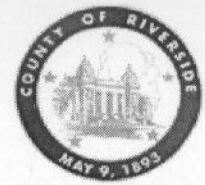


**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

719



FROM: Executive Office

SUBMITTAL DATE:
March 25, 2005

SUBJECT: Update of Board Policies H-16, Building Plaques and/or Monuments, and H-23, County Board Room and Main Lobby of the County Administrative Center Annex Use Policy

RECOMMENDED MOTION: That the Board approve the update of Board Policies H-16, Building Plaques and/or Monuments, and H-23, County Board Room and Main Lobby of the County Administrative Center Annex Use Policy and receive and file said updates.

BACKGROUND: These updates to Board Policies H-16 and H-23 revise the language to make it consistent with the current county organizational structure. References in both policies to the GSA Director have been changed to the Director of Facilities Management. Also in H-16, the County Public Information Officer has been added as part of the confer process for recommendations regarding building plaques and/or monuments. In addition, a cross-reference to policy H-16 has been added within the language of H-23, so that requests for permanent displays follow the existing criteria and policies as outlined in H-16. Other changes to the policies are grammatical in nature. Attached is a copy of the original policies with changes in red and the resultant policies with changes integrated.

Michael J. Sylvester
MICHAEL J. SYLVESTER, Director, Facilities Management
Departmental Concurrence

Lisa Brandl
LISA BRANDL
Senior Management Analyst

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 0	In Current Year Budget:	N/A
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	N/A
	Annual Net County Cost:	\$ 0	For Fiscal Year:	04-05

SOURCE OF FUNDS:	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input type="checkbox"/>

C.E.O. RECOMMENDATION:

APPROVE

County Executive Office Signature

Gary M. Christmas

Dep't Recomm.: Policy Policy
Per Exec. Ofc.: Consent Consent

Prev. Agn. Ref.: 4.2 5/12/87; 3.36
4/9/96: 3.4 6/17/03

District: All

Agenda Number:

3.4

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

Subject:	<u>Policy Number</u>	<u>Page</u>
BUILDING PLAQUES AND/OR MONUMENTS	H-16	1 of 2

Purpose:

The purpose of this policy is to provide a consistent approach in response to requests to install building plaques and/or statuary/monuments on county property.

Policy:

1. Building Dedication Plaques:

In keeping with long-standing custom and tradition, a commemorative dedication plaque will be mounted on a wall of each new County building. The following procedures will apply:

- a. The dedication plaque will be furnished as part of the construction contract for each new building.
- b. The plaque will be mounted on an interior or exterior wall at an appropriate location near the building's main entrance. The plaque location will be indicated on the building plans that are submitted to the Board for approval. Names of Board Members members who are currently in office at the time of facility dedication will be listed on the plaque;
- c. Plaques will be made of cast bronze. Format, size and appearance shall be coordinated with the Department of Facilities Management. ~~are shown on the attachment.~~

2. Other Building Plaques, Monuments or Statuary:

- a. Inquiries to any county officer concerning the installation of building plaques, monuments, statuary or art work on county property shall be coordinated, in writing, with the ~~GSA Director~~ Director of Facilities Management.
- b. The ~~GSA Director~~ Director of Facilities Management shall confer with the ~~Chief Executive Officer~~ County Executive Office and the County's Public Information Officer. If approved, and a recommendation will be forwarded to the Chairman of the Board of Supervisors. Although the Board of Supervisors will retain discretion in determining whether a request will be approved for installation in a county facility or on its grounds, the following guidelines will apply:
 - !1 For Court Facilities, the Presiding Judge of the Consolidated Courts will be contacted for coordination and input on the written request;
 - !2 For solely-occupied County facilities (e.g. Health, Mental Health and DPSS), the request will be coordinated with the affected Department Head/Agency Director;
 - !3 Recognizing the thousands of volunteer hours contributed by many residents, other forms of recognition will be encouraged (e.g. proclamations, awards programs, etc.)

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BUILDING PLAQUES AND/OR MONUMENTS

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for individuals rather than to install permanent statuary or monuments in recognition of personal contribution;

- !4 For permanent plaques, there should be a strong nexus to the function of the County facility and long-term contributions to the services or affected county operation. Recognition of programs administered by advisory or auxiliary support group of citizens will be encouraged as opposed to individuals. These plaques shall also be made of cast bronze. Format, size and appearance will be approved by the Board of Supervisors;
- !5 Political causes or messages will not be considered;
- !6 Requests for installation of artwork for new buildings will be coordinated with the ~~facility's architect~~ Department of Facilities Management and/or the local Arts Foundation if one is established in the community.
- !7 Other monuments will be primarily considered for representative groups (e.g. Veterans) where there is a nexus to County services/operations, and will be coordinated for recommendation through the affected Citizens Advisory Committee to the Board (e.g. Veterans Advisory Committee);
- !8 The cost for installation of any requested plaque, monument, statuary or art work will be borne solely by the proponents rather than incurred by the County.

Reference:

Minute Order 4.2 of 05/12/1987
Minute Order 3.36 of 04/09/1996

COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY

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

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Policy: The purpose of this Use Policy is to provide guidelines for the use of the County Board of Supervisors Hearing Room ("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~~ Board Room 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 (909951) 955-1063. Reservations for use of the Main Lobby area can be made by contacting Facilities Management at (909951) 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.

COUNTY OF RIVERSIDE, CALIFORNIA
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COUNTY BOARD ROOM AND MAIN LOBBY
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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~~ an 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~~ an 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~~ a 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~~ a 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-Room~~ 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.

COUNTY OF RIVERSIDE, CALIFORNIA
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14. Permanent displays, such as artwork, plaques and monuments, must follow conformance standards and procedures as outlined in Board Policy H-16, Building Plaques and/or Monuments.

Reference:

Minute Order 3.4 of 06/17/2003

Attachments to follow:

1. "Attachment A" Map of Annex Main Lobby Area.
2. Rent Schedule.
3. Application Form For Use of County Owned Facilities.

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

**Subject:
COUNTY BOARD ROOM AND MAIN LOBBY
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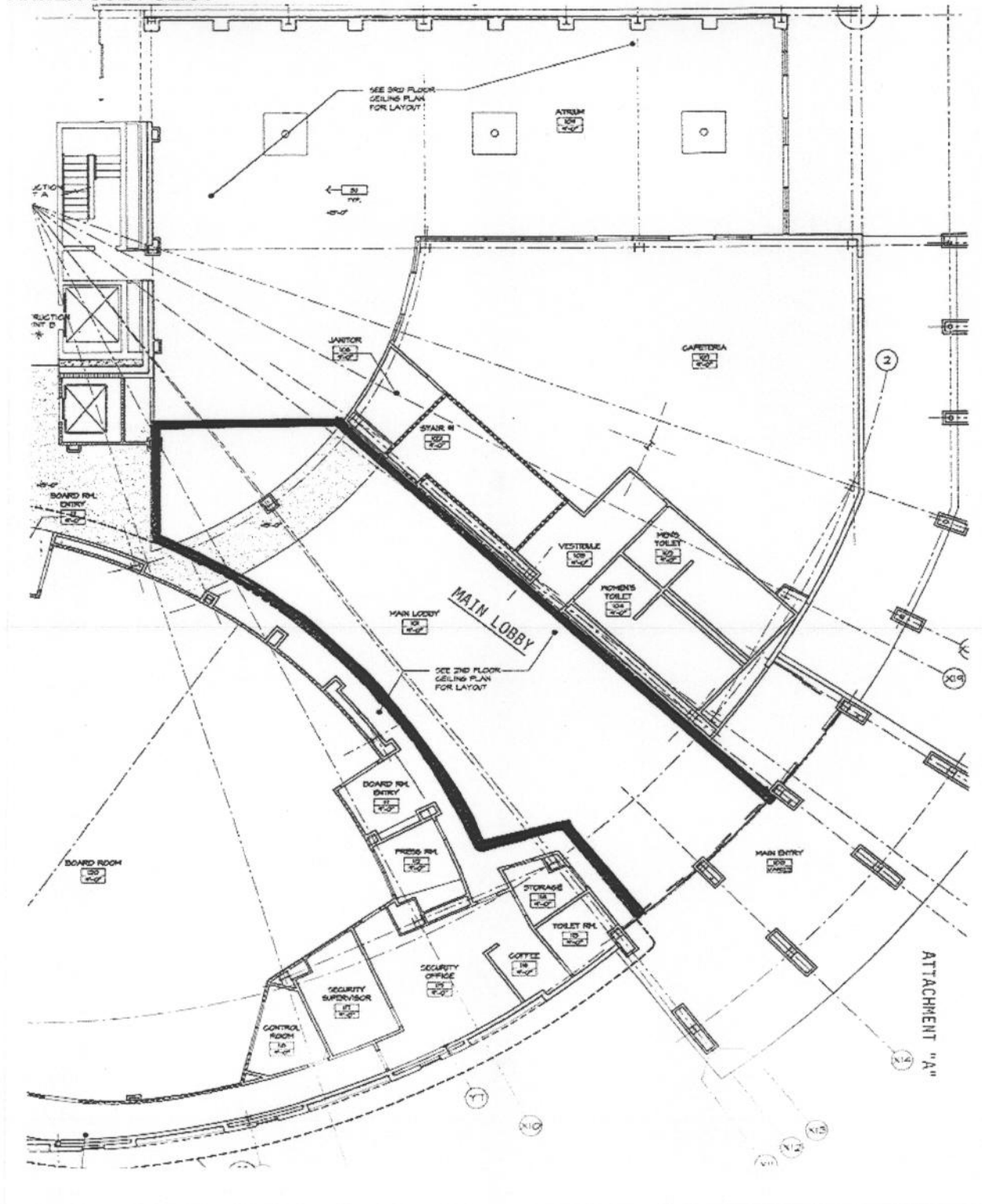
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**COUNTY OF RIVERSIDE, CALIFORNIA
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**RENT SCHEDULE
COUNTY ADMINISTRATIVE CENTER LOBBY
COUNTY OF RIVERSIDE, CALIFORNIA
4080 Lemon Street, Riverside, CA 92501**

STANDARD RATES

	<u>Area</u>	<u>Rate Per Hour</u>
<u>WEEKDAY EVENING:</u>	Lobby	\$ 200
<u>WEEKENDS:</u>	Lobby	\$ 250
<u>SECURITY DEPOSIT</u>		\$ 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

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

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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 : _____

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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: _____

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

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