



## ADMINISTRATIVE POLICY

### Community Center Facility Regulations

#### A. Purpose

The Community Center operates under the jurisdiction of the City of Lake Forest and is intended primarily for social, cultural, educational, and recreational programs that benefit the community. Individuals, community, and business organizations are permitted and encouraged to use the center, which is available on a reservation permitted basis. City employees have the authority to enforce all rules and regulations governing the use of M.C. # 13.02.112.

#### B. Applicability

This policy applies to all members of the public participating in any City event and/or function within the City of Lake Forest Community Center facility.

#### C. Provisions of the Policy

##### General Guidelines

1. Permits will only be issued to persons 21 years of age and older. The person signing the permit **must be present at the event**. A picture I.D. is required to verify age and/or residency. All correspondence and communication will be sent to the individual and address listed on the permit.
2. The group representative requesting a permit must meet with Community Services staff prior to any approval for the use of a facility.
3. The City reserves the right to deem any activity inappropriate for the Community Center.
4. Approval for use of the Community Center will be on a first-come, first-served basis and will depend upon space availability.
5. If the request is approved, the permit will be signed by Community Services staff and a copy will be provided to the authorized signee for the rental application.
6. Facility reservations are booked up to 1 year in advance.
  - a. Requests for use of a small meeting room at the Lake Forest Community Center must be received no less than 2 weeks in advance unless approved by the Community Services Director or his/her designee.
  - b. Requests to rent a banquet room must be received no less than 30 days in advance if available or unless approved by the Community Services Director or his/her designee.
7. No permanent rental or assignment of the facility shall be made to any individual or organization. There will be no more than 12 rental days per fee group classification per calendar year, including but not limited to churches, schools, businesses, organizations, clubs, and other agencies not mentioned.
8. Once a permit is approved, payments may be made during business hours.
9. City-sponsored or co-sponsored uses shall have precedence over all other users. In the event of a scheduling conflict, the Community Services Director, or designee,











2. The flat rate for janitorial services is \$125 per rental.

**Rental Applicant Group Classifications**

**GROUP 1**     CITY SPONSORED OR CO-SPONSORED

Resident Non-profit organizations conducting social, cultural, educational or recreational activities are considered in this group.

**GROUP 2**     RESIDENT NON-PROFIT ORGANIZATION

Resident Non-profit organizations conducting social, cultural, educational or recreational activities are considered in this group.

**GROUP 3**     RESIDENT PRIVATE PARTY

Residents requesting use for a private party.

**GROUP 4**     NON-RESIDENT NON-PROFIT ORGANIZATION

Non-resident Non-profit organizations conducting social, cultural, educational or recreational activities are considered in this group.

**GROUP 5**     NON-RESIDENT PRIVATE PARTY

Non-residents requesting use for a private party.

**GROUP 6**     RESIDENT BUSINESS / COMMERCIAL

Business and/or commercial group requesting rental of the facility.

**GROUP 7**     NON- RESIDENT BUSINESS / COMMERCIAL

Business and/or commercial group requesting rental of the facility.

**GROUP 2 & 4 REQUIREMENTS:**

All non-profit organizations requesting Group Classification 2 & 4 will be asked to submit proof of non-profit status (federal and/or state tax exemption determination letter required). To qualify for non-profit status, an organization must be organized and operated for the purpose described in the Revenue & Tax Code Sections (23701a-23701z).

## HOURLY RENTAL RATES

Room	Group 1	Group 2	Group 3	Group 4	Group 5	Group 6	Group 7	Deposit
Sequoia	No charge	\$180	\$240	\$300	\$480	\$600	\$750	\$500
Eucalyptus	No charge	\$75	\$100	\$125	\$200	\$250	\$300	\$200
Oak	No charge	\$75	\$100	\$125	\$200	\$250	\$300	\$200
Redwood	No charge	\$75	\$100	\$125	\$200	\$250	\$300	\$200
Oak / Redwood	No charge	\$120	\$160	\$200	\$320	\$400	\$480	\$250
Redwood / Eucalyptus	No charge	\$120	\$160	\$200	\$320	\$400	\$480	\$250
Maple	No charge	\$50	\$60	\$70	\$80	\$90	\$110	\$50
Hickory	No charge	\$30	\$40	\$50	\$60	\$70	\$90	\$50
Palm	No charge	\$25	\$35	\$45	\$55	\$65	\$85	\$50
Spruce	No charge	\$20	\$30	\$40	\$50	\$60	\$75	\$50
Cypress	No charge	\$20	\$30	\$40	\$50	\$60	\$75	\$50
Courtyard	No charge	\$50	\$75	\$100	\$150	\$200	\$250	N/A
Lobby	No charge	\$10	\$20	\$30	\$40	\$50	\$65	N/A
Kitchen	No charge	\$10	\$20	\$25	\$35	\$40	\$50	N/A

### **Special Notes:**

1. Banquet Rooms have a 2-hour minimum rental on Tuesday through Friday and 4-hour minimum rental on Saturday and Sunday.
2. Conference Rooms have a 2-hour minimum Tuesday through Sunday.
3. Facility fees will not be prorated for less than 1 hour.
4. For events with alcohol, a 10 percent surcharge will be added to the total base rental fee.
5. Staffing fees will be assessed per City's discretion.
6. Fees and policies are subject to change per administrative action.



**ADDITIONAL FEES (MAY BE REQUIRED FOR RENTALS)**

ITEM	FEES
Staffing	\$25 per hour
Janitorial Fee	\$125 per rental
Security Guard(s)	Actual Cost as required – See Security section in policy

**EQUIPMENT FEES (OPTIONAL)**

ITEM	FEES
LCD Projector	\$100
TV/VCR/DVD	\$25
American Flag	N/C
Easel	N/C
Podium	N/C

**DAMAGE AND DEPOSITS**

1. A pre- and post-function walkthrough will be required. The Community Center staff will visually inspect the building immediately before, during and after a function with the authorized signer and/or event contact on the rental application. Within 2 weeks, City staff will contact the group to discuss any issues noted during the walkthrough and the course of action to be taken.
2. The authorized signee of the rental application is required to attend the duration of the rental activity and remain on the premises.
3. At the conclusion of a rental, the cleaning deposit will be refunded if the facility is left in acceptable condition. A portion or all of the cleaning deposit may be withheld in the event the City must clean or repair damage to any part of the facility (i.e. carpets, walls, restrooms, tables, chairs, equipment, etc.). A check will be issued by the City of Lake Forest Finance Department and may take up to 4 weeks to be processed. The check will be mailed to the individual at the address on the rental application unless otherwise requested.
4. Damage fees are assessed in the following situations or as deemed necessary by City staff based on the Facility Inspection Report:
  - a. Removal of carpet stains requiring more than standard extraction techniques.
  - b. Stains on walls.
  - c. Broken furniture and/or equipment.
  - d. Defacement of any part of the interior or exterior of the building.
  - e. Damage created by improper use of equipment or non-compliance of facility rules.
  - f. Equipment found to be missing as a result of a group using the building.
  - g. Police called for emergency / disturbance.
5. Damage fees are based on replacement or repair costs incurred by the City and may exceed deposit amount. *The City may take legal action to recover these costs.*

**Cancellation Policy**

1. All cancellations must be submitted in writing.
2. Rentals affected by inclement weather will be addressed on a case by case scenario based on space availability.

Written Cancellation Notice	Facility Deposit Refund	Facility Fee Refund*
30 Days or more	0%	100% less Deposit
29 Days – 15 Days	0%	50% less Deposit
14 Days or Less	0%	No refund

\*Less any costs incurred for staffing/security guard services/janitorial services

**D. Staff Responsibilities**

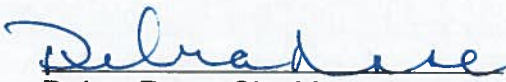
1. Documentation: All situations resulting in cancelling or terminating an activity or permit of a renter will be documented in a City of Lake Forest Incident Report.
2. Notification: Staff shall provide a written notice explaining the violation and cause of the cancellation to any person who has their permit cancelled or terminated.
3. Retention: Incident Reports and Written Notices shall be retained per the City's Records Retention Policy.

**E. Appeals**

Applicants who are denied a rental permit shall have 10 days from the date of the denial to request an appeal hearing with the Director of Community Services. The appeal request shall be in writing and submitted to the Director. Within 20 days of receiving the appeal request, the Director shall provide the appeal hearing. The Director shall have the right to grant the applicant a permit and authorize the rental, uphold the denial, or take any other action deemed appropriate. The denied applicant may appeal the decision of the Director to the City Manager or his or her designee. The City Manager or their designee's decision on such appeal shall be final.

**F. Authority**

This Policy is adopted pursuant to the authority granted in and consistent with Chapter 13.04 of the Lake Forest Municipal Code, along with the authority of the City Manager. This Policy may be amended at the discretion of the City Manager at any time.

  
Debra Rose, City Manager

10/15/19  
Date