

Alta Fire Protection District – Community Hall Rental Policy Manual

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Hall Introduction & History

The Alta Fire Protection District Community Hall is a fee based public facility available for use by the residents of Alta and the surrounding communities.

The construction of the Alta Fire Protection District Community Hall was in coordination with the construction of the Alta Fire Protection District's Fire Station and was financed through the use of an Alta Fire Protection District Bond Measure voted on by the residents and property owners within the Alta Fire Protection District service area. The initial intent was to make the Community Hall available to the residents of the Alta Fire Protection District at no cost, but only if the cost of operating the Community Hall did not affect the Alta Fire Protection District's ability to provide adequate Fire Protection to the residents of the District. Over the years, operational costs of the Fire Department have increased at a significantly higher rate than the District budget has increased. This has required the Alta Fire Protection District to recover the operation and maintenance costs of the Community Hall generated by events that are not directly related to the Fire Protection of the Alta Community. The Community Hall's fee based structure is strictly for the purpose of recovering the operating and maintenance costs of the Community Hall portion of the Alta Fire Protection District's facility, such that the Alta Fire Protection District is able to utilize Alta Fire Protection District taxpayer funds for Fire Department related expenses and activities, while minimizing the budget impacts to the department for the operating and maintenance costs of the Community Hall (event center).

Hall Non-Commercial Use Requirements

- 1) The Community Hall is available to the utility companies and districts that provide service to the Alta Community at no charge (e.g. Alta Fire Protection District, Cal Fire, CHP, PCWA and PG&E) to provide public information meetings or for public outreach events, but only with Alta Fire Protection District Board approval.
- 2) No partisan political activities may be held in the Community Hall.
- 3) Religions activities are permitted (i.e. weddings, fundraisers, etc.), however, the Alta Fire Protection District does not sanction, nor discriminate against any religions group or entity. These activities are subject to all of the fees, rules and guidelines as specified in the Alta Fire Protection District Community Hall Rental Policy.
- 4) The Board of Directors or its designee shall approve each use of the building. All building use fees are due in full before access to the building is permitted.
- 5) No open flames, candles or smoking in or around the building.
- 6) No alterations to the building or grounds are permitted.
- 7) No loud noises that can be heard from outside the building after 10pm.
- 8) Alcoholic beverages are only permitted inside the Community Hall, no exceptions at any time.
- 9) Alcoholic beverages are permitted within the Community Hall as stated in the Hall Rental Alcohol Policy. Alcohol consumption within the community hall is a privilege that can be revoked at any time, even during an event, by any single Alta Fire Protection District Board Director, the Alta Fire Department Chief or his/her designee, or law enforcement agency.
- 10) No access to either the Fire Department's apartment or Board Meeting Room is permitted without explicit approval of the Board of Directors or their designee.
- 11) No access to the Fire Station apparatus bay is permitted without explicit approval of the Fire Chief or his/her designee.
- 12) The generator is for emergency use only and usage of the generator is not permitted by any User for any event unless approved by the Alta Fire Protection District Board of Directors, their designee or the Alta Fire Department Chief.

Hall Commercial Use Requirements

Commercial use of the Community Hall and applicable fees will be approved and determined by the Board of Directors of the Alta Fire Protection District. If, at a later date, requests for commercial use of the Community Hall are more frequent than once or twice per year, then the Alta Fire Protection District Board of Directors shall consider the adoption of a Commercial use rental policy and fee structure.

After-Use Checklist

General Use

- Put tables and chairs back in the same arrangement in which the User found them prior to the event
- Sweep the floor
- Take trash out to the dumpster
- Check the Restrooms and be sure they are picked up and in order
- Check that all exterior doors and windows to the community hall are closed and locked (glass front doors, back door in the community hall, back door in the kitchen)
- If any general maintenance issues are found, please notify the District Clerk of the Alta Fire Protection District

Kitchen

- Sweep the floor
- Take trash out to the dumpster
- Clean, dry and put away all dishware
- Clean and drain the sinks
- Remove all food from the Refrigerator and/or Freezer that was placed there by the User
- Turn OFF the Gas for the stove and cooktop
- Check that the back door is closed and locked

Outside

- Lock the Dumpster after all trash has been taken out of the Community Hall
- Lock the outside main door (glass double door) when leaving.

Electrical, Heating & Air Conditioning

- Turn off all lights in the kitchen, community hall and bathrooms
- Turn off the ventilation fan
- Turn off / unplug all electrical appliances (coffee pots, warming trays, stereo, PA system etc.)
- If the heater or air conditioner was used during the event, turn it off, unless other directions were provided by the District Clerk.

Security

- Check the facility and its current condition with an authorized representative from the Alta Fire Protection District prior to use.
- If provided a key, ensure that the building is locked up when there is no one present to monitor the security of the building.
- If the User is not provided a key, contact the Alta Fire Protection District Clerk to let them know that the building needs to be unlocked/locked. The User must be present when the building is unlocked and, for security purposes the User must also ensure that all doors are locked when the building is unattended at any time and for any purpose.

Hall Rental Liability Insurance Policy

Acceptable Insurance

It is the User's responsibility to provide acceptable insurance coverage. If the User's insurance provider is unable to meet the requirements of insurance, stated in the Alta Fire Protection Districts' Community Hall Rental Policy, then the event is not permitted to take place in the Community Hall.

A written statement of coverage must be provided to the Alta Fire Protection District Clerk and must specify the activities that are being covered, amount of coverage (\$1,000,000 minimum) and the dates of coverage. The dates for coverage must include the day(s) of the event and the days for which setup and cleanup are performed if other than the day(s) of the event. The written statement of coverage must be provided to the District Clerk before the event reservation will be confirmed. No event shall proceed without acceptable insurance.

Board Sanctioned Events

Board sanctioned events are covered by the Alta Fire Protection District's General Liability Insurance Coverage. In order for an event to be considered 'Board Sanctioned' the event must be for the direct benefit of the Alta Fire Protection District and the Alta Fire Protection District Board of Directors must specify that an event is 'Board Sanctioned' at a regularly scheduled meeting of the Board of Directors, and must be recorded in the Minutes of the Board. Events that are 'Board Sanctioned' and that are scheduled to occur regularly (i.e. monthly or quarterly), may be sanctioned for a specified time frame with an expiration date or, if no date is specified, for the remainder of the existing calendar year. At the last regularly scheduled Board Meeting of each calendar year, the Board, shall have recorded in its Meeting Minutes all of the known and regularly scheduled 'Board Sanctioned' events for the next calendar year.

Hall Rental Deposit and Fee Handling Policy

Payments of Deposits and Fees

- User must pay the full Cleaning Deposit and 50% of the Hall Rental Fee at the time of the reservation.
- User must pay remaining Hall rental fee 24 hours prior to the event or at the time of the reservation whichever is less.

Handling of Deposits

- If the event is within 90 days of the reservation being made, then the check is held in the Alta Fire Protection District cash box.
- If the event is after 90 days of the reservation being made, then the check is deposited into the Alta Fire Protection District account.
- If the event is a recurring event (i.e. monthly or weekly), then the check is deposited into the Alta Fire Protection District account and the funds are held by the District as the deposit for the subsequent events until the User, in charge of the event, notifies the District Clerk that the use of the hall is no longer needed. The deposit refund procedures will be initiated at that time.

Deposit Refunds

- Deposits will be refunded after the District Clerk has determined that the items on the After Use Checklist have been completed and that there is not damage to the building or grounds.
 - If the check or cash has not been deposited by the District, as stated in the Handling of Deposits, the check will be returned to the User or shredded by the District Clerk if requested by the User.
 - If the check or cash has been deposited into the District account, as stated in the Handling of Deposits, then the District Clerk will process the refund.

Deposit Refunds Denied

- Deposits will not be refunded if the District Clerk (or designee) has determined that the hall was damaged or the After Use Checklist has not been completed.
- Should the user dispute the decision of the District Clerk (or designee) regarding the Refund Denial and is not able to resolve the issue with the District Clerk, then the User shall file a Refund Denial Dispute Form with the Alta Fire Protection District Board within 10 business days of the event. The Board of Directors for the Alta Fire Protection District will address the dispute at the next regularly scheduled meeting so long as the Refund Denial Dispute form is submitted at least 5 days before the regularly scheduled meeting of the Board.

Cancellation of Event

- Notice of cancellation of a scheduled event must be provided to the Alta Fire Protection District Clerk at least 1 week prior to the event in order to receive a full refund of the rental amount and deposit. The cancellation notification of 1 week, under no obligation of the Board, may be waived at the Boards' discretion.

Hall Rental Reservation Confirmation Policy

Reservation Confirmation

When the reservation documents, deposits and insurance are provided by the user, the District Clerk will send a letter by e-mail or USPS, as specified by the user, which confirms the date and time of the event. The date and time on the Community Hall Calendar will be changed from a hold status to a reserved status. The user will be responsible for setting up a time to acquire the key from the District Clerk. Should there be events scheduled on consecutive days or should there be an afternoon event following a morning event, the hall may not be available prior to the Event's scheduled start time unless prior arrangements are made with the District Clerk. It is the users' responsibility to clarify set-up times required for any Event. The User has 1-hour following an Event, unless prior arrangements were made with the District Clerk, to complete the After Use Checklist and vacate the community hall such that the community hall can be made available for another event.

Hall Rental Key Pickup/Drop-off Policy

Picking up the key

The Community Hall key and a clean-up checklist must be picked up by the user at the time designated and agreed to by the District Clerk and the Community Hall user.

When the key is picked-up, the User must read and initial each statement on the key-tracking form acknowledging that the rental hall usage, access and entry are not to extend beyond the rental period without prior written approval from the District Clerk. There may be other events that immediately precede or follow the Users' event that may also require time for set-up and clean-up.

Any scheduled or tentatively scheduled events preceding or following the Users' event times shall be provided, by the District Clerk, to any user interested in renting the Community Hall during the initial reservation inquiry.

Returning the key

The Community Hall key, along with the clean-up checklist, must be left on the community hall kitchen counter when the user is finished with clean-up after the event, unless other arrangements have been made with the District Clerk.

Hall Rental Clean-up Policy

The User of the Community Hall must agree to the Hall Rental Clean-up Policy when making the reservation. The User is responsible for all costs associated with the cleaning the hall, if all items on the Clean-up checklist are not completed to the satisfaction of the District Clerk (or designee). Should the clean-up costs exceed the amount of the deposit, the User is responsible for the additional clean-up costs. Any disputes regarding the costs associated with the clean-up of the hall after an event, in which the user failed to complete all items on the Clean-Up Checklist, must be made in writing within 72 hours of notification of the issue. The District Clerk (or designee) must perform a walk through within 48 hours of the event and prior to any subsequent event. The cleaning deposit refund will be processed once the walk through has been performed and per the guidelines specified in the Hall Rental Deposit and Fee Handling Policy.

Hall Rental Kitchen Use Policy

Key Pick-up / Kitchen access

Use of the kitchen is included with the rental of the Alta Fire District Community Hall. The key for the kitchen will be provided when the key for the community hall is picked up. The back door to the kitchen, which leads outside, must be locked and closed securely by the user at the end of the event.

Stove usage

If the User requires the use of the stove/oven for the event, then the District Clerk must be notified at the time the reservation is made so that the stove pilot lights can be turned on prior to the event. When the valve to the stove/oven is on, gas will flow freely into the building unless the pilot lights are lit correctly. When the event is finished, the user must turn off the gas valve.

Refrigerator usage

The refrigerator may be used during the event, but all food that was placed in the refrigerator must be removed from the community hall by the user at the end of the event. Any food items left will be thrown out after the event unless prior arrangements were made with the District Clerk prior to the event.

Kitchen Closet materials usage

The closet in the kitchen contains materials belong to and for use by the Women's Auxiliary. The key must be acquired from the Women's Auxiliary and permission to use any item in this closet, even if left unlocked must be granted by the Women's Auxiliary prior to use.

Kitchen dishes / cooking utensils / silverware / pots and pans usage

Any items not in the Women's Auxiliary closet are available to the user for any event in which the kitchen was reserved. Clean up of any items used during the event, is the responsibility of the user.

Kitchen Trash

All trash cans in the kitchen must be emptied into the dumpster after an event or removed from the Community Hall if the User opted out of using the dumpster. If the User leaves trash in the kitchen, then the User will be charged the \$75 trash clean-up fee.

Dumpster Usage Policy

The dumpster is available to any user of the Community Hall, with or without the use of the kitchen. There is a \$50.00 fee for the use of the dumpster per event. The dumpster key will be provided to the user with the Community Hall key prior to the event unless the user has requested not to use the dumpster for the event. The User must lock the dumpster after the event and leave the key on the kitchen counter along with the Community Hall key. If the user does not require the use of the dumpster, then the user must notify the District Clerk at the time the reservation is made for use of the community hall and a \$25.00 credit will be applied to the hall rental fee, however, any trash generated by the event must be completely removed from the community hall and Fire District property by the user. Trash piled on top of the dumpster or left in the community hall will result in a \$75.00 fee to pay for dumpster usage and for staff time to clean-up.

Hall Rental Decorations Policy

Users of the community hall may attach decorations with tape as long as the walls are not damaged in any way. Decorations must not be hung from vents, lighting, fire extinguishers or emergency exit signs. All decorations must be removed from the community hall after the event.

Users that damage the community hall in any way as a result of decorating for the event are responsible for the cost of repairing the damage, even if the damages are not covered in full by the amount of the deposit.

Users that fail to remove their decorations or leave trash related to decorations that must be cleaned by fire department staff will be charged for staff time, and the amount will be deducted from the security deposit.

Hall Rental Alcohol Use Policy

Alcohol is not permitted outside of the community hall at any time nor for any event, except as specified below.

Firefighters Association Bar

The bar is available by request through the Alta Volunteer Firefighters Association. There is a minimum of 30 days of notice prior to the event. This is to allow time to acquire an alcohol permit for the event. No exceptions can be made to this time frame. The permit must be acquired through the State of California.

If the bar is requested at least 30 days in advance, the Association will contact the user directly, at least 10 days prior to the event to confirm that the paperwork has been sent to the state and to confirm that the Association has staffing available for the bar during the event.

No user is permitted in the bar area and no user may operate the bar in any capacity. If access to the ice machine is required, the District Clerk must be notified and a key to access the ice machine may be provided if access into the bar is granted with prior approval by the association for only this purpose.

No alcohol from an outside vendor or private party, including the user is permitted at any time as stated in the Alcohol Permit that must be acquired through the Alta Volunteer Firefighters Association.

At no time is alcohol permitted outside of the community hall, even when the bar is open for an event. This is part of the Alcohol Beverage license agreement.

Events where Alcohol Is Supplied By The User

If the User is supplying alcohol, then the Firefighters Association Bar will not be available. California Law and the Alcohol Beverage permit that the Firefighters Association acquires for each event does not permit the Bar to be open if alcohol is being provided by the User.

If the User is providing alcohol, then the Liability Insurance Coverage that the User acquires as part of the Hall Rental Policy agreement must state that damage as a result of intoxicated guests is covered.

If the User is providing alcohol, it is the Users responsibility to acquire any and all necessary permits from state and local authorities and/or government agencies.

All alcohol at the event must be provided by the user and not by the guests to the event.

At no time is alcohol permitted outside of the community hall, even when the bar is open for an event. This is part of the Alcohol Beverage license agreement.

No alcohol may be sold for profit or otherwise, at any event where the User is providing the alcohol.

Anyone directly associated with the Fire Department (ie. Fire Chief, Director of the Board, District Clerk, or District designee), who may be present at the event reserves the right to stop the distribution of alcohol as specified in the Public Intoxication Policy below.

Public Intoxication

The Bar Tender or anyone directly associated with the Fire Department, who may be present at the event, reserve the right to refuse alcohol beverage service to anyone who appears to be intoxicated beyond the legal limit, and reserves the right to notify the User of the community hall of the problem. Should the User be unable to resolve the problem with the intoxicated individual, they may be asked to leave, and if needed, a ride can be arranged. Should the individual continue to cause problems, the Bar Tender or anyone directly associated with the Fire Department may contact the Sheriff if necessary. This is to protect both the Fire Department and community from unnecessary complications from drinking related issues.

Hall Rental Equipment Use

The rental of the Community Hall includes the use of the Community Hall tables, chairs, stage, bathrooms, heater/AC, lights, coffee pot and dumpster.

Use of the ice machine or PA system is available by special request only and such requests must be made at the time the User is making the initial reservation of the Community Hall.

Use of the Bingo machine and equipment is not permitted for any event, other than the monthly Bingo event sponsored by the Fire Department and Women's Auxiliary, even if the equipment has been left out.

Hall Rental Fee Waiver Policy

Liability Insurance Requirements for Events That Have Obtained a Fee Waiver

All events held at the Community Hall are required to obtain Liability Insurance as specified in the Hall Rental Liability Insurance Policy, even if the fees for the Hall Rental have been waived, except when the Alta Fire Protection District has sanctioned an event as specified in the Hall Rental Liability Insurance Policy.

Cleaning Deposit Requirements for Events That Have Obtained a Fee Waiver

All events held at the Community Hall are required to pay a Hall Cleaning Deposit as specified in the Hall Rental Deposit and Fee Handling Policy, unless the event is a Board Sanctioned Event.

Memorial Services

The Community Hall is available for the Memorial Services of residents of the Alta community upon request if another event is not already scheduled for that date. Contact the District Clerk at least 48 hours prior to the event. Although there is not a fee to use the community hall for memorial services, the User is required to provide a cleaning deposit and is responsible for fees associated with the use of the dumpster and for any clean-up costs or damages associated with the event.

Community Education Events & Town Hall Meetings

The Community Hall is available for Community Education events and Town Hall meetings, so long as the event benefits the Alta Community, is open to all members of the public and no entry fees are collected. Contact the District Clerk at least 48 hours prior to the event. Although there is not a fee to use the community hall for community education events and town hall meetings, the User is required to provide a cleaning deposit and is responsible for fees associated with the use of the dumpster and for any clean-up costs or damages associated with the event.

Other Events

Any other fee waivers for the use of the Community Hall must be approved by the District Board of Directors. At least 45 days written notice, by means of submitting the Fee Waiver Request Form to the District Clerk, is required. This is to allow sufficient time for the District Board to meet and approve/deny the request at its regularly scheduled meeting of the Board, and 10 days notification to the User of the Board's approval or denial.

Hall Rental Stipend For Residents Of Alta

Board Approved Stipend For Community Hall Events

While the original intent of the Alta Fire Protection District was to provide a no-fee Community Hall to the residents of the Alta Community, the Alta Fire Protection District cannot sustain its Fire Protection that the residents of the Alta Community have come to expect, while, at the same time, fully funding the operations and maintenance of the Community Hall at no charge to the Residents of Alta. The Alta Fire Protection District Board of Directors has adopted the following policy in an effort to keep with the original intent.

Each year, the Alta Fire Protection District Board of Directors shall allocate a specified dollar amount in the budget, based solely on the ability of the District to provide the required Fire Protection Services required by law and, for which, the residents have come to expect. This designated dollar amount shall be explicitly set aside in a budget sheet line item during the Budget Planning Process for the Alta Fire Protection District, if not explicitly designated during this process, the dollar amount for the year is to be \$0.00. This amount may change each year, up or down, without regard to the previous years' specified amount, but the amount shall not be more than 2% of the Alta Fire Protection Districts annual budget. These funds may only be utilized to partially or completely waive the fees of a Community Event sponsored by a resident or business that lives or operates in respectively, and is taxed for the services of the Alta Fire Protection District. Once the funds in this specified line item are expended for the Fiscal Year of the Alta Fire Protection District, then no further District Funds shall be made available for fee waivers until the next Fiscal Year. The Board must approve each use of these funds, and may not use these funds for personal gain in any way.

For a User to utilize the funds specified above, the User must be a resident or operate a business (non-profit or otherwise) within the Alta Fire Protection District. The user must fill out and submit a 'Community Hall Fee Stipend' form and submit the form at least 45 days before the event. The Board shall, at the next regularly scheduled board meeting, approve or deny a full or partial stipend, after which, the User will be notified within 3 business of the Boards decision. These requests are first come first served and are solely at the discretion of the Board, so long as there are still funds available in the stipend budget for the fiscal year.

The user is required to obtain Liability Insurance even if the Board approves the stipend and at the time the reservation is made, the user must provide a copy of the Proof of Insurance and a Cleaning Deposit. The User is still responsible for any clean-up costs or damages associated with the event, even if those costs exceed the amount of the Cleaning Deposit.

Hall Rental Fee Schedule

District Resident and District Property Owner Rental Fee:	\$175.00/day
*District Resident/Property Owner (>3 hours) Rental Fee:	\$50.00
Non-District User Rental Fee:	\$225.00/day
*Non-District User (>3 hours) Rental Fee:	\$75.00
Cleaning Deposit (Hall must be clean and undamaged)	\$100.00/event
Dumpster Fee	\$50.00/event
Dumpster (Decline to use credit)	\$-25.00/event
Dumpster (Decline to use, but left bags on dumpster)	\$75.00/event
Additional Setup Day (day prior to event if available)	\$25.00
Additional Clean-up Day (day after event if available)	\$25.00

The >3 hour rate is to include setup and clean-up time. The additional Setup Day and Clean-up Day rates are not available to Users requesting the >3 hour rate.