
CITY OF BEAUMONT

ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL

Date Adopted: TBD

Last Revised: TBD

Section:

FACILITY USE POLICY

1. PURPOSE

To regulate the use and rental of community facilities and ensure that the process is fair and consistent at all facilities.

2. DEFINITIONS

2.1 Applicant - An individual (18 years of age or older) or organization, that submits a completed City of Beaumont Facility Use Application and required deposit to use a Beaumont facility pursuant to the terms of this Use Policy. The date requested by the applicant will be held provided that all terms and conditions of this policy are met.

2.2 Beaumont Based Non-Profit - An organization that is a 501(C)(3) organization indicating status as a Beaumont based non-profit on their Articles of Incorporation. To qualify as a Beaumont Based Non-Profit:

- Organization must have a Charter.
- Organization must have a Board of Directors.
- Organization must have a current Determination Letter of Exempt Status, U.S. Treasury 501c3 or certify affiliation with a national non-profit organization.
- Organization must have an active Determination Letter of Exempt Status, State Franchise Tax Board.
- Organization must have Articles of Incorporation and/or Bylaws. Must have an affiliation with a national governing body. The national body must have governance over the association.

2.3 Beaumont Unified School District - Any school or sports groups within the BUSD boundaries. Groups must provide a letter from their school identifying the group as an official school group, as well as provide insurance coverage from the Beaumont Unified School District, additionally insuring the City of Beaumont.

2.4 Facility Supervisor - The Community Services Department Recreation Manager or designee.

2.5 General Meeting - A meeting open to the membership of the organization. This general meeting is for the sole purpose of conducting official business for the organization, not to include outside factors such as caterers, vendors, entertainment, or any type of outside business.

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- 2.6 Government Agencies – Includes the following agencies: Riverside County agencies, districts, and authorities; State of California departments, multi-city organizations, and Joint Powers Authorities to which the City belongs; federal agencies; and, the Beaumont Police Department, when acting in an official capacity.
- 2.7 Facility Fee – Refers to the fees associated with the rental of a given room/facility. Fees are based on a two-hour minimum.
- 2.8 Staff Fee – Staff fees are incurred during reservations taking place outside of regular office hours for each facility. Hours are billed at a two-hour minimum at the rate set forth in the City of Beaumont Fee Schedule. Staff fees are excluded from reservations with an approved fee waiver and/or “free” reservations.

3. RESPONSIBILITY

The Community Services Department is responsible for the administration of this policy.

4. POLICY

4.1 USER GROUP CLASSIFICATION

Group A: City of Beaumont sponsored and co-sponsored classes, events and programs, governmental agencies serving Beaumont’ residents and the Beaumont Unified School District.

Group B: Beaumont based non-profit organizations.

Group C: Beaumont resident or business.

Group D: Non-Beaumont resident, non-profit based outside of Beaumont, or businesses.

4.2 HOLIDAYS

4.2.1 Facilities will be closed on the following observed holidays: Martin Luther King Jr. Birthday, Presidents’ Day, Easter Day, Memorial Day, Independence Day, Labor Day, Indigenous Peoples’ Day, Veterans Day, Thanksgiving Day/Day After Thanksgiving, Christmas Eve, Christmas Day, New Year’s Eve, and New Year’s Day.

4.3 APPLICATION PROCESS

- 4.3.1 All Facility Use Applications must be completed at least thirty (30) days prior to the requested date of use.
- 4.3.2 Reservations made less than (30) days in advance of the date requested will be accepted only if the facility and required staffing elements are readily available. All applicable fees must be paid at the time of completing a facility contract.
- 4.3.3 A facility reservation must be made in person by the applicant on a “first come first served basis” at the Albert A. Chatigny Sr. Community Recreation Center.
- 4.3.4 All applicants must complete a City of Beaumont Facility Use Application and all applicable fees and deposits paid per the Council-adopted master fee schedule at the time of completing a facility contract. The Applicant shall be classified and assigned a User Group Classification in accordance with the definitions and priority ranking set forth in Section 4.1 of this policy. The applicant must sign the contract and agree to all terms and conditions therein.
- 4.3.5 The City reserves the right to direct requests for rooms to other City facilities which are deemed more appropriate for the type of request or deny requests if they are deemed inappropriate for the facility.
- 4.3.6 Applicant shall NOT transfer, assign, or sublet use of the facility, or apply for use on behalf of another person or organization.
- 4.3.7 Upon approval of an application, a “Facility Use Contract” will be issued authorizing the requested use of the facility. Applicant must sign the contract and agree to all terms and conditions therein. The Facility Supervisor may attach conditions to the contract, as they deem necessary, for the protection of public health, safety, and welfare of the patrons and the facility.
- 4.3.8 Depending upon the nature of the reservation, the Community Services Director or designee may require additional fees, insurance, and/or security personnel.
- 4.3.9 The City reserves the right to deny any application, as they deem necessary for the protection of public health, safety, and welfare of the patrons and facilities. Applications may also be denied for the following reasons:

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- The Applicant has previously used the facility and failed to comply with applicable rules and conditions, or due to damage or lack of cleaning, and did not receive all or partial of its cleaning/alcohol deposit back.
 - The Applicant has twice before cancelled a scheduled event in the facility without prior notice.
 - All initial deposit(s) will be returned within six (6) weeks of any denial.

4.4 DEPOSITS AND PAYMENTS

- 4.4.1 To reserve a date, the facility deposit made at the time of the reservation. The remaining facility rental balance must be paid fifteen (15) days prior to the reservations date.
- 4.4.2 Credit cards (VISA, MasterCard, or Discover Card only), personal check, Cashier's Check, or Money Orders are acceptable methods of payment sixty (60) days or more prior to reservation. Rental fees paid fifty-nine (59) days or less, may not be made by personal check. Checks must be made payable to "CITY OF BEAUMONT." There is a non-refundable convenience fee charged on all credit/debit card transactions.
- 4.4.3 If the Applicant's check is returned to the City for any reason, a fee will be assessed in addition to any fees due and payment must be made in cash or Cashier's Check by the deadline stated in letter.
- 4.4.4 Additional fees may vary depending on the reservation. Requirements for extra fees may include additional City staff, special equipment use, security personnel, and/or insurance.

4.5 CANCELLATION PROCEDURES

- 4.5.1 Applicant is responsible for notifying the Community Services Department, in writing by completing a cancellation form, for any changes or cancellations.
- 4.5.2 The City will not be liable to applicant for any outside costs incurred due to any of the following causes, to the extent beyond its reasonable control: acts of God, accident, riots, war, terrorist act, epidemic, pandemic, quarantine, civil commotion, natural catastrophes, City emergencies that cause facilities to open as emergency shelters, governmental acts or omissions, changes in laws or regulations, national strikes, fires, or explosion. If a facility rental is cancelled for any of the above reasons, the Applicant will receive a full refund on any facility rental fees paid.
- 4.5.3 User Group B, C & D

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- Reservations cancelled fifteen (15) days or more prior to the event will receive a refund minus a \$20 processing fee.
 - Reservations cancelled fourteen to six (14-6) days prior to the event will receive a refund, minus 20% of rental fees paid to reserve the facility.
 - Reservations cancelled five (5) days or less prior to the event date will not receive a refund on the rental fees.
 - Users who fail to show up or cancel their “free” reservation without a five (5) official City working days (Monday – Friday) notice, will be assessed user group hourly rates. Future privileges may be revoked.

4.6 GENERAL RULES AND REGULATIONS APPLICABLE TO ALL FACILITIES

- 4.6.1 The City of Beaumont reserves the right to suspend use of a facility to those groups or individuals not complying with the established rules and regulations.
- 4.6.2 Supervision by facility staff is necessary for the public’s safety and well-being. Facility staff will be responsible for, and has complete authority, over the use of the facility, all equipment, participants, activities, alcohol service, and security guard(s) on site. Facility staff has the authority to request changes in activities or cessation of activities, if they do not conform to the facility policies and regulations, and/or may cause damage to the facility. Users must comply with these requests and instructions. The City reserves the right to require security whenever it deems it appropriate.
- 4.6.3 The Applicant must check in with the City’s on-site staff at the start time of the reservation and must be present for the ENTIRE RESERVATION. Applicant must cleanup and checkout with the City’s on-site staff at the conclusion of the reservation.
- 4.6.4 The Applicant shall accept full responsibility for damage to equipment or properties and will incur all costs to repair damages to equipment and/or the facility.
- 4.6.5 A group must have at least one (1) adult for every ten (10) minors at any given event/meeting.
- 4.6.6 A caretaker must accompany participants (children and adults) who are not able to attend to their personal needs for the duration of their stay.
- 4.6.7 Neither the City of Beaumont nor their agents, officials, employees, and/or volunteers will be held responsible for loss, damage, or theft of equipment, nor articles owned by the Applicant and/or their

guests.

- 4.6.8 No person shall smoke tobacco, electronic smoking devices, cigarettes, pipes, or cigars at any City of Beaumont facility, except that tobacco products may be smoked in outside areas designated by the City Manager for and during certain special events per Beaumont Municipal Code section 8.42.010
- 4.6.9 Any Applicant desiring to charge an admission fee, donations, and/or sell any items, must submit a written request at the time of the reservation. No monies may be exchanged at the facility without prior written authorization from the Community Services Director or designee. Additional insurance may be required. Commercial use is permitted with a valid Beaumont Business License.
- 4.6.10 Gambling is not allowed on City property per Beaumont Municipal Code Section 9.08.010.
- 4.6.11 All fundraising efforts (including raffles or donations) must have prior approval from the City, and abide by all state and federal laws, including providing the necessary permits. Additional fees may be required. No monies may be exchanged at the facility without prior written authorization from the Community Services Director or their designee. Applicant must submit a written request at the time of the reservation.
- 4.6.12 Animals are not permitted inside City facilities except service animals per Beaumont Municipal Code section 6.04. Animals being used for commercial or event purposes outside may be permitted by the Community Services Director or their designee. The animal(s) must remain under the control of the Animal Handler at all times. The Animal Handler must provide the necessary insurance per section 4.7 of this policy. If approved, additional deposit may be required.
- 4.6.13 Sleeping or lodging is not permitted at City facilities.
- 4.6.14 Food and Beverage regulations apply to all rentals. Food service must be provided by a licensed caterer, restaurant, or deli. For all on-site catered services and cooking, a valid Riverside County Public Health Permit must be submitted at least fifteen (15) days prior to the reservation date.
- 4.6.15 All food and beverages must be consumed within designated areas.
- 4.6.16 The Facility Supervisor may require any group of any size to have a security guard present during reservation.

4.6.17 Events not covered in this policy must be submitted in writing and shall be reviewed by the City to determine appropriate use, fees, and services. A variance may be required as provided in Section 5 of this policy.

4.7 INSURANCE REQUIREMENTS

4.7.1 All users of the facilities shall procure and maintain, at their own expense and for the duration of the event covered, Comprehensive General Liability Insurance in the amount of one million dollars (\$1,000,000) per occurrence, and two million dollars (\$2,000,000) general aggregate. The coverage shall include bodily injury, personal injury, and property damage. An Additional Insured Endorsement from the Applicant's insurer naming the City of Beaumont must accompany the evidence of Comprehensive General Liability Insurance.

4.7.2 The approved ORGANIZATION or Applicant, whose name appears on the reservation application, must secure the liability insurance.

4.7.3 If alcohol is to be served, full liquor liability coverage is required.

4.7.4 Insurance must be submitted no later than fifteen (15) days prior to event date.

4.8 DECORATING, SETUP, AND CLEANUP.

4.8.1 All applicants must submit an event floorplan. A floorplan must be submitted at least fifteen (15) days prior to event and must receive written approval prior to event.

4.8.2 Supplies and items may not be dropped off and vendors may not utilize the facility until the paid contracted time. Applicant shall discuss with vendors time constraints for preparations/cleaning in order to determine sufficient time is reserved and available.

4.8.3 All unloading and loading must be done from parking stalls, properly marked loading curbs, or designated drop-off areas.

4.8.4 City equipment may not be moved, rearranged, or altered for purposes other than its intended use. City equipment shall not be removed from any facility.

4.8.5 The City will provide setup of City AV equipment only, prior to facility rental start time, based on room facility capacities per City Fire Code regulations.

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- 4.8.6 Decorations require prior approval by City staff and must conform to all City Fire Code regulations. Decorations must be fireproof. Decorations, tents, draping, or other equipment must be included in the submitted floorplan and must receive written approval prior to event date.
 - 4.8.7 Decorations must not be displayed or installed in such a manner that would damage or deface furniture, fixtures, or structure of the facility. The use of duct tape, nails, staples, or other sharp materials or instruments is NOT permitted. Prior approval for adhesive or magnetic materials must be given by the Facility Supervisor or designee.
 - 4.8.8 The use of indoor/outdoor “cold pyrotechnic displays,” smoke/fog machines, incense, confetti, rice, glitter, birdseed, hay bales, balloon shine spray or the release of balloons, are NOT PERMITTED.
 - 4.8.9 Cleanup is the Applicant’s responsibility and includes, but not limited to sweeping/mopping, wiping of table-tops, cleaning of chairs, disposing of all trash into proper receptacles, mopping of kitchen floor, wiping of counter tops and kitchen equipment, all user-owned or leased (non-City owned items) by the end of the rental. Storage is not provided at City facilities.
 - 4.8.10 Any non-City owned personal or rental items brought in for use by the Applicant must be removed prior to the contracted time. Any items left behind are subject to immediate disposal.
 - 4.8.11 Decorating, setup, and cleanup must be completed within the approved reservation time. Any thirty (30) minute increment of time that extends beyond the reserved hours will be deducted from the reservation deposit in one hour increments for staff time.

4.9 USE OF CANDLES AND OTHER OPEN-FLAME DEVICES

- 4.9.1 Fire/Open Flame use is strictly prohibited without written approval by Facility Supervisor depending on request. Request for permit, along with sample candle or open flame device, must be submitted to City staff a minimum of fifteen (15) days prior to reservation date.
- 4.9.2 Sterno heaters for food warming are allowed without a permit if sterno’s are placed under a chafing dish on a table with no guests seated at the table.
- 4.9.3 Propane containers (or similar Class I and II liquid fuels) are prohibited inside City facilities at all times.

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- 4.9.4 Barbecuing will NOT be permitted outside City facilities without prior written approval from the Facility Supervisor or designee. If determined to be approved, any/all outdoor cooking shall only be done in areas specifically designated for such type of cooking and can only be done through a licensed caterer that provides a valid Riverside County Public Health Permit. Caterers may be required to provide necessary insurance per Policy Section 4.7, and additional deposit may be required.

4.10 AMPLIFICATION SYSTEM

- 4.10.1 Amplification systems, including music, blue-tooth speakers, public address systems, DJs, karaoke, film/video systems, and other large systems, will not be permitted without prior written approval. Additional fees and insurance may be required.
- 4.10.2 Amplification systems shall be permitted at designated outdoor rental areas between the hours of 7:00 a.m. and 10:00 p.m., Monday through Sunday.
- 4.10.3 Only patrons 18-years and older will be allowed to operate any facility owned amplification system.
- 4.10.4 The use of profane, defamatory, lewd, vulgar, belligerent, or malicious language will not be tolerated and is grounds for suspension of use. Failure to comply with the Amplification System requirements will result in loss of privileges to use system.

4.11 ALCOHOL

- 4.11.1 Alcohol is permitted at Albert A. Chatigny Sr. Community Recreation Center and Beaumont Civic Center. A permit from the California Department of Alcohol Beverage Control may also be required, depending on the type of event.
- 4.11.2 Alcohol use refers to ANY beverage that contains alcohol.
- 4.11.3 The City reserves the right to place restrictions on the use of alcoholic beverages in accordance with State Law and City Ordinances.
- 4.11.4 No alcoholic beverages shall be served to any person under 21 years of age. Injuries caused to a person as a result of alcoholic beverages being served to, or consumed by, a minor on City premises, arising off the City premises, or as a result of alcohol being available on City's premises, shall be the sole responsibility of the Applicant. The applicant's failure to comply, monitor and enforce this provision is grounds for terminating the activity immediately, with forfeiture of the refundable deposits and all of the

facility rental fees.

- 4.11.5 Security Guard(s) are required to be present at all events where alcohol is served. Cost of the security is the responsibility of the Applicant. Applicant must arrange for security to be available a minimum of thirty (30) days prior to event, pay all fees associated with security and provide a copy of the contract to the City. Number of security guards is determined by the number of guests.
- Any event that permits or provides alcohol beverages, and/or permits dancing, shall be required to include a uniformed, licensed and bonded security guard or Peace Officer for every 50 attendees/patrons expected to participate, with a minimum of one such guard or officer per Beaumont Municipal Code section 9.03.060
- 4.11.6 Serving and/or selling of alcoholic beverages may be allowed for a **MAXIMUM OF FIVE (5) CONSECUTIVE HOURS**. Serving of any alcoholic beverages **MUST END ONE (1) HOUR BEFORE** the scheduled reservation's conclusion.
- 4.11.7 Alcohol may NOT be served or sold prior to or beyond the approved alcohol service time.
- 4.11.8 Alcohol must be distributed in individual servings from behind a table or bar. A server or bartender must monitor the bar at all times. The server(s) must be at least 21 years of age or older and be responsible in ensuring that no minor is served alcohol. The server must ensure that guests are not over-served. The server or bartender may not consume alcohol while on duty.
- 4.11.9 There will be NO drinking directly from alcohol bottles or cans. Champagne bottles must be opened only in the kitchen.
- 4.11.10 The California Department of Alcoholic Beverage Control (ABC) requires a license when alcohol is being served or sold at an event that is open to the public that requires an admission fee, donation, or "other fee" such as tickets/raffles, or tips. Private parties such as weddings, anniversaries, birthdays, meetings, shall not sell alcohol on their own and must arrange this service through a licensed caterer. The caterer must have a license obtained from ABC, which enables the caterer to sell beer, wine, and distilled spirits. If the caterer does not have this license, the private party cannot sell alcohol. **NO EXCEPTIONS**. It is illegal for a private party to sell alcohol on their own.
- A copy of the ABC license must be furnished to the City a minimum of seven (7) days prior to the reservation date.
 - A copy of the ABC license must be posted in plain sight, near the bar, and other locations where alcohol is being served.

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- Failure to comply with any regulations will result in IMMEDIATE REVOCATION OF PERMISSION to use alcohol and termination of the event without refund.

4.12 FACILITY SPECIFIC RULES FOR THE BEAUMONT CIVIC CENTER & ALBERT A. CHATIGNY SR. COMMUNITY RECREATION CENTER.

The facilities are intended to be used for meetings, workshops, trainings, special events, parties, forums, and other community related activities.

CIVIC CENTER OFFICE HOURS

Monday – Thursday: 8:00 a.m. to 5:00 p.m.
Friday: 8:00 a.m. to 12:00 p.m.
Saturday & Sunday: CLOSED

COMMUNITY RECREATION CENTER OFFICE HOURS

Monday – Thursday: 8:00 a.m. to 5:00 p.m.
Friday & Saturday: 8:00 a.m. to 12:00
Sunday: CLOSED

4.12.1 The use of the facility outside of regular business hours require additional payment for a city employee to be present in the building for the full length of your use. The Staff Fee is charged per hour of use for a city employee to be present during the rental activity.

4.12.2 User Group Reservation Priority

Group A: Up to twelve (12) months in advance and are limited to twelve (12) bookings per year, unless approved by the Community Services Director or designee.

Group B: Up to six (6) months in advance.

- All Group B users are limited to the following:
 - One (1) “free” weekday meeting per week.
 - Two (2) “free” special events at the Albert A. Chatigny Sr. Community Recreation Center OR Civic Center per year.
 - Beaumont approved scout troops receive one (1) “free” 2-hour reservation per troop, per month.
- All “free” reservations are based on availability, limited to one

room at the facility, and must take place during regular business hours.

- Reservations taking place outside of normal office hours are subject to Staff Fees.
- Practices and games are NOT eligible for fee waiver.

Group C: Up to twelve (12) months in advance; limited to six (6) bookings per year, unless approved by the Community Services Director or designee.

Group D: Up to twelve (12) months in advance; limited to six (6) bookings per year, unless approved by the Community Services Director or designee.

4.12.3 Kitchen Use

All kitchen areas must be cleaned and returned to the condition they were in when the Applicant first arrived. All counter tops and equipment must be wiped clean. All spills in refrigerator, microwave, and on floors must be cleaned and/or mopped. All trash from kitchens must be placed in the proper trash receptacles.

- Applicant must provide all kitchen utensils (i.e. pots, pans, serving utensils, silverware, etc.).
- Any outside catering, including food trucks, taco carts, BBQ companies, etc., must provide a valid copy of their Riverside County Public Health Permit.
- All personal items must be removed after each scheduled use. Any items left will be disposed of immediately.
- Equipment available includes refrigerator, freezer, warming top, hot food service unit, work tables, prep sink, wash sink, and ice machine.
- Fee for use of the kitchen is stated on the fee schedule.

5. VARIANCES REQUEST PROCESS

An Applicant may request a variance from one or more of the rules listed below in the event that unusual circumstances make it impossible or infeasible to conduct the event within the precise parameters of this policy.

- Rental of facility beyond stated closing times.
- Use of the parking lot for any purpose other than parking the cars of facility users in marked stalls.
- The use of multiple rooms, facilities, and or spaces not normally scheduled for use that may result in parking of event attendees in areas beyond the boundary of City

facilities, or events not covered in this policy.

- For user groups not eligible for free reservations, a fee waiver request may be submitted when it is determined that the use by the organization will provide a substantial and measurable benefit to the Beaumont Community. Must be approved by the Community Services Director or designee.

- 5.1 Requests must be submitted in writing to the Community Services Director. The request must set forth the unusual circumstances that justify a deviation from the original policy.
- 5.2 Variances will be granted only upon a finding that the circumstances presented are unusual and not likely to recur often, the granting of the variance will not set a precedent, and the variance will not be detrimental to public health, safety or welfare, or disruptive to other events occurring in the facility at the same time or to the immediately surrounding neighborhood.
- 5.3 In the event a variance is granted, the Applicant will pay any supplemental fees necessary to compensate the City for additional costs associated with the variance.

6. RENTAL FEES

ALBERT A. CHATIGNY SR. COMMUNITY RECREATION CENTER			
	Deposit	Private	Non-Profit
*Multipurpose Room 1/2 or 3 MP 1/2 Occupancy 30 MP 3 Occupancy 16	\$100	\$50/Hour	\$40/Hour
*Class Room 1 or 3 RM 1 Occupancy 20 RM 3 Occupancy 25	\$100	\$50/Hour	\$40/Hour
*Dance/Fitness Room Occupancy 25	\$250	\$65/Hour	\$50/Hour
Kitchen	\$250	\$150/Day	\$150/Day
*Gymnasium Occupancy 700	\$500	\$150/Hour	\$125/Hour
Building Attendant <i>Required for events after regular business hours</i>	N/A	\$20/Hour	\$20/Hour
<i>*Two (2) hour minimum</i>			
<i>Reservations require insurance</i>			

BEAUMONT CIVIC CENTER			
	Deposit	Private	Non-Profit
*Gymnasium Occupancy 500	\$500	\$150/Hour	\$125/Hour
Building Attendant <i>Required for all events</i>	N/A	\$20/Hour	\$20/Hour
<i>*Two (2) hour minimum</i>			
<i>Reservations require insurance</i>			

COMMUNITY PARK PAVILIONS			
	Deposit	Private	Non-Profit
Pavilion	\$250	\$25/Hour	\$25/Hour
Restroom Key	\$50	N/A	N/A
<i>Reservations require insurance</i>			