



**CITY OF HUGHSON
PARKS, RECREATION AND ENTERTAINMENT
COMMISSION MEETING
CITY HALL COUNCIL CHAMBERS
7018 Pine Street, Hughson, CA**

**AGENDA
TUESDAY, OCTOBER 9, 2018 – 6:00 P.M.**

CALL TO ORDER: Chair Billy Redding

ROLL CALL: Vice Chair Chris Barth
Commissioner Gina Oltman
Commissioner Trenton Whitman
Commissioner Karen Genzoli

Staff to be Present: Raul L. Mendez, City Manager
Sam Rush, Public Works Superintendent
Ashton Gose, Management Analyst

FLAG SALUTE: Chair Billy Redding

1. PUBLIC BUSINESS FROM THE FLOOR (No Action Can Be Taken):

Members of the audience may address the Parks, Recreation & Entertainment Commission on any item of interest to the public pertaining to the City and may step to the podium, state their name and city of residence for the record (requirement of name and city of residence is optional) and make their presentation. Please limit presentations to five minutes. Since the Parks, Recreation & Entertainment Commission cannot take action on matters not on the agenda, unless the action is authorized by Section 54954.2 of the Government Code, items of concern, which are not urgent in nature can be resolved more expeditiously by completing and submitting to the City Clerk a "Citizen Request Form" which may be obtained from the City Clerk.

2. PRESENTATIONS: NONE.

3. UNFINISHED BUSINESS:

- 3.1: Verbal Update on Parks and Recreational Partnerships and Opportunities – Lebright Fields and Hughson Arboretum and Gardens.

4. NEW BUSINESS:

- 4.1: Approve the minutes of the regular meeting of April 10, 2018.
- 4.2: Recommend that the City Council Approve the Amended Fee Schedule and Updated Rules and Regulations for the Community Senior Center, Located at 2307 4th Street, Hughson.

5. PUBLIC HEARING TO CONSIDER THE FOLLOWING: NONE.

6. INFORMATION ITEMS: NONE.

7. COMMENTS:

- 7.1: Staff Reports and Comments: (Information Only – No Action)

City Manager:

- 7.2: Commissioner Comments; (Information only- No Action)

ADJOURNMENT:

WAIVER WARNING

If you challenge a decision/direction of the City Council in court, you may be limited to raising only those issues you or someone else raised at a public hearing(s) described in this Agenda, or in written correspondence delivered to the City of Hughson at or prior to, the public hearing(s).

UPCOMING EVENTS:

October 14	▪ HUSL Pancake Breakfast, Community Senior Center, 7:30 A.M.
October 16	▪ Planning Commission Meeting, City Hall Chambers, 6:00 P.M.
October 22	▪ City Council Meeting, City Hall Chambers, 7:00 P.M.

Any documents produced by the City and distributed to a majority of the Parks, Recreation & Entertainment Commission regarding any item on this Agenda will be made available at the City Clerk's counter at City Hall located at 7018 Pine Street, Hughson, CA. 2

October 31	▪ Tent, Trunk or Treat, Lebright Park, 5:00 P.M.
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RULES FOR ADDRESSING CITY COUNCIL

Members of the audience who wish to address the Parks, Recreation & Entertainment Commission are requested to complete one of the forms located on the table at the entrance of the Council Chambers and submit it to the City Clerk. **Filling out the card is voluntary.**

AFFIDAVIT OF POSTING

DATE: 10/05/2018 **TIME:** 3:30pm
NAME: Ashton Gose **TITLE:** Deputy City Clerk

**AMERICANS WITH DISABILITIES ACT/CALIFORNIA BROWN ACT
NOTIFICATION FOR THE CITY OF HUGHSON**

This Agenda shall be made available upon request in alternative formats to persons with a disability; as required by the Americans with Disabilities Act of 1990 (42 U.S.C. Section 12132) and the Ralph M. Brown Act (California Government Code Section 54954.2).

Disabled or Special needs Accommodation: In compliance with the Americans with Disabilities Act, persons requesting a disability related modification or accommodation in order to participate in the meeting and/or if you need assistance to attend or participate in a City Council meeting, please contact the City Clerk's office at (209) 883-4054. Notification at least 48-hours prior to the meeting will assist the City Clerk in assuring that reasonable accommodations are made to provide accessibility to the meeting.

Notice Regarding Non-English Speakers:

Pursuant to California Constitution Article III, Section IV, establishing English as the official language for the State of California, and in accordance with California Code of Civil Procedures Section 185, which requires proceedings before any State Court to be in English, notice is hereby given that all proceedings before the City of Hughson City Council shall be in English and anyone wishing to address the Council is required to have a translator present who will take an oath to make an accurate translation from any language not English into the English language.

General Information: The Hughson Parks, Recreation & Entertainment Commission meets in the Council Chambers on the second Tuesday of each month at 6:00 p.m., unless otherwise noticed.

Council Agendas: The Commission agenda is now available for public review at the City's website at www.hughson.org and City Clerk's Office, 7018 Pine Street, Hughson, California on the Friday, prior to the scheduled meeting. Copies and/or subscriptions can be purchased for a nominal fee through the City Clerk's Office.

Questions: Contact the City Clerk at (209) 883-4054

Any documents produced by the City and distributed to a majority of the Parks, Recreation & Entertainment Commission regarding any item on this Agenda will be made available at the City Clerk's counter at City Hall located at 7018 Pine Street, Hughson, CA.



CITY OF HUGHSON
PARKS, RECREATION & ENTERTAINMENT
COMMISSION MEETING
CITY HALL COUNCIL CHAMBERS
7018 Pine Street, Hughson, CA

MINUTES
TUESDAY, APRIL 10, 2018 – 6:00 P.M.

CALL TO ORDER: Vice Chair Chris Barth

ROLL CALL: Chair Billy Redding
Vice Chair Chris Barth
Commissioner Gina Oltman
Commissioner Karen Genzoli
Commissioner Trenton Whitman

ABSENT: Chair Billy Redding

STAFF PRESENT: Jaylen French, Community Development Director

FLAG SALUTE: Vice Chair Chris Barth

1. PUBLIC BUSINESS FROM THE FLOOR (No Action Can Be Taken):

Members of the audience may address the Parks, Recreation & Entertainment Commission on any item of interest to the public pertaining to the City and may step to the podium, state their name and city of residence for the record (requirement of name and city of residence is optional) and make their presentation. Please limit presentations to five minutes. Since the Parks & Recreation Commission cannot take action on matters not on the agenda, unless the action is authorized by Section 54954.2 of the Government Code, items of concern, which are not urgent in nature can be resolved more expeditiously by completing and submitting to the City Clerk a "Citizen Request Form" which may be obtained from the City Clerk.

2. PRESENTATIONS: NONE.

3. UNFINISHED BUSINESS: NONE.

4. NEW BUSINESS:

4.1: Approve the minutes of the regular meeting of December 12, 2017.

4.2: Approve the minutes of the regular meeting of March 13, 2018.

WHITMAN/OLTMAN (4-0-0-1) motion passes to approve minutes of December 17, 2017 and March 13, 2018 as presented.

4.3: Review and Discuss Park and Recreation Opportunities.

Director French provided the presentation and facilitated discussion regarding park and recreation opportunities in the City. The Commission had a discussion and asked many questions regarding the items presented. It was suggested that a workshop be held in the next 6 months to discuss and more formally outline the opportunities that the Commission would like to explore further. This is intended as a starting point to implementing the projects.

5. PUBLIC HEARING TO CONSIDER THE FOLLOWING: NONE.

6. INFORMATION ITEMS: NONE.

7. COMMENTS:

7.1: Staff Reports and Comments: (Information Only – No Action)

Community Development Director:

Director French informed the Commission of the upcoming Downtown Revitalization Plan effort and encouraged their participation in the process.

7.2: Commissioner Comments; (Information only- No Action) **NONE.**

ADJOURNMENT:

Vice Chair Chris Barth adjourned this meeting at 7:04 P.M.

CHRIS BARTH, Vice Chair

ASHTON GOSE, Deputy City Clerk



**PARKS, RECREATION AND ENTERTAINMENT
COMMISSION
AGENDA ITEM NO. 4.2**

Meeting Date: October 8, 2018

Subject: Recommend that the City Council Approve the Amended Fee Schedule and Updated Rules and Regulations for the Community Senior Center, Located at 2307 4th Street, Hughson

Presented By: Ashton Gose, Management Analyst

Staff Recommendation:

Recommend that the City Council approve the Amended Fee Schedule for the Community Senior Center, Located at 2307 4th Street, Hughson.

Background and Overview:

The main purpose of the Hughson Community Senior Center is to provide the Hughson community a facility for people to get together through various community and private functions for non-profit purposes and educational projects. Senior Citizens (persons 55 years or older) have top priority for use of the facility and by the Rules, Regulations and Fees set forth by the Hughson City Council cannot be charged for this such use.

Currently, the facility is used for Senior Citizens programs, including a senior meals program, strength training classes for older adults, senior potlucks and ping-pong/table tennis. Events such as Love Hughson and the Community Thanksgiving Dinner also use the facility as a place for people of the public to congregate and give back to the Hughson community through community service.

The rental of the Hughson Community Senior Center for private events including birthday parties, anniversary parties, wedding receptions, etc. is the only opportunity the City has to generate revenue to continue to provide a facility for senior citizen use, as well as community use. During Fiscal Year 2017-2018, City staff secured 34 paid Saturday rentals of the facility. As expressed in attached report "Exhibit A", the revenue earned by the facility rentals is not enough to cover actual expenses to maintain the facility. In Fiscal Year 2017-2018, the General Fund transferred a total of \$39,000.00 to cover maintenance expenses for the facility. Hence, it would be to the benefit of the Community Senior Center if a competitive pricing strategy were

undertaken, and the rental rates of the facility were increased to help offset costs on an annual basis. City staff has completed a detailed study to update the existing fee schedule (Private Groups – Resident and Non-Resident – Weekend Rate) for the Community Senior Center. The final study, as well as proposed new rental rates for the facility are attached.

Discussion:

The increase in rental rates will assist in increasing revenue, supplementing depreciation and replacement costs, and offsetting several other indirect costs.

In the last year, the facility required a new roof costing \$30,000, a replacement oven costing \$2,700, and a replacement refrigerator costing \$2,000.

The Hughson Chamber of Commerce has committed to providing \$500 per month for the 2018 calendar year, to assist with deferred maintenance items for the facility. Currently, deferred maintenance items include interior painting of the facility estimating \$8,000, new flooring throughout the facility estimating \$8,000, a replacement ice machine estimating \$2,000, and a full bathroom remodel estimating up to \$10,000.

The Community Senior Center Rules, Regulations and Fees has not been updated since January 2009. Some information provided in the Rules, Regulations and Fees for the facility is not current or correct. Currently, the only document prospective renters of the facility are required to sign is the rental application, which does not hold any liability on the renter pertaining to the Rules, Regulations and Fees. The current Rules, Regulations and Fees document is attached, and proposed changes are highlighted for review. City staff proposes to add acknowledgement throughout the document, which will further protect and preserve the facility from damage.

Fiscal Impact:

Rentals of this facility can be reserved up to one year in advance. This means that all reservations made prior to the potential fee increase shall be grandfathered in at the existing price point. Increases in revenue will likely be realized in Fiscal Year 2019-2020.

FISCAL YEAR 17/18 (Exhibit A)

Row Labels	Sum of Amount
Account Name	0
DEPARTMENT SUPPLIES	792.24
DONATION	-3000
JANITORIAL SERVICES	5968
MAINTENANCE BUILDINGS AND GROUNDS	28451.26
MAINTENANCE OF EQUIPMENT	1839.59
MISCELLANEOUS REVENUE	-110
MOPPING SERVICES	-4290
PEST CONTROL	120
PROFESSIONAL SERVICES	8460.52
RENTAL REVENUE	-12557.5
TRANSFER IN	-39000
UTILITIES	5655.74
Grand Total	-7670.15

Total Expenses	46997.35
Total Revenue	-54667.5
	<hr/>
	-7670.15

FISCAL YEAR 16/17 (Exhibit B)

Row Labels	Sum of Amount
DEPARTMENT SUPPLIES	648.78
DEPOSIT-DAMAGE	-1890
DEPOSIT-KEY	70
DONATION-SENIOR CENTER	-1772.07
MAINTENANCE BUILDINGS AND GROUNDS	2590.93
MAINTENANCE OF EQUIPMENT	1508.57
MOPPING SERVICES	-3900
PROFESSIONAL SERVICES	15032.22
RENTAL REVENUE	-10580
TRANSFER IN	-7500
UTILITIES	8503.23
Grand Total	2711.66

Current Rates-Senior Center

Rental Fee	Residents	Rental Fee	Non Residents
Hold Date	\$275.00	Hold Date	\$325.00
Mopping Fee	\$130.00	Mopping Fee	\$130.00
Damage Deposit	\$200.00	Damage Deposit	\$200.00
Key Deposit	\$10.00	Key Deposit	\$10.00
Friday Night Set Up (3 hr increments)	\$25.00	Friday Night Set Up (3 hr increments)	\$25.00
TOTAL	\$640.00	TOTAL	\$690.00

Proposed New Rental Rates

Class <i>Resident</i>		Class <i>Non-Resident</i>	
Rental Fee	\$500.00	Rental Fee	\$600.00
Mopping Fee Included		Mopping Fee (Included)	
Deposit	\$500.00	Deposit	\$500.00
Total	\$1,000.00	Total	\$1,100.00
Friday Night Set Up (Optional)	\$75.00	Friday Night Set Up (Optional)	\$75.00
Grand Total	\$1,075.00	Grand Total	\$1,175.00

Hughson Community Senior Center



Rates		
Class	Rental Fee	Deposit
Resident	\$405.00	\$210.00
Non-Resident	\$455.00	\$210.00
3HR Friday night set-up additional \$25.00 (non-refundable)		

Alcohol: Not allowed at minor events, any event where majority of the attendees are under the age of 21.

Security: 1 security per 100 people an additional security when alcohol is being served.

Insurance: Renter is required to provide a policy in amount of \$1,000,000.00

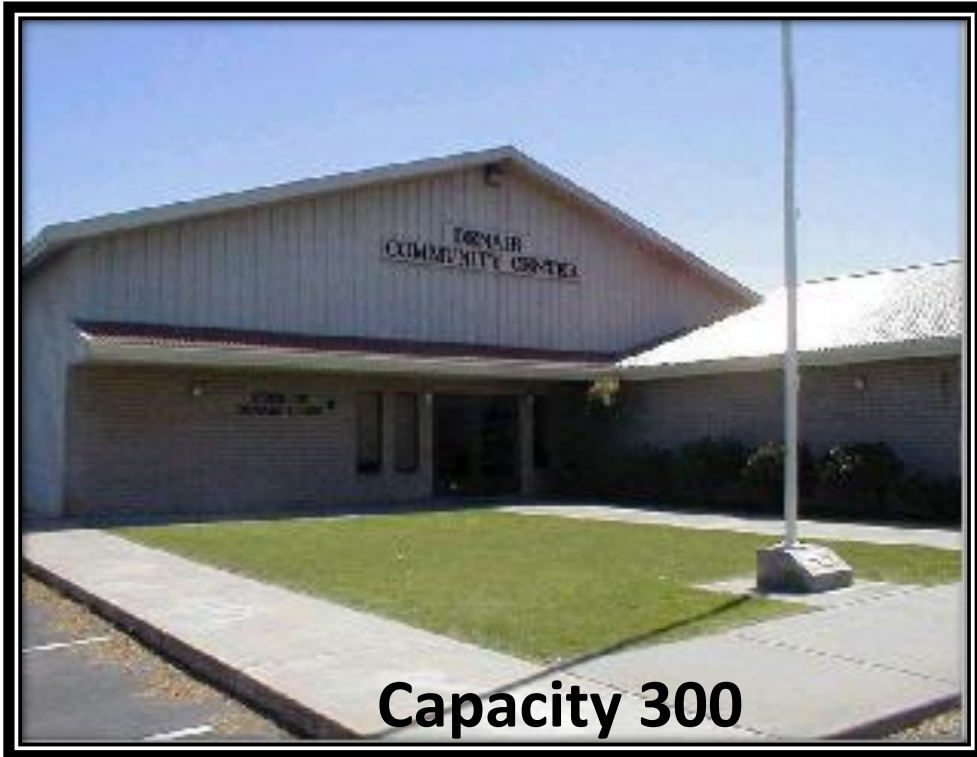
Cancellation: If done 15 working days before the event date a \$40.00 administrative fee is deducted from initial payment. Failure to give 15 working days notice will result in the City retaining half of rental fee.

Cleaning Process: The renter is responsible for sweeping, wiping down counter tops, and emptying out trash cans, as well as assuring that the outdoor areas are clean. Tables and chairs are to be returned and stored as they were when the hall was given to the renter. Renter is expected to clean the hall the night of the event at midnight with only mopping left to do for Gibbs Maintenance Company.

Gibbs Maintenance Company Fees	
Janitor Services per Month	\$611.00
Janitor Services per Rental	\$136.50

Final Walk-through: Public Works checks the hall the Monday morning after the event, if any additional cleaning is needed the additional charge is deducted from the deposit. Public works cost per hour of extra work required is \$35.00. Any damages to the hall will be deducted from the deposit.

Denair Community Center



Capacity 300

Rates		
Class	Rental Fee	Deposit
Resident	\$600.00	\$1015.00
Non-Resident	\$750.00	\$1015.00
3HR Friday night set-up: 4pm \$75, 1pm \$100, 8am \$150		

Alcohol: Not allowed at minor events, any event where majority of the attendees are under the age of 21.

Security: A minimum of 6 security guards will be required at any event for a person under the age of 21- no exceptions.

Insurance: All users are required to purchase Special Event Insurance. The insurance is an extra cost through the Denair community Services Distract rate varies on alcohol presence.

Cancellation: Must be made in person 30 days prior to rental date or an amount equal to the rental fee will be kept.

Cleaning Process: The floors are to be mopped; walls, sinks and appliances are to be left clean; refuse is removed and placed in garbage bin; bathrooms are to be cleaned; tables washed and returned to the storeroom; lights and thermostats turned off; and doors secured. All table and chairs are to be returned to their proper place.

Final Walk-through: If cleanup is not satisfactory and must be done by the Denair Community Services District, the janitorial fees will be withheld from the deposit. If the fees exceed the deposit, payment must be made within one week of the rental date. Charges for any work done by an employee of the Denair Community Services District will be based on an hourly wage of \$25.00 per hour / per person. Basic rate is \$125.00. If floor is left unacceptable the deposit will be kept. (The cost to clean floors is estimated at \$1,000). If table need wipe down a minimum of \$50.00 will be deducted from deposit. Any damages to the hall will be deducted from the deposit.

Waterford Community Center



Rates		
Class	Rental Fee	Deposit
Resident	\$450.00	\$400.00/\$600.00 w/ alcohol
Non-Resident	\$600.00	\$400.00/\$600.00 w/ alcohol
Friday night set-up \$113.00		

Alcohol: Any parties who have alcohol will require security. Minor parties are permitted alcohol.

Security: 2 securities required for every 100 people, when alcohol is being served at the event. Security is not needed if alcohol is not being served.

Insurance: All renters are required to purchase Accord 25 form insurance for the Community Center.

Cancellation: Must be done 30 days prior to the event failure to do so will result in extra fees.

Cleaning Process: The hall is to be return in the same state in which it was given to the renter. Bathrooms cleaned, trash emptied, floors swept and mopped and kitchen cleaned. Hall must be cleaned by midnight.

Final Walk-through: If when janitorial service arrives at the hall and the hall is unacceptable the renter will be billed from their deposit. Extra janitorial services performed will be billed at \$25 per hour of cleaning.

Turlock Senior Center



Rates		
Class	Rental Fee	Deposit
Resident	\$80/hr	\$300.00
Non-Resident	\$80/hr	\$300.00
Early set-up \$80 per hour		
Minimum 4 hour rental		

Alcohol: Alcohol is not allowed at any minor parties. (Minors 21 and under)

Security: A minimum of 2 securities are required at any dance or event where 50 or more people are attending. Securities' are required for any event where alcohol is present.

Insurance: \$1,000,000 general liability insurance.

Cancellation: Must be made in person by the customer on the contract, if cancelled 15 working days prior \$40 cancellation fee will be deducted from deposit. If less than 15 working days is given 1/4th the amount of the rental fee will be retained plus \$40 cancellation fee.

Cleaning Process: The cleaning of the hall is done by City Workers, workers set up the tables and chairs for the renter and after the even they remove tables and chairs. The renter is solely in charge of removing any items that do not belong to City of Turlock property. Any decorations used must be approved by the City of Turlock. If renter bring in own tables and chairs and does not remove them at the end of the event there will be a \$50 storage fee. If equipment is removed from the facility renter will be charged \$15 for item(s).

Riverbank Community Center



Capacity 300

Rates		
Class	Rental Fee	Deposit
Resident	\$1,300.00	\$500.00
Non-Resident	\$1,600.00	\$500.00
Early set-up fee \$200.00 for 5 hrs.		

Alcohol: Alcohol is allowed at all age events. All alcohol is to be removed by 11pm.

Security: Security is required for any event where alcohol is being served at an event honoring a minor. Security is not needed when the event is not for a minor regardless if alcohol is served or not.

Insurance: Insurance is required for all renters.

Cancellation: Renter must cancel 3 days prior to event; \$100 fee will be assessed.

Cleaning Process: Renters are expected to return the hall as was given to them, trash must be emptied, counters cleaned, tables and chairs must be properly stored and spot mopping is required. The day after the janitorial workers will complete the cleaning, sanitize and steam mop the floors. If extra cleaning is required the renter will be charged \$30 per hour of the extra work done by the workers.

Ceres Community Center



Rates		
Class	Rental Fee	Deposit
Resident	\$1,280.00	\$700/\$800 w/ kitchen
Non-Resident	\$1,450.00	\$700/\$800 w/ kitchen

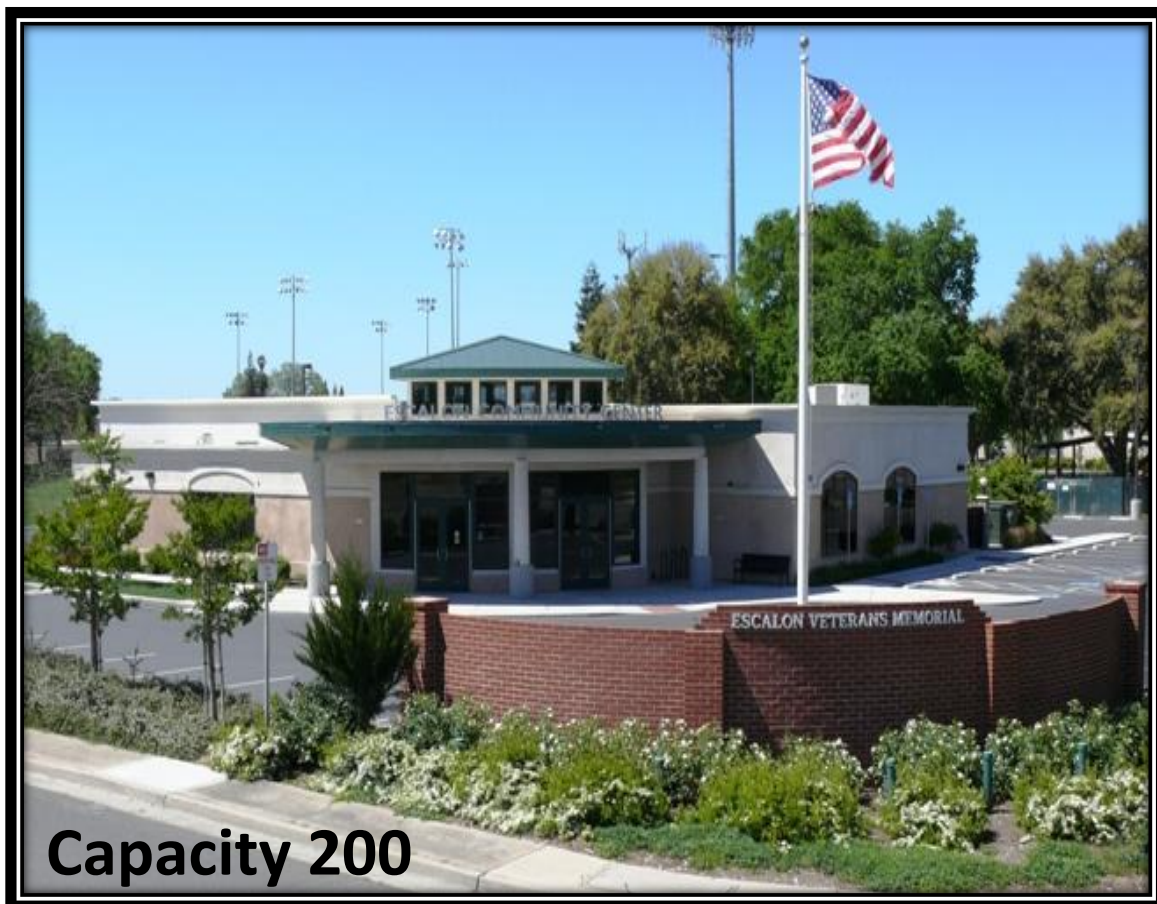
Alcohol: Alcohol is not allowed at minor parties.

Security: Security is provided by Ontel at \$20.44 per hour. 2 security guards are required for any event where a maximum of 100 guests are expected; 3 securities are required when a maximum of 200 guests will be attending, and 4 securities at an event with 315 guests.

Insurance: A renter can provide insurance for the hall if the insurance provided is through their homeowners insurance, if they do not have home owners insurance they must purchase insurance through City of Ceres at an extra cost from the rental fees.

Cleaning Process: Renters is to return the hall in the condition that it was given to them, swept, mopped, and trash cans empty. If the hall is not properly cleaned, the hours of cleaning are deducted from the deposit; the rate is calculated depending on the work performed.

Escalon Community Center



Capacity 200

Rates		
Class	Rental Fee	Deposit
Resident	\$1,000.00	\$500.00
Non-Resident	\$1,700.00	\$500.00
Early set-up fee \$125.00		

Alcohol: No alcohol is allowed at any events for minors. Alcohol may be served at all other events and must be stop 1 hour before the event is over, and for 6 hours max, no exceptions.

Security: Chief of Police assigns an Escalon Police Officer(s) to all events at a rate of \$34/hr.

Insurance: Renter may obtain insurance through their home owner's insurance or they may purchase it through the City of Escalon.

Cancellation: Renter must notify the City of Escalon in writing, 30 days before their event. Renter will reimburse 90% of their original deposit. If the 30 day notice is not given the renter will not be refunded any of the original deposit.

Cleaning Process: Renter must have the hall cleaned by 1am following their event and vacate the building. Cleaning includes, removing personal property from the hall, sweeping, and emptying out the trash cans. \$200 dollars of their initial rental fee is used to provide janitorial services to the hall. If extra cleaning is required the cost will be deducted from the initial deposit. If cost exceeds deposit the renter will be billed additional cost.

St. Anthony's: Hughes Social Hall



Rates		
Class	Rental Fee	Deposit
Renters	\$2,040.00	\$400.00
Less than 100 people \$1,740.00		

Alcohol: No alcohol for minor events.

Security: Cost of security is included in rental fee (\$600) provides 2 deputies for the event.

Insurance: Also included in cost of rental fee (\$140).

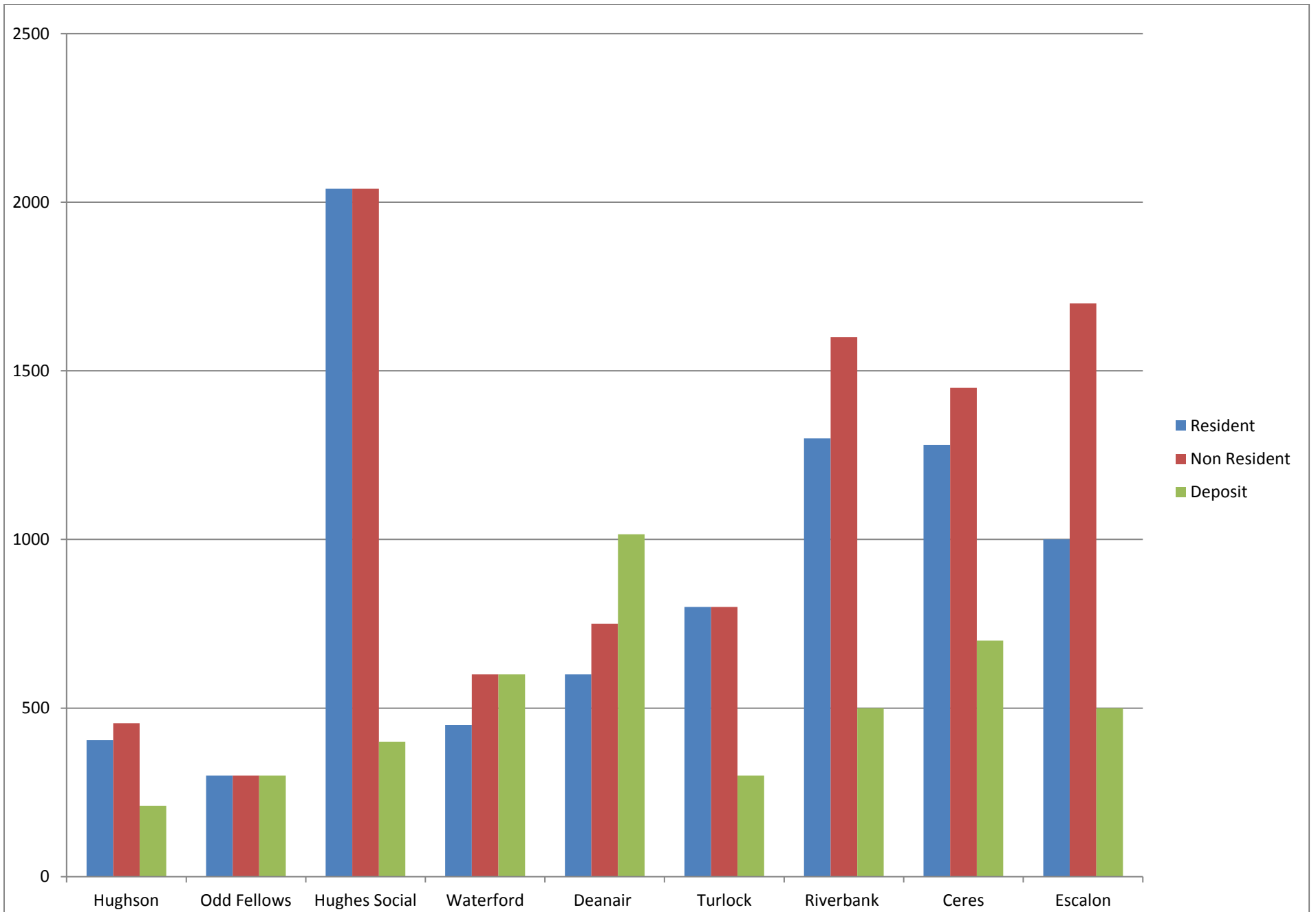
Cancellation: Must be done 30 days in advance.

Cleaning Process: Renters are in charge of picking up their decorations. The rest of the cleaning is included in the cost of the hall rental fees.

Odd Fellows Hall



Rates		
Class	Rental Fee	Deposit
Renters	\$300.00	\$300.00
ONLY DINNING HALL & KITCHEN NO DANCE FLOOR		



*City of Turlock charges 80/hr estimated weekend function is about 10 hrs

CITY OF HUGHSON
COMMUNITY/SENIOR CENTER
2307 4TH STREET
RULES, REGULATIONS AND FEES

The Hughson Community/Senior Center was erected by the City of Hughson, with funding from the State of California Senior Bond Act and through private donations, for the citizens of our community to provide a facility for people to get together through various community and private functions for non-profit purposes and educational projects. Senior Citizens (persons 55 years or older) shall have top priority for use of the facility and no other program will displace a senior activity.

The following rules, regulations and fees are adopted by the City Council of the City of Hughson, which owns the Community/Senior Center, and has administrative control of its use. ~~The City Council is advised by the Hughson Community/Senior Citizens Board of Directors.~~ The rules shall govern the use of the Community/Senior Center. The City Manager (or his or her designee; all references herein to City Manager include his or her designee) shall oversee administering these rules and regulations. Any deviation from the rules will constitute a violation and the City Manager may deny the renter (person, group, organization) further use of the Center. A decision of the City Manager may be appealed to the City Council by filing a written notice with the City Clerk within ten (10) days of the decision; the City Clerk will set the matter for hearing before the next City Council meeting that is more than ten (10) days from the date of filing the appeal. The decision of the City Council shall be final.

For clarification, the term “Hughson Service Area” as used throughout these rules and regulations shall be the Hughson mail service boundaries.

- 1. Rental Application.** Applications for Center use are available at City Hall, 7018 Pine Street, Hughson, California. Completed and approved applications constitute a legal contract and shall be signed by an individual twenty-one (21) years of age or older who represents the group or organization desiring the use of the building. The individual affixing his or her signature to the application assumes the responsibility and liability for themselves and/or the organization or group he or she represents in the use of the Community/Senior Center. Address and telephone number verification is required of the applicant to the City Staff. Please be prepared to display your current California driver’s license. Additional identification may be requested as deemed necessary by the City Staff.

_____ (Renter’s Initials)

- 2. Scheduling Reservations.** Arrangements and scheduling for use of the Community/Senior Center will be made ~~through the Parks & Recreation/Senior Activity Coordinator’s authorized representative~~ at City Hall, 7018 Pine Street, Hughson, California 95326, phone (209) 883-~~0811~~.4054
- 3. Rental Reservations.** A rental reservation is a reservation for a period within operating hours set forth in Section 7. No rental reservation may be for more than one (1) day’s full operating hours, and no renter may have more than one (1) rental reservation outstanding at any time, except as may be approved by the City Manager, or is provided by separate agreement (Section 8.H). All rental reservations must be made at least ~~five~~ **ten (5 10)** working days prior to the planned activity ~~(exception: invitational, public or private dances—twenty (20) working days).~~

A reservation may be made up to eleven (11) months in advance for the activity. Each rental will be regarded as a separate application (see Section 4). _____(Renter's Initials)

4. Usage. Sub-leasing of the Center is prohibited. Notwithstanding any other provision of these Rules, if more than one (1) renter shall request use of the Center for a particular time, and no reservation has yet been made for that time period, a senior group, or group carrying out a senior program, shall have priority of the use.

_____ (Renter's Initials)

5. Payment of Rental Fee, Deposits and Cancellations. The total rental fee for use of the Community/Senior Center must be paid at the time of the reservation. Remaining fees are due no later than two weeks prior to the scheduled event. If, after all fees are paid and prior to the activity the renter desires to cancel the activity, they must announce in writing a minimum of fifteen (15) working days before the scheduled event. Failure to give the fifteen (15) working days' notice will result in the City retaining one-half (1/2) of the rental fee. When the required fifteen (15) working days' notice is given, a \$40.00 administrative fee will be assessed. ~~Exception: For a public or private dance, a twenty (20) day notice is required.~~

_____ (Renter's Initials)

6. Use of Facility Prior to Rental Time and Date. Use of the facility prior to rental time is allowed for a charge of ~~\$25.00-\$75.00~~ for a three-hour limit. Availability shall be at the discretion of the City to ensure compatibility in bookings. _____(Renter's Initials)

7. Rental Times. Rental of the Hughson Community/Senior Center shall normally be based on the following schedule; each time range is a separate time period.

Monday through Thursday	2:00pm to 12:00am
Friday	2:00pm to 12:00am
Saturday	10:00am to 12:00am
Sunday	10:00am to 12:00am

Activities must not begin earlier or end later than the rental times listed above, unless written approval is given. _____ (Renter's Initials)

8. Definitions of Users. The following definitions will assist the City of Hughson in determining in which category to place potential renters and from that category assign the appropriate rental rate as established under Section 9.

A. Private Groups. Private groups include functions of private individuals, such as wedding receptions, parties, private or public dances, fund-raising activities of any clubs, organizations, youth groups, or governmental agencies as defined in B, C or D below.

B. Short-term Meetings/Special Events. Groups utilizing the facility a maximum of four (4) hours Monday through Thursday. The renter must live within the Hughson Service Area.

- C. **Service Clubs and Fraternal Organizations.** Groups in this category include, but are not limited to, such groups as Rotary Club, 20th Century Club, Odd Fellows, ~~and~~ Chamber of Commerce ~~and the Lions Club~~.
- D. **Youth Groups.** Youth groups include, but are not limited to, Boy Scouts, Girl Scouts, 4-H Club, FFA, Youth Center, and similar groups.
- E. **Governmental Services.** General services provided by a governmental agency to any or all citizens in the community including, but not limited to, the City, County, Social Security, Veterans, etc.
- F. **City of Hughson Sponsored Activities.** Activities of groups and organizations sponsored by the City.
- G. **Religious Organizations.** The Center will not be used as a substitute for a church or religious building, not for church or religious services.
- H. **Organizations, Groups and City Agreements.** The City, by the City Manager, from time to time, may enter into agreements with organizations and groups for use of the Community/Senior Center. Said agreement may establish rental rates and use of the Center different than the rules of use as established herein, provided that such agreements implement the purpose of the Hughson Community/Senior Center as set forth in the opening paragraph of these Rules, ~~and provided that any group preparing such an agreement shall first appear before the Hughson Community/Senior Center Board of Directors so that the Board may make recommendations to the City Manager concerning the proposed agreement.~~ Notwithstanding any other provision of these Rules, the decision by the City Manager to not grant such an agreement may be appealed by any interested party or citizen to the **City** Council in accordance with the procedure set forth in the second paragraph of the Rules.
- I. **Public Dances and/or Concerts**
- J. **Non-Profit.** Organization meetings weekends only, three (3) hours only.

- 9. **Rental Rates.** The following rates are for a full rental time period as described in Section 7 ~~and include full use of the rooms as shown on Exhibit C.~~ Use for less than a full rental time period will be prorated, except that the damage deposit ~~and key deposit~~ will not be prorated. To confirm reservations, the total amount of rental fee must be paid on the day of application. Damage deposit is due at least two (2) weeks prior to rental date. If deposit is made after the two-week period prior to rental date, it shall be cash only. _____ (Renter's Initials)

Renter Classification	Weekday Rate (Mon-Thurs)	Weekend Rate (Fri-Sun)	Damage Deposit & Mopping Fee	Key-Deposit
A.Private Groups				
Hughson Svc Area	\$150.00	\$275.00 -500.00	\$330.00 -500.00	\$10.00
Outside Svc Area	\$175.00	\$325.00 -600.00	\$330.00 -500.00	\$10.00
Renter Classification				
Weekday Rate (Mon-Thurs)				
Weekend Rate (Fri-Sun)				
Damage Deposit & Mopping Fee				
Key-Deposit				
B. Short-term Meeting/Special Events (Hughson Svc Area)				
	\$75.00	\$75.00	\$330.00	\$10.00
C.Clubs/Organizations				
Hughson Svc Area	\$125.00	\$150.00	\$330.00	\$10.00
Outside Svc Area	\$150.00	\$200.00	\$330.00	\$10.00
D. Youth Groups				
Hughson Svc Area	\$125.00	\$150.00	\$330.00	\$10.00
Outside Svc Area	\$150.00	\$200.00	\$330.00	\$10.00
E. Governmental Svcs				
City of Hughson	\$0.00	\$0.00	\$0.00	\$0.00
Other Agencies	\$100.00	\$125.00	\$330.00	\$10.00
Hughson Schools	\$75.00	\$100.00	\$330.00	\$10.00
F. City Sponsored Events				
	\$0.00	\$0.00	\$0.00	\$0.00
G. Religious Events				
Hughson Svc Area	\$125.00	\$150.00	\$330.00	\$10.00
Outside Svc Area	\$150.00	\$200.00	\$330.00	\$10.00
H.City Agreement				
	AS SPECIFIED	IN INDIVIDUAL	AGREEMENTS	
I.Public Dances and/or Concerts				
	\$750.00	\$750.00	\$500.00	\$10.00
J.Non-profit				
	\$15.00 per use		\$25.00	\$10.00

10. Damage Deposit, and Cleaning Mopping Deposit Fee and Refund. For Private Groups, in addition to the regular rental rate, which includes a mopping fee, a damage deposit ~~(\$200.00)-(\$500.00)~~ and ~~cleaning fee~~ will be collected by the City to cover the cost of breakage. The City may call a renter to correct an improper condition to save the renter from being assessed additional fees due to excess cleaning and/or damages incurred. It is suggested that the renter give several phone numbers. (Amended, City Council, January 2009)

All other users will be required to pay, in addition to the rental fee, a damage deposit and mopping fee totaling \$330.00.

Prior to the next rental time of the facility, a check of the building will be made by the City. Any charges for breakage, loss, excessive cleaning, or other custodial duty shall be deducted from the **damage** deposit and withheld by the City. Any costs exceeding the deposit will be billed to the renter. The deposit or balance thereof will be refunded to the person or organization whose name appears on the rental application. _____ (Renter's Initials)

- 11. Keys.** The keys for the facility shall be picked up at City Hall, 7018 Pine Street, Hughson, between 8:00 a.m. and 4:00 p.m. on the last working day before the scheduled rental. ~~There is a ten dollars (\$10.00) cash key deposit required at the time the key is picked up. This deposit will be refunded if the key is returned on the next working day following the rental. Keys not returned will be subject to forfeiture of the key deposit.~~ Keys should be returned on the next working day following the rental. A damage deposit will not be returned until keys are returned. There will be a \$25.00 charge for all lost keys or for keys not returned within five (5) working days after the rental. The issuance of keys does not authorize early entry. Keys are to be used for the scheduled rental time only and violation of this trust may result in additional rental charges being levied. Duplication of keys is prohibited.
_____ (Renter's Initials)

- 12. Cleanup – Custodial.** The City of Hughson offers no custodial services with the rental of the facility. The renter is responsible for cleaning all tables, chairs, other furniture and equipment used; and floors of all rooms.

All equipment is to be cleaned and returned to its proper place by the renter. Tables and chairs must be properly stacked and returned to the storage area and/or placed as they were prior to the renter's activity. All cleaning activities must be completed immediately following the event. If any items are left in the building by renters, 50% of the damage deposit will be kept. The building will be inspected at 8:00 a.m. the day following the activity. **Any cleaning performed will be at the renter's expense.** All paper products, trash, etc. must be placed in the outside containers located in the alley off the kitchen. Cleaning equipment provided consists of broom and dust pan.

_____ (Renter's Initials)

13. Dances – Concerts.

- A. Public Dance – Concert.** There is a minimum rental fee per day for professional dances and/or concerts to be held at this facility for profit or gain to the band, disc jockey, individual, organization, or club sponsoring a dance or concert which is open to the public and advertised as a public dance (see item 3). A minimum of two (2) Deputies are required, along with a dance permit issued by the Hughson Police Services. Insurance as per Section 16 of these rules and regulations is required. Special attention shall be paid to the maximum room capacity when such an event is considered.
- B. Invitational Dances.** Any bona fide local community or service organization holding a dance, with proceeds going to a local community activity or charity, may sponsor a dance, but attendance must be by written invitation only and the invitation presented at the door.
- C. Private Dances.** Private dances which are not open to the public, such as wedding receptions, company parties, etc. may be held providing: (1) no admission charge is made; (2) attendance is by written invitation only and the invitation is presented at the door; and (3) no monies are to be collected.

At invitational and/or private dances or concerts where alcoholic beverages are to be consumed and/or a live band provided, security is required.

14. Security. Security will be as per Item 13 for all dances and concerts. Any event where alcoholic beverages are to be served will require security officers. Security for other events may be required, which will be at the discretion of the City of Hughson and will be based on the type of activity being proposed. Security arrangements shall be made through ~~the Triad Security Service (209) 883-0708~~ any of the City of Hughson's approved security firms, which is provided at the time of reservation or Hughson Police Services (209) 883-4052. Approved security must be present for the duration of time the renter's guests, invitees, and all other persons who enter the facility during the rental period, excluding those individuals who remain present after the event has ended to assist in cleaning.

Proof of security must be provided to City Staff at least four (4) weeks prior to the scheduled event.
_____ (Renter's Initials)

15. Alcoholic Beverages. Alcoholic beverages for private consumption are allowed in this facility with the following exceptions:

1. No alcoholic beverages will be served at any event where the majority of participants are under twenty-one (21) years of age. (Events include birthday parties, youth fund-raising events, teen dances, or any other event in which the majority of the participants are under 21 years of age).
2. Renter shall serve all alcoholic beverages in the bar area, other than wine served at a dinner or buffet which may be placed on the tables.
3. Renter shall do all the serving of alcoholic beverages.
4. Renter shall not carry or allow to be carried any alcoholic beverages in an open container in or out of the building at any time.
5. Renter shall not serve any beverages (alcoholic or non-alcoholic) in glass bottles.
6. No alcoholic beverages are to be consumed outside the building or within any parking lots, streets, or the sidewalks adjacent to the site.
7. For sale of alcoholic beverages in this facility, the renter and/or caterer must secure either, or both, of the following:
 - a. A twenty-four (24) hour on-sale liquor permit issued by the Alcoholic Beverage Control Board of California for the day and place specified.
 - b. A current liquor catering license issued by the Alcoholic Beverage Control Board of California.
8. ~~Violation of any of the above will result in the activity being closed down.~~

16. Alcoholic Beverage Curfews.

- A. When alcoholic beverages are served without a fee or charge at a private or invitational function, a curfew hour of ~~12:00 midnight~~ 11:00 pm shall be observed. All alcoholic beverages shall be removed from public view and not available for consumptions after ~~midnight~~ 11:00 pm.
- B. Alcoholic beverages for all other functions shall be as per the State of California Alcoholic Beverage Control Board.

Violation of any of the above Section 14, 15 and 16 will result in the approved security notifying law enforcement and give authority to dispatched law enforcement to take appropriate action, up to terminating the activity. _____ (Renter's Initials)

17. Accidents/Insurance. All renters of the Community/Senior Center will be held liable for any accidents occurring during their usage of the Center. All renters shall have insurance to cover their event. ~~If you find it impossible or impractical to obtain coverage as noted herein, the City of Hughson has made available insurance for one-time special events through Diversified Risk. Insurance through Diversified Risk will satisfy our proof of liability requirements. Please ask our staff for more information about Diversified Risk premiums if you are interested in obtaining coverage. The cost of the insurance shall be based on the hazard class under which the event falls. The hazard class has been predetermined by the insurance carrier. The insurance cost shall be in addition to the standard rental rate as outlined in Section 9 of these rules and regulations. The cost of the insurance will be determined when the completed applications are returned to the City.~~

~~For public dance or concert,~~ a **A** Certificate of Insurance with a company approved by the City Attorney evidencing bodily injury liability in the amount of One Million Dollars (\$1,000,000.00) for each person, One Million Dollars (\$1,000,000.00) for each occurrence, and property damage liability coverage in the amount of One Hundred Thousand Dollars (\$100,000.00) for each occurrence, naming the City of **Hughson** as additional insured, shall be filed with the City Clerk at least four (4) weeks prior to the rental period. _____ (Renter's Initials)

18. Renter Responsibility for Control of Activity. It shall be the responsibility of the renter to maintain the peace and quiet of the neighborhood. Should the police be called because of a complaint consisting of, but not limited to:

- A. Excessive/loud noise**
- B. Disturbance of neighbors**
- C. Fighting**
- D. Drinking alcoholic beverages outside the Center**
- E. Littering**

The renter will be required to pay a service fee in addition to previously paid fees for all costs involving a response by Hughson Police Services to a complaint. This may also result in an immediate canceling of the event with violators subject to arrest and/or citation. _____ (Renter's Initials)

19. Parking Lots – Outside Areas. The parking lots and areas immediately surrounding the building are the responsibility of the renter and shall be included in the cleanup.

There are three (3) parking lots available for the use of renters. Parking in the residential areas is discouraged. _____ (Renter's Initials)

20. Maximum Capacities. The number of people that can safely move about as determined by the Fire Chief, shall not be exceeded. Room capacities ~~are shown on Exhibit "B" and~~ are posted in each room of the facility.

~~21. **Occupancy Permit.** It is required by state law that any activity held in a public owned building with fifty (50) or more people in attendance must have an occupancy permit for the activity. This permit is obtained at City Hall, 7018 Pine Street, but must be approved and signed by the Fire Chief. There is no charge for this permit.~~

22. Positions of Doors during Activity. During the entire activity, all doors shall remain closed to ensure noise to surrounding properties is kept to a minimum. Exception: when patio area is being used, the two doors leading to the patio may remain open. _____ (Renter's Initials)

23. Decorations. All decorations shall be of fire-retardant material, including table coverings. Nothing may be attached to walls, ceilings or furniture with tacks or staples. Only masking tape may be used on walls, ceilings, doors, and windows. Nothing may be attached to the light fixtures. Grapes and/or berries are not allowed for use in decorating.

~~Additional equipment to be brought in must be approved by the City Manager.~~

The renter is responsible for any damages caused by decorations. _____(Renter's Initials)

24. Use of Special Effects. Smoke screens, smoke bombs or any device to produce smoke is not allowed. If the renters set off the smoke detectors or smoke alarms, they shall be responsible for all costs to turn off and reset alarms. _____ (Renter's Initials)

25. Kitchen. Use of the kitchen is included in the rental of the Center. The kitchen is not designed for food preparation but is intended for warming and serving of previously cooked foods. There are no cleaning supplies, dishes, silverware, pots, or pans available for use in the kitchen.

In all cases, the kitchen must be cleaned immediately following the activity. Failure to clean the stove, oven, refrigerator, and other appliances shall result in the withholding of the deposit.

_____ (Renter's Initials)

26. Equipment. Any equipment not under lock and key is available for the renter's use. Any property and/or equipment within the Center shall not be removed from the premises.

_____ (Renter's Initials)

27. Senior Programs. Notwithstanding any other part of these Rules, no fee (except for damage and key deposit, and those fees and costs set forth in Sections 14 and 17) shall be charged for any rental by a senior group, or any rental made for the purpose of carrying out Senior Programs. The City Manager shall determine whether any proposed renter or rental is by such a group, ~~or for such a purpose, provided that group and/or programs seeking such a status shall first appear before the Hughson/Senior Center Board of Directors so that the Board may make recommendation to the City Manager concerning the proposed status.~~ The previous sentence does not apply to groups or programs having already been determined to have such status prior to July 1, 1998.

28. All Rules, Regulations and Fees. The rules and regulations developed by the City of Hughson are designed to protect and preserve the Community/Senior Center so that it can be made available for

community and senior oriented social functions. Please so not inconvenience anyone's right to use the building by not carrying out your contractual and civil obligations. All fees, rules and regulations are subject to change without notice.

Directions given by the City Manager with respect to the use of the Community/Senior Center, and are not contrary thereto, shall have the same force as these rules and regulations.

CITY OF HUGHSON ORDINANCE 93-02 PROHIBITS SMOKING IN ALL CITY BUILDINGS

Name of Renter(s):

Rental Event Type and Date:

I _____, hereby confirm and acknowledge that I have fully read the Community/Senior Center Rules, Regulations and Fees, and understand that any violation to these Rules and Regulations is subject to cancellation of the scheduled event and/or forfeiture of the damage deposit.

Signature: _____

Date: _____