

TWAIN HARTE COMMUNITY SERVICES DISTRICT Park and Recreation/Citizens' Committee Meeting

Chair: *Eileen Mannix*

Co-Chair: *Kathryn deGroot*

Citizen Members: *Wes Jordan, Lynn Crook & John Kinsfather*

VIDEO TELECONFERENCE

June 2, 2021 12:30 p.m.

IMPORTANT NOTICE:

To help slow the spread of COVID-19, the District's board room is closed to the public. Under the Governor's Executive Order N-25-20, this meeting will be held remotely by teleconference using Zoom:

- Videoconference Link: <https://us02web.zoom.us/j/81105847793>
- Meeting ID: 811 0584 7793
- Telephone: (669) 900-6833

AGENDA

1. Operations Report.
2. Review/discuss final draft of Fiscal Year 2021-22 Park Fund Budget and Capital Outlay Plan.
3. Review/discuss 5-year Park Fund revenue and expense projections.
4. Discuss Bocce Court Improvement Project.
5. Evaluate park facility rental costs in Policy #1065 – Facility Rental Fee Schedule.
6. Adjourn.

HOW TO OBSERVE THIS MEETING:

The public can observe and participate in a meeting as follows:

- **Computer:** Join the videoconference by clicking the videoconference link located at the top of this agenda or on our website. You may be prompted to enter your name and email. Your email will remain private and you may enter "anonymous" for your name.
- **Smart Phone/Tablet:** Join the videoconference by clicking the videoconference link located at the top of this agenda OR log in through the Zoom mobile app and enter the Meeting ID# and Password found at the top of this agenda. You may be prompted to enter

your name and email. Your email will remain private and you may enter “anonymous” for your name.

- **Telephone:** Listen to the meeting by calling Zoom at (4669) 900-6833. Enter the Meeting ID# listed at the top of this agenda, followed by the pound (#) key.

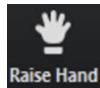
* NOTE: your personal video will be disabled and your microphone will be automatically muted.

FOR MORE DETAILED INSTRUCTIONS, CLICK [HERE](#)

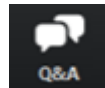
HOW TO SUBMIT PUBLIC COMMENTS:

The public will have an opportunity to comment before and after the meeting as follows:

- **Before the Meeting:** If you cannot attend the meeting, you may:
 - Email comments to ksilva@twainhartecsd.com, write “Public Comment” in the subject line. In the body of the email, include the agenda item number and title, as well as your comments.
 - Mail comments to THCSD Board Secretary: P.O. Box 649, Twain Harte, CA 95383
- **During the Meeting:** The public will have opportunity to provide comment before and after the meeting as follows:
 - Computer/Tablet/Smartphone: Click the “Raise Hand” icon and the host will unmute your audio when it is time to receive public comment. If you would rather make a comment in writing, you may click on the “Q&A” icon and type your comment. You may need to tap your screen or click on “View Participants” to make icons visible.



Raise Hand Icon:



Q&A Icon:

- Telephone: The host will provide a time during each public comment period where telephone participants will be unmuted and enabled to share comments.

* NOTE: If you wish to speak on an item on the agenda, you are welcome to do so during consideration of the agenda item itself. If you wish to speak on a matter that does not appear on the agenda, you may do so during the Public Comment period. Persons speaking during the Public Comment will be limited to five minutes, or depending on the number of persons wishing to speak, it may be reduced to allow all members of the public the opportunity to address the Board. Except as otherwise provided by law, no action or discussion shall be taken/conducted on any item not appearing on the agenda. Public comments must be addressed to the board as a whole through the President. Comments to individuals or staff are not permitted.

ACCESSIBILITY:

Board meetings are accessible to people with disabilities. In compliance with the Americans with Disabilities Act, those requiring accommodations for this meeting should notify the District office 48 hours prior to the meeting at (209) 586-3172.

WRITTEN MEETING MATERIALS:

If written materials relating to items on this Agenda are distributed to Board members prior to the meeting, such materials will be made available for public inspection on the District’s website: www.twainhartecsd.com

Twain Harte Community Services District
2021/2022 ANNUAL BUDGET

	WATER			SEWER			FIRE			PARK			ADMIN			TOTAL
	Approved	Requested	% Diff	Approved	Requested	% Diff	Approved	Requested	% Diff	Approved	Requested	% Diff	Approved	Requested	% Diff	PROJECTED
Revenue																
Service Charges	\$ 1,470,488	\$ 1,480,003	1%	\$ 1,136,732	\$ 1,138,433	0%	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ 2,618,436
Fees	14,530	18,520	27%	10,335	14,820	43%	-	-	0%	11,180	3,500	-69%	-	-	0%	36,840
Taxes & Assessments	107,825	113,703	5%	-	-	0%	1,135,367	1,190,422	5%	134,556	139,366	4%	-	-	0%	1,443,490
Grants & Donations	6,821	225,000	3199%	329,378	135,000	-59%	34,545	235,000	580%	104,390	384,000	268%	-	-	0%	979,000
Other Revenue	13,775	8,000	-42%	8,725	5,500	-37%	104,374	35,600	-66%	2,250	4,700	109%	1,000	1,000	0%	54,800
Total Program Revenue	\$ 1,613,438	\$ 1,845,226	14%	\$ 1,485,170	\$ 1,293,753	-13%	\$ 1,274,286	\$ 1,461,022	15%	\$ 252,376	\$ 531,566	111%	\$ 1,000	\$ 1,000	0%	\$ 5,132,567
Admin Revenue Allocation	470	470	0%	250	250	0%	180	180	0%	100	100	0%	(1,000)	(1,000)	0%	-
GRAND TOTAL REVENUE	\$ 1,613,908	\$ 1,845,696	14%	\$ 1,485,420	\$ 1,294,003	-13%	\$ 1,274,466	\$ 1,461,202	15%	\$ 252,476	\$ 531,666	111%	\$ -	\$ -	0%	\$ 5,132,567
Operating Expenses																
Salaries	\$ 314,797	\$ 317,932	1%	\$ 188,650	\$ 180,287	-4%	\$ 529,464	\$ 484,369	-9%	\$ 9,345	\$ 5,157	-45%	\$ 338,551	\$ 362,571	7%	\$ 1,350,316
Benefits	165,858	156,235	-6%	94,617	86,493	-9%	229,306	235,056	3%	5,425	2,736	-50%	155,760	168,995	8%	649,515
Equip, Auto, Maint, & Repairs	110,400	140,000	27%	46,100	72,500	57%	108,550	103,900	-4%	47,850	43,450	-9%	19,700	18,600	-6%	378,450
Materials & Supplies	41,750	46,000	10%	5,200	5,800	12%	12,100	12,350	2%	1,600	1,600	0%	5,250	4,750	-10%	70,500
Outside Services	91,900	253,800	176%	347,628	153,200	-56%	27,400	25,300	-8%	4,250	4,400	4%	21,900	25,900	18%	462,600
Other (Utilities, Prop/Liab Ins, TUD)	156,050	161,625	4%	508,652	517,605	2%	83,500	92,650	11%	23,500	23,900	2%	57,200	66,700	17%	862,480
Debt Service	188,912	188,769	0%	17,011	16,994	0%	42,365	42,365	0%	-	-	0%	-	-	0%	248,128
Total Program Expenses	\$ 1,069,667	\$ 1,264,361	18%	\$ 1,207,858	\$ 1,032,879	-14%	\$ 1,032,685	\$ 995,990	-4%	\$ 91,970	\$ 81,243	-12%	\$ 598,361	\$ 647,516	8%	\$ 4,021,989
Administrative Cost Allocation	281,230	304,332	8%	149,590	161,879	8%	107,705	116,553	8%	59,836	64,752	8%	(598,361)	(647,516)	8%	-
GRAND TOTAL OPERATING EXPENSES	\$ 1,350,897	\$ 1,568,693	16%	\$ 1,357,448	\$ 1,194,758	-12%	\$ 1,140,390	\$ 1,112,543	-2%	\$ 151,806	\$ 145,995	-4%	\$ -	\$ -	0%	\$ 4,021,989
TOTAL OPERATING BALANCE	\$ 263,012	\$ 277,003		\$ 127,972	\$ 99,246		\$ 134,075	\$ 348,658		\$ 100,670	\$ 385,671		\$ -	\$ -		
Capital Expenses																
Capital Outlay	381,220	808,850	112%	339,900	365,150	7%	219,230	492,500	125%	170,240	368,000	116%	-	-	0%	2,034,500
Adminstrative Capital Allocation	-	-	0%	-	-	0%	-	-	0%	-	-	0%	-	-	0%	-
Total Capital Expenses	\$ 381,220	\$ 808,850	112%	\$ 339,900	\$ 365,150	7%	\$ 219,230	\$ 492,500	125%	\$ 170,240	\$ 368,000	116%	\$ -	\$ -		\$ 2,034,500
GRAND TOTAL EXPENSES	\$ 1,732,117	\$ 2,377,543	37%	\$ 1,697,348	\$ 1,559,908	-8%	\$ 1,359,620	\$ 1,605,043	18%	\$ 322,046	\$ 513,995	60%	\$ -	\$ -	0%	\$ 6,056,489
Transfer To/(From) Reserve	\$ (118,208)	\$ (531,847)		\$ (211,928)	\$ (265,904)		\$ (85,155)	\$ (143,842)		\$ (69,570)	\$ 17,671		\$ -	\$ -		

Twain Harte Community Services District

2021-2022 ANNUAL BUDGET

PARK - REVENUE

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	20/21 Approved	21/22 Requested	\$	%	
Fees					
Facility/Ground Usage Fees	11,180	3,500	(7,680)	-69%	PGE PSPS events
TOTAL FEES	\$ 11,180	\$ 3,500	\$ (7,680)	-69%	
Taxes & Assessments					
Secured & Unsecured Taxes	\$ 26,520	\$ 28,349	\$ 1,829	7%	Due to increasing property values
Property Assessments	108,036	111,017	2,981	3%	
TOTAL TAXES & ASSESSMENTS	\$ 134,556	\$ 139,366	\$ 4,810	4%	
Grants & Donations					
Grant Revenue	81,890	368,000	\$ 286,110	349%	Stormwater Grant - TH Meadows + PSPS
Donation Revenue	22,500	16,000	(6,500)	-29%	Conservative Estimate
TOTAL GRANTS & DONATIONS	\$ 104,390	\$ 384,000	\$ 279,610	268%	
Other Revenue					
Sale of Assets	-	3,100	3,100	3100%	Sale of GM Vehicle to Water/Sewer
Interest Revenue	2,250	1,600	(650)	-29%	Due to lower interest rates
TOTAL OTHER REVENUE	\$ 2,250	\$ 4,700	\$ 2,450	109%	
GRAND TOTAL REVENUE	\$ 252,376	\$ 531,566	\$ 279,190	111%	
Admin Transfer Out	\$ 100	\$ 100	\$ -		
GRAND TOTAL WITH ADMIN	\$ 252,476	\$ 531,666	\$ 279,190		

Twain Harte Community Services District

2021-2022 ANNUAL BUDGET

PARK - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	20/21 Approved	21/22 Requested	\$	%	
Salaries - 51XXX					
Regular Time	\$ 8,418	\$ 4,337	\$ (4,081)	-48%	Staffing restructure
Overtime	500	250	(250)	-50%	
Sick Leave/Vacation Pay	300	500	200	67%	
Intern Stipend			-	0%	
Uniform Allowance	114	54	(60)	-53%	Staffing restructure
Cell Phone Stipend	13	17	4	33%	
TOTAL SALARIES	\$ 9,345	\$ 5,157	\$ (4,187)	-45%	
Benefits - 52XXX					
Health & Vision Insurance	\$ 2,000	\$ 1,113	\$ (886)	-44%	Staffing restructure
HRA Reimbursement	889	365	(524)	-59%	Staffing restructure
CALPERS Retirement	1,468	649	(819)	-56%	Staffing restructure
FICA	579	320	(260)	-45%	Staffing restructure
Medicare	135	75	(61)	-45%	Staffing restructure
Workers Comp	316	200	(116)	-37%	Staffing restructure
Unemployment Ins/ETT	38	14	(24)	-63%	Staffing restructure
TOTAL BENEFITS	\$ 5,425	\$ 2,736	\$ (2,690)	-50%	
Equipment, Automotive, Maintenance & Repairs					
Equipment Maintenance & Repair	\$ 500	\$ 500	-	0%	
Facilities Maintenance & Repair			-	0%	
Baseball Field	4,000	4,000	-	0%	
Tennis Courts	1,000	2,100	1,100	110%	
Park	9,500	9,600	100	1%	
Community Center	1,700	2,000	300	18%	
Vehicle Maintenance & Repair			-	0%	
Landscaping Services	11,400	8,700	(2,700)	-24%	20.21 included unsubmitted 19.20 invoices
Janitorial/Cleaning Services	15,550	15,550	-	0%	
Fuel			-	0%	
Equipment Under \$5,000	4,200	1,000	(3,200)	-76%	Last year included bocce picnic tables
TOTAL EQUIP, AUTO, MAINT & REPAIRS	\$ 47,850	\$ 43,450	\$ (4,400)	-9%	
Materials & Supplies - 54XXX					
Janitorial Supplies	\$ 1,600	\$ 1,600	\$ -	0%	
TOTAL MATERIALS & SUPPLIES	\$ 1,600	\$ 1,600	\$ -	0%	

Twain Harte Community Services District
2021-2022 ANNUAL BUDGET

PARK - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	20/21 Approved	21/22 Requested	\$	%	

Outside Services - 55XXX

Engineering Services	\$ 4,250	\$ 4,400	\$ 150	4%	
Other Professional Services			0	0%	
TOTAL OUTSIDE SERVICES	\$ 4,250	\$ 4,400	\$ 150	4%	

Other - 56XXX

Utilities					
Baseball Field	6,200	6,700	500	8%	
Tennis Courts			-	0%	
Park	8,200	7,500	(700)	-9%	Decreased Water Usage
Community Center	2,900	3,000	100	3%	
Property/Liability Insurance	2,000	2,500	500	25%	Projected SDRMA Increase
Property Tax			-	0%	
Training, Conferences & Travel			-	0%	
Advertising & Public Education	4,200	4,200	-	0%	
TOTAL OTHER	\$ 23,500	\$ 23,900	\$ 400	2%	

Debt Service - 58XXX

Interest on Long Term Debt			\$ -	0%	
Principal on Long Term Debt			-	0%	
TOTAL DEBT SERVICE	\$ -	\$ -	\$ -	0%	

GRAND TOTAL EXPENSES	\$ 91,970	\$ 81,243	\$ (10,727)	-12%	
Admin Transfer Out	\$ 59,836	\$ 64,752	\$ 4,916		
GRAND TOTAL WITH ADMIN	\$ 151,806	\$ 145,995	\$ (5,811)	-4%	

Twain Harte Community Services District

2021-2022 ANNUAL BUDGET

PARK - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	20/21 Approved	21/22 Requested	\$	%	

Capital Outlay - 57XXX					
TH Meadows Park	\$ 20,000	\$ 354,000	\$ 334,000	1670%	Stormwater Grant Phase
Community Center Generator*	\$ 16,000	\$ 14,000			
Bocce Court Improvements	\$ 130,000	\$ -	\$ (130,000)	-100%	Complete in FY 20/21
Training/Admin Parking Lot	\$ 800	\$ -	\$ (800)	-100%	Moved to Fire
GM Vehicle Replacement	\$ 3,440	\$ -	\$ (3,440)	-100%	Complete in FY 20/21
TOTAL CAPITAL OUTLAY	\$ 170,240	\$ 368,000	\$ 199,760	117%	

GRAND TOTAL WITH CAPITAL	\$ 322,046	\$ 513,995	\$ 193,949	60%	
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*Entire project was budgeted in previous fiscal year. New budget requests represent anticipated unspent funds and will be adjusted to reflect actuals at mid-year.

5-YEAR CAPITAL OUTLAY PLAN

Park Fund - FY 21/22

	Previously Expended	Projected FY 20-21	Requested FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	Out Years 6 to 10	Total
GM Vehicle Replace (Admin Split)		\$ 3,438							\$ 3,438
Bocce Court Improvements	\$ 4,110	\$ 130,000							\$ 134,110
T.H. Meadows Park ^{4,5}		\$ -	\$ 354,000	\$ 1,070,000					\$ 1,424,000
Community Center Generator ⁴		\$ 2,000	\$ 14,000						\$ 16,000
Bleacher Replacement				\$ 25,000					\$ 25,000
Community Center Upgrades					\$ 30,000				\$ 30,000
Reseal Park Parking Lot						\$ 12,000		\$ 15,000	\$ 27,000
Resurface Tennis Courts							\$ 30,000		\$ 30,000
TOTAL CAPITAL OUTLAY	\$ 4,110	\$ 135,438	\$ 368,000	\$ 1,095,000	\$ 30,000	\$ 12,000	\$ 30,000	\$ 15,000	\$ 1,689,548

NOTES:

- 1 Vehicle/Equipment replacement items match the THCSO Vehicle/Equipment Replacement Plan.
- 2 An inflation factor of 3% per year has been applied to future capital costs.
- 3 Project completed or anticipated to be completed in previous fiscal year.
- 4 Entire project was budgeted in previous fiscal year. New budget requests represent anticipated unspent funds and will be adjusted to reflect actuals at mid-year.
- 5 Grant funded project

Twain Harte Community Services District
PARK PROJECTIONS
SUMMARY

	19/20	20/21	21/22	22/23	23/24	24/25	25/26
	Actuals	Budget	Projections	Projections	Projections	Projections	Projections
Revenue							
Service Charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fees	5,180	11,180	3,500	2,800	2,800	2,800	2,800
Taxes & Assessments	132,564	134,556	139,366	142,153	144,996	147,896	150,854
Grants & Donations	19,945	104,390	384,000	1,085,000	15,000	15,000	15,000
Other Operating Revenue	5,660	2,250	4,700	4,700	4,700	4,700	4,700
Total Program Revenue	\$ 163,349	\$ 252,376	\$ 531,566	\$ 1,234,653	\$ 167,496	\$ 170,396	\$ 173,354
Administrative Cost Allocation	81	100	100	103	106	109	113
GRAND TOTAL REVENUE	\$ 163,430	\$ 252,476	\$ 531,666	\$ 1,234,756	\$ 167,602	\$ 170,505	\$ 173,467
Expenses							
Salaries	\$ 8,491	\$ 9,345	\$ 5,157	\$ 5,418	\$ 5,597	\$ 5,713	\$ 5,893
Benefits	3,712	5,426	2,736	2,839	2,934	3,028	3,128
Equip, Auto, Maint, & Repairs	29,859	47,850	43,450	44,754	46,097	47,480	48,904
Materials & Supplies	1,209	1,600	1,600	1,648	1,697	1,748	1,800
Outside Services	3,892	4,250	4,400	4,532	4,668	4,808	4,952
Other	16,615	23,500	23,900	24,617	25,356	26,117	26,901
Debt Service	-	-					
Total Program Expenses	\$ 63,778	\$ 91,971	\$ 81,243	\$ 83,807	\$ 86,349	\$ 88,894	\$ 91,578
Administrative Cost Allocation	50,565	59,836	64,752	67,049	67,246	69,779	72,347
TOTAL OPERATING EXPENSES	\$ 114,343	\$ 151,807	\$ 145,995	\$ 150,856	\$ 153,595	\$ 158,673	\$ 163,925
Total Operating Balance	\$ 49,087	\$ 100,669	\$ 385,671	\$ 1,083,900	\$ 14,007	\$ 11,832	\$ 9,542
Capital Expenses							
Capital Outlay	4,265	135,438	368,000	1,095,000	30,000	12,000	30,000
Admin Capital Transfer	-		-				
Total Capital Expenses	4,265	135,438	368,000	1,095,000	30,000	12,000	30,000
GRAND TOTAL EXPENSES	\$ 118,608	\$ 287,245	\$ 513,995	\$ 1,245,856	\$ 183,595	\$ 170,673	\$ 193,925
TRANSFER TO/(FROM) RESERVE	\$ 44,822	\$ (34,769)	\$ 17,671	\$ (11,100)	\$ (15,993)	\$ (168)	\$ (20,458)
Capital Reserve Balance	\$ 241,017	\$ 206,248	\$ 223,919	\$ 212,818	\$ 196,825	\$ 196,657	\$ 176,200

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.

TWIN HARTE COMMUNITY SERVICES DISTRICT

Facility Rental Fee Schedule

FACILITY ¹	RESIDENT or NON-PROFIT	NON-RESIDENT or FOR-PROFIT
Community Center		
Recurring Meeting/Use ²		
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
Eproson Park³		
Stage Area	\$30 per day	\$70 per day
Stage Area & Parking Lot (Community Events) ⁴	\$60 per day	N/A
Parking Area ⁵	\$30 per day	\$70 per day
Baseball Field		
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) ⁶	\$500 per season	N/A
Concession Stand	\$15 per day	\$30 per day
Bocce Courts		
Both Courts	\$10 per hour \$30 half day \$60 per day	\$15 per hour \$40 half day \$80 per day
Tennis Courts		
One Court	\$15 per hour \$90 per day	\$25 per hour \$150 per day
Fire/Emergency Training Facilities⁷		
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

- ¹ A refundable \$100 deposit is required for rental of any facility.
- ² Recurring Meeting/Use - 3 hour maximum, at least 4 meetings per year, Sunday-Thursday only.
- ³ Playground and skate park must be open for public use at all times
- ⁴ 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.
- ⁵ Includes seven parking spaces in front of the stage area (does not include handicap space).
- ⁶ Assumes no comparable donation or servicing of facilities.
- ⁷ 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)

DESCRIPTION OF USE:	TOTAL FEES	
	CLEANING DEPOSIT (REFUNDABLE)	
	GRAND TOTAL	
	AMOUNT PAID	
	Cash <input type="checkbox"/> Check <input type="checkbox"/>	
	BALANCE DUE	

Is alcohol involved in the event? No Served only Sold

ALCOHOL PERMIT YES NO

GENERAL RULES COVERING USE OF FACILITIES

- 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.
- 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.
- Refunds of User Fees will only be refunded upon _____ days advance notice
- 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.
- No tacks, nails, staples, tapes, etc are allowed on walls, ceilings, or woodwork. No candles are allowed in any facility.
- 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.
- Amplified sound is not permitted except as detailed in this permit.
- 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: