















## Agenda Item 3 January 10, 2020

### Draft San Dieguito River Park Lagoon Ranger Station Conference Room Reservation Policy

#### Purpose

The primary purpose of the San Dieguito River Park Lagoon Ranger Station is for administrative and field support functions of JPA staff. The regular hours of operation are generally 8am to 4pm 7 days per week. This means that JPA staff are on site and occupying the main office, garage or work yard periodically throughout the day. When staff are not present, the main office, garage and work yard are to be locked, with the exception of the external public bathroom in garage.

The conference room at the San Dieguito River Park Coast Ranger Facility may be available to provide a facility for civic, educational, and cultural related activities that support the River Park's goals and objectives. In order to accommodate groups that are interested in using a room, it is the intent of this policy to provide application and scheduling procedures, regulate the use of the room and set fees for the use of the room and equipment. In general, use of the conference room by the public will be limited to the hours of 9am to 3pm. Exceptions may be made by the Executive Director or his/her designee if staff resources are available to open, close and monitor the use of the conference room by a group.

#### Procedure

Any person or group of persons desiring to use this meeting room must apply on the forms provided on this website and provide additional information as may be required by the SDRP to assure compliance with the regulations and specifications of this policy. Applicants will be required to satisfy the SDRP that meetings or activities will be conducted in an orderly manner without damage to the facility and that such persons or groups are financially able to respond to damages in the event of any personal injuries or property damage arising from the use of the room. Prior to use of the facility, the application must have the approval of the SDRP designated representative.

#### Reservations

Reservation requests will be made by email; however, the reservation will not be valid until fees have been paid, the Room Use Agreement has been signed by the responsible member of the organization, and approved by the SDRP designated representative. Pending reservations will be held for one week only without an approved application and fee payment.

#### Regulations and Restrictions

All meeting room users will be subject to the following regulations and restrictions:

- The use of alcoholic beverages is prohibited, except when determined appropriate by the SDRP for SDRP sponsored events.
- Smoking is prohibited.
- For all meetings of young people, 18 years and under, there shall be at least one responsible adult in attendance, who shall remain in the room for the duration of the activity.



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- No group's use shall interfere with the normal use and activities of the SDRP.
- Activities conducted shall not be in the nature of a commercial enterprise.
- Room capacity shall not exceed \_\_\_\_\_ and all applicable fire and building codes must be followed.
- No object, poster, or writing, etc. will be placed on walls.
- No signs may be posted inside or outside of the facility without permission of the designated representative.
- The use of open flames or candles in the meeting room is prohibited.
- Room shall not be used for private social functions. See Priorities of Use Section as it relates to nonprofit and social organizations.
- Use of room may be denied on the basis of the frequency of use or requests for space by other groups and organizations. In any case, room may not be used by the same group more than 12 times per year. It is the goal of the SDRP to make the room available to a wide variety of groups and organizations.
- Groups are expected to leave a room in the condition in which it was found.
- Food or drink may not be brought into or served in the room without advance permission. Groups must remove all debris, food and personal items after each use of the room.
- Members of groups using the room will not be paged to the telephone except in cases of emergency. SDRP staff will not accept telephone messages for meeting attendees.
- Equipment, supplies or personal effects cannot be stored or left in the facility before or after use. SDRP is not responsible for theft of, or damage to, property brought into the building.
- SDRP does not provide special accommodation to groups using the meeting room, such as parking, service to carry supplies, providing refreshments, office supplies or photocopies. All groups must provide their own support for preparation and reasonable clean-up.
- SDRP is responsible for set up of SDRP equipment.
- Permission to use the SDRP meeting room does not constitute SDRP endorsement of a group's viewpoints, product, service, or program. Advertisements or announcements implying such endorsement are not permitted.
- SDRP needs may preempt other scheduled events in the meeting room with a minimum thirty days' notice to a previously scheduled group.
- SDRP staff must have free access to meeting room at all times. SDRP retains the right to monitor all meetings to ensure compliance with SDRP policies.
- Permission to use the meeting room may be withheld from groups that have damaged the room, floor, equipment, furniture, facilities, or grounds, or that have caused a disturbance, or have failed to comply with the SDRP policies, rules, and regulations.

### Priorities of use

Permission for use of meeting room shall be granted on a first-come, first served basis. Subject to the following priorities:

- All SDRP initiated and/or conducted activities.
- All official SDRP co-sponsored groups and/or activities, that are non-profit, self-governing, privately organized and of an educational nature.
- Official public agency sponsored programs and activities not included in 1 and 2 above.

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- Recreational, social, or civic activities in groups that are resident promoted and sponsored by local non-profit organizations.
- Schools, colleges and other similar civic groups not qualifying under the definition of non-profit.
- Others.

\*Non-profit is defined as an organization that is so defined by the Internal Revenue Service, 501 (c) (3) and has a State of California Tax Identification Number.

Available hours 9am – 3pm unless approved by the Executive Director or his/her designee. Extra fees may apply to compensate the SDRP extra staff time to open, close and monitor the activity.

### Fees and Cancellation

No fee shall be charged for use of the meeting room or equipment by SDRP when co-sponsored by SDRP.

Two-hour minimums are required for Meeting Room reservations and are:

Maximum Occupancy \_\_\_\_\_ Fee: \$25 per hour, \$150 per day (8 hours), \$50 min.

The meeting room fee includes the setup and dismantling of chairs and tables as applicable.

Equipment Fee: \$50 per hour (1 hour minimum)

This fee includes computer and AV setup, consulting and/or monitoring during the event. The fee will be estimated by the designated representative at the time of booking.

Notice of cancellation of a reservation is required three weekdays prior to the scheduled use. Any notice of cancellation less than three weekdays will result in forfeiture of the \$50.