
California Special Districts Association

SAMPLE 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 Organizations or individuals shall submit requests to the District's General Manager in advance (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 in order to verify that the use is acceptable. The General Manager will notify the applicant of approval or denial of the request within 15 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 and administrative time for handling the reservation. The deposit may be refundable to the extent that clean up costs are less than the deposit, minus the administrative processing costs.

3400.3 A priority schedule for use of facilities may be established using the following general criteria:

- A. Use by the Registrar of Voters for elections.
- B. Community activities which would have a direct benefit to the District and customers.
- C. Public or non-profit organizations for non-political or non-commercial uses.
- D. Commercial or private uses to the extent that other users have not expressed an interest in use of the facility for that date at least thirty (30) days in advance.

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 execute a waiver of liability form as deemed necessary by the District 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.