

Town of Yucca Valley
Community Services Department

Facility Use Policy
(Amended by the YV Town Council 3/15/11)

1. Authority

- a. In May, 2003, the Yucca Valley Town Council directed the Parks, Recreation and Cultural Commission to review the Town's facilities use policy.
- b. History: A Commission recommendation for policy revision was forwarded to the Council in November, 2003. The revised policy was adopted by the Town Council in December, 2003. Revisions were recommended by the Commission and adopted by the Council in April 2006, May 2007, October 2008, and March 2011.

2. Policy Statement

- a. The Town of Yucca Valley's public parks and buildings are used for Town-sponsored recreational, cultural, civic and social activities and programs. Additionally, the Town makes use of public facilities for conducting the business of the Town Council and its appointed commissions, committees and work groups. The Town also makes certain facilities available to the public for meetings, activities, events and services that meet similar needs and interests of the community. The Director of Community Services or his/her designee is authorized to interpret and implement the policies and regulations contained herein.

3. Definitions

- a. Applicant – in a transaction involving the reserved use of Town facilities, the individual or organization that will be responsible for all rental fees, deposits, and compliance with facility use requirements.
- b. Building – refers to public buildings owned, leased and/or managed by the Town of Yucca Valley
- c. Commission – the Parks, Recreation and Cultural Commission appointed by the Yucca Valley Town Council.

- d. Council – the elected Town Council of the Town of Yucca Valley.
- e. Department – unless otherwise specified, refers to the Town of Yucca Valley’s Community Services Department.
- f. Director – the Director of Community Services of the Town of Yucca Valley or his/her designee.
- g. Facility – Refers to parks, buildings and the rooms and other spaces within the buildings, common areas, and parking lots owned and/or operated by the Town of Yucca Valley.
- h. Non-resident – individuals whose primary residence is outside of Yucca Valley’s town limits; organizations or enterprises with a primary business address outside of Yucca Valley’s town limits.
- i. Park – any developed or undeveloped areas owned or leased by the Town of Yucca Valley and designated for recreational purposes or conserved for scenic or historical interest, to include the landscaping and recreational elements of such facilities.
- j. Town – the municipality known as the Town of Yucca Valley.
- k. User group – the applicant, whether an organization, agency or individual.

4. Hours of Use

- a. Parks – Town of Yucca Valley Parks are open daily from 6:00 am until 11:00 pm. Unless the hours are specifically extended by the Town to accommodate a special event, no person shall remain in any Park between the hours of 11:00 pm and 6:00 am without written permission from the Director. Town of Yucca Valley Municipal Code 11.60.040(c)
- b. Buildings – Except for public meetings and special events conducted by the Town of Yucca Valley, Town Buildings are available for use from 7:00 am until 9:00 pm Monday through Thursday, and from 7:00 am until 10:00 pm Friday and Saturday. For the purpose of determining facility use fees, weekend rates apply from Friday at 5:00 pm until Monday at 7:00 am. Town Buildings are not available for rented or reserved use on Sundays or Holidays unless specifically authorized by the Director and/or Commission acting on behalf of the Council.

5. General Rules and Regulations

- a. With respect to the Town's public Parks and Facilities, the following activities are not permitted:
- b. Storage – to store personal property, including camping gear.
- c. Bulletin Boards – to affix flyers or posters of any kind to bulletin boards or display areas within or attached to Town facilities. Unless specifically designated otherwise, such areas are for Town use only to provide public information or to promote Town-sponsored events or activities.
- d. The throwing or other use of rice, birdseed, glitter, confetti in relation to the approved use of Town facilities.
- e. Fire – to make or kindle a fire with wood or any material other than charcoal (in designated areas only) without written approval from the Department.
- f. Alcohol – to possess any can, bottle or other receptacle containing any alcoholic beverage that has been opened, a seal broken, or the contents partially removed, without a permit issued by the Department.
- g. Bathing – to bathe in any Facility not designated for that purpose.
- h. Refuse – to leave garbage, cans, bottles, papers or other refuse at any Park or facility other than in the receptacles provided. If no receptacle is provided, patrons are responsible to remove all waste and dispose of it in an appropriate manner.
- i. Animals – to hitch, ride or let loose any animal or fowl without the written approval of the Department. This shall not apply to dogs at Town Parks when led by a leash or chain no more than six feet long. Owners of said dogs are responsible for the conduct of the animal and for the disposal of all waste and fecal matter. Pets are not permitted in the softball field area of the Town's Summer Music Festival or other similar events. Seeing eye dogs and other designated assistance dogs are not subject to these restrictions.
- j. Camping – to camp in or upon any Town Park without written permission from the Director.
- k. Smoking – to smoke in, or within 20 feet of the entrance to, any Town building or area designated for children's play, or to discard any lighted or unlighted cigar, cigarette or tobacco-related litter in said areas.

1. Reckless Operation – to ride or use any roller skates, scooters, skateboards, or bicycles at any Town Park or Facility in a reckless manner or with disregard for the safety of persons or property, or to cause such items to be ridden in such a manner.

6. Reserved Use of Town Facilities

- a. The following Town of Yucca Valley Facilities are available for rental or reserved use, in accordance with established procedures and rental rates:

	Location	Capacity Dining/Conference
Yucca Room	Community Center	250/350
Joshua Tree Room	Community Center	32/45
Cholla Room	Community Center	65/80
Ocotillo Room	Community Center	44/50
Mesquite Room	Community Center	18/30
Senior Center	Community Center	180/250
Soccer Fields	Community Center	-
Softball Field	Community Center	-
Snack Bar	Community Center	-
Community Room	Machris Park	54/75
Softball Field	Machris Park	-
Snack Bar	Machris Park	-
Community Room	Jacobs Park	54/75
Tennis Courts	Jacobs Park	-
Swimming Pool	Yucca Valley High School	-
Parking Lots	Various	-

- b. Arrangements may be made with the Department for reserved use of other areas of Town parks or facilities. In such cases, the Director and/or Commission will determine appropriate parameters for use.

7. Priority use of Town Facilities

- a. Reasonable attempts will always be made to avoid scheduling conflicts, however, if clarification is needed, the following prioritization will apply to the use of Town Facilities:

- i. Town-sponsored meetings, activities and events
- ii. Meetings, events and activities sponsored by governmental or other agencies working jointly with the Town
- iii. Local non-commercial user groups
- iv. Local commercial enterprises and concerns
- v. Out of town user groups
- vi. User groups whose rental fees have been waived

8. Reserved Use of Town Facilities

- a. Individuals 18 years of age or older, may apply for reserved use of Town Facilities at least fourteen days and no more than thirteen months prior to the proposed event.
- b. To obtain reserved use of available Town facilities, individuals or organizational representatives must complete and return a Facility Use Application and submit all required diagrams, deposits, permits, contracts and appropriate insurance documents to the Community Services Office at least seven days prior to the intended use.
- c. Town staff will make a reasonable effort to accommodate each application, and will provide written confirmation of approval or denial within three working days of receipt of all required materials.
- d. User groups are not entitled to place signs, banners or other such materials on Town Facilities without written permission from the Director.
- e. The Town reserves the right to deny the application of individuals, groups or organizations that have previously not complied with Town requirements or regulations.
- f. The applicant must notify the Department of any cancellations at least 48 hours prior to the scheduled event or activity. Failure to give the required notice of a cancellation may result in forfeiture of the applicant's deposit.

9. Fees for use of Town Facilities

- a. Fee Schedule. Fees for reserved use of Town Facilities will be charged for the entire time the user group requires access to the facility, including time for setting up the event, decorating, cleaning up, etc. Fees are charged in accordance with the Town's most recent adopted fee schedule (Appendix A).

- b. Deposits. When public Facilities are rented or reserved, a refundable deposit is required. Personal checks are not accepted for facility use deposits.

Small Rooms	\$200
Large Rooms	\$500
CC Courtyard	\$200
Kitchens	\$200
Community Rooms	\$200
Athletic Fields	\$200
Snack Bars	\$200
Swimming Pool	\$500
Parking Lot	\$200

1. If damage to Town property occurs during use or if excessive clean-up is necessary after the use, the actual cost of repairs or clean-up will be deducted from the deposit.
 2. If the cost of repairs and/or clean-up exceeds the deposit amount, the user will be billed for the difference.
 3. If the user group remains in the facility beyond the scheduled time, the deposit will be forfeited and additional fees may be charged for the additional time in the facility.
 4. If the user group misrepresents any material facts about the event (i.e., the serving of alcohol, etc.) the entire deposit will be forfeited.
- c. Setup and Breakdown. When available, the use of tables and chairs is included in the Facility rental fee. Town staff will arrange chairs and tables for indoor and outdoor assemblies as close to diagrams submitted by the applicant as possible.
- d. User groups shall not obstruct any pathways or access routes inside or outside Town buildings, or otherwise interfere with the safety or convenience of the public or other facility users.
- e. Electrical Service. If electrical service is requested and approved for any activity or event on Town Park areas, a fee of \$25 will be charged for up to four hours of use.
- f. Fee Waivers or Fee Reductions. The Town Council has authorized the Director and the Commission to make a determination on requests for fee waivers or fee reductions. If a waiver or reduction is granted, the group will be accommodated on a space-available basis. Waivers will only be considered if the applicant complies with all Town Facility use requirements and the proposed use meets one of the following conditions:

1. The activity or event is conducted by a local organization and the primary purpose of the activity or event is to provide services for the youth of the community.
 2. The activity or event is of large scale community-wide interest or benefit, is conducted by a local organization and will be open free of charge to all members of the local community who wish to participate.
 3. If the activity or event does not clearly meet either of the first two guidelines, it must be demonstrated that the service provided replaces the need for the Town to provide such services.
- g. If the recipient of a waiver or fee reduction does not strictly comply with all conditions regulating the use of Town facilities, including adherence to approved entry and exit times, the user group will be responsible to pay all fees normally associated with such use.
- h. Recipients of waivers or fee reductions may be relocated or canceled without notice if the facilities are required by the Town for other purposes.

10. Use of Town Equipment Off-Site

- a. The Town makes certain equipment available for rental and use off site. Deposits will only be refunded if the equipment is returned clean, on-time and undamaged. If the cost of repairs, replacement and/or clean-up exceeds the deposit amount, the user will be billed for the difference. Fees and deposits for equipment are listed in Appendix B, subject to availability.

11. Alcohol Use in Public Facilities

- a. The sale or use of alcoholic beverages at Town Parks and Facilities is not allowed without a permit issued by the Department. Permit information is available at the Department office. Permits will only be approved when the following conditions are met:
- b. The applicant shall ensure the full compliance with state and local laws regarding the consumption of alcohol during their facility use. The applicant will be held responsible for the behavior of all attendees.

- c. The applicant shall provide the Town with a liquor liability insurance policy endorsement in the amount of \$1,000,000 naming the Town, its officers, employees, agents and volunteers as additional insured for the date(s) of facility use. Proof of such insurance shall be on file in the Community Services Office at least seven days prior to the event.
- d. Any caterers or other concerns engaged in the sale of alcoholic beverages in or on Town Facilities shall provide the Town with a liquor liability insurance policy endorsement in the amount of \$1,000,000 naming the Town, its officers, employees agents and volunteers as additional insured for the date(s) of facility use. Proof of such insurance shall be on file in the Community Services Office at least seven days prior to the event.
- e. The applicant is required to provide a \$1,000 security deposit, refundable if the facility is left on time, clean and without damage. Actual costs for additional time, additional maintenance requirement, or damage will be deducted from the deposit. If the cost of repairs and/or clean-up exceeds the deposit amount, the user will be billed for the difference. Personal checks are not accepted for deposits.
- f. The applicant shall provide proof of compliance with insurance and security requirements at least seven days prior to the event.

12. Security Requirement

- a. Whenever alcohol will be served or sold at the event, or at other times the Director or Commission deem appropriate, the applicant will be required to contract with the San Bernardino County Sheriff 's Department or other approved security company for event security. The Director will confer with the Sheriff 's Office to determine the specific security requirement for each event, but generally two officers will be required. Proof of the contract for security must be on file in the Community Services Department Office at least seven days prior to the event.

13. Insurance requirements

- a. For one-time events (weddings, parties, large meetings, concerts, etc.), the Town requires that the applicant provide a certificate of insurance (from an insurance company admitted in California and rated "BBB" or better) in the amount of \$1,000,000 with an endorsement naming the Town, its officers, employees, agents and volunteers as additional insured.

- b. Organizations and agencies requesting reserved use of Town Facilities may be required to provide a certificate of insurance (from an insurance company admitted in California and rated “BBB” or better) in the amount of \$1,000,000 with an endorsement naming the Town, its officers, employees agents and volunteers as additional insured.
- c. All required insurance policies and endorsements are to be primary and non-contributory with any insurance or self insurance programs carried or administered by the Town.
- d. To assist user groups in compliance with the insurance requirements, the Town of Yucca Valley makes coverage available through Alliant Insurance Services for a typical charge of \$115 to \$180 per event.

APPENDIX A

Facility Use Fee Schedule (fee revision effective March 15, 2011)

Small Rooms (Mesquite, Cholla, Joshua Tree, Ocotillo) 2 hr min			
	Weekdays	Weekends	Holidays
Local resident or activities where no fees are charged	\$15 / hr	\$25 / hr	\$35 / hr
Non-resident, commercial group, or activity where fees are charged	\$25 / hr	\$45 / hr	\$65 / hr
Large Rooms (Senior Center, Yucca Room) 2 hr min			
	Weekdays	Weekends	Holidays
Local resident or activities where no fees are charged	\$25 / hr	\$45 / hr	\$65 / hr
Non-resident, commercial group, or activity where fees are charged	\$45 / hr	\$65 / hr	\$95 / hr
Community Rooms (Jacobs Park, Machris Park) 2 hr min			
	Weekdays	Weekends	Holidays
Local resident or activities where no fees are charged	\$15 / hr	\$25 / hr	\$35 / hr
Non-resident, commercial group, or activity where fees are charged	\$25 / hr	\$45 / hr	\$65 / hr
Soccer Fields, Softball Fields			
Reserved use without lights	\$10 / hr (\$20/hr non-resident)		
Reserved use with lights	\$20 / hr (\$30/hr non-resident)		
Concession Facilities			
Machris Park Snack Bar	\$10 / hr (\$20/hr non-resident)		
Community Center Snack Bar	\$10 / hr (\$20/hr non-resident)		
Other Facilities			
Community Center Courtyard	\$45 (\$55 nr) per hour		
YVHS Swimming Pool (2 hr min)	\$40 (\$50 nr) per hour		
Parking Lots	\$1 per space per day (20 space min.)		
Miscellaneous facility charges			
Kitchen Charge	\$30 (\$40 nr) + \$100 deposit		
Kitchen Only	\$30 (\$40 nr) per hour + \$100 deposit		
Electricity	\$25 (\$35 nr) flat fee (up to 4 hours)		
Tennis Court Keys	\$10 (\$20 nr) per key		

APPENDIX B

Equipment Available for Off-site Rental (revised fees effective March 15, 2011)

	Daily Rental	Deposit
Mobile Band Stage	\$500	\$1,000
Tables	\$8	\$100 per 5 tables
Chairs	\$1.00	\$100 per 25 chairs
Cotton candy machine	\$25	\$100
Sno-cone machine	\$25	\$100
Hot dog cooker	\$25	\$100
Field chalker	\$10	\$100
Coffee pot, 100 cup	\$10	\$100

APPENDIX C

The following governmental agencies and government sponsored organizations shall be exempt from Facility Use Fees when requesting use of Town Facilities for official meetings to conduct public business, providing that the space is available as requested.

Citizens on Patrol – Yucca Valley
City of Twentynine Palms
Copper Mountain College
Hi Desert Water District
League of California Cities
Mojave Water Agency
Morongo Basin Transit Authority
San Bernardino Associated Governments (SANBAG)
San Bernardino County Food Distribution Program
San Bernardino County – meetings
San Bernardino County Sheriff's Department
YV Youth Accountability Board
Yucca Valley Branch Library
Yucca Valley Chamber of Commerce