

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

749



**FROM:** Economic Development Agency

**SUBMITTAL DATE:**  
October 22, 2009

**SUBJECT:** Policy for Use of the Indio Hills Community Center Facility and Proposal of Facility Rental Rates – Board Policy H-31

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Introduce both Board Policy H-31 and the proposed facility rental rates for the Indio Hills Community Center and set for public hearing on February 23, 2010 (Clerk to advertise); and
2. At the close of the public hearing, approve and adopt the proposed facility rental rates as specified in Attachment "A" and adopt the Indio Hills Community Center Use Policy (Board Policy H-31).

**BACKGROUND:** Board Policy H-31 establishes County policy for the use of the Indio Hills Community Center facility located at 80-400 Dillon Road, Indio Hills, CA. Also proposed are facility rental rates to recover operating costs associated with the community center, as outlined in Attachment "A".

(Continued)

Robert Field, Assistant County Executive  
Officer/EDA

<b>FINANCIAL DATA</b>	<b>Current F.Y. Total Cost:</b>	\$ 0	<b>In Current Year Budget:</b>	N/A
	<b>Current F.Y. Net County Cost:</b>	\$ 0	<b>Budget Adjustment:</b>	N/A
	<b>Annual Net County Cost:</b>	\$ 0	<b>For Fiscal Year:</b>	09/10

**SOURCE OF FUNDS:** Intra-Internal Charges, Rental Rates

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

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

**APPROVE**

**County Executive Office Signature**

BY:   
Jennifer L. Sargent

FISCAL PROCEDURES APPROVED  
 ROBERT E. BYRD, AUDITOR-CONTROLLER  
 By:   
 Russell Dominiski  
 1/15/10  
 Departmental Concurrence

Consent     Policy  
 Consent     Policy

Dept's Recomm.:  
 Per Exec. Ofc.:

**Prev. Agn. Ref**

**District: 4**

**Agenda Number:**

**3.12**

**Board of Supervisors**

**Date:** July 17, 2009

**Subject:** Policy for Use of the Indio Hills Community Center Facility and Proposal of Facility Rental Rates – Policy H-31

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**BACKGROUND:** (Continued)

It is anticipated that both private and public sector organizations will utilize the Indio Hills Community Center facility in support of the surrounding community and public gatherings held in the Riverside County desert region. The Indio Hills Community Center offers approximately 3,200 square feet of space. The Auditor-Controller has reviewed the proposed rates. At the close of the public hearing, it is recommended that the Board of Supervisors adopt Board Policy H-31 and approve the rental rates, which will go into effect 60 days following Board approval.

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

**Subject:**  
**INDIO HILLS COMMUNITY CENTER**  
**FACILITY USE POLICY**

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Policy: The purpose of this Use Policy is to provide guidelines for the use of the Indio Hills Community Center.

The Indio Hills Community Center offers approximately 3,200 square feet of available space and is primarily to be used by the local community members, public agencies, and private entities in need of a community center facility located in the Desert Region of Riverside County on a cost recovery basis.

**Conditions of Use:**

1. Use of the facility is on a space available basis. Official county and community-oriented business has priority.
2. Reservations for use of the Indio Hills Community Center can be made by contacting the Riverside County Economic Development Agency.
3. Usage of the community center facility after public hours (8:00 a.m. to 5:00 p.m.) should be coordinated with the Riverside County Economic Development Agency.
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 community center facility and pay all corresponding fees. Additionally, the requestor will be required to provide a certificate of insurance evidencing insurance coverage in accordance with Board Policy H-20.
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. Users of the community center facility shall provide their own meeting/entertainment supplies such as flip charts, markers, pens, paper, napkins, cups, plates, utensils, etc.
7. All display materials shall be of the freestanding sort. No materials, in the community center facility shall be affixed to the walls or other permanent fixtures.
8. The serving of food, beverages, or refreshments in the community center facility maybe permitted upon approval of the Director of the Economic Development Agency or his/her designee. The serving or consumption of alcoholic beverages within the confines of the community center facility will only be allowed under the following circumstances as further defined in Board Policy H-21:

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- a. The user provides all required permits and licenses to the County, including but not limited to those issued by the State of California's Alcoholic Beverage Control Department.
- b. The user provides appropriate insurance and liability waivers/indemnification to the County in a form acceptable to and approved by the County of Riverside's Risk Management Department and County Counsel.
9. The community center facility is to be left clean and returned to its original setup following the close of each engagement. Damage to furniture, equipment, or the facility and/or failure to clean the area used may result in charges for repair and cleaning services, and will preclude that group/entity from any future use of any portion of the community center facility. A refundable security deposit shall be collected from all non-County entities renting the community center.
10. All County buildings are non-smoking in their entirety.
11. All weapons and contraband are prohibited.
12. 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.

**Attachments to follow:**

1. "Attachment A" Map of the Indio Hills Community Center Facility.
2. Rent Schedule.
3. Application Form for Use of County Owned Facilities.

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**ATTACHMENT A**

Floor Plan Goes Here

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COUNTY OF RIVERSIDE  
ECONOMIC DEVELOPMENT AGENCY

**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:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**FOOD & BEVERAGES: YES \_\_\_\_\_ NO \_\_\_\_\_**

**If YES, please indicate (Hors D'oeuvres, Lunch, Dinner, etc. [Note: Alcoholic beverages are prohibited in the Indio Hills Community Center Facility]) \_\_\_\_\_**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

**Other equipment: \_\_\_\_\_**

Permittee acknowledges that use of the requested facility is subject to approval and issuance of a Use Permit (Information Copy attached) by the County of Riverside Economic Development Agency, and payment of the security deposit and rental fee. The security deposit and rental fees will be made payable to the Riverside County Economic Development Agency.

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

**To be completed by an authorized Economic Development Agency 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

## Indio Hills Community Center Cost Distribution Analysis and Rental Rates Calculation

Total Square Footage: 3,208 SQFT

### Indio Hills Community Center Annual Operating Costs

	Total Facility Annual Operating Costs	Note References
Maintenance	\$ 3,331	3
Custodial	\$ 5,909	4
Liability	\$ 5,000	
Utilities	\$ 3,240	5
Pest Control	\$ 1,200	
Landscaping	\$ 6,000	
<b>Total:</b>	<b>\$ 24,681</b>	

Hourly Rental Rate for Use of Community Center	
Hourly Rate - Non Riverside County Agencies and General Public:	\$ 35
Hourly Rate - Indio Hills County Service Area Residents:	\$ 25
Hourly Rate - Official County of Riverside Business (e.g. Community Council Meetings)	\$ -
Security Deposit	
Security Deposit (Applicable for non Riverside County agencies and organizations only)	\$ 500

**Notes:**

1. Hourly rate is based on 702 annual productive hours.
2. Refundable security deposit is only charged to Non-County agencies and organizations.
3. Maintenance costs are based on 4 hours of service per month at \$69.84 per hour.
4. Custodial costs are based on 3 hours of service per week at \$37.88 per hour.
5. Utilities based on 3,208 SQ.FT @ \$1.01 per SQ.FT annually (covers electric, water, and trash [no gas provided at site]).

Annual Productive Hours Computation	
Total Annual Hours	2,080
(Less Non Productive Hours)	-1612
<b>Total Annual Productive Hours</b>	<b>702</b>