

---

# Templeton Community Services District

## POLICY HANDBOOK

**POLICY TITLE:** Use/Rental of District Facility

**POLICY NUMBER:** 3400

**3400.1** The District owns and operates various facilities to carry out its mission. The District has determined that the public or other entities may be considered to rent or use facilities that have been identified as appropriate for such use. The Board of Directors of the District reserve the right to limit or prohibit use of facilities as may be necessary from time to time. The District's procedure for use of facilities is as follows:

**3400.1.1** It is suggested that organizations or individuals submit their requests to the General Manager's designee in advance (preferably thirty calendar days or more) for use of one or more facilities. The request shall include the date(s), times and proposed uses including information deemed pertinent by the General Manager or General Manager's designee in order to verify that the use is acceptable. The General Manager's designee will notify the applicant of approval or denial of the request within 05 days unless more information is required for a decision.

**3400.1.2** Organizations or individuals whose request is denied by the General Manager may request a hearing with the District Board of Directors for reconsideration of their request. A hearing shall be held within thirty (30) days of receipt of such a request in writing outlining the reasons for the request and any explanation of the factors appealed by the applicant.

**3400.2** The Board of Directors may establish a user fee and deposit fee schedule for various facilities by resolution using criteria and costs borne by the district for operation and maintenance of such facilities. The user fee may be adjusted from time to time to reflect changes in costs of use and maintenance of the facility.

**3400.2.1** District staff shall collect a deposit and estimated use fee in advance of reserving a facility. The deposit shall include a reasonable estimate of the clean-up. The deposit shall be refunded in full only if the rented facilities are left in the same condition in which they were issued to the applicant.

**3400.3** A priority and fee schedule for use of facilities shall be established using the following general criteria:

- A. Governmental or district affiliated organizations. (See Section B, 01)
- B. Serves a Public Purpose:
  - i. Community activities which would have a direct benefit to the District and customers
  - ii. Public or non-profit organizations for non-political or non-commercial uses.
- C. Commercial or private uses to the extent that other users have not expressed an interest in use of the facility for that date.

**3400.4** Any organization or individual requesting use of District facilities shall be required to provide special liability insurance coverage, on a form acceptable to the District, or compensate the District for special use

insurance coverage if deemed necessary by the District. Any organization or individual requesting use of District facilities shall name the District as additional insured for each event in advance of final approval of the use of the facility.

**3400.5** All requesting organizations will be required to comply with federal, state and local laws in the use of District facilities. If special permits such as large gathering permits, fire or building code or use of alcohol permits are required, any preliminary approval of a use will be contingent upon satisfactory proof of compliance with all permit requirements before a final approval will be issued. Failure to complete final permits requirements may be grounds for rejection or revocation of use approval and grounds for denial of future use requests.

**3400.6** All rental fees are due 14 days prior to the event. A reservation fee not to exceed \$40 shall be applied to the rental fee. The reservation fee will be forfeited if the event is cancelled. The reservation fee must be turned in with the application to reserve the date(s) requested. The security deposit is due within five days of the event.

**3400.7** To be entitled to a refund of rental fees and charges, applicant must cancel the application at least fourteen (14) days prior to the listed event. In case of cancellation, the District will return the applicant's rental fees and security deposit, less \$40 processing fee, unless the rental fees are less than the \$40 processing fee.

#### **3400.8 ALCOHOL POLICY**

Templeton Community Services District requires a signed copy of its alcohol policy on file prior to an applicant's event. It is understood and agreed that Templeton Community Services District bears no responsibility for the purchase, distribution or effects of alcoholic beverages served or consumed at private parties, receptions or gatherings of other kinds held on District premises.

While Templeton Community Services District does not encourage the use of alcohol at private functions involving the District's facilities, it will grant permission for the reasonable and lawful consumption of such beverages if the sponsoring party agrees to assume full responsibility in accordance with the laws of the State of California. Consequently, the sponsoring party must take reasonable care to prohibit the consumption of any alcoholic beverages by minors or other persons who might injure themselves or others as a result of such consumption. This may include, but is not limited to, the following steps:

Authorized security personnel must be present when alcohol is served. The applicant may use any licensed, bonded, and insured security guard company of their choice within San Luis Obispo County. The applicant must notify the District of the name of the security company and their contact information within 48 hours of the event.

The applicant must hire one security guard for every 50 persons in attendance. If the above ratio is not maintained the event may be immediately terminated. Security personnel shall be present during the entire event and shall remain present until the applicant has cleaned the facility and is ready to vacate the premises.

01. Beer, wine and champagne are allowed. No hard liquor may be served.
02. Alcohol may not be served at functions where the honoree is under the age of 21 (i.e. birthday parties, sweet sixteen parties, quinceanera parties, baptisms, etc.).
03. Alcoholic beverages must be served and consumed inside the facility, only.
04. Applicant shall place alcoholic beverages in secure and controllable areas.
05. Applicant shall secure the services of a designated non-drinking bartender to responsibly dispense beverages, as well as, being in charge of picking-up empty cans and glasses.
06. Applicant should refuse service to anyone who is, or appears to be, intoxicated.
07. Applicant should take steps (such as: calling a cab, arranging a ride, notifying the Highway Patrol,

- etc.) to prevent intoxicated persons from operating motor vehicles.
08. Providing non-alcoholic beverages to guests at all times.
  09. Ending the distribution of alcohol one hour before the conclusion of the event.
  10. TCSD staff and/or the security personnel on the premises have the right to close the building at any time, if any federal laws, state laws or TCSD policies are violated. The function will be terminated immediately if any damage to the property occurs.
  11. Informing all appropriate personnel and participants of these measures and rules.
  12. Alcohol is not permitted at the Templeton Recreation Department/Youth Center.

## **TEMPLETON COMMUNITY SERVICES DISTRICT - REGULATIONS GOVERNING THE USE OF DISTRICT FACILITIES**

### **A. TEMPLETON CSD FACILITY RENTAL GENERAL CONDITIONS**

01. Filing of facility use applications and related paperwork and payment of fees and security deposits for use of District Board Room and Community Center must be made at the District Office, 420 Crocker Street, Templeton, California 93465. Filing of facility use applications and related paperwork and payment of fees and security deposits for the Templeton Recreation Department and/or Park Rentals must be made at the Templeton Recreation Department located at 599 S. Main Street, Templeton, California 93465. For information please call (805) 434-4900. No event may be held until a completed application is reviewed and approved by the District General Manager or his/her designee.
02. A facilities use application must be submitted in advance of the planned event. The District may disapprove any facilities use application that is not timely filed. Approval of all applications will be subject to availability of the requested facility or facilities. For recurring events such as monthly meetings, the Applicant may apply to reserve recurring times for a maximum of one year.
03. The District will not approve any event unless the Applicant files all required paperwork and provides the required proof of insurance. No person under 18 years of age may file a Facility Use Application. The person signing a facilities use application on behalf of a group or organization will be deemed the Applicant's representative for all purposes.
04. Reservations by non-sponsored Applicants will be taken up to one year in advance on a first-come, first-served basis, subject to availability of the requested facility. Applicants co-sponsoring an event with the District will be given scheduling priority in case of any conflict.
05. The minimum rental for the Community Center Facilities will be four hours for private parties/for-profit groups. The minimum rental for public purpose groups for all available District facilities will be one hour. Applicants are reminded that rental time must include the time for set up and clean up.
06. The Applicant and its directors, officers, members, volunteers, agents, independent contractors, guests and invitees must comply with all federal, state, local and District laws, ordinances, rules, and regulations. The Applicant must obtain all required permits and approvals for the event and provide copies of any required permits to the District at least five days in advance of the scheduled event.
07. If the Applicant exceeds the posted maximum number of attendees for the facility rented, if a disturbance arises, if any illegal conduct occurs, or if the Applicant falsifies any information on this Facility Use Application, the District General Manager, the General Manager's designee, or staff

person supervising the event has the authority to immediately terminate the scheduled event. In such cases, the rental fee or any portion of the fee will not be refunded. The Applicant’s security deposit will be refunded in accordance with these regulations. The District reserves the right to refuse a Facilities Use Application from any person or group that previously was terminated or otherwise has violated these regulations.

- 08. At all times during the event listed on this application, District staff will have a right of access to the rented facility to supervise the event and ensure the Applicant’s compliance with these regulations and any required permits or approvals. Applicant, however, retains full responsibility for ensuring that all event attendees comply with these regulations and all applicable federal, state, local, and District laws, regulations and ordinances.
- 09. The District rents its facilities on a non-discriminatory basis to any person or entity that desires to use District facilities for a lawful, non-hazardous event, executes a Facilities Use Application, provides the required permits and insurance, and pays the appropriate fee. The District, however, is prohibited from directly sponsoring any religious or partisan political activities and the District’s name may not be used in promoting any religious or partisan political organization. At no time will any illegal, dangerous or obscene activities, behavior, language or gestures be permitted at any District facility.

**B. SECURITY DEPOSITS & FEES**

- 01. The District may require that all Applicants make a security deposit according to the type of event, number of persons attending, whether alcohol is served, and facility rented. Security deposits and fees are as follows:

<b>Board Room</b>	<b>Community Ctr.–Main Room</b>	<b>Community Ctr. - Kitchen</b>
<b>During Office Hours:</b> 8:30 a.m. - 4:30 p.m. Monday – Friday, only  <b>Public Purpose or Private/For Profit Groups</b>  <b>RATE:</b> \$12 per hour	<b>Hours of Operation:</b> 5 a.m. to Midnight  <b>Public Purpose Groups</b> <b>RATE:</b> \$18 per hour, \$30 inspection fee. May be waived for subsequent uses.  <b>Private/For Profit Groups</b> <b>RATE:</b> \$175 – initial four hours and \$35 per hour for each additional hour	+Additional \$15 per hour for food preparation & use of kitchen appliances
<b>After Hours:</b> 4:30 p.m. – Midnight Monday – Friday Weekends: 5:00 a.m.-Midnight <b>RATE:</b> \$15 per hr. – <b>Public Purpose</b> \$20 per hour – <b>Private/Profit</b>	<b>Security Deposit Info.</b> \$200 – NO FOOD \$300 - FOOD & DRINK \$500 - FOOD & ALCOHOL	
<b>Security Deposit Info.</b> \$0 – During Office Hours/NO FOOD \$200 – Non-Office Hours/NO FOOD		

Liability Insurance- 1 Million Aggregate	Liability Insurance – 1 Million Aggregate	
Projector Fee: \$10 per day	Projector Fee: \$10 per day	
NO WI-FI SERVICE	NO WI-FI SERVICE	

No fees or deposits shall be charged to the following governmental agencies that serve Templeton or district affiliated organizations, including but not limited to:

- a) Templeton Women’s Club (per existing agreement)
- b) Templeton Area Advisory Group – Board Room/Conference Room only.
- c) Integrated Regional Water
- d) Nacimiento Project Commission and Technical Support Group
- e) SLO County Supervisors
- f) Templeton REC Foundation
- g) Other County meetings that provide Templeton Residents access to their elected officials.

<b>TEMPLETON RECREATION DEPARTMENT – YOUTH CENTER RENTAL FEE SCHEDULE</b>		
Reservations include access to the Main Room and the attached Craft Room. Kitchen access is on a limited, as need basis, only. Subject to Templeton Rec. Department approval.		
<b>Community Class Rate</b>	\$20 per hour	
Non-Profit Youth Org. (<30 people)	\$20 per hour	
Non-Profit Youth Org. (>30 people)	\$30 per hour	
<b>Private Rentals</b>		
Public Purpose or Private/Profit	\$150 (4 hour minimum and \$30 per each additional hour)	Security Deposit \$200
<b>Tutoring Room</b> (Includes use of table & chairs)		
1-2 Children	\$10 per hour/1 hour minimum	
3-6 Children	\$15 per hour/1 hour minimum	
7-30 Children	\$20 per hour/ 1 hour minimum	
NO WI-FI SERVICE		
<b>Main Meeting Room</b>		
Templeton Library Book Room	\$5.50 per hour	Hours of Operation to be determined by the District

<b>Tom Jermin, Sr. Park (formerly Bethel Road Park)</b>		<b>Evers Sports Park</b> Fees are per field	
Playground Area/Upper Play Field	\$25 per hour –All Parties	Sports Field (No lights) All Parties	\$25 per hour
Sports Field	\$25 per hour – Per Field. All Parties	Sports Field (with Lights) All Parties	\$60 per hour

- 02. Monthly or weekly users may receive a 10% discount on the rental fee, if they make a onetime advanced payment for a six month to one year period. All prepayments are non-refundable.
- 03. Applicant’s security deposit will be returned in full only when rented facilities are left in the same condition in which they were issued to the applicant. Any portion or all of the Applicant’s security deposit may be withheld by the District for the following reasons: (a) damage to buildings, furnishings,

equipment, and/or grounds; (b) missing equipment, furnishings or keys; (c) facility left in an unclean condition; and/or (d) staying beyond the reserved time.

04. An Applicant that has reserved a series of dates in accordance with section A.2 above is required to make an initial security deposit in the amount specified in paragraph 1 of this section. Such security deposit will remain on deposit with the District until the last event in the series of reserved, recurring events has been held. If during the term of the reservation, the District draws on the security deposit, the Applicant will immediately replenish the security deposit or the District may cancel any further events in the series.
05. A \$15 additional fee will be charged for private rentals when the renter resides outside of the Templeton Community Services District Boundaries.

#### C. HOURS OF USE

01. The Templeton CSD Board Room may be rented from 5:00 a.m. and Midnight.
02. The Templeton Community Center and Recreation Center may be rented from 5:00 a.m. to Midnight.
03. Templeton Parks may be rented from 7:00 a.m. to dusk. If fees have been paid for lighting accommodations at Evers Sports Park the event must conclude at 10 p.m.
04. Rental hours must include time for set up and clean-up of the rented facilities for private/for-profit groups and/or public purpose groups that are using facilities for fundraising purposes.
05. A request to add additional time to the reserved time must be made at least 24 hours before the scheduled event, subject to availability of the facility for the additional time.

#### D. USE OF FACILITIES

01. District tables & chairs must remain inside of facilities. The District is not responsible for furnishings or personal belongings supplied by the Applicant. The Applicant may not bring or have delivered any goods or property to the event facilities until the time of rental. Applicant must immediately remove all goods and property from the facility at the conclusion of the event.
02. The Applicant may not use masking or scotch tape, thumbtacks, staples or similar materials to attach decorations to any surface. Decorating materials must be fire proof or of fire retardant material, and no candles or open flame lamps may be used with the exception of chaffing dishes. At no time should exits be covered or obstructed nor may decorations be hung from light fixtures. The Applicant shall not remove existing District decorations, fixtures or furniture from any location.
03. The Applicant is responsible for leaving all rented facilities in an undamaged, clean and orderly condition. The District will provide trash receptacles. In cases of property damage and/or failure to clean the rented facilities the District may retain all or a portion of the security deposit to pay the costs to repair or replace any damaged property and/or to clean the facilities. In the event that damages exceed the security deposit, the District reserves the right to repair the damages at the sole expense of the applicant. The applicant/s is liable for all damages.

04. Where access to a rented facility requires a key, the Applicant shall obtain the necessary key(s) from the District's Administrative Office located at 420 Crocker Street, Templeton, within 72-hours of the event. The Applicant is responsible for the key(s) to the rented facility and must return all keys provided by the District by no later than the next business day after the event. In cases where keys are lost, the District may deduct any charges to duplicate lost keys and/or rekey locks from the Applicant's security deposit.
05. Other than certified disabled assistance animals, no animal is allowed on District property or in District facilities unless first approved by the General Manager or his/her designee.
06. Cooking of meals will NOT be allowed in the meeting room, but warming of food in chafing dishes or similar devices will be allowed. The Applicant must clean all kitchen equipment and surfaces after use and bag all garbage and trash. All trash must be removed from the building and disposed of in the dumpsters. The Applicant must properly dispose of recyclables by placing them in recycling bins or taking all recyclables to a recycling center.
07. ALCOHOLIC BEVERAGES: See Alcohol Policy.
08. SMOKING IS NOT ALLOWED ANYWHERE ON DISTRICT PROPERTIES OR IN DISTRICT FACILITIES.
09. Any proposed outdoor cooking or other outdoor uses (excluding parks) must be approved by the General Manager or his/her designee.
10. Exterior signs are limited to the day of the event. Signs cannot block ADA access points or pose a safety hazard.
11. The District reserves the right to cancel any event due to a District event.