

I declare under penalty of perjury that I am employed by the Town of Yucca Valley, in the Community Services Department, and that I posted this Agenda at the designated locations in the Town of Yucca Valley on Friday

Date

Signature

MEETING AGENDA

TOWN OF YUCCA VALLEY PARKS, RECREATION & CULTURAL COMMISSION

TUESDAY, OCTOBER 13, 2015

4:30 PM

JOSHUA TREE ROOM

YUCCA VALLEY COMMUNITY CENTER COMPLEX

57090 TWENTYNINE PALMS HIGHWAY

YUCCA VALLEY, CALIFORNIA 92284

PARKS, RECREATION & CULTURAL COMMISSION

Gregory Hill, Commissioner

Eric Quander, Commissioner

Laurine Silver, Commissioner

Ed Keesling, Vice Chair

Randy Eigner, Chair

Curtis Yakimow, Town Manager

Susan Earnest, Community Services Manager

Maureen S. Neely, Secretary

COMMUNITY SERVICES OFFICE 760-369-7211

www.yucca-valley.org

AGENDA

**TOWN OF YUCCA VALLEY
PARKS, RECREATION & CULTURAL COMMISSION
TUESDAY, OCTOBER 13, 2015**

*The Town of Yucca Valley complies with the Americans with Disabilities Act of 1990.
If you require special assistance to attend or participate in this meeting,
please call the Town Clerk's office at 369-7209 at least 48 hours prior to the meeting.*

(WHERE APPROPRIATE OR DEEMED NECESSARY, ACTION MAY BE TAKEN ON ANY ITEM LISTED ON THE AGENDA)

CALL TO ORDER

ROLL CALL: Commissioner Hill, Commissioner Quander, Commissioner Silver, Vice Chair Keesling, Chair Eigner.

PLEDGE OF ALLEGIANCE

Led by _____

APPROVAL OF AGENDA

Parks, Recreation & Cultural Commission Agenda

Recommendation: Move to approve the agenda of the October 13, 2015 Parks, Recreation & Cultural Commission meeting.

Action Motion _____
Move _____ 2nd _____ Roll Call Vote _____

All items listed on the consent calendar are considered to be routine matters or are considered formal documents covering previous Parks, Recreation and Cultural Commission instruction. The items listed on the consent calendar may be enacted in one motion and a second. There will be no separate discussion of the consent calendar items unless a member of the Parks, Recreation and Cultural Commission or Town Staff requests discussion on specific consent calendar items at the beginning of the meeting. Public requests to comment on consent calendar items should be filed with the Commission Secretary before the consent calendar is called.

**AGENDA
TOWN OF YUCCA VALLEY
PARKS, RECREATION & CULTURAL COMMISSION
TUESDAY, OCTOBER 13, 2015**

CONSENT AGENDA

- 1-5 1. Minutes of the Parks, Recreation & Cultural Commission meeting of September 8, 2015.

Recommendation: Move to approve minutes as presented.

Recommendation: Approve Consent Agenda (items 1)

Move _____ 2nd _____ Roll Call Vote _____

DEPARTMENT REPORTS

- 6-8 2. 2015-16 Youth Commission Appointments

Recommendation: Review the applications and move to recommend appointment of the selected applicants to the 2015-16 Youth Commission and request that staff forward the recommendation to the Town Council for review and approval.

Action Motion _____
Move _____ 2nd _____ Roll Call Vote _____

- 9-44 3. Facility Use Policy Review

Recommendation: That the Commission approve the staff recommended changes to the Facility Use policy as presented and request that staff forward the recommendation to the Town Council for review and approval.

Action Motion _____
Move _____ 2nd _____ Roll Call Vote _____

**AGENDA
TOWN OF YUCCA VALLEY
PARKS, RECREATION & CULTURAL COMMISSION
TUESDAY, OCTOBER 13, 2015**

FUTURE AGENDA ITEMS

Town Grant Summary/Overview
Paradise Park Program History
Square Dancing Club Presentation
Park Renaming Review

PUBLIC COMMENTS

In order to assist in the orderly and timely conduct of the meeting, the Parks, Recreation and Cultural Commission takes this time to consider your comments on items of concern which are not on the agenda. When you are called to speak, please state your name and community of residence. Please limit your comments to three (3) minutes or less. Inappropriate behavior which disrupts, disturbs or otherwise impedes the orderly conduct of the meeting will result in forfeiture of your public comment privileges. The Parks, Recreation and Cultural Commission is prohibited by State law from taking action or discussing items not included on the printed agenda.

STAFF REPORTS AND COMMENTS

COMMISSIONER REPORTS AND COMMENTS

6. Commissioner Hill
7. Commissioner Quander
8. Commissioner Silver
9. Vice Chair Keesling
10. Chair Eigner

ANNOUNCEMENTS

The next meeting of the Parks, Recreation and Cultural Commission is scheduled for December 8, 2015 at 4:30pm in the Joshua Tree Room of the Yucca Valley Community Center.

ADJOURNMENT

**TOWN OF YUCCA VALLEY
PARKS, RECREATION & CULTURAL COMMISSION
MINUTES
TUESDAY, SEPTEMBER 8, 2015**

CALL TO ORDER by Chair Eigner 4:30 p.m.

ROLL CALL Commissioners present Hill, Keesling, and Chair Eigner. Commissioner Silver excused. Commissioner Quander absent.

Staff members present, Community Services Manager Earnest, Secretary Neely.

PLEDGE OF ALLEGIANCE led by Commissioner Hill

2. APPROVAL OF AGENDA

Commissioner Keesling moved to approve the agenda of the Parks, Recreation and Cultural Commission meeting of September 8, 2015. Commissioner Hill seconded. Motioned carried 3-0-2 on a roll call vote.

AYES: Hill, Keesling, Chair Eigner

NOES: None

ABSTAIN: None

ABSENT: Silver, Quander

CONSENT AGENDA

All items listed on the consent calendar are considered to be routine matters or are considered formal documents covering previous Parks, Recreation and Cultural Commission instruction. The items listed on the consent calendar may be enacted in one motion and a second. There will be no separate discussion of the consent calendar items unless a member of the Parks, Recreation and Cultural Commission or Town Staff requests discussion on specific consent calendar items at the beginning of the meeting. Public requests to comment on consent calendar items should be filed with the Commission Secretary before the consent calendar is called.

1. Minutes of the Parks, Recreation & Cultural Commission meeting of June 9, 2015

Recommendation: Move to approve minutes as presented.

2. Museum Report

Recommendation: Move to receive and file the Hi Desert Nature Museum Monthly Report for June and July 2015.

3. Recreation Report

Recommendation: Move to receive and file the Recreation Monthly Report for June and July 2015.

Commissioner Keesling moved to approve the consent agenda items 1-3. Chair Eigner seconded. Motion carried 3-0-2 on a roll call vote.

AYES: Hill, Keesling, Chair Eigner

NOES: None

ABSTAIN: None

ABSENT: Silver, Quander

DEPARTMENT REPORTS

4. Tender Loving Christmas Request for Facility Use Waiver

Community Services Manager Sue Earnest opened discussion on Tender Loving Christmas facility use request. The organizer has requested a waiver of facility use fees for the annual Christmas event. Based on previous Town Council direction and Commission action the request is well within the facility use policy guidelines. Mara Cantelo the founder of the event wrote that they serve at least 2,000+ each Christmas. The event is free to all Morongo Basin residents. The request is for December 21 through December 27. They are also requesting the use of a small room for planning meetings for 2 hours on specified weeknights during the months of September, October, November and December.

Commissioner Keesling moved to approve the waiver of facility use fees associated with Tender Loving Christmas 2015 event. Commissioner Hill seconded. Motion carried roll call vote 3-0-2

AYES: Hill, Keesling, Chair Eigner

NOES: None

ABSTAIN: None

ABSENT: Silver, Quander

5. Grubstake Days Town Participation History

Manager Earnest reported that at June's commission meeting there was a request to staff to provide an overview of the Town's participation in the Grubstake Days events. The Grubstake Days celebration dates back over 60 years in the basin. Through 2005, the Yucca Valley Chamber of Commerce held the event on sixty acres of vacant land. The Chamber's Grubstake Days events included a parade, carnival, rodeo, demolition derby and other activities. The Town hosted the Grubstake Run as part of the festivities.

In 2006 the Chamber lost use of the event property and the Town was approached by chamber members Hi Desert Publishing, Z107.7 Community Radio and the Basin Wide Foundation regarding the use of the Community Center property for a Grubstake Days Community Fair. The fair took place at that location from 2006 through 2012.

Although not a town event, Town staff was instrumental in the execution of the fair by providing substantial facility management services as well as a variety of program offerings in support of the event. While at the Community Center location the Town continued to participate in the community event by providing several activities including a beard contest, horseshoe tournament as well as the 5k, 10k, Run, 2k Walk and continued participation in the parade.

In 2013 the organizers of the community fair moved the event from the Community Center property to Brehm Youth Sports Park where it remained for 2014. The Town continued to participate by providing several event activities. However, downsizing of staff limited the Town's efforts in the event. Town staff was able to continue giving support through participation in the parade, providing the Grubstake Run event and providing marketing support through advertising in the Experience Yucca Valley Town publication and on the Town website, a value in excess of \$2,500.00.

Town funding and in-kind allocations for the Grubstake Days Parade has been included in recent budget allocations including \$5000 in FY 13-14, \$4500 in FY 14-15 and \$4500 in FY 15-16.

Commissioner Hill stated it's sad that the event is getting smaller and inquired what the 2016 plans for the event are. Manager Earnest stated she understands that the Chamber will be putting on the annual parade but no news of any other events. Chair Eigner mentioned that it seems the Chamber is moving away from the Community Fair participation. He stated that with the current decreases in Town staffing levels, he recommended that the participation in Grubstake Days event support remain the same by continuing the present programming including the Grubstake Run and the parade float entry, and if possible continues with the monetary contribution to the parade. Mr. Eigner suggested that any additions to the event should be Chamber driven.

Commissioner Keesling thanked Manager Earnest for her report and stated that the Chamber parade was the best it has been in a while.

Commissioner Keesling moved to receive and file the report outlining the Town of Yucca Valley Community Services Department past participation in the Grubstake Days events conducted by the Chamber of Commerce. Chair Eigner seconded. Motion carried roll call vote 3-0-2

AYES: Hill, Keesling, Chair Eigner

NOES: None

ABSTAIN: None

ABSENT: Silver, Quander

FUTURE AGENDA ITEMS

Square Dance Club
Facility Use Policy
Youth Commission Appointment recommendation
Paradise Park Program History
Town grant summary

PUBLIC COMMENT

In order to assist in the orderly and timely conduct of the meeting, the Parks, Recreation and Cultural Commission takes this time to consider your comments on items of concern which are not on the agenda. When you are called to speak, please state your name and community of residence. Please limit your comments to three (3) minutes or less. Inappropriate behavior which disrupts, disturbs or otherwise impedes the orderly conduct of the meeting will result in forfeiture of your public comment privileges. The Parks, Recreation and Cultural Commission is prohibited by State law from taking action or discussing items not included on the printed agenda.

Margo Paolucci Yucca Valley resident. Ms. Paolucci stated that she lives on Carmelita Circle for the last eight years and inquired on the timing and angle of the lights at Machris Park. She stated that they lights are angled into her home and she would like them to be adjusted. She also mentioned that on occasion the lights are on and nobody is on the field.

STAFF REPORTS AND COMMENTS

- Manager Earnest gave a brief update on the former Pomona First Federal Building. Council has hired an architect company to assist the Town in evaluating the property to determine the feasibility of utilizing the property for appropriate Town purposes, as a lease option for County Library facilities or identify other potential municipal uses.

- The Experience Yucca Valley Fall/Winter guide will be out soon. There are a few new classes in the publication.
- Ms. Earnest met with the Senior Club last week. The club stated they were happy with the outcome of the Luau Dance
- Bingo attendance is up. The Yucca Valley Senior Nutrition site provides approximately 115 meals basin wide and 45 at the site.

COMMISSIONER REPORTS AND COMMENTS

6. Chair Eigner recommended that anyone trying to reach him should text as that works best.
7. Commissioner Hill inquired if there is a master calendar of events. He thanks staff for the business cards. Commissioner Hill spoke about the lack of true bike lanes in Yucca Valley. He also informed the commission that because of the recent fires between White Water and Big Bear a portion of the Pacific Crest trail is closed and mentioned that there may be hikers/travelers coming through Yucca Valley on Town streets for a month or two.
8. Vice Chair Keesling stated that this summer he participated in some of the Hi Desert Nature Museum programs. The Museum staffs inspired him and he thanked them for putting on great events.
9. Commissioner Quander absent
10. Commissioner Silver excused

ANNOUNCEMENTS

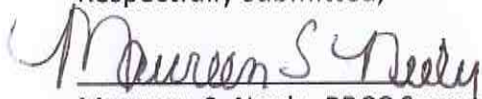
Time, date and place of the next Parks, Recreation & Cultural Commission meeting

The next meeting of the Parks, Recreation & Cultural Commission is scheduled October 13, 2015 at 4:30pm in the Joshua Tree Room of the Yucca Valley Community Center.

ADJOURNMENT

The meeting was adjourned at 5:30 pm.

Respectfully submitted,



Maureen S. Neely, PRCC Secretary
Community Services Department

PARKS, RECREATION, CULTURAL COMMISSION STAFF REPORT

To: Members of the Parks, Recreation, Cultural Commission
From: Sue Earnest, Recreation Supervisor
Date: October 8, 2015
For Commission Meeting: October 13, 2015

Subject: 2015-16 Youth Commission Appointments

Prior Commission Review: None.

Recommendation: Review the applicants and move to recommend appointment of the selected applicants to the 2015-16 Youth Commission.

Summary: The Town Council established the Youth Commission to be appointed annually to serve as an advisory group to provide recommendations on youth related issues in Yucca Valley. The Council has appointed the Parks, Recreation and Cultural Commission to make recommendations for appointment and to oversee the activities of the Youth Commission.

Order of Procedure:

- Request Staff Report
- Request Public Comment
- Commission Questions
- Motion/Second
- Discussion on Motion
- Call the Question

Discussion:

The Yucca Valley Youth Commission was established in 1995. The commission consists of young people in grades 7 through 12 who attend school in Yucca Valley. The Council established the Youth Commission to serve as an advisory group to provide recommendations on youth related issues.

As the Council-appointed overseers of the Youth Commission activities, the Parks, Recreation and Cultural Commission has traditionally reviewed the Youth Commission applications and made a recommendation for appointment.

On April 20, 2010 the Town Council approved a recommendation from the Parks, Recreation and Cultural Commission amending Chapter 4.12 of the

Reviewed By: _____ _____ _____ M. S. N. Don SE
 Town Manager Town Attorney Mgmt Services Dept Head

Department Report ___ Ordinance Action ___ Resolution Action ___ Public Hearing
___ Consent ___ Minute Action ___ Receive and File ___ Study Session

Town of Yucca Valley Municipal Code limiting the number of Youth Commissioners to a maximum of 20 members. The Council also directed staff to work with the PRCC to develop equitable procedures for the selection of Youth Commissioners.

On July 13, 2010, the PRCC approved the staff recommendation for amending the Youth Commission selection process. The adopted selection process included the following criteria:

- Applications will be accepted beginning August 1 each year for appointment to the Youth Commission for the subsequent school year.
- Youth Commission applications will require a supplemental 300 word narrative detailing the candidate’s interest in serving on the Commission, and two letters of recommendation from teachers, coaches, or other responsible adults.
- Returning Youth Commissioners must be recommended for re-appointment by CS Department staff. The candidate’s prior service will be the basis for such recommendation.
- Every effort shall be made to establish a representation of the most schools and grades in recommending Youth Commission appointees,
- Youth Commissioners will be limited to serving no more than three consecutive terms if the number of applicants exceeds the number of authorized seats.

The Commission is requested to review the following recommended appointments and to forward a recommendation to the Town Council. The following candidates are recommended for appointment to the Youth Commission based on staff’s interpretation of the Youth Commission selection process.

Applicant name	Grade	School	YC Service
1. Francisco Gonzalez	12 th Grade	Yucca Valley High School	3 yrs
2. Kavanaugh Clow	12 th Grade	Yucca Valley High School	
3. Blake Rowe	11 th Grade	Yucca Valley High School	2 yrs
4. Miranda Green	11 th Grade	Yucca Valley High School	2 yrs
5. Courtney Linzner	10 th Grade	Yucca Valley High School	2 yr
6. Caitlin Rowe	10 th Grade	Yucca Valley High School	
7. Emily Sheckler	10 th Grade	Yucca Valley High School	1 yr
8. Madison Tuttle	9 th Grade	Yucca Valley High School	1 yr
9. Zoie Gianforte	9 th Grade	Yucca Valley High School	1 yr
10. Angelina Quirante	9 th Grade	Yucca Valley High School	1 yr
11. Vianne Militar	9 th Grade	Yucca Valley High School	1 yr

12. Zoe Beers	9 th Grade	Yucca Valley High School	
13. Gabrielle Kanuch	9 th Grade	Yucca Valley High School	
14. Caleb Robinson	9 th Grade	Yucca Valley High School	
15. Aurora Valdes	9 th Grade	Yucca Valley High School	1 yr
16. Tommy Cruz	9 th Grade	Yucca Valley High School	1 yr
17. Rachael Kee	9 th Grade	Yucca Valley High School	1 yr
18. Angel Rodriguez	8 th Grade	La Contenta Middle School	1 yr
19. Timothy High	7 th Grade	La Contenta Middle School	
20. Veronica Rodriguez	7 th Grade	La Contenta Middle School	

The following candidates are recommended for selection as Youth Commission Alternates based on staff's interpretation of the Youth Commission selection process. These candidates are eligible to fill vacancies that may arise during the term and will be selected on a case by case basis.

Noah Fraser	9 th Grade	Yucca Valley High School
Destiny Spruell	9 th Grade	Yucca Valley High School
Mandy Lewis	8 th Grade	La Contenta Middle School
Sierra Rogers	8 th Grade	La Contenta Middle School

Recommendation:

That the Parks, Recreation and Cultural Commission appoint the 20 recommended candidates to the Youth Commission, appoint the 4 Youth Commission alternates, and direct staff to forward the recommended appointments to the Town Council.

Attachments:

Youth Commission applications and supplemental materials are available for review at the Community Services office or upon request.

PARKS, RECREATION AND CULTURAL COMMISSION STAFF REPORT

To: Members of the Parks, Recreation and Cultural Commission
From: Sue Earnest, Community Services Manager
 Maureen Neely, Administrative Assistant III
Date: October 9, 2015
For Commission Meeting: October 13, 2015

Subject: Facility Use Policy Review

Prior Commission Review: The Commission began a periodic review of the Town’s Facility Use Policy in November, 2012. Prior to that, the most recent policy amendment was approved by the Town Council in March, 2011. The Commission reviewed the policy in October 2013 and forwarded its recommendations to the Town Council who adopted the present policy in March 2014. The Commission last reviewed the policy in October 2014, amending the facility fee waiver/reduction rates.

Recommendation: That the Commission approve the staff recommended changes to the Facility Use policy as presented and request that staff forward the recommendation to the Town Council for review and approval.

Alternative: That the Commission approve alternative changes to the Facility Use policy as determined by the Commission and request that staff forward the recommendation to the Town Council for review and approval.

Summary: From time to time in the management of Town facilities, issues surface that are not fully addressed in the Town’s Facility Use Policy. These circumstances trigger a review to ensure that the policy is up to date and sufficient to guide decisions regarding the use of Town buildings and outdoor areas. The Town’s lease of the Brehm I Park, the recent acquisition of the Brehm Youth Sports Park (Brehm II), along with necessary administrative revisions has prompted the need for updates to the Facility Use Policy.

Order of Procedure:

- Request Staff Report
- Request Public Comment
- Commission Questions of Staff
- Commission Discussion
- Motion/Second
- Discussion on Motion
- Call the Question

Reviewed By:	<u> </u> Town Manager	<u> </u> Town Attorney	<u> </u> Mgmt Services	<u>SBE</u> Dept Head
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<input checked="" type="checkbox"/> Department Report	<input type="checkbox"/> Ordinance Action	<input type="checkbox"/> Resolution Action	<input type="checkbox"/> Public Hearing
<input type="checkbox"/> Consent	<input checked="" type="checkbox"/> Minute Action	<input type="checkbox"/> Receive and File	<input type="checkbox"/> Study Session

Discussion: In the day to day management of public facilities, circumstances arise that prompt discussion about the need for clarification and/or change. Recommending policies to regulate the use of Town facilities is among the specified responsibilities of the Parks, Recreation and Cultural Commission. Accordingly, the Town's Facility Use Policy is subject to periodic review by the Commission. The current Facility Use Policy was last amended by the Town Council in March, 2014.

Review and recommendations to date.

The Commission began its current policy review in October 2013 when the Commission, in addition to other revisions, approved a fee waiver/reduction policy whereby qualified athlete groups received a 75% reduction for field use and qualified non-profit organizations received a facility fee reduction of 90%. At its meeting of October 14, 2014, the Commission approved a revision of the fee waiver/reduction policy for qualified user groups to a field fee reduction of 50% for qualified athletic groups and a facility fee reduction of 75% for qualified non-profit groups. An annual staff report of the fiscal impact of the fee reductions was also approved.

Staff considers the present rate of fee waiver/reduction to be an acceptable balance of cost recovery while continuing to support qualified programs by ensuring that facility use fees do not significantly burden the user. Staff also recommends that the fee waiver/reduction rates be included in the Facility Use Policy in the form of an Appendix, to ease in implementation and future review.

In addition, staff recommends the following revisions to the Facility Use Policy to incorporate recently acquired properties as well as revisions for clarity, updating and ease of use.

1. Revise policy language to replace "Director" with "Town Manager" due to elimination of the Director position.
2. Revise Section 3, revising definitions for Non-resident, Resident and Commercial.
3. Revise Section 7, adding fields and facilities located at Brehm Park I, Brehm Park II and Paradise Park.
4. Revise Section 8, moving deposit information to Appendix A and redefining Appendix B as the Fee Waiver/Reduction Schedule. Approve continuation of present fee waiver/reduction policy.

5. Revise Section 9 to eliminate equipment rentals and off site use of Town equipment.
6. Revise Appendix A to update the list of facilities, fees and deposits.
7. Revise Appendix B to replace Off Site Equipment Rental information with Fee Waiver/Reduction Schedule.
8. Revise Appendix C to add CMCCD and MUSD and San Bernardino County Fire Department to list of government agencies.

Attachments: Marked-up draft of the Facility Use Policy
Clean copy of revised Facility Use Policy
Minutes of October 14, 2014 PRCC Meeting

Marked up draft of the Facility Use Policy

Town of Yucca Valley
Community Services Department

Facility Use Policy

(Draft Amended by the YV Town Council - September 29, October 13, 2015, March 18, 2014)

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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. Subsequent revisions were recommended by the Commission and adopted by the Council in April 2006, May 2007, October 2008, March 2011, and March 2014.

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~~Town Manager 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~~Town Manager – the Town Manager ~~Director(s) of Community or Administrative 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/Commercial~~ – individuals or businesses whose primary residence address is outside of Yucca Valley's town limits.

~~h.~~ ~~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(s).

~~—~~

~~Commercial~~ – ~~sdfgsdgsdfg~~

~~Resident~~ – individuals or non-profit organizations whose primary residence address is inside of Yucca Valley's town limits.

~~—~~

~~non-profit organizations or enterprises with a primary business address inside of Yucca Valley's town limits.~~ ~~sdfgsdfes~~

l.

~~k.~~

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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 DirectorTown Manager. -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 9:00 am until 8:00 pm Monday ~~th~~through Thursday, and from 9:00 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, Holidays, or closed hours unless specifically authorized by the DirectorTown Manager and/or Commission acting on behalf of the Council.

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5. General Rules and Regulations

With respect to the Town's public Parks and Facilities, the following activities are ~~not permitted~~ prohibited:

- a. Storage – to store personal property, including camping gear.
- b. 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 meetings, events or activities. The Town may, but is not required to, provide a community bulletin board where outside events and meetings may be noticed. Final determination of allowable postings shall be made by the DirectorTown Manager.
- c. The ~~throwing~~ or other use of rice, birdseed, glitter, confetti in relation to the approved use of Town facilities.
- d. 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.
- e. 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.
- f. Bathing – to bathe in any facility not designated for that purpose.
- g. 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.
- h. 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 animals and pets are responsible for the conduct of the animal and for the proper disposal of all waste and fecal matter. Pets are not permitted in Town buildings or in the softball field area of the Town's Summer Music Festival or at other similar events. Seeing eye dogs and other properly designated service animals are not subject to these restrictions.
- i. Camping – to camp in or upon any Town Park without written permission from the DirectorTown Manager.
- j. Smoking – to smoke in, or within 20 feet of the entrance to, any Town building, area designated for children's play, or athletic activities, or to discard any lighted or unlighted cigar, cigarette or tobacco-related litter in said areas.

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Swimming Pool	Yucca Valley High School	-
Parking Lots	Various	-

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- b. Arrangements may be made with the Department for reserved use of other areas of Town parks, facilities, or amenities not listed in section a. —In such cases, the Town Manager~~Director~~ and/or Commission will determine appropriate parameters and fees for use.
- c. 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.
- d. To obtain reserved use of available Town facilities, individuals or organizational representatives ~~must complete and return a current Facility Use~~ must complete and return a current Facility Use Application/A and Agreement and submit all required diagrams, deposits, permits, contracts and appropriate insurance documents to the Community Services Office at least fourteen days prior to the requested date(s) of use. Requests received within fourteen days of the event date will be accommodated as available, at the discretion of the Department.
- e. Town staff will make a reasonable effort to accommodate each application, and will provide written confirmation of approval or denial within ~~the~~ three working days of receipt of all required materials.
- f. User groups are not entitled to place signs, banners or other such materials on Town Facilities without written permission from the ~~Director~~ Town Manager.
- g. Under no circumstances is any approved user group authorized to share access with other groups or individuals, to sublet or permit another group or individual to use Town facilities before, during or after the approved time of use, or to duplicate facility keys; doing so will result in cancellation of the approved use and forfeiture of all deposits.
- h. The Town reserves the right to deny the application of individuals, groups or organizations that have previously not complied with Town requirements or regulations.
- i. The applicant must notify the Department of cancellation at least 48 hours prior to the scheduled event or activity. Failure to give the required written notice of a cancellation may result in forfeiture of the applicant's deposit.

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- j. The Town reserves the right to inspect any reserved rooms, snack bars, parks, or other areas at any time to ensure cleanliness and proper compliance with typical health and safety standards. Clutter, damage, vandalism, unsafe or unclean conditions will result in revocation of the approval to use the facility~~to use the facility.~~

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8. Fees for use of Town Facilities

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- 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 according to the schedule listed in Appendix "A" ~~the following schedule~~. Payment of the deposit is required even if facility use fees are waived or reduced. 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	\$500
Swimming Pool	\$500
Parking Lot	\$200

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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 may 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.
5. If any or all of the deposit has been forfeited, the full required deposit must be replenished prior to any subsequent use.

- 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 & Water Service. -If electrical and/or water service is requested and approved for any activity or event on Town Park areas, a minimum fee of \$25 will be charged for up to four hours of use. Additional hours will be charged at \$10/hr/hr, up to a maximum daily rate of \$50.

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f. Fee Waivers or Fee Reductions. The Town Council has authorized the ~~Director~~Town Manager and the Commission to make a determination on all requests for fee waivers or fee reductions. Generally, no fee waivers or reductions will be granted for facility use on weekends or holidays. If a waiver or reduction is granted, the group's use will be accommodated on a space-available basis. Waivers or reduction requests will 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.

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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.

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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, or provides other substantial and significant community benefits to the Town as determined by the ~~Director~~Town Manager and/or Commission. Fee waivers in excess of \$2,500 must be approved by the Commission.

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g. It is the intent of the Policy to apply any such waivers or fee reductions in an efficient, equitable and uniform manner. Accordingly, the Commission may implement specific fee reduction policies that apply to various categories of user groups (e.g. - athletic field users, non-profit community groups, etc.). ~~Such policies must be formally adopted by the Commission on an annual basis. The categorized schedule of fee reductions is attached to this Policy as Appendix B, and may be modified only by the Commission.~~

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h. 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.

i. Recipients of waivers or fee reductions may be relocated or canceled without notice if the facilities are required by the Town for other purposes.

j. Certain governmental agencies and governmental 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. The list of exempt organizations is attached to this Policy as Appendix C, and may be modified only by the Commission.

9. ~~Use of Town Equipment Off Site~~

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The Town ~~may~~ makes certain equipment available for ~~rental and~~ use ~~in conjunction with a facility rental,~~ subject to availability. ~~Such equipment shall remain on Town property; use of Town equipment off site is prohibited without written permission from the Town Manager.~~ ~~off site.~~ Facility Deposits will only be

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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.

~~a. Fees and deposits for equipment are listed in Appendix B, subject to availability.~~

10. 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 minimum amount of \$1,000,000 naming the Town, its officials, 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~~fourteen 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~~in the minimum amount of \$1,000,000 naming the Town, its officials, 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~~fourteen 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~~fourteen days prior to the event.
- g. Whenever alcohol will be served or sold at the event, 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~~Town Manager 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 fourteen days prior to the event.

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11. Security Requirement

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- ~~a. At times the Director~~Town Manager ~~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~~Town Manager ~~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 fourteen days prior to the event.

- a. The Town of Yucca Valley at its sole discretion may require a certain number of security officers for the event. Renter shall be responsible for procuring and paying for security officers through the San Bernardino County Sheriff's Department. Renter may be required to provide the Town with a copy of the contract between the Sheriff's Department and themselves at least fourteen days prior to event. Renter is solely responsible for supervising all individuals at the Facility and adjoining property during the event. The Town is not responsible for providing this supervision. However, the Town may evict individuals from the Facility during the event if their conduct is not in the best interest of the public or is deemed to be detrimental in any way.

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12. Insurance Requirements

- a. Renters, organizations and agencies requesting reserved use of Town Facilities may be required to provide insurance. 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 minimum amount of \$1,000,000, or in a greater amount as determined by the Director, with an endorsement naming the Town, its officers, employees, agents and volunteers as additional insured.

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- 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 minimum amount of \$1,000,000, or in a greater amount as determined by the Director/Town Manager, with an endorsement naming the Town, its officers, employees, agents and volunteers as additional insured.

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- 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.

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- d. To assist user groups in compliance with the insurance requirements, the Town of Yucca Valley makes coverage available through Alliant Insurance Services.

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- a. Renter is solely responsible for any damage, loss, accident or injury to persons or property resulting from the use of the facility. Renter shall be responsible for control and supervision of the people in attendance during the use of the facility and shall see that no damage is done to furnishings, fixtures or any part of the facility. Any violation can result in a denial or further use and, in case of damage to a facility, financial reimbursement for repair or replacement will be demanded.

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Renter shall waive and release, defend, indemnify and hold harmless the Town of Yucca Valley, its officials, officers, employees, volunteers and agents (Town Indemnitees) free and harmless from and against all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury, in law or equity, to property or persons, in any manner which actually or allegedly arise out of or in connection with the performance of this Agreement.

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Renter may be asked to procure and maintain general liability insurance against any and all losses, costs, expenses, claims, liabilities, actions, or damages, including liability for injuries to any person or persons or damage to property arising at any time during and/or arising out of or in any way connected with Renter's use or occupancy of the Town's facilities and adjoining property in the

minimum amount of \$1,000,000 (one million dollars) per occurrence, \$2,000,000 (two million dollars) General Aggregate with an endorsement naming the Town its officials, officers, employees, volunteers, and agents as additional insureds prior to the rental date of the Facility. Renter shall file certificates of such insurance with the Town which shall be endorsed to provide thirty (30) days' notice to the Town of cancellation or any change of coverage or limits. If a copy of the insurance certificate is not on file prior to the event, the Town may deny access to the Facility.

Renter shall report any personal injuries or property damage arising at any time during and/or arising out of or in any way connected with Renter's use or occupancy of the Town of Yucca Valley's facilities and adjoining property to the Town of Yucca Valley's Community Services Manager , in writing and as soon as practicable.

Renter waives any right of recovery against the Town its officials, officers, employees, volunteers and agents for fires, floods, earthquakes, civil disturbances, regulation of any public authority, and other causes beyond their control. Renter shall not charge results of "acts of God" to the Town its officers, employees, or agents.

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Renter waives any right of recovery against the Town its officials, officers, employees, volunteers and agents for indemnification, contribution, or declaratory relief arising out of or in any way connected with Renter's use or occupancy of the Facility and adjoining property, even if the Town its officials, officers, employees, volunteers or agents seek recovery against Renter.

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APPENDIX A

Facility Use Fee Schedule
(DRAFT FEE REVISIONS 910-2015 fee revision effective March 18, 2014)

Small Rooms (Mesquite, Cholla, Joshua Tree, Ocotillo) 2 hr, min				
	Weekdays	Weekends	Holidays	Deposit
Local resident or activities where no fees are charged	\$15 / hr	\$25 / hr	\$35 / hr	\$200
Non-resident, commercial group, or activity where fees are charged	\$25 / hr	\$45 / hr	\$65 / hr	\$200
Large Rooms (Senior Center, Yucca Room) 2 hr, min				
	Weekdays	Weekends	Holidays	Deposit
Local resident or activities where no fees are charged	\$25 / hr	\$45 / hr	\$65 / hr	\$500
Non-resident, commercial group, or activity where fees are charged	\$45 / hr	\$65 / hr	\$95 / hr	\$500
Park Community Rooms (Jacobs Park, Machris Park) 2 hr, min				
	Weekdays	Weekends	Holidays	Deposit
Local resident or activities where no fees are charged	\$15 / hr	\$25 / hr	\$35 / hr	\$200
Non-resident, commercial group, or activity where fees are charged	\$25 / hr	\$45 / hr	\$65 / hr	\$200
Soccer Fields, Softball Fields, Miracle Field - 2 hr, min				
Reserved use, no lights	\$10 / hr (\$20 / hr non-resident/com.)			\$200
Reserved use with lights	\$20 / hr (\$30 / hr non-resident/com.)			\$200
Reserved use, no lights - Lge field (BII)	\$40 / hr (\$60 / hr non-resident/com.)			\$400
Reserved use with lights - Lge field (BII)	\$80 / hr (\$100 / hr non-resident/com.)			\$400
Concession Facilities - 2 hr, min				
Machris Park Snack Bar	\$10 / day (\$20 / day non-resident/com.)			\$500
Vendor fee Town events (concerts, etc.) Community Center Snack Bar	\$50 per day upon approval (\$10 / day (\$20 / day non-resident))			N/A
Vendor fee Town events (concerts, etc.)	\$50 per day upon approval			
Other Facilities - 2 hr, min				
Community Center Courtyard	\$45 (\$55 non-resident/com.) per hour			\$200
Tennis Court	\$5 / hr (\$10 / hr non-resident/com.)			\$200
Flat Track	\$5 / hr (\$10 / hr non-resident/com.)			\$200
YVHS Swimming Pool (2 hr, min)	\$40 (\$60 non-resident/com.) per hour			\$500
Parking Lots	\$1 per space per day (20 space min.)			\$200
Conex Outdoor Storage	Monthly \$25/10ft or \$50/20ft			\$200

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Mobile Stage	\$500 per day	\$1000
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<u>Miscellaneous facility charges- 2 hr., min.</u>		
Kitchen Charge	\$30 (\$40 nfr.) per day+ \$100 deposit	\$200
Kitchen Only	\$30 (\$40 nr) per hour + \$100 deposit	
Electricity	\$25 (\$35 nr) flat fee (up to 4 hours)	
Tennis Court Key	\$5 annually - 3 year term	N/A
Other Unlisted Facilities	TBD by Director/Town Manager and/or Commission	TBD

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APPENDIX B

Equipment Available for Off-site Rental
(revised fees effective March 18, 2014)

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

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APPENDIX B

Non-Profit/Community Groups Fee Waiver/Reduction Schedule

In cases where a user group qualifies for a facility fee waiver or reduction request under the provisions of this facility policy the following fee schedule shall be applied:

- Qualified athletic groups shall receive a field fee a reduction of 50%
- Qualified non-profit groups will receive a facility fee reduction of 75%

Staff shall report the fiscal impact of such reductions annually to the
Parks,
Recreation & Cultural Commission.

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APPENDIX CC

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.

California Highway Patrol
Citizens on Patrol – Yucca Valley
City of Twentynine Palms
Community Emergency Response Team (CERT)
Copper Mountain Community College District
HI Desert Water District
League of California Cities
Mojave Water Agency
Morongo Basin Transit Authority
Morongo Unified School District
San Bernardino Associated Governments (SANBAG)
San Bernardino County Fire Department
San Bernardino County Food Distribution Program
San Bernardino County – meetings
San Bernardino County Registrar of Voters
San Bernardino County Sheriff's Department
San Bernardino County Fire Department
San Bernardino County Superior Court
YV Youth Accountability Board
Yucca Valley Branch Library
Yucca Valley Chamber of Commerce

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Clean copy of revised Facility Use Policy

Town of Yucca Valley
Community Services Department

Facility Use Policy
(Draft Amendment – October 13, 2015)

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. Subsequent revisions were recommended by the Commission and adopted by the Council in April 2006, May 2007, October 2008, March 2011, and March 2014.

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 Town Manager 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. Town Manager – the Town Manager 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/Commercial – individuals or businesses whose primary address is 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(s).
- l. Resident – individuals or non-profit organizations whose primary address is inside of Yucca Valley’s town limit.

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 Town Manager. 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 9:00 am until 8:00 pm Monday through Thursday, and from 9:00 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, Holidays, or closed hours unless specifically authorized by the Town Manager and/or Commission acting on behalf of the Council.

5. General Rules and Regulations

With respect to the Town’s public Parks and Facilities, the following activities are prohibited:

- a. Storage – to store personal property, including camping gear.
- b. 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 meetings, events or activities. The Town may, but is not required to, provide a community bulletin board where outside events and meetings may be noticed. Final determination of allowable postings shall be made by the Town Manager.
- c. The throwing or other use of rice, birdseed, glitter, confetti in relation to the approved use of Town facilities.
- d. 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.

- e. 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.
- f. Bathing – to bathe in any facility not designated for that purpose.
- g. 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.
- h. 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 animals and pets are responsible for the conduct of the animal and for the proper disposal of all waste and fecal matter. Pets are not permitted in Town buildings or in the softball field area of the Town’s Summer Music Festival or at other similar events. Seeing eye dogs and other properly designated service animals are not subject to these restrictions.
- i. Camping – to camp in or upon any Town Park without written permission from the Town Manager.
- j. Smoking – to smoke in, or within 20 feet of the entrance to, any Town building, area designated for children’s play, or athletic activities, or to discard any lighted or unlighted cigar, cigarette or tobacco-related litter in said areas.
- k. 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. 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 facility use fees have been waived or reduced

7. 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	-
Community Room	Paradise Park	32/45
Soccer Field	Brehm Park (I)	-
Softball Field	Brehm Park (I)	-
Soccer Fields	Brehm Park (II)	-
Miracle Field	Brehm Park (II)	-
Flat Track	Brehm Park (II)	-
Community Room	Brehm Park (II)	32/45
Snack Bar	Brehm Park (II)	-
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, facilities, or amenities not listed in section a. In such cases, the Town Manager and/or Commission will determine appropriate parameters and fees for use.
- c. 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.
- d. To obtain reserved use of available Town facilities, individuals or organizational representatives must complete and return a current Facility Use Application and Agreement and submit all required diagrams, deposits, permits, contracts and appropriate insurance documents to the Community Services Office at least fourteen days prior to the requested date(s) of use. Requests received within fourteen days of the event date will be accommodated as available, at the discretion of the Department.
- e. 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.

- f. User groups are not entitled to place signs, banners or other such materials on Town Facilities without written permission from the Town Manager.
- g. Under no circumstances is any approved user group authorized to share access with other groups or individuals, to sublet or permit another group or individual to use Town facilities before, during or after the approved time of use, or to duplicate facility keys; doing so will result in cancellation of the approved use and forfeiture of all deposits.
- h. The Town reserves the right to deny the application of individuals, groups or organizations that have previously not complied with Town requirements or regulations.
- i. The applicant must notify the Department of cancellation at least 48 hours prior to the scheduled event or activity. Failure to give the required written notice of a cancellation may result in forfeiture of the applicant's deposit.
- j. The Town reserves the right to inspect any reserved rooms, snack bars, parks, or other areas at any time to ensure cleanliness and proper compliance with typical health and safety standards. Clutter, damage, vandalism, unsafe or unclean conditions will result in revocation of the approval to use the facility.

8. 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 according to the schedule listed in Appendix "A". Payment of the deposit is required even if facility use fees are waived or reduced. Personal checks are not accepted for facility use deposits.
 - 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 may 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.
 - 5. If any or all of the deposit has been forfeited, the full required deposit must be replenished prior to any subsequent use.
- 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 & Water Service. If electrical and/or water service is requested and approved for any activity or event on Town Park areas, a minimum fee of \$25 will be charged for up to four hours of use. Additional hours will be charged at \$10/hr. up to a maximum daily rate of \$50.
- f. Fee Waivers or Fee Reductions. The Town Council has authorized the Town Manager and the Commission to make a determination on all requests for fee waivers or fee reductions. Generally, no fee waivers or reductions will be granted for facility use on weekends or holidays. If a waiver or reduction is granted, the group's use will be accommodated on a space-available basis. Waivers or reduction requests will 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, or provides other substantial and significant community benefits to the Town as determined by the Town Manager and/or Commission. Fee waivers in excess of \$2,500 must be approved by the Commission.
- g. It is the intent of the Policy to apply any such waivers or fee reductions in an efficient, equitable and uniform manner. Accordingly, the Commission may implement specific fee reduction policies that apply to various categories of user groups (e.g. - athletic field users, non-profit community groups, etc.). The categorized schedule of fee reductions is attached to this Policy as Appendix B, and may be modified only by the Commission.
- h. 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.
- i. Recipients of waivers or fee reductions may be relocated or canceled without notice if the facilities are required by the Town for other purposes.
- j. Certain governmental agencies and governmental 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. The list of exempt organizations is attached to this Policy as Appendix C, and may be modified only by the Commission.

9. Use of Town Equipment

The Town may make certain equipment available for use in conjunction with a facility rental, subject to availability. Such equipment shall remain on Town property; use of Town equipment off site is prohibited without written permission from the Town Manager. Facility deposit 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.

10. 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 minimum amount of \$1,000,000 naming the Town, its officials, 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 fourteen 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 minimum amount of \$1,000,000 naming the Town, its officials, 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 fourteen 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 fourteen days prior to the event.
- g. Whenever alcohol will be served or sold at the event, the applicant will be required to contract with the San Bernardino County Sheriff's Department or other approved security company for event security. The Town Manager 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 fourteen days prior to the event.

11. Security Requirement

- a. The Town of Yucca Valley at its sole discretion may require a certain number of security officers for the event. Renter shall be responsible for procuring and paying for security officers through the San Bernardino County Sheriff's Department. Renter may be required to provide the Town with a copy of the contract between the Sheriff's Department and themselves at least fourteen days prior to event. Renter is solely responsible for supervising all individuals at the Facility and adjoining property during the event. The Town is not responsible for providing this supervision. However, the Town may evict individuals from the Facility during the event if their conduct is not in the best interest of the public or is deemed to be detrimental in any way.

12. Insurance Requirements

- a. Renters, organizations and agencies requesting reserved use of Town Facilities may be required to provide insurance. Renter is solely responsible for any damage, loss, accident or injury to persons or property resulting from the use of the facility. Renter shall be responsible for control and supervision of the people in attendance during the use of the facility and shall see that no damage is done to furnishings, fixtures or any part of the facility. Any violation can result in a denial or further use and, in case of damage to a facility; financial reimbursement for repair or replacement will be demanded.

Renter shall waive and release, defend, indemnify and hold harmless the Town of Yucca Valley, its officials, officers, employees, volunteers and agents (Town Indemnitees) free and harmless from and against all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury, in law or equity, to property or persons, in any manner which actually or allegedly arise out of or in connection with the performance of this Agreement.

Renter may be asked to procure and maintain general liability insurance against any and all losses, costs, expenses, claims, liabilities, actions, or damages, including liability for injuries to any person or persons or damage to property arising at any time during and/or arising out of or in any way connected with Renter's use or occupancy of the Town's facilities and adjoining property in the minimum amount of \$1,000,000 (one million dollars) per occurrence, \$2,000,000 (two million dollars) General Aggregate with an endorsement naming the Town its officials, officers, employees, volunteers, and agents as additional insureds prior to the rental date of the Facility. Renter shall file certificates of such insurance with the Town which shall be endorsed to provide thirty (30) days' notice to the Town of cancellation or any change of coverage or limits. If a copy of the insurance certificate is not on file prior to the event, the Town may deny access to the Facility.

Renter shall report any personal injuries or property damage arising at any time during and/or arising out of or in any way connected with Renter's use or occupancy of the Town of Yucca Valley's facilities and adjoining property to the Town of Yucca Valley's Community Services Manager , in writing and as soon as practicable.

Renter waives any right of recovery against the Town its officials, officers, employees, volunteers and agents for fires, floods, earthquakes, civil disturbances, regulation of any public authority, and other causes beyond their control. Renter shall not charge results of "acts of God" to the Town its officers, employees, or agents.

Renter waives any right of recovery against the Town its officials, officers, employees, volunteers and agents for indemnification, contribution, or declaratory relief arising out of or in any way connected with Renter's use or occupancy of the Facility and adjoining property, even if the Town its officials, officers, employees, volunteers or agents seek recovery against Renter.

APPENDIX A

Facility Use Fee Schedule
(DRAFT FEE REVISIONS 10-2015)

Small Rooms (Mesquite, Cholla, Joshua Tree, Ocotillo) 2 hr. min				
	Weekdays	Weekends	Holidays	Deposit
Local resident or activities where no fees are charged	\$15 / hr.	\$25 / hr.	\$35 / hr.	\$200
Non-resident, commercial group, or activity where fees are charged	\$25 / hr.	\$45 / hr.	\$65 / hr.	\$200
Large Rooms (Senior Center, Yucca Room) 2 hr. min				
	Weekdays	Weekends	Holidays	Deposit
Local resident or activities where no fees are charged	\$25 / hr.	\$45 / hr.	\$65 / hr.	\$500
Non-resident, commercial group, or activity where fees are charged	\$45 / hr.	\$65 / hr.	\$95 / hr.	\$500
Park Community Rooms 2 hr. min				
	Weekdays	Weekends	Holidays	Deposit
Local resident or activities where no fees are charged	\$15 / hr.	\$25 / hr.	\$35 / hr.	\$200
Non-resident, commercial group, or activity where fees are charged	\$25 / hr.	\$45 / hr.	\$65 / hr.	\$200
Soccer Fields, Softball Fields, Miracle Field – 2 hr. min				
Reserved use, no lights	\$10/hr. (\$20/hr. nr./com.)			\$200
Reserved use with lights	\$20/hr. (\$30/hr. nr./com.)			\$200
Reserved use, no lights - Lge field (BII)	\$40/hr. (\$60/hr. nr./com.)			\$400
Reserved use with lights - Lge field (BII)	\$80/hr. (\$100/hr. nr./com.)			\$400
Concession Facilities– 2 hr. min				
Snack Bar	\$10/day (\$20/day nr./com.)			\$500
Vendor fee Town events (concerts, etc.)	\$50 per day upon approval			N/A
Other Facilities– 2 hr. min				
Community Center Courtyard	\$45 (\$55 nr./com.) per hour			\$200
Tennis Court	\$5/hr. (\$10/hr. nr./com.)			\$200
Flat Track	\$5/hr. (\$10/hr. nr./com.)			\$200
YVHS Swimming Pool (2 hr. min)	\$40 (\$60 nr./com.) per hour			\$500
Parking Lots	\$1 per space per day (20 space min.)			\$200
Conex Outdoor Storage	Monthly \$25/10ft or \$50/20ft			\$200
Mobile Stage	\$500 per day			\$1000
Miscellaneous facility charges– 2 hr.. min				
Kitchen Charge	\$30 (\$40 nr.) per day			\$200
Tennis Court Key	\$5 annually – 3 year term			N/A
Other Unlisted Facilities	TBD by Town Manager and/or Commission			TBD

APPENDIX B

Fee Waiver/Reduction Schedule

In cases where a user group qualifies for a facility fee waiver or reduction request under the provisions of this facility policy the following fee schedule shall be applied:

Qualified athletic groups shall receive a field fee a reduction of 50%
Qualified non-profit groups will receive a facility fee reduction of 75%

Staff shall report the fiscal impact of such reductions annually to the
Parks, Recreation & Cultural Commission.

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.

California Highway Patrol
Citizens on Patrol – Yucca Valley
City of Twentynine Palms
Community Emergency Response Team (CERT)
Copper Mountain Community College District
Hi Desert Water District
League of California Cities
Mojave Water Agency
Morongo Basin Transit Authority
Morongo Unified School District
San Bernardino Associated Governments (SANBAG)
San Bernardino County Fire Department
San Bernardino County Food Distribution Program
San Bernardino County – meetings
San Bernardino County Registrar of Voters
San Bernardino County Sheriff's Department
San Bernardino County Fire Department
San Bernardino County Superior Court
YV Youth Accountability Board
Yucca Valley Branch Library
Yucca Valley Chamber of Commerce

All items listed on the consent calendar are considered to be routine or non-controversial matters. The items listed on the consent calendar may be enacted by one motion and a second. There will be no separate discussion of the consent calendar items unless a member of the Parks, Recreation and Cultural Commission or Town Staff requests discussion on specific consent calendar items at the beginning of the meeting.

Action Motion: **Move to approve Consent Agenda items 2-4 .**

 Move: Harmon 2nd Jones Poland Vote: 4-0-0-1

PUBLIC COMMENTS

None

STAFF REPORTS

5. 2014-15 Youth Commission Appointments

Town Manager Curtis Yakimow introduced Recreation Supervisor Sue Earnest who gave an overview of the Youth Commission program and presented the applicants for the 2014-15 year. In 2010 the PRCC approved the staff recommendation for amending the Youth Commission selection process limiting the number of Youth Commissioners to a maximum of 20 members. For the 2014-15 term, there are 24 applications 4 which will be recommended as alternates based on staff's interpretation of the Youth Commission selection process. These candidates are eligible to fill vacancies that may arise during the term and will be seated on a case by case basis.

Aaron Ahmadi, Matthew Baldwin, Taysha Boyas, Nicole Caguioa, Tommy Cruz, Tyler Geeson, Zoie Gianforte, Francisco Gonzalez, Miranda Green, Rachel Green, Rachael Kee, Courtney Linzner, Vianne Militar, Joshua Pringle, Angel Rodriguez, Sarah Rodriguez, Emily Sheckler, Madison Tuttle, Aurora Valdes, Katie Young. There are four alternates Emillie Griffith, Cassidy Pitner, Angela Quirante, Jesse Sheckler.

Several applicants were in attendance and gave a short statement about themselves. Commissioners Silver suggested that the alternates attend the Youth Commission meetings and be able to volunteer at events. Chair Evans thanked each of the applicants

Action Motion: **Move to recommend to Town Council appointment of the above mentioned 20 applicants and 4 alternates to the 2014-15 Youth Commission.**

 Move: Harman 2nd Silver Vote 4-0-0-1

6. Park Signage and Monument Review

Town Manager Yakimow stated that this discussion is on a follow up item from a September meeting. Along with pictures in the agenda packet, a slideshow was presented showing the current monumentation signage used at the Town parks. There is no monumentation signage at Essig Park, Machris Park or the Town's Community Center Park at this time.

Town Manager Yakimow stated that the signs are approximately 5x4 feet and cost \$5,000-\$6,000 installed. Staff's recommendation is to put similar signage at Essig Park and Machris Park. Location of the signs at each park was discussed, and recommend to be placed on the street frontage of each park. Signage is not recommended at the Town's Community Center Park at this time.

Action	Motion: Move to recommend typical monumental signage at Essig Park and Machris Park		
	<u>Move: Jones- Poland</u>	<u>2nd Harmon</u>	<u>Vote 4-0-0-1</u>

7. Fee waiver / Reduction policy

Town Manager Yakimow opened discussion on the fee waiver/reduction policy. Manager Yakimow stated that the commission approved a waiver / reduction policy in October 2013, whereby qualified athlete groups received a 75% reduction for field use and qualified non-profit a facility fee reduction of 90% through the current athletic season.

In the initial implementation of this policy over the course of the past year, there has been a general positive acceptance of such a fee proposal and staff has received little negative feedback.

Staff recommendations is

- a) Qualified athletic groups, a field fee reduction of 50%
- b) Qualified non- profit groups, a facility fee reductions of 75%
- c) Annual staff review and report of the fiscal impact of fee reductions

The primary difference in waiver percentage between facility use (buildings and rooms) and athletic field use is the amount of variable costs involved based on usage. The ongoing maintenance costs of athletic fields is substantially higher compared to the facility costs and as such additional recovery of those costs is required to ensure long term financial stability of the towns recreation programming.

This approach will provide or a greater amount of cost recovery while continuing the

Council's support of qualified programs by ensuring that facility use fee charged do not place a significant burden on the user.

Action Motion: **Move to approve the level of fee waiver/reduction for qualified user groups, and consider the staff recommendation of:**

- a) **For qualified athletic groups, a field fee reduction of 50%**
- b) **For qualified non-profit groups, a facility fee reduction of 75%**
- c) **Annual staff review and report of the fiscal impact of fee reductions**

Move: Jones-Poland

2nd Silver

Vote: 4-0-0-1

8. Hi Desert Nature Museum 2014-2016 draft strategic plan

Museum Program Supervisor Stefanie Ritter reported on the recently prepared draft of the Hi Desert Nature Museum strategic plan for 2014-16.

A copy of the plan was provided to each commissioner. Staff is requesting that the Commissioners review the plan and identify any questions, comments, or suggestions. The plan will be on the December 9th agenda for discussion.

Action Motion: **Receive and file the Hi Desert Nature Museum's draft strategic plan, and review for future comment at the December Commission meeting.**

Move: Poland

2nd Harman

Vote: 4-0-0-1

STAFF INFORMATION ITEMS

- Museum Supervisor Stefanie Ritter reported that the museum has been busy. The Dinosaur exhibit is gone. The Art Tours Collection show is up. There have been several home school groups visiting the museum, some coming from quite a distance. Museum and Recreation staff are preparing for the October 25 Halloween Spooktacular from 10am to 3pm held here at the Community Center.
- Administrative Assistant III Maureen Randall gave an update report on the Veterans Tribute, Tuesday November 11 from 10:00am to 1:00pm. There will be a breakfast served by the Young Marines starting at 8:00am to 10:00am at the Senior Center. A static display at 10:00am, formal speaking at 11:00 and concluding at 12 noon. A free BBQ will begin at 12 noon.
- Town Manager Yakimow reported on a playground ribbon cutting at Brehm Youth Sports Park. Mr. and Mrs. Brehm were present. After the ribbon cutting

the Brehm's attended the Town Council meeting where a proclamation was presented to them.

- Blackrock Road is getting a makeover. They will lay the base then asphalt and concert soon.
- Marshall opened up last week. The grand opening day was the most successful nationwide, according to Marshalls representatives.
- Ross Dress for Less has begun work in the old Rite Aid building. There is talk of them opening before the end of the year.
- Town Manager Yakimow encouraged everyone to get out and vote in the upcoming election.

COMMISSIONER REPORTS AND COMMENTS

1. Commissioner Silver- None
2. Commissioner Jones- Absent
3. Commissioner Jones-Poland- Reported she is excited to see town grow.
4. Vice Chair Harman -Stated he is happy about the number of youth commission applicants.
5. Chair Evans- Mentioned that there is a lot of really good things happening and moving forward in the community.

FUTURE AGENDA ITEM

ANNOUNCEMENTS

The next meeting of the Parks, Recreation and Cultural Commission is scheduled for December 9, 2014 at 4:00pm in the Joshua Tree Room of the Yucca Valley Community Center.

ADJOURNMENT

The meeting was adjourned at 5:00pm.
Respectfully submitted,

Maureen S. Randall PRCC Secretary
Community Services Department