

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



FROM: Supervisor Benoit

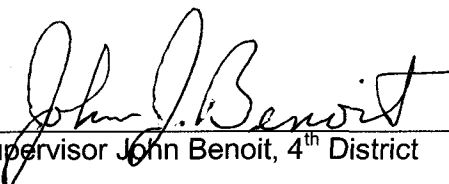
SUBMITTAL DATE:
July 21, 2010

SUBJECT: Approval of Bermuda Dunes and Mesa Verde Community Center Facility Rental Rates and Board Policies H-33 and H-34, Facility Use Policies Relating to the Community Centers

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the facility rental rate for Bermuda Dunes and Mesa Verde Community Centers to be the same facility rental rate as the Indio Hills Community Center as listed in Attachment A;
2. Approve Board Policy H-33, Bermuda Dunes Community Center Facility Use Policy; and,
3. Approve Board Policy H-34, Mesa Verde Community Center Facility Use Policy.

BACKGROUND: The Bermuda Dunes and Mesa Verde Community Centers were built to serve their respective communities for a variety of purposes. The Indio Hills Community Center is also used in a similar fashion. Because there is no historical information for rental use of the Bermuda Dunes and Mesa Verde centers, and because there is a pressing need to have these facilities used by their communities, I am recommending that the same rental rates in place at the Indio Hills Community Center are implemented for the Bermuda Dunes and Mesa Verde Community Centers. The rental rates are listed within Attachment A. Additionally, all policies governing the use of the Bermuda Dunes and Mesa Verde Community Centers shall be as outlined within Board Policies H-33 and H-34, respectively. Approval of these recommendations will ensure prompt availability to the constituents surrounding these important facilities.



Supervisor John Benoit, 4th District

Form 11

Approval of Bermuda Dunes and Mesa Verde Community Center Facility Rental Rates and Board Policies H-33 and H-34, Facility Use Policies Relating to the Community Centers
July 21, 2010

ATTACHMENT A

**RENT SCHEDULE
BERMUDA DUNES COMMUNITY CENTER
MESA VERDE COMMUNITY CENTER**

Rental Rates for Use of Individual Conference Rooms

Rental Options	Rental Rates
Hourly Rate – Non Riverside County Agencies and General Public	\$35.00
Hourly Rate – Bermuda Dunes County Service Area Residents (for Bermuda Dunes Community Center)	\$25.00
Hourly Rate – Mesa Verde County Service Area Residents (for Mesa Verde Community Center)	\$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
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Facility Use Policy

Board Policy H-33, Bermuda Dunes Community Center Facility Use Policy Board Policy H-34, Mesa Verde Community Center Facility Use Policy

COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY

Subject:	Policy	
BERMUDA DUNES COMMUNITY CENTER	<u>Number</u>	<u>Page</u>
FACILITY USE POLICY	H-33	1 of 5

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

The Bermuda Dunes Community Center offers approximately 798 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 Bermuda Dunes 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:

COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY

Subject:
BERMUDA DUNES COMMUNITY CENTER
FACILITY USE POLICY

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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. Rent Schedule.
2. Application Form for Use of County Owned Facilities.

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

**Subject:
BERMUDA DUNES COMMUNITY CENTER
FACILITY USE POLICY**

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H- 33**

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**RENT SCHEDULE
BERMUDA DUNES COMMUNITY CENTER
COUNTY OF RIVERSIDE, CALIFORNIA
78-400 Avenue 42, Bermuda Dunes, CA 92203**

<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 – Bermuda Dunes County Service Area Residents	\$ 25.00
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.

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

Subject:
**BERMUDA DUNES COMMUNITY CENTER
FACILITY USE POLICY**

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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: _____

COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY

Subject: MESA VERDE COMMUNITY CENTER FACILITY USE POLICY	Policy <u>Number</u> H-34	<u>Page</u> 1 of 5
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Policy: The purpose of this Use Policy is to provide guidelines for the use of the Mesa Verde Community Center.

The Mesa Verde Community Center offers rental 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 Mesa Verde 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:

COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY

Subject:
MESA VERDE COMMUNITY CENTER
FACILITY USE POLICY

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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. Rent Schedule.
2. Application Form for Use of County Owned Facilities.

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

Subject:
**MESA VERDE COMMUNITY CENTER
FACILITY USE POLICY**

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RENT SCHEDULE
**MESA VERDE COMMUNITY CENTER
COUNTY OF RIVERSIDE, CALIFORNIA
13-341 Mesa Drive, Suite A
Mesa Verde, CA**

<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 – Mesa Verde County Service Area Residents	\$ 25.00
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.

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

Subject:
**MESA VERDE COMMUNITY CENTER
FACILITY USE POLICY**

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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: _____

COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY

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MESA VERDE COMMUNITY CENTER **Number** **Page**
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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 Mesa Verde 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