

Town of Yucca Valley  
Community Services Department

Facility Use Policy  
(Amended by the YV Town Council 5/10/2007)

1) Authority

In May, 2003, the Yucca Valley Town Council directed the Parks, Recreation and Cultural Commission to review the Town's facilities use policy.

History: A Commission recommendation for policy revision was forwarded to the Council in November, 2003. The revised policy was adopted by the Town Council in December, 2003. A further revision was recommended by the Commission and adopted by the Council in April 2006.

2) Policy Statement

The Town of Yucca Valley's public parks and buildings are used for Town-sponsored recreational, cultural, civic and social activities and programs. Additionally, the Town makes use of public facilities for conducting the business of the Town Council and its appointed commissions, committees and work groups. The Town also makes certain facilities available to the public for meetings, activities, events and services that meet similar needs and interests of the community. The Director of Community Services or his/her designee is authorized to interpret and implement the policies and regulations contained herein.

3) Definitions

- a) Applicant – in a transaction involving the reserved use of Town facilities, the individual or organization that will be responsible for all rental fees, deposits, and compliance with facility use requirements.
- b) Building – refers to public buildings owned, leased and/or managed by the Town of Yucca Valley
- c) Commission – the Parks, Recreation and Cultural Commission appointed by the Yucca Valley Town Council.
- d) Council – the elected Town Council of the Town of Yucca Valley.

- e) Department – unless otherwise specified, refers to the Town of Yucca Valley’s Community Services Department.
- f) Director – the Director of Community Services of the Town of Yucca Valley or his/her designee.
- g) Facility – refers to Town of Yucca Valley parks, buildings, common areas, parking lots, and the rooms and other spaces within the parks and buildings.
- h) Park – any developed or undeveloped areas owned or leased by the Town of Yucca Valley and designated for recreational purposes or conserved for scenic or historical interest, to include the landscaping and recreational elements of such facilities.
- i) Town – the municipality known as the Town of Yucca Valley.

4) Hours of Use

- a) Parks – Town of Yucca Valley Parks are open daily from 6:00 am until 11:00 pm. Unless the hours are specifically extended by the Town to accommodate a special event, no person shall remain in any Park between the hours of 11:00 pm and 6:00 am without written permission from the director.
- b) Buildings – Except for public meetings and special events conducted by the Town of Yucca Valley, Town Buildings are open from 7:00 am until 9:00 pm Monday through Thursday, and from 7:00 am until 10:00 pm Friday and Saturday. Town Buildings are not available for rented or reserved use on Sundays or Holidays unless specifically authorized by the Commission acting on behalf of the Council.

5) General Rules and Regulations

- a) With respect to the Town’s public Parks and Facilities, the following activities are not permitted:
  - (1) Storage – to store personal property, including camping gear.
  - (2) Bulletin Boards – to affix flyers or posters of any kind to bulletin boards or display areas within or attached to Town facilities. Such areas are for Town use only to provide public information or to promote Town-sponsored events or activities.
  - (3) Fire – to make or kindle a fire with wood or any material other than charcoal (in designated areas only) without written approval from the Department.

- (4) Alcohol – to possess any can, bottle or other receptacle containing any alcoholic beverage that has been opened, a seal broken, or the contents partially removed, without a permit issued by the Department.
- (5) Bathing – to bathe in any Facility not designated for that purpose.
- (6) Refuse – to leave garbage, cans, bottles, papers or other refuse at any Park or facility other than in the receptacles provided. If no receptacle is provided, patrons are responsible to remove all waste and dispose of it in an appropriate manner.
- (7) Animals – to hitch, ride or let loose any animal or fowl without the written approval of the Department. This shall not apply to dogs at Town Parks when led by a leash or chain no more than six feet long. Owners of said dogs are responsible for the conduct of the animal and for the disposal of all waste and fecal matter. Pets are not permitted in the softball field area of the Town’s Summer Music Festival or other similar events. Seeing eye dogs and other designated assistance dogs are not subject to these restrictions.
- (8) Camping – to camp in or upon any Town Park without written permission from the Director.
- (9) Smoking – to smoke in or within 20 feet of the entrance to any Town building or in areas designated for children’s play, or to discard any lighted or unlighted cigar or cigarette in said areas.
- (10) Reckless Operation – to ride or use any roller skates, scooters, skateboards, or bicycles at any Town Park or Facility in a reckless manner or with willful disregard for the safety of persons or property, or to cause such items to be ridden in such a manner.

6) Reserved Use of Town Facilities

- a) The following Town of Yucca Valley Facilities are available for rental or reserved use:

|                  | <b>Location</b>  | <b>Capacity<br/>Dining/Conference</b> |
|------------------|------------------|---------------------------------------|
| Yucca Room       | Community Center | 250/350                               |
| Joshua Tree Room | Community Center | 32/45                                 |
| Cholla Room      | Community Center | 65/80                                 |
| Ocotillo Room    | Community Center | 44/50                                 |
| Mesquite Room    | Community Center | 18/30                                 |
| Senior Center    | Community Center | 180/250                               |

|                |                          |       |
|----------------|--------------------------|-------|
| Soccer Fields  | Community Center         | -     |
| Softball Field | Community Center         | -     |
| Snack Bar      | Community Center         | -     |
| Community Room | Machris Park             | 54/75 |
| Softball Field | Machris Park             | -     |
| Snack Bar      | Machris Park             | -     |
| Community Room | Jacobs Park              | 54/75 |
| Tennis Courts  | Jacobs Park              | -     |
| Swimming Pool  | Yucca Valley High School | -     |
| Parking Lots   | Various                  | -     |

7) Priority use of Town Facilities

- a) Reasonable attempts will always be made to avoid scheduling conflicts, however, if clarification is needed, the following prioritization will apply to the use of Town Facilities:
- (1) Town-sponsored meetings, activities and events
  - (2) Meetings, events and activities sponsored by governmental agencies working jointly with the Town
  - (3) Local non-commercial user groups
  - (4) Local commercial enterprises and concerns
  - (5) Out of town user groups

8) Reserved Use of Town Facilities

- a) Individuals or organizations may apply for reserved use of Town Facilities at least fourteen days and no more than thirteen months prior to the proposed event.
- b) To obtain reserved use of available Town facilities, individuals or organizations must complete and return a Facility Use Application and submit all required diagrams, deposits, permits, contracts and insurance documents to the Community Services Office at least seven days prior to the intended use.
- c) Town staff will make a reasonable effort to accommodate each application, and will provide written confirmation of approval or denial within three working days of receipt of all required materials.
- d) User groups are not entitled to place signs, banners or other such materials on Town Facilities without written permission from the Director.

- e) The Town reserves the right to refuse to permit the reserved use of public Facilities to individuals, groups or organizations that have previously not complied with Town requirements or regulations.
- f) The applicant must notify the Department of any cancellations at least 48 hours prior to the scheduled event or activity. Failure to give the required notice of a cancellation may result in forfeiture of some or all of the deposit.

9) Fees for use of Town Facilities

- a) Fee Schedule. Fees for reserved use of Town Facilities will be charged for the entire time the user group requires access to the facility, including time for setting up the event, decorating, cleaning up, etc. Fees are charged in accordance with the Town’s most recent adopted fee schedule (Appendix A).
- b) Deposits. When public Facilities are rented or reserved, a refundable deposit is required.

|                 |       |
|-----------------|-------|
| Small Rooms     | \$100 |
| Large Rooms     | \$200 |
| Kitchens        | \$100 |
| Community Rooms | \$200 |
| Athletic Fields | \$200 |
| Snack Bars      | \$200 |
| Swimming Pool   | \$200 |
| Parking Lot     | \$200 |

If damage to Town property occurs during use or if excessive clean-up is necessary after the use, the actual cost of repairs or clean-up will be deducted from the deposit. If the cost of repairs and/or clean-up exceeds the deposit amount, the user will be billed for the difference. If the user group remains in the facility beyond the scheduled time, the deposit will be forfeited and additional fees may be charged for the additional time in the facility.

- c) Setup and Breakdown. When available, the use of tables and chairs is included in the Facility rental fee. Town staff will arrange chairs and tables for indoor and outdoor assemblies as close to diagrams submitted by the applicant as possible.
- d) Electrical Service. If electrical service is required for any activity or event on Town Park areas, a fee of \$25 will be charged for up to four hours of use.
- e) Fee Waivers or Fee Reductions. The Town Council has authorized the Director and the Commission to make a determination on requests for fee waivers or fee reductions. If a waiver or reduction is granted, the group will be accommodated on a space-available basis. Waivers will only be considered if the applicant complies

with all Town Facility use requirements and the proposed use meets one of the following conditions:

- (1) The activity or event is conducted by a local organization and the primary purpose of the activity or event is to provide services for the youth of the community.
- (2) The activity or event is of large scale community-wide interest or benefit, is conducted by a local organization and will be open free of charge to all members of the local community who wish to participate.

If the recipient of a waiver or fee reduction does not strictly comply with all conditions regulating the use of Town facilities, including adherence to approved entry and exit times, the user group will be responsible to pay all fees normally associated with such use.

#### 10) Use of Town Equipment Off-Site

- a) The Town currently makes certain Town equipment available for rental and use off site. Deposits will only be refunded if the equipment is returned clean, on-time and undamaged. If the cost of repairs, replacement and/or clean-up exceeds the deposit amount, the user will be billed for the difference. The items currently available are listed in Appendix B.

#### 11) Alcohol Use in Public Facilities

- a) The sale or use of alcoholic beverages at Town Parks and Facilities is not allowed without a permit issued by the Department. Permit applications are available at the Department office. Permits will only be approved when the following conditions are met:
  - (1) The applicant shall provide the Town with a liquor liability insurance policy endorsement in the amount of \$1,000,000 naming the Town, its officers, employees, agents and volunteers as additional insured for the date(s) of facility use. Proof of such insurance shall be on file in the Community Services Office at least seven days prior to the event.
  - (2) Any caterers or other concerns engaged in the sale of alcoholic beverages in or on Town Facilities shall provide the Town with a liquor liability insurance policy endorsement in the amount of \$1,000,000 naming the Town, its officers, employees agents and volunteers as additional insured for the date(s) of facility use. Proof of such insurance shall be on file in the Community Services Office at least seven days prior to the event.

- (3) The applicant is required to provide a \$750 security deposit, refundable if the facility is left on time, clean and without damage. Actual costs for additional time, additional maintenance requirement, or damage will be deducted from the deposit. If the cost of repairs and/or clean-up exceeds the deposit amount, the user will be billed for the difference.
- (4) The applicant shall provide proof of compliance with the security requirement at least seven days prior to the event.

12) Security Requirement

- a) When the Department or Commission deems appropriate, the applicant will be required to contract with the San Bernardino County Sheriff's Department or other approved security company for event security. The Director will confer with the Sheriff's Office to determine the specific security requirement for each event, but generally two officers will be required. Proof of the contract for security must be on file in the Community Services Department Office at least seven days prior to the event.

13) Insurance requirements

- a) For one-time events (weddings, parties, large meetings, concerts, etc.), the Town requires that the applicant provide a certificate of insurance (from an insurance company admitted in California and rated "BBB" or better) in the amount of \$1,000,000 with an endorsement naming the Town, its officers, employees, agents and volunteers as additional insured.
- b) All organizations and agencies requesting reserved use of Town Facilities are required to provide a certificate of insurance (from an insurance company admitted in California and rated "BBB" or better) in the amount of \$1,000,000 with an endorsement naming the Town, its officers, employees agents and volunteers as additional insured.
- c) All required insurance policies and endorsements are to be primary and non-contributory with any insurance or self insurance programs carried or administered by the Town.
- d) To assist user groups in compliance with the insurance requirements, the Town of Yucca Valley makes coverage available through Alliant Insurance Services for a typical charge of \$115 to \$180 per event.

APPENDIX A

Facility Use Fee Schedule  
(fee revision effective January 1, 2005)

| <b>Small Rooms (Mesquite, Cholla, Joshua Tree, Ocotillo)</b> |           |                                       |           |
|--|-----------|---------------------------------------|-----------|
|  | Weekdays  | Weekends                              | Holidays  |
| Local residents / non-profit groups                          | \$15 / hr | \$25 / hr                             | \$35 / hr |
| Commercial groups / non-residents                            | \$25 / hr | \$45 / hr                             | \$65 / hr |
| <b>Large Rooms (Senior Center, Yucca Room)</b>               |           |                                       |           |
|  | Weekdays  | Weekends                              | Holidays  |
| Local residents / non-profit groups                          | \$25 / hr | \$45 / hr                             | \$65 / hr |
| Commercial groups / non-residents                            | \$45 / hr | \$65 / hr                             | \$95 / hr |
| <b>Community Rooms (Jacobs Park, Machris Park)</b>           |           |                                       |           |
|  | Weekdays  | Weekends                              | Holidays  |
| Local residents / non-profit groups                          | \$15 / hr | \$25 / hr                             | \$35 / hr |
| Commercial groups / non-residents                            | \$25 / hr | \$45 / hr                             | \$65 / hr |
| <b>Soccer Fields, Softball Fields</b>                        |           |                                       |           |
| Reserved use without lights                                  |           | \$10 / hr                             |           |
| Reserved use with lights                                     |           | \$20 / hr                             |           |
| <b>Concession Facilities</b>                                 |           |                                       |           |
| Machris Park Snack Bar                                       |           | \$10 / hr                             |           |
| Community Center Snack Bar                                   |           | \$10 / hr                             |           |
| <b>Other Facilities</b>                                      |           |                                       |           |
| Community Center Courtyard                                   |           | \$25 per hour                         |           |
| YVHS Swimming Pool   |           | \$40 per hour (2 hour minimum)        |           |
| Parking Lots   |           | \$1 per space per day (20 space min.) |           |
| <b>Miscellaneous facility charges</b>                        |           |                                       |           |
| Kitchen Charge   |           | \$30 + \$100 deposit                  |           |
| Electricity  |           | \$25 flat fee (up to 4 hours)         |           |
| Tennis Court Keys  |           | \$10 per key                          |           |

## APPENDIX B

### Equipment Available for Off-site Rental (revised fees effective January 1, 2005)

|                      | Daily Rental | Deposit |
|----------------------|--------------|---------|
| Mobile Band Stage    | \$150        | \$500   |
| Tables               | \$8          | \$50    |
| Chairs               | \$1.00       | \$50    |
| Race timing clock    | \$150        | \$300   |
| Time and score clock | \$25         | \$50    |
| Cotton candy machine | \$25         | \$75    |
| Sno-cone machine     | \$25         | \$75    |
| Popcorn machine      | \$25         | \$75    |
| Hot dog cooker       | \$25         | \$75    |
| Fog machine          | \$20         | \$25    |
| Strobe light         | \$15         | \$25    |
| Tug o War rope       | \$10         | \$25    |
| Field chalker        | \$10         | \$25    |
| Coffee pot, 100 cup  | \$10         | \$25    |
| Overhead projector   | \$25         | \$100   |
| Slide projector      | \$25         | \$100   |

## APPENDIX C

The following governmental agencies and government sponsored organizations shall be exempt from Facility Use Fees when requesting use of Town Facilities for official meetings to conduct public business, providing that the space is available as requested.

Citizens on Patrol – Yucca Valley  
City of Twentynine Palms  
Copper Mountain College  
League of California Cities  
Morongo Basin Transit Authority  
San Bernardino Associated Governments (SANBAG)  
San Bernardino County Food Distribution Program  
San Bernardino County – meetings  
San Bernardino County Sheriff's Department  
YV Youth Accountability Board  
Yucca Valley Branch Library  
Yucca Valley Chamber of Commerce  
Yucca Valley Clean Team