

THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS  
ACTION AGENDA SUMMARY

DEPT: Chief Executive Office

BOARD AGENDA # \*B-3

Urgent

Routine

CEO Concurs with Recommendation YES  NO   
(Information Attached)

AGENDA DATE July 27, 2010

4/5 Vote Required YES  NO

SUBJECT:

Approval to Amend the Facility Use Guidelines for the United Community Center and Park to Allow Modified Rental Rates for Long Term Uses

STAFF RECOMMENDATIONS:

Amend the Facility Use Guidelines for the United Community Center and Park to Allow Modified Rental Rates for Long Term Uses.

FISCAL IMPACT:

Rental of the United Community Center is traditionally available on a month-to-month basis following the Board approved Facility Use Guidelines. The multipurpose room is currently available for rent for \$250 for the full day/\$150 for the half day and requires General Liability Insurance of \$1 million. In Fiscal Year 2009-2010, the rental revenue received from the United Community Center was approximately \$2,500 and was contained in the Chief Executive Office - County Facilities budget. These funds are used to offset costs incurred by the County for operating the facility.

(Continued on Page 2)

BOARD ACTION AS FOLLOWS:

No. 2010-478

On motion of Supervisor Chiesa, Seconded by Supervisor DeMartini

and approved by the following vote,

Ayes: Supervisors: O'Brien, Chiesa, Monteith, DeMartini, and Chairman Grover

Noes: Supervisors: None

Excused or Absent: Supervisors: None

Abstaining: Supervisor: None

1)  Approved as recommended

2)  Denied

3)  Approved as amended

4)  Other:

MOTION:

ATTEST:

  
CHRISTINE FERRARO TALLMAN, Clerk

File No.

Approval to Amend the Facility Use Guidelines for the United Community Center and Park to Allow Modified Rental Rates for Long Term Uses

**FISCAL IMPACT (Continued):**

An amendment to the Facility Used Guidelines to allow modified rental rates for long term uses can bring in additional revenue that otherwise would not be available to help offset the County's cost of operating the community facility (including maintenance, janitorial, utilities and telecommunications). The recommended amendment would modify the rental rates for the multipurpose room for half day and full day uses to \$75 and \$125, respectively or 50% of the current rate, for individuals or organizations renting the facility five or more times in any given fiscal year.

**DISCUSSION:**

A goal of the Board of Supervisors for this community facility is self-sufficiency. Taking advantage of opportunities to increase utilization of the facility through rentals helps achieve this goal and particularly to close the gap between operational expenses and revenue collection. The United Community Center currently hosts the recreational programs provided to the area by the Stanislaus County Police Activities League through an annual contract with the Department of Parks and Recreation. In addition, the Grayson Community Services District provides additional services and resources to local residents through its current operation. Lastly, the site has hosted other programs when funding is available. The community technology lab and training, senior meals and exercise program, employment and training resources and English instruction courses are but a few of the programs that have been available since inception. The United Community Center has also played host to numerous community and cultural events.

The majority of the revenue generated by the United Community Center is from the rental of the multipurpose room. The multipurpose room consists of 1,245 square feet and contains a small kitchenette that seats 42 people. Since inception, the rental revenue from the multipurpose room has increased annually. Per the United Community Center Operations Plan and Strategy approved by the Board on May 24, 2005, the Grayson Community Services District coordinates rental of the facility with the Stanislaus County Chief Executive Office.

In May of 2010, the Grayson Baptist Church approached the Grayson Community Services District (Grayson CSD) about renting the United Community Center (multipurpose room) for an extended period of time and possibly at a reduced rate. The Grayson CSD approached the Chief Executive Office regarding entering into a longer term arrangement with the Grayson Baptist Church since the current practice is month-to-month scheduling and renting. The Grayson CSD also discussed the request by the Grayson Baptist Church at their regular meetings in June and July with no one speaking in opposition. The District Board noted that allowing longer term arrangements had the potential to bring in additional rental revenue to help offset the County's cost of operating the facility.

## Approval to Amend the Facility Use Guidelines for the United Community Center and Park to Allow Modified Rental Rates for Long Term Uses

The recommended amendment to the United Community Center and Park Facility Use Guidelines applies to the multipurpose room and modifies the rental fees for half day and full day uses to \$75 and \$125, respectively or 50% of the current rate, for individuals or organizations renting the facility five or more times in any given fiscal year. The Chief Executive Office will work closely with the Grayson Community Services District on any such arrangement and, as a general rule, long term agreements will be established in three month increments with the option to extend for another three months upon mutual agreement. The Chief Executive Office will further work with the Grayson Community Services District to continue to pursue additional opportunities to rent available facilities in order to further support operations at the United Community Center and Park.

### **POLICY ISSUE:**

Approval of staff's recommendation supports the Board's priorities of the Efficient Delivery of Public Services and Effective Partnerships by making possible greater opportunities for the United Community Center to be self-sufficient through close coordination with the Grayson CSD, a local partner. The United Community Center and Park is designated for recreational and educational programs, senior services and community activities enhancing the quality of life of the Stanislaus County residents with a focus on the communities of Grayson, Westley and Vernalis.

### **STAFFING IMPACT:**

The Chief Executive Office administers the United Community Center Facility Use Guidelines in close coordination with the Grayson Community Services District. The Chief Executive Office works with other County Departments (Alliance Worknet, General Services Agency, Parks and Recreation, etc.) to properly maintain the facility to support community programs and services available in the western part of Stanislaus County.

### **CONTACT PERSON:**

Raul Mendez, Senior Management Consultant/Chief Executive Office, 209.525.6333

**United Community Center and Park**  
**(revised July 27, 2010)**

**I. Facility Use Guidelines**

Use priority and occupancy of United Community Center and Park shall be for recreational and educational programs, senior services and community activities enhancing the quality of life of the Stanislaus County residents with a focus on the communities of Grayson, Westley and Vernalis. Governmental organizations may use the facilities and grounds for official purpose. Groups would also be allowed to use the facility for special events if officially co-sponsored by a County Department. Official co-sponsorship of an event by a Department implies that the event promotes the Department's mission and purpose, and that the Department assumes responsibility for the care and oversight of the facility during the event. The following guidelines apply to all the users of the facility.

- The rental fee plus a security/cleaning deposit is to be paid in full within 24 hours of approval to use facility. The security/cleaning deposit will be returned if no damages result from the use of the facility. Any repair costs not covered by the security/cleaning deposit will be charged to the responsible renter. Checks must be made out to the Stanislaus County.
- Basic rental fees include cost of normal staffing, utilities, maintenance, and custodial. Rental agreements are considered an estimate of costs. If the facility manager determines additional personnel are needed to operate or clean after an event, the renter is responsible for these additional costs.
- Waiving of rental fees will be limited to governmental and non-profit organizations conducting an event that is officially co-sponsored by a County Department. Non-profit organizations that are requesting fee waivers must provide their tax-exempt number.
- Cancellation shall be made 10 working days prior to the first day of use and shall be made with the administrator in charge of the facilities.
- Any group or individual requesting the use of any portion of the United Community Center must have **general liability insurance in the amount of \$1,000,000 for each occurrence**. A certificate of insurance naming the County as additional insured must be attached to each request to use the facility. Groups who do not carry their own insurance must secure Special Events' Coverage and pay fees and deposits as required by CEO Risk Management Division.
- All users of the facility shall be required to sign a rental agreement prior to using such facilities and grounds.
- The person signing the rental agreement must be at least 18 years of age and an authorized representative of the organization.
- Any user planning to sell alcoholic beverages must submit a written request to the Stanislaus County Chief Executive Officer, 1010 10<sup>th</sup> Street, Modesto CA 95354, asking permission to have alcohol on the premises. Sales of drinks or tickets must meet the Department of Alcoholic Beverages Control requirements for temporary licenses. You must then have at least two Security Guards at the event.
- Any user planning to utilize United Community Park for a particular program or event must submit a written request to the Stanislaus County Parks and Recreation Director. Authorization to use the park facility for the said event will require approval from the Stanislaus County Board of Supervisors. When applicable, an Outdoor Entertainment License (6.40 County Code) must be obtained from the Sheriff's Office. User must abide by standard policies and procedures applicable to County Park facilities.
- All buildings are "non-smoking" facilities. Smoking is prohibited within 20 feet of main entrances, exits and operable windows. All users must comply with current smoking laws.
- Stanislaus County reserves the right to require users of the facility to provide professional security agents as deemed necessary.

- Decorations must not be attached to the buildings by using nails, staples, tacks or cellophane tape. Masking tape is permitted.
- Everything brought into the building or onto the grounds by user (food, beverages, decorations and trash) must be removed at the conclusion of the event.
- Youth groups must have adult chaperones present.
- Use of the United Community Center administrative offices are for the sole use of County Departments and the tenants located there.

## II. Facility Fees

### **Multipurpose Room**

Priority use is for community events, activities and programs. The room is 1,245 square feet and contains a small kitchenette. It seats 42 people.

\*Half Day...\$125.00      \*Full Day...\$250.00

**For individuals or organizations renting the multipurpose room five or more times in any given fiscal year, the rental fees for half day and full day uses will be \$75 and \$125, respectively or 50% of the current rate.**

### **Conference Room/Technology Lab**

Priority use is for instructional classes or training provided either by County Department or partner agencies. It seats 12 people and is 344 square feet.

Half Day...\$ 100.00      Full Day...\$150.00

\*Half Day – up to 5 hours

\*Full Day – greater than 5 hours

\*No facility fee for County Departments and United Community Center tenants

## III. Room Setups

Room setup sheets must be filled out and sent to the Stanislaus County Chief Executive Office at least one week before the meeting.

## IV. Contact Information

Raul Mendez, Community Manager  
 Stanislaus County Chief Executive Office  
 Telephone: 209.652.1128  
 Fax: 209.525.6226  
[mendezr@stancounty.com](mailto:mendezr@stancounty.com)

\*Note: The Stanislaus County Chief Executive Office will initially oversee the coordination and scheduling of the multipurpose room and technology lab at the United Community Center. In the case that a facility coordinator is established for the United Community Center, the role of the Chief Executive Office will be lessened with the coordinator assuming the primary responsibilities described in the Facility Use Guidelines. The coordinator will seek the advice of the Chief Executive Office in those instances where an appropriate use is questioned. The facility coordinator will be required to report facility use on a periodic basis to the Chief Executive Office. Furthermore, facility fees will in either case be paid directly to Stanislaus County and deposited in the Chief Executive Office – County Facilities Legal Budget.

United Community Center and Park  
8900 Laird Street  
Grayson, CA 95363  
Stanislaus County, State of California  
Telephone: (209) 652-1128 Fax: (209) 544-6226

## Meeting Room Rental Agreement

Date: \_\_\_\_\_  
Name: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Co-sponsor (if applicable): \_\_\_\_\_  
Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_  
Date Required: \_\_\_\_\_ Time: \_\_\_\_\_ No. of People Attending: \_\_\_\_\_  
The purpose of this meeting: \_\_\_\_\_

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The rental fee plus a security/cleaning deposit of \$200.00 must be submitted in full within 24 hours of approval to use facility. The security/cleaning deposit will be returned if no damages result from the use of the facility.

Room: \_\_\_\_\_ Multipurpose \_\_\_\_\_ Conference Room/Technology Lab \$ \_\_\_\_\_

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Rental Fee: \_\_\_\_\_ Check # \_\_\_\_\_ \$ \_\_\_\_\_

Security/Cleaning Deposit Fee: \_\_\_\_\_ Check # \_\_\_\_\_ \$ 200.00

Checks made payable to: **Stanislaus County**

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## Rental Agreement (Renter)

I have read and understand the Facility Use Guidelines.

Executed on \_\_\_\_\_ at Grayson, California

**"Renter(s)"**

\_\_\_\_\_

(Name/Title)

\_\_\_\_\_

(Signature)

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## Rental Agreement (Co-Sponsor)

I have read and understand the Facility Use Guidelines. I agree to become the official co-sponsor of the above renter's event and assume responsibility for the care and oversight of the facility during the event.

Please describe (specifically) how this event promotes my Department's mission and purpose.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Executed on \_\_\_\_\_ at Grayson, California

**Stanislaus County Representative**

\_\_\_\_\_

(Name)

\_\_\_\_\_

(Title and Dept)

\_\_\_\_\_

(Signature)

\_\_\_\_\_

(Phone)