME OF THE JACKALOPE.

Agenda Item Name

Community Center Operations

Executive Summary

With much discussion at the July 27th Council meeting, the proposed hours of 8am–8pm was agreed with possibility of options for additional hours. This workshop will help define the use of the key cards for access and private reservation fees.

Department

Parks and Recreation

Responsible Staff Contact

Brandon Frye

Jacob Marcus

Recommendation

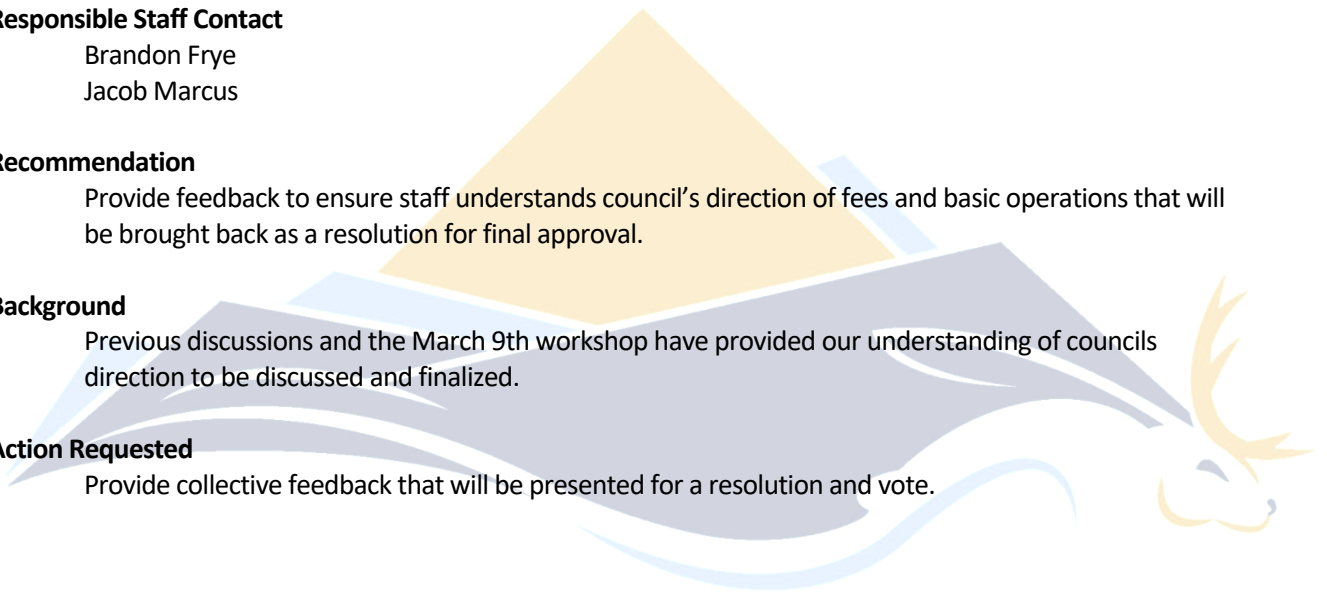
Provide feedback to ensure staff understands council's direction of fees and basic operations that will be brought back as a resolution for final approval.

Background

Previous discussions and the March 9th workshop have provided our understanding of councils direction to be discussed and finalized.

Action Requested

Provide collective feedback that will be presented for a resolution and vote.





Douglas Community Center

Proposal for City Council

7/29/2026

Proposals:

1. Hours of Operation
2. Rentals, Fees and Deposits
3. Amenities and Facilities

Hours of Operation

Standard hours of operation are as follows:

Monday – Saturday: 8 AM – 8 PM

Sundays: 11 AM – 8 PM

Free Use Access

Our facility is free to use during our hours of operation. This includes any programs, classes or events put on by the Douglas Community Center. Please note that if a program, class or event is hosted by a community member or business, there may be additional charges to participate. Those rates are set and collected by the host party.

Key Card Access

Key cards are available to rent at the front desk for a monthly or yearly fee. These cards get you early access into the facility starting at 6 AM until opening time, as well as 6 AM – 8 PM on dates we are closed for holidays. No late or after-hours access will be provided. If a key is lost or stolen, please report it missing to the Community Center as soon as possible. Lost or stolen cards will be deactivated, and a new one given out free of charge for the first replacement. Any additional replacement cards will be \$5.

Closure Dates

The Community Center will be closed on the following dates:

- New Years Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving and the Friday after Thanksgiving
- Christmas Eve and Christmas Day

Rental Agreements

Please review the following rental agreements with current pricing.

Key Cards

Key cards for access can be rented at the front desk. Rental agreement will need to be signed before key cards are given out. Key cards will be taken away, and access lost if they are used for access by more people than the renting person. Lost or stolen keys will be deactivated and replaced once. Additional key replacements will be charged \$5. Key cards are rented at the following rates:

- Monthly- \$20
 - Yearly- \$100
- Senior and Military Discount- Monthly - \$10
Yearly - \$50

Reservable Spaces

The following spaces are rentable at the current rate. For more info on the spaces, review the reservation policies. Deposits may be needed and are listed in the deposit section. Reservations for longer than four hours will be charged at the day rate.

- **Gymnasiums**
 - Half court, up to one hour - FREE
 - Half court, per hour, after first hour - \$50
 - Half court per day - \$200
 - Full court per hour - \$75
 - Full court per day - \$300
- **Meeting space**
 - One meeting room, up to one hour - FREE
 - One meeting room, per hour, after first hour - \$50
 - One meeting room per day - \$150
 - Both meeting rooms per hour- \$50
 - Both meeting rooms per day - \$200
- **Mezzanine**
 - Per hour - \$50
 - Per day - \$200
- **Concession stand**
 - Per half day (4 hours or less) - \$50
 - Per full day (more than 4 hours)- \$80
- **Amphitheater**
 - Per event / day - \$200

Deposits

Deposits will only be taken for reservations if food and drink are served. This ensures proper cleaning by the renting party, and covers any additional costs related to cleaning if needed. Deposits will be given back if the area(s) reserved are clean and put back as found. Deposits will be forfeited if the rental is cancelled less than 24 hours before the event. Forfeiture of deposits is fully at the discretion of Douglas Community Center staff.

- General deposit for food and drink in rented space - \$50
- Concession stand deposit - \$100
- Special event deposit - \$150
 - Catered events will require the caterer to obtain the required permits through the City Clerk.

Amenities and Facilities

The Douglas Community Center provides the following facilities:

- 3 full gymnasium courts
- Elevated walking/running track
- Rec/Lounge area with pool tables, multi game table, board games and books
- Dividable meeting room space
- Mezzanine
- Concessions area (rented out to groups/clubs/individuals)
- Outdoor amphitheater
- Public and family bathrooms, changing room

Programs, Events and Classes

We offer many amazing programs, classes, activities, events, and sports at the Douglas Community Center on top of the open gym and walking track! These are some of the things that we offer, but are not limited to:

- Community classes (like gardening and art), walking clubs, drop-in adult and youth sports (like basketball and pickleball), youth activity and child play, BBQs, outdoor movies, concerts, clothing/equipment swaps, board games, craft fairs, career fairs, and so much more!

Community members are also encouraged to host their own classes and programs! These are some of the community lead programs, but are not limited to:

- Co-ops (like gardening and homeschool), yoga classes, emergency prep classes, support groups, and so much more!

Private community events can also occur! These are some uses for the community, but not limited to:

- Birthday parties, sport practices, banquets, receptions, group or company meetings, and much more!

Please note that one gymnasium space will be open at all hours, and non-reservable for public use. Which gym is open will depend on Community Center events and rentals. See the front desk for currently scheduled programs and events!



Douglas Community Center

Proposal for City Council

8/10/2026

Proposals:

1. ~~Hours of Operation~~ (Approved)
2. Rentals and Fees
3. Future Considerations and Solutions

Hours of Operation (Previously Approved)

Standard hours of operation are as follows:

Monday – Saturday: 8 AM – 8 PM

Sundays: 11 AM – 8 PM

Free Use Access

Our facility is free to use during our hours of operation. This includes any programs, classes or events hosted by the Douglas Community Center. Please note that if a program, class or event is hosted by a community member or business, there may be additional charges to participate. Those rates are set and collected by the host party.

*There will be no membership required to use our facility! Simply stop by the front desk and we will assist you with signing our code of conduct and assumption of risk so that you may use the facility.

*If you would like to see additional free use hours, please speak to the manager.

Closure Dates

The Community Center will be closed on the following dates:

- New Years Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving and the Friday after Thanksgiving
- Christmas Eve and Christmas Day

Reservable Spaces and Fees

The following spaces are FREE to rent to any individual or group! If you require more space, or additional time, those rentals will be charged. For more info on the spaces, review the reservation policies. Reservations longer than four hours will be charged at the day rate. Multiple-day reservations will be charged at the day rate per days required.

- Gymnasiums
 - Half court, up to one hour - FREE
 - Half court, per hour, after first hour - \$50
 - Half court per day - \$200
 - Full court per hour - \$75
 - Full court per day - \$300
- Meeting space
 - One meeting room, up to one hour - FREE
 - One meeting room, per hour, after first hour - \$50
 - One meeting room per day - \$150
 - Both meeting rooms per hour- \$50
 - Both meeting rooms per day - \$200
- Mezzanine
 - Per hour – FREE
 - Per hour after the first hour - \$50
 - Per day - \$100
- Concession stand
 - Per half day (4 hours or less) - \$30
 - Per full day (more than 4 hours)- \$50
- Amphitheater
 - Per event (full day) - \$200

*If your reservation occurs during facility off-hours, one (1) key card will be provided per our reservation policy with a deposit. Failure to return the key card for any reason will result in forfeiture of the deposit in full.

**if you are renting the facility to conduct business (i.e. hosting a yoga class) and will be charging a fee, you will be charged at the additional hour fee for your space.

Changes to Proposal

In Matt's words: we can always build up, but we can't start too big and take away. To find middle ground on various opinions, we propose the following changes to the original proposal:

- No key cards will be given or needed for daily usage.
 - Facility usage will be tracked through reservations and day use check-in.
- Key cards are for staff use and off-hour reservations only.
 - Off-hour reservations will require the appropriate reservation fee, signed rental agreement, deposit and additional reservation permits needed through the City Clerk.
- If members of the public want additional hours of operation, they can request them to the manager. If public needs warrant, we can propose additional operation hours to the facility at a later point in time.

Additional Questions:

- Do we want to charge for table and chair use? Or keep this free as well?