

**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

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:	09/10

SOURCE OF FUNDS: Intra-Internal Charges, Rental Rates	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

BY:
Jennifer J. Sargent

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Stone, seconded by Supervisor Benoit and duly carried by unanimous vote, IT WAS ORDERED that the above matter is set for public hearing on Tuesday, February 23, 2010 at 9:30 a.m.

Ayes: Buster, Tavaglione, Stone, Benoit and Ashley
 Nays: None
 Absent: None
 Date: January 26, 2010
 xc: EDA, COB

Kecia Harper-Ihem
Clerk of the Board
By:
Deputy

Prev. Agn. Ref

District: 4

Agenda Number:

9.13

FISCAL PROCEDURES APPROVED
 ROBERT E. BYRD, AUDITOR-CONTROLLER
 By:
 Russell Dominiski
 1/13/10
 Departmental Concurrence

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

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.

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BOARD OF SUPERVISORS POLICY

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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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**RENT SCHEDULE
INDIO HILLS COMMUNITY CENTER
COUNTY OF RIVERSIDE, CALIFORNIA
80-400 Dillon Road CSA #105, Indio Hills, CA 92241**

<u>Rental Options</u>	<u>Rental Rates</u>
Rental Rates for Use of Individual Conference Rooms	
Hourly Rate – Non Riverside County Agencies and General Public	\$ 35.00
Hourly Rate – Indio Hills County Service Area Residents	\$ 25.00
Hourly Rate – Official County of Riverside Business (e.g. Community Council Meetings)	\$ 0.00
Security Deposit	
Security Deposit (Applicable for non Riverside County agencies and organizations only)	\$ 500.00 (refundable)

Notes:

The applicant is responsible for custodial services (clean-up). In the event the facility is left in a disorderly fashion or damaged, the Economic Development Agency will deduct appropriate cleaning and repair fees from the security deposit. The security deposit only applies to entities that are not affiliated with the County of Riverside.

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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	
Total:	\$ 24,681	

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
Total Annual Productive Hours	702