

COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY

<u>Subject:</u>	<u>Policy Number</u>	<u>Page</u>
INDIO HILLS COMMUNITY CENTER FACILITY USE POLICY	H-31	Page 1 of 5

Policy: The purpose of this 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.

COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY

<u>Subject:</u>	<u>Policy Number</u>	<u>Page</u>
INDIO HILLS COMMUNITY CENTER FACILITY USE POLICY	H-31	Page 2 of 5

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.

Attachments 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**

<u>Subject:</u>	<u>Policy Number</u>	<u>Page</u>
INDIO HILLS COMMUNITY CENTER FACILITY USE POLICY	H-31	Page 3 of 5

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.

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

Subject:

**Policy
Number**

Page

**INDIO HILLS COMMUNITY CENTER
FACILITY USE POLICY**

H-31

Page 4 of 5



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**

<u>Subject:</u>	<u>Policy Number</u>	<u>Page</u>
INDIO HILLS COMMUNITY CENTER FACILITY USE POLICY	H-31	Page 5 of 5

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