

**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

322



**FROM:** Clerk of the Board & Facilities Management      **SUBMITTAL DATE:** June 6, 2003

**SUBJECT:** Policy for Use of County Board Chambers and Lobby of the County Administrative Center Annex – Policy H-23.

**RECOMMENDED MOTION:** That the Board of Supervisors adopt the County Board Chambers and Lobby of the County Administrative Center Annex Use Policy (Board Policy H-23), and the attached Rent Schedule.

**BACKGROUND:** The Clerk of the Board was directed to develop a policy for use of the Board Chambers by outside agencies and criteria for the use of the TV monitors in the Annex Lobby. A committee of the Executive Office, County Counsel, Facilities Management, Sheriff, Risk Management and Clerk of the Board was formed to develop the policy.

As developed, the policy allows, in a limited number of instances and at the discretion of the Board Chairperson, consideration of use of Board Chambers by non-profit groups, while recognizing the primary use of the County Board of Supervisors and their appointed Boards, Commissions and Committees.

Occasionally, and in accordance with the conditions of the policy, the Annex Lobby area may be used for public gatherings and temporary display of public service-oriented activities by non-profit groups. Facilities Management has developed the attached rent schedule for use of the Annex Lobby area. Events requiring security services will be required to pay Sheriff security fees based on the type of the event, the duration and the number of attendees. The policy also provides guidelines for use of the TV monitors to televise County programs.

T.J. Miller  
Mike Sylvester, Facilities Management Director

Nancy Romero  
Nancy Romero, Clerk of the Board

Attachments: Policy w/Rent Schedule  
Application Form For Use of County Owned Facilities

**FINANCIAL DATA:**

<b>CURRENT YEAR COST</b>	N/A	<b>ANNUAL COST:</b>	N/A
<b>NET COUNTY COST</b>	N/A	<b>IN CURRENT YEAR BUDGET:</b>	N/A
		<b>BUDGET ADJUSTMENT FY:</b>	

**SOURCE OF FUNDS:**

**C.E.O. RECOMMENDATION:**      **APPROVE.**

County Executive Office Signature [Signature]

Policy  
 Policy  
 Consent  
 Consent  
 Department Recommendation:  
 Per Executive Office:

Prev. Agn. ref.

Dist.

AGENDA NO.

3.4

**COUNTY OF RIVERSIDE, CALIFORNIA**  
**BOARD OF SUPERVISORS POLICY**

Policy Number	Page
H-23	1 of 2

Subject:     **COUNTY BOARD ROOM AND MAIN LOBBY OF THE COUNTY  
ADMINISTRATIVE CENTER ANNEX USE POLICY**

Policy: The purpose of this Use Policy is to provide guidelines for the use of the County Board Room and the Annex Main Lobby area of the County Administrative Center.

The County Board Chambers are primarily for the use of the County Board of Supervisors and their officially appointed Boards, Commissions and Committees. Secondary usages may include, on a space available basis, other public agencies. In a limited number of instances and at the discretion of the Board Chairperson, the Chambers may be considered for use by non-profit groups on a cost recovery basis.

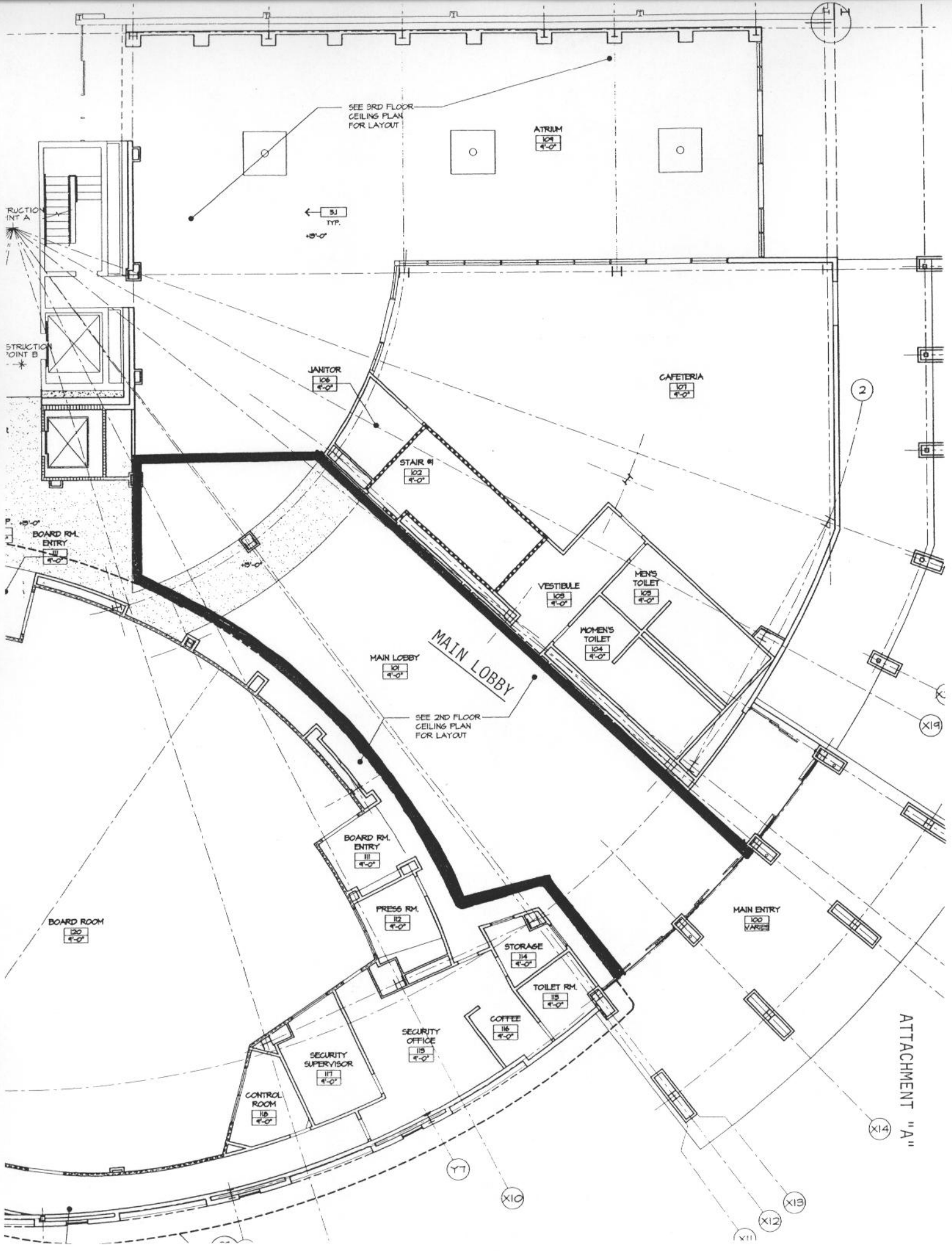
The Annex Main Lobby area (as designated in Attachment A) of the County Administrative Center Annex is primarily for the use of customer/visitor traffic in and out of the Administrative Center complex. Occasionally, in accordance with the conditions of use below, and at the discretion of Facilities Management, the Annex Main Lobby area may be used for public gatherings and temporary displays of public service-oriented activities by non-profit groups.

Conditions of Use:

1. Use of either facility is on a space available basis. Official County business has priority. In the event that a proposed use other than the primary uses are proposed, and that proposed use is preempted by the primary use, County staff will extend reasonable assistance to organizations and groups in suggesting other public or private facility locations for their use.
2. Reservations for use of the County Board Room can be made by contacting the Clerk of the Board of Supervisors at (909) 955-1063. Reservations for use of the Main Lobby area can be made by contacting Facilities Management at (909) 955-4813.
3. Usage of either facility after public hours (8:00 a.m. to 5:00 p.m.) by entities other than those conducting official County business is generally discouraged. Limited exceptions to this condition may be considered by the Chairperson of the Board of Supervisors on a cost recovery basis
4. Non-County entities will be required to complete an "Application Form For Use of County Owned Facilities" at least two weeks prior to the use of the facility and pay all corresponding fees, including any fees associated with security provided by Sheriff personnel for after hours use. Additionally, the requestor will be required to provide a certificate of insurance evidencing insurance coverage in accordance with Board Policy H-20.

Subject: COUNTY BOARD ROOM AND MAIN LOBBY OF THE COUNTY  
ADMINISTRATIVE CENTER ANNEX USE POLICY

5. Displays of art and the distribution of information or other media must be reviewed and approved by the County's Public Information Officer prior to final approval of the event.
6. County-owned voice amplification systems, support computer systems, VCRs and video equipment are primarily available for official County business. The equipment may be used by non-County, public agencies provided that the official County systems technician is available to operate the equipment (during normal business hours of 8:00 a.m. to 5:00 p.m.). No one but the official County systems technician is permitted to operate the equipment. In general, this audio-visual support equipment, and its technician are not available for use, other than for public agencies. Limited exceptions may be considered by the Chairperson of the Board of Supervisors. Agencies approved for use of the audio/video equipment after normal business hours will be required to pay personnel costs for the County systems technician.
7. Use of the television (TV) monitors in the CAC Annex Main Lobby area may be considered, on a case-by-case basis, to televise County programs during normal business hours. Use of the TV monitors must be coordinated with the County systems technician and the program to be televised must be reviewed and approved by the County's Public Information Officer prior to scheduling. Only non-audio videos will be permitted; no sound will be broadcast.
8. Users of the facilities shall provide their own meeting supplies such as flip charts, markers, pens and papers. Copying services are not available to users.
9. All display materials shall be of the freestanding sort. No materials, in either the Board Chambers or the Main Lobby area shall be affixed to the walls or other permanent fixtures.
10. Food and beverages are not permitted in the Board Room. The serving of refreshments in the Main Lobby area may be permitted on a limited basis provided that prior approval has been given by Facilities Management. The serving or consumption of alcoholic beverages may be permitted within the confines of the on-site restaurant operations, and with prior approval from Facilities Management.
11. Facilities are to be left clean and returned to their original setup. Damage to furniture or equipment and/or failure to clean the room may result in charges for repair and cleaning services, and will preclude that group from future use of County facilities.
12. All County buildings are non-smoking in their entirety.
13. All weapons and contraband are prohibited.



SEE 3RD FLOOR  
CEILING PLAN  
FOR LAYOUT

ATRIUM  
101  
4'-0"

JANITOR  
106  
4'-0"

CAFETERIA  
107  
4'-0"

STAIR #1  
102  
4'-0"

VESTIBULE  
108  
4'-0"

MENS TOILET  
105  
4'-0"

WOMEN'S TOILET  
104  
4'-0"

MAIN LOBBY  
103  
4'-0"

MAIN LOBBY

SEE 2ND FLOOR  
CEILING PLAN  
FOR LAYOUT

BOARD RM.  
ENTRY  
111  
4'-0"

BOARD ROOM  
120  
4'-0"

PRESS RM.  
112  
4'-0"

STORAGE  
114  
4'-0"

TOILET RM.  
115  
4'-0"

COFFEE  
116  
4'-0"

SECURITY OFFICE  
118  
4'-0"

SECURITY SUPERVISOR  
117  
4'-0"

CONTROL ROOM  
119  
4'-0"

MAIN ENTRY  
100  
VARIABLE

ATTACHMENT "A"

STRUCTURE POINT A

STRUCTURE POINT B

BOARD RM.  
ENTRY  
111  
4'-0"

2

X19

X14

YT

X10

X11

X12

X13

**RENT SCHEDULE**  
**COUNTY ADMINISTRATIVE CENTER LOBBY**  
**COUNTY OF RIVERSIDE, CALIFORNIA**  
**4080 Lemon Street, Riverside, CA 92501**

**STANDARD RATES**

	<b><u>Area</u></b>	<b><u>Rate Per Hour</u></b>
<b><u>WEEKDAY EVENING:</u></b>	Lobby	\$ 200
<b><u>WEEKENDS:</u></b>	Lobby	\$ 250
<b><u>SECURITY DEPOSIT</u></b>		\$ 1500 (refundable)

The applicant is responsible for janitorial services (cleanup). In the event the facility is left in a disorderly fashion, Facilities management will deduct appropriate cleaning fess from the security deposit.

**NON-PROFIT ORGANIZATION RATES**

	<b><u>Area</u></b>	<b><u>Rate Per Hour</u></b>
<b><u>EVENINGS:</u></b>	Lobby	\$ 50
<b><u>WEEKEND DAYS:</u></b>	Lobby	\$ 100

**SECURITY DEPOSIT**                      same amount as rental fee (refundable)

The applicant is responsible for janitorial services (cleanup). In the event the facility is left in a disorderly fashion, Facilities management will deduct appropriate cleaning fess from the security deposit.

**NO FEES**

As per Board Policy H-20, "No fees/deposits will be charged to either county-approved tours of facilities or other public government agencies."



**FACILITIES MANAGEMENT**

**TIMOTHY L. MILLER**  
ASSISTANT DIRECTOR

DESIGN & CONSTRUCTION  
REAL ESTATE  
MAINTENANCE  
CUSTODIAL

**APPLICATION FORM FOR USE OF COUNTY OWNED FACILITIES**

DATE: \_\_\_\_\_

REQUESTOR: \_\_\_\_\_  
(Name & Address) \_\_\_\_\_  
\_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_  
PHONE NUMBER: ( ) \_\_\_\_\_ FAX NUMBER: ( ) \_\_\_\_\_

SIGNATORY: \_\_\_\_\_  
(Name & Title) \_\_\_\_\_

DATE OF FUNCTION: \_\_\_\_\_ ESTIMATED ATTENDANCE: \_\_\_\_\_

EVENT TIME: From \_\_\_\_\_ To \_\_\_\_\_  
SET-UP TIME: From \_\_\_\_\_ To \_\_\_\_\_  
CLEAN-UP TIME: From \_\_\_\_\_ To \_\_\_\_\_

ROOM & AREA REQUIRED: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PURPOSE OF FUNCTION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FOOD & BEVERAGES SERVED: YES \_\_\_\_\_ NO \_\_\_\_\_  
If YES, please indicate (Alcohol, Hors D'oeuvres, Dinner, etc.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

OTHER REQUIREMENTS: # of Tables at the event \_\_\_\_\_  
# of Chairs at the event \_\_\_\_\_  
Other equipment : \_\_\_\_\_

**Security Requirement (Applicable to Court Facilities Only):**

The Riverside County Sheriff's Department is responsible for security for all court facilities. A Sheriff's Department representative will review this application and contact the applicant regarding any associated security cost. A "Use Permit" will not be issued until the Sheriff's Department has contacted the applicant and appropriate security fees (if any) have been paid.

Permittee acknowledges that use of the requested facilities is subject to approval and issuance of a Use Permit (Information Copy attached) by the County of Riverside, Department of Facilities Management, and payment of the rental fee and security fee, if applicable. Security fees will be made payable to the Riverside County Sheriff's Department. Rental fees will be made payable to the Riverside County Department of Facilities Management.

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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**To be completed by an authorized Sheriff's Representative**

The above applicant has complied with all security requirements.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Print Title

\_\_\_\_\_  
Security Fee To Be Collected

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**To be completed by an authorized Facilities Management Representative**

The above applicant has provided the necessary certificate of insurance evidencing the required insurance coverage.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Print Title

\_\_\_\_\_  
Rental Fee To Be Collected

Use Permit Issued On: \_\_\_\_\_  
Date