

**TWAIN HARTE COMMUNITY SERVICES DISTRICT**  
**Policy and Procedure Manual**

**POLICY TITLE:** Facility Rental Fee Schedule  
**POLICY NUMBER:** 1065  
**ADOPTED:** September 20, 2005  
**AMENDED:** July 12, 2012  
**AMENDED:** March 14, 2013  
**AMENDED:** January 9, 2014  
**AMENDED:** August 13, 2015  
**AMENDED:** April 14, 2016  
**AMENDED:** September 8, 2016  
**AMENDED:** August 10, 2017  
**AMENDED:** June 10, 2020

**1065.10 Purpose**

It is the intent of the Board of Directors to make certain District facilities available and affordable for residents, organizations and other local agencies. Facilities such as the Twain Harte Community Center, baseball fields, field concession stand, tennis courts, bocce courts, Eproson Park area and fire/emergency training facilities have inherent on-going expenses that require fees to cover the specific cost of providing reservation and rental services.

It is further the intent of the Board of Directors to establish a facility use fee structure that reflects the actual cost for the District to prepare, maintain and inspect such facilities for the special benefit of those making reservations.

**1065.20 Rental Rates**

Rental rates for the District's facilities are identified in the Facility Rental Fee Schedule at the end of this policy. Facility rental fees are due at the time of reservation. The fees, terms and conditions detailed in this policy are not subject to waiver by the General Manager except for the following:

- Fundraising or other activities which benefit individuals, groups or organizations affected by a disaster, tragedy or unusual event
- Fundraising or other activities held by organizations, which benefit the District.
- Events sponsored by the District.
- Fees may be waived if renter provides donations and/or other services to the District that sufficiently offset the cost to the District for rental of the facility, as determined by the General Manager.

**1065.30 Reservations**

Reservations of District facilities may be made up to the date of the event, except seasonal reservations for sports facilities must be made at least thirty (30) days in advance. Reservations are only confirmed once the reservation application, payments and deposits are received.

**1065.31** Reservations may be cancelled eleven (11) working days or more prior to the event and a full refund of fees and deposits will be provided.

**1065.32** Reservations cancelled within ten (10) working days of the reserved event are subject to a 25% cancellation fee. In such cases, the District will return the deposit and 75% of the applicable rental fee.

**1065.33** Employees of the District will be permitted to rent any of the District facilities that are available at the established Resident rate. All other rules stated in this policy apply.

**1065.30 User Permit**

An User Permit, attached to this policy, shall be submitted to the District for all event reservations. The District's Park Ordinance sets forth the minimum insurance amounts and requirements for reservation of facilities.

**1065.40 Facility Inspection**

District staff shall inspect facilities before and after reservations and the renting party shall be charged the cost for any damage discovered to the facilities rented or cleanup required to return the rented facility to pre-rental conditions, other than the removal of normal refuse produced and placed in appropriate containers on site.

**1065.41** Costs associated with District labor for cleanup and materials and labor for repairs shall be billed on a time and materials basis in accordance with the hourly rates detailed in Policy 1060, Miscellaneous Fee Schedule, plus any refuse disposal costs. The District reserves the right to contract with a third party contractor for repairs caused by renter negligence and bill the renter the invoice cost of such repairs.

**1065.50 Community Center Rental**

**1065.51** In order to qualify for the Community Center's Recurring Meetings/Use rate, meetings/use must meet the following requirements:

- Must consist of a minimum of 4 separate meetings/uses per year (under one reservation).
- Each meeting/use must last no longer than 3 hours.
- Meetings/uses may only be scheduled Sunday through Thursday.

**1065.52** The tables and chairs contained at the Community Center are for use within that facility only and their use is included in the rental fee.

**1065.53** Use of the tables and chairs outside the Community Center is only allowed with written authorization provided by the District in advance and additional table/chair rental fees and deposits paid as detailed in this fee schedule. The Community Center must also be reserved for chairs and/or tables to be used outside the building.

**1065.54** At the discretion of the General Manager, Twain Harte community volunteer organizations may reasonably use the Community Center without charge. All such organizations must make reservations and obtain permission in advance of use.

**1065.60 Fire/Emergency Training Facility Rental**

Agencies reserving fire/emergency training facilities shall meet the following conditions:

- All participants must sign a Training Release of Liability Form provided by the District's Fire Division and instructors must attend a safety briefing prior to use of the facilities.
- Renting agency must provide a signed letter on agency letterhead from the fire chief or designee that verifies pump testing of apparatus and fit testing of all personnel has been completed within the last 12 months.
- Renting agency shall assume full responsibility for activities and potential incidents.
- Renting agency shall provide all instructors, apparatus, equipment and logistical support.
- Renting agency shall comply with all current Cal OSHA and California State Fire Training instructor requirements, student ratios and personal protective equipment.
- All training must be in compliance with most recent edition of NFPA 1403.
- Renting agency shall identify a point of contact who will be on site at all times during facility use.
- Renting agency shall provide or replace all consumable items needed to utilize facilities.
- Renting agency will provide portable toilet facilities.
- Renting agency will be responsible for removal and disposal of all debris.

#### **1065.70 Bocce Court Rental**

**1065.71** Rental of the bocce courts includes use of two sets of bocce balls.

**1065.72** District bocce ball sets will be available for public to check out at the District offices during normal business hours. Use of District bocce ball sets are subject to the following rules:

- A \$40 refundable deposit is required to check out each set of balls. Users will forfeit their deposit if ball sets are returned damaged, incomplete, late or not returned.
- Bocce ball sets shall be returned to the District offices during normal business hours no later than 11:30 a.m. on the first business day following check out.

**TWAIN HARTE COMMUNITY SERVICES DISTRICT**  
**Facility Rental Fee Schedule**

FACILITY <sup>1</sup>	RESIDENT or NON-PROFIT	NON-RESIDENT or FOR-PROFIT
<b>Community Center</b>		
Recurring Meeting/Use <sup>2</sup>		
Daily (>1 per week)	\$20 per meeting	\$30 per meeting
Once Weekly	\$15 per meeting	\$25 per meeting
Once Monthly	\$10 per meeting	\$20 per meeting
Individual Event	\$50 per day \$300 per week	\$75 per day \$450 per week
Table and/or Chair Rental	\$50 per day	\$75 per day
<b>Eproson Park<sup>3</sup></b>		
Stage Area	\$30 per day	\$70 per day
Stage Area & Parking Lot (Community Events) <sup>4</sup>	\$60 per day	N/A
Parking Area <sup>5</sup>	\$30 per day	\$70 per day
<b>Baseball Field</b>		
Individual Event (no lights)	\$45 per day	\$75 per day
Individual Event (with lights)	\$60 per day	\$90 per day
Organized Sports (field, lights, concession) <sup>6</sup>	\$500 per season	N/A
Concession Stand	\$15 per day	\$30 per day
<b>Bocce Courts</b>		
Both Courts	\$10 per hour	\$15 per hour
	\$30 half day	\$40 half day
	\$60 per day	\$80 per day
<b>Tennis Courts</b>		
One Court	\$15 per hour	\$25 per hour
	\$90 per day	\$150 per day
<b>Fire/Emergency Training Facilities<sup>7</sup></b>		
Classroom Facilities	\$150 per day	\$150 per day
Vertical Ventilation Prop	\$250 per day	\$250 per day
Fire Behavior Prop	\$600 per day	\$600 per day
Fire Suppression/Tactical Development Prop	\$600 per day	\$600 per day

**Notes**

- <sup>1</sup> A refundable \$100 deposit is required for rental of any facility.
- <sup>2</sup> Recurring Meeting/Use - 3 hour maximum, at least 4 meetings per year, Sunday-Thursday only.
- <sup>3</sup> Playground and skate park must be open for public use at all times
- <sup>4</sup> For large community events that are open to the public and require use of most of the parking lot and/or park area. Separate rental of the parking area is not required for community events.
- <sup>5</sup> Includes seven parking spaces in front of the stage area (does not include handicap space).
- <sup>6</sup> Assumes no comparable donation or servicing of facilities.
- <sup>7</sup> Fire training facilities, equipment, personnel and materials may be rented by separate agreement.

# User Permit

**\*\*Keep this Permit on site with you during rental event\*\***

**TWAIN HARTE CSD**

P.O.BOX 649  
Twain Harte, CA 95383

**\*\*Call (209) 588-5558 for facility problems\*\***

Applicant Name			Organization Name	
Street Address			Street Address	
City State Zip			City State Zip	
Contact Person Area Code Telephone			Contact Person Area Code Telephone	

Facility to be Reserved (use facility name from Fee Schedule)	Date(s)	Hours: From - To	Estimated Attendance (Number)	DISTRICT USE ONLY (FEES)

<b>DESCRIPTION OF USE:</b>	<b>TOTAL FEES</b>	
	<b>CLEANING DEPOSIT (REFUNDABLE)</b>	
	<b>GRAND TOTAL</b>	
	<b>AMOUNT PAID</b>	
	Cash <input type="checkbox"/> Check <input type="checkbox"/>	
	<b>BALANCE DUE</b>	
<b>Is alcohol involved in the event?</b> No <input type="checkbox"/> Served only <input type="checkbox"/> Sold <input type="checkbox"/>		<b>ALCOHOL PERMIT YES <input type="checkbox"/> NO <input type="checkbox"/></b>

**GENERAL RULES COVERING USE OF FACILITIES**

1. Alcohol is prohibited in the park and District facilities unless specifically approved in this permit. The sale of alcohol is strictly forbidden unless the User has a valid Alcoholic Beverage Permit and provides the District with: 1) Proof of coverage of insurance for the sale of alcoholic beverages and 2) an endorsement to that insurance policy naming the District as an Additionally Insured.
2. All user groups must confine their use to the area(s) for which this permit is issued and all activities must be concluded by \_\_\_\_\_ p.m.
3. Refunds of User Fees will only be refunded upon \_\_\_\_\_ days advance notice
4. Refundable User Deposits are required for clean up and/or facility damage. Clean-up is the responsibility of user groups. Rubbish, garbage and litter shall be deposited in designated receptacles. All areas used must be cleaned and returned to original condition to the satisfaction of the District prior to deposit refund. Keys must be returned within \_\_\_\_\_ days or no refund.
5. No tacks, nails, staples, tapes, etc are allowed on walls, ceilings, or woodwork. No candles are allowed in any facility.
6. Sale of any goods, wares, merchandise or food products, or their solicitation or distribution is prohibited unless specified in this permit. All vendors at Permittee's event shall be the responsibility of the Permittee. Vendors shall be covered by the Permittee's General Liability insurance.
7. Amplified sound is not permitted except as detailed in this permit.
8. All Users will provide the District with certificates of General Liability Insurance, acceptable to the District, naming the District as additionally insured. Policy endorsements may be required for events considered high risk by the District.

**CERTIFICATION AND LIABILITY RELEASE**

I hereby certify that I have read the rules, regulations, conditions and terms of this User Permit and that I, or the organization which I represent, will abide by them and all other directives of the District which may be communicated to the applicant.

The PERMITEE (the contact person and/or organization) agrees to be solely responsible for any and all liability, claims, losses, demands, damages and costs, including attorney fees, arising out of or resulting from any injury to person or damage to property which arise of its use, including use by vendors, of the Twain Harte Community Services District's property and/or facility/ies. The PERMITEE agrees to defend, indemnify and hold harmless the Twain Harte Community Services District, its officers, agents, employees and volunteers against any and all such claims, demands, causes of action, suits and expenses, whether or not any such claim or action is alleged to have been caused in part by the Twain Harte Community Services District as a party indemnified hereunder.

Signature of Responsible Individual :	Date
Signature of Authorized District Official	Date

Other District Permitted Conditions: