

COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY

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MESA VERDE COMMUNITY CENTER FACILITY USE POLICY	H-34	1 of 6

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:

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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.

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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.

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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:

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ADDRESS:

PURPOSE OF FUNCTION:

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.

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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

Reference:
Minute Order 3.5 of 07/27/10