

MINUTES OF THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA



9.13

9:30 a.m. being the time set for public hearing on the recommendation from the Economic Development Agency regarding approval of Board Policy H-31, Policy for the use of the Indio Hills Community Center Facility and Proposal of Facility Rental Rates, the Chairman called the matter for hearing.

On motion of Supervisor Benoit, seconded by Supervisor Buster and duly carried, IT WAS ORDERED that the above matter is approved as recommended.

Roll Call:

Ayes: Buster, Stone, Benoit and Ashley
Nays: None
Absent: Tavaglione

I hereby certify that the foregoing is a full true, and correct copy of an order made and entered on February 23, 2010 of Supervisors Minutes.

WITNESS my hand and the seal of the Board of Supervisors
Dated: February 23, 2010
Kecia Harper-Ihem, Clerk of the Board of Supervisors, in
and for the County of Riverside, State of California.

(seal)

By: *[Signature]* Deputy

AGENDA NO.
9.13

xc: EDA, Auditor, COB

COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY

Subject:	Policy	
INDIO HILLS COMMUNITY CENTER	<u>Number</u>	<u>Page</u>
FACILITY USE POLICY	H-31	1 of 6

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:

COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY

Subject:	<u>Policy</u>	
INDIO HILLS COMMUNITY CENTER	<u>Number</u>	<u>Page</u>
FACILITY USE POLICY	H-31	2 of 6

- 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.

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

Subject:	<u>Policy</u>	
INDIO HILLS COMMUNITY CENTER	<u>Number</u>	<u>Page</u>
FACILITY USE POLICY	H-31	3 of 6

ATTACHMENT A

Floor Plan Goes Here

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

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

**Policy
Number
H- 31**

**Page
4 of 6**

**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.

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

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

**Policy
Number**
H- 31

Page
5 of 6



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: INDIO HILLS COMMUNITY CENTER FACILITY USE POLICY	Policy <u>Number</u> H- 31	<u>Page</u> 6 of 6
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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

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

749



SUBMITTAL DATE:
October 22, 2009

FROM: Economic Development Agency

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 V. 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 Dominicki
 ATTACHMENTS FILED WITH
 THE CLERK OF THE BOARD
 Departmental Concurrence
 1/13/10

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

Page 2

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.



OFFICE OF
CLERK OF THE BOARD OF SUPERVISORS
1st FLOOR, COUNTY ADMINISTRATIVE CENTER
P.O. BOX 1147, 4080 LEMON STREET
RIVERSIDE, CA 92502-1147
PHONE: (951) 955-1060
FAX: (951) 955-1071

KECIA HARPER-IHEM
Clerk of the Board of Supervisors

KIMBERLY A. RECTOR
Assistant Clerk of the Board

February 3, 2010

THE DESERT SUN
ATTN: LEGALS
P.O. BOX 2734
PALM SPRINGS, CA 92263

VIA FAX (760) 778-4731
E-MAIL: legals@thedesertsun.com

RE: NOTICE OF PUBLIC HEARING: USE OF THE INDIO HILLS COMMUNITY CENTER FACILITY AND PROPOSAL OF FACILITY RENTAL RATES – BOARD POLICY H-31

To Whom It May Concern:

Attached is a copy for publication in your newspaper for **ONE (1) TIME ON FRIDAY, FEBRUARY 5, 2010.**

We require your affidavit of publication immediately upon completion of the last publication.

Your invoice must be submitted to this office in duplicate, WITH TWO CLIPPINGS OF THE PUBLICATION.

NOTE: PLEASE COMPOSE THIS PUBLICATION INTO A SINGLE COLUMN FORMAT.

Thank you in advance for your assistance and expertise.

Sincerely,

Mcgil

Cecilia Gil, Board Assistant to
KECIA HARPER-IHEM, CLERK OF THE BOARD

Gil, Cecilia

From: Moeller, Charlene [CMOELLER@palmspri.gannett.com]
Sent: Wednesday, February 03, 2010 8:42 AM
To: Gil, Cecilia
Subject: RE: FOR PUBLICATION: BOARD POLICY H-31

: -)

Ad received and will publish on date(s) requested.

Charlene Moeller
Public Notice Customer Service Rep.
The Desert Sun Newspaper
750 N. Gene Autry Trail, Palm Springs, CA 92262
(760) 778-4578, Fax (760) 778-4731
Desert Sun legals@thedesertsun.com
& Desert Post Weekly dpwlegals@thedesertsun.com
The Coachella Valley's #1 Source in News & Advertising!
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From: Gil, Cecilia [mailto:CCGIL@rcbos.org]
Sent: Wednesday, February 03, 2010 8:29 AM
To: tds-legals
Subject: FOR PUBLICATION: BOARD POLICY H-31

Good Morning ☺

Attached is a Notice of Public Hearing, for the use of the Indio Hills Community Center Facility and Proposal of Facility Rental Rates, per above-mentioned Board Policy, for publication on Friday, Feb. 5, 2010. Please confirm. THANK YOU!

Cecilia Gil
Board Assistant to the
Clerk of the Board of Supervisors
951-955-8464

THE COUNTY ADMINISTRATIVE CENTER IS CLOSED EVERY FRIDAY UNTIL FURTHER NOTICE.
PLEASE CONSIDER THE ENVIRONMENT BEFORE PRINTING.

NOTICE OF PUBLIC HEARING BEFORE THE BOARD OF SUPERVISORS OF THE COUNTY OF RIVERSIDE

NOTICE IS HEREBY GIVEN that a public hearing at which all interested persons will be heard, will be held before the Board of Supervisors of Riverside County, California, on the 1st Floor, County Administrative Center, Board of Supervisors Chambers, 4080 Lemon Street, Riverside, on **Tuesday, February 23, 2010 at 9:30 a.m.** to consider the following Policy for Use of the Indio Hills Community Center Facility and Proposal of Facility Rental Rates – Board Policy H-31:

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 3,208 SQ.FT. of available meeting 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 is prohibited.
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.
13. Use of alcoholic beverages in county facilities is governed pursuant to Board Policy H-21.

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
Security Deposit	
Security Deposit (Applicable for non Riverside County agencies and organizations only)	\$ 500.00 (refundable)

Notes:

The applicant is responsible for janitorial 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 non-Riverside County entities.

Any person affected by the above matter(s) may submit written comments to the Clerk of the Board before the public hearing or may appear and be heard in support of or opposition to the project at the time of the hearing. If you challenge the above item(s) in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence, to the Board of Supervisors at, or prior to, the public hearing.

Please send all written correspondence to: Clerk of the Board, 4080 Lemon Street, 1st Floor, Post Office Box 1147, Riverside, CA 92502-1147

Dated: February 3, 2010

Kecia Harper-Ihem, Clerk of the Board
 By: Cecilia Gil, Board Assistant

The Desert Sun

mydesert.com

750 N. Gene Autry Trail
Palm Springs, CA 92262
Billing Inquiries: (866) 875-0854
Main Office: (760) 322-8889

ADVERTISING INVOICE/STATEMENT

Make Checks payable to DESERT SUN PUBLISHING CO.
P.O. Box 677368 Dallas, TX 75267-7368
A finance charge of 1.5% per month (18% Annually) will be added to balances not paid by the 20th.

144

RIV0690000036880320037213210822

RIVERSIDE COUNTY-BOARD OF SUP.
PO BOX 1147
RIVERSIDE CA 92502-1147

Customer No.	Invoice No.
RIV069	0003688032
For the Period	Thru
02/01/10	02/28/10
Due Date	Amount Due
03/15/10	3,721.32
AMOUNT PAID	

PLEASE RETURN THIS TOP SECTION WITH PAYMENT IN THE ENCLOSED ENVELOPE AND INCLUDE YOUR CUSTOMER NUMBER ON REMITTANCE.

Date	EDT	Class	Description	Times Run	Col	Depth	Total Size	Rate	Amount
0201			BALANCE FORWARD						4,598.82
0201			COMMERCIAL PAYMENT THANK YOU						3,922.18-
0205	CLS	0001	CECILIA NO 0461 NOTICE O	8	2	135.00	2160.00		230.10
0205	CLS	0001	CECILIA NO 0462 BOARD OF	8	2	67.00	1072.00		117.22
0207	CLS	0001	CECILIA NO 0513 BOARD OF	8	2	730.00	1680.00		1,217.80
0212	CLS	0001	CECILIA NO 0590 NOTICE O	8	2	92.00	1472.00		158.72
0213	CLS	0001	CECILIA NO 0615 NOTICE O	8	2	75.00	1200.00		130.50
0213	CLS	0001	CECILIA NO 0616 NOTICE O	8	2	92.00	1472.00		158.72
0214	CLS	0001	CECILIA NO 0627 NOTICE O	8	2	92.00	1472.00		158.72
0214	CLS	0001	CECILIA NO 0628 NOTICE O	8	2	65.00	1040.00		113.90
0219	CLS	0001	CECILIA NO 0689 BOARD OF	8	2	208.00	3328.00		351.28
0219	CLS	0001	CECILIA NO 0690 BOARD OF	8	2	242.00	3872.00		407.72
Current		Over 30 Days	Over 60 Days	Over 90 Days	Over 120 Days	Total Due			
3,044.68		487.14	189.50	.00	.00	3,721.32			
Contract Type	Contract Qnty.	Expiration Date	Current Usage	Total Used	Quantity Remaining	Salesperson			
						MOELLER			

The Advertiser shall make payment within 15 days of the billing date indicated on Company's statement, and, in the event that it fails to make payment within such time, Company may reject advertising copy and / or immediately cancel this contract and Advertiser agrees to indemnify Company for all expenses incurred in connection with the collection of amounts payable under this contract, including but not limited to collection fees, attorney's fees and court costs. If this agreement is cancelled due to Advertiser's failure to make timely payment, Company may rebill the Advertiser for the outstanding balance due at the open or earned contract rate, whichever is applicable.

TO ENSURE PROPER CREDIT, PLEASE RETURN THE TOP SECTION AND INCLUDE YOUR CUSTOMER NUMBER ON REMITTANCE.

Customer Number	Name	Invoice Number	Amount Paid
RIV069	RIVERSIDE COUNTY-BOARD OF SUP.	0003688032	

THE DESERT SUN PUBLISHING CO.
ADVERTISING INVOICE/STATEMENT

3.12 of 01/26/10
2/23/2010 9.13

PROOF OF PUBLICATION (2015.5.C.C.P)

STATE OF CALIFORNIA
County of Riverside

I am a citizen of the United States and a resident of the County aforesaid; I am over the age of eighteen years, and not a party to or interested in the above-entitled matter. I am the principal clerk of a printer of the, **DESERT SUN PUBLISHING COMPANY** a newspaper of general circulation, printed and published in the city of Palm Springs, County of Riverside, and which newspaper has been adjudged a newspaper of general circulation by the Superior Court of the County of Riverside, State of California under the date of March 24, 1988. Case Number 191236; that the notice, of which the annexed is a printed copy (set in type not smaller than non paniel, has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to wit:

February 5th, 2010

All in the year 2010

I certify (or declare) under penalty of perjury that the foregoing is true and correct.

Dated at Palm Springs, California this ---5th, ---- day

of----- February -----, 2010



 Signature

No 0461
**NOTICE OF PUBLIC HEARING BEFORE
THE BOARD OF SUPERVISORS OF THE
COUNTY OF RIVERSIDE**

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COUNTY OF RIVERSIDE, CALIFORNIA
80-400 Dillon Road CSA #105, Indio Hills,
CA 92241**

Rental Options Rental Rates

**Rental Rates for Use of Individual
Conference Rooms**

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Hourly Rate - Indio Hills County Service Area Residents \$ 25.00

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37	Far from						
36	Mix on the range						
56	Credit card						
50	New Testament						
34	35 Mocha is on						