



## **COMMUNITY ROOM RESERVATION POLICY, PROCEDURES, AND GUIDELINES FOR GENERAL USE OF THE FACILITY**

The Community Room, located in the Agoura Hills Civic Center at 30001 Ladyface Court, is available to outside federal, state, county, and local governmental entities, educational groups, and nonprofit civic organizations serving the residents in the City of Agoura Hills.

The following policy and procedures have been developed to ensure the appropriate use of the Community Room by outside agencies and to provide general guidelines for potential users. Priority for reserving the Community Room shall be given to the City of Agoura Hills and the Agoura Hills Library and the City retains the right to deny requests in accordance with this policy and/or as deemed necessary.

### **FACILITY DESCRIPTION**

The Community Room, located in the Agoura Hills Civic Center at 30001 Ladyface Court, is a 902 square foot multipurpose room featuring a small, adjoining kitchenette with a sink, stove, and refrigerator. The room is ADA accessible and can accommodate up to 36 occupants in classroom style (tables and chairs) or up to 50 occupants in lecture style (chairs only) seating. Public restrooms are available and a public telephone is located immediately outside the Community Room entrance. Use of the facility's audio/visual equipment is prohibited, however applicants may bring their own equipment.

## **COMMUNITY ROOM RESERVATION POLICY**

### **POLICY AND BACKGROUND**

When City and/or Agoura Hills Library activities are not scheduled, the Community Room may be reserved by outside federal, state, county, and local governmental entities. In addition, the Community Room may also be reserved (during the City's normal hours of operation) by educational groups and nonprofit civic organizations serving the residents in the City of Agoura Hills. **Use of the Community Room does not constitute an endorsement, of the group and/or the program content, by the City of Agoura Hills.**

It is important that groups and individuals who use the Community Room understand and acknowledge that they are guests of the City of Agoura Hills, that they are able to use the Community Room at the discretion of the City, and that their use of the Community Room is conditional upon the following rules and regulations (procedures) set forth by the City.

It should be understood by all users of the Community Room that the impact on normal City operations by Community Room users shall be minimal, shall not deter City staff from providing services to the public, shall not disturb City employees or public visitors to the City, nor compromise the security or integrity of the building.

The City Manager or designee (City) retains sole authority in making individual determinations regarding each organization's eligibility to use the Community Room and reserves the right to deny requests as deemed necessary. The City also reserves the right to preempt scheduled activities and events. Every effort will be made by the City Clerk's Office to give adequate notice to the applicant, should this occur.

## **BASIC SERVICES**

Basic services that may be provided as part of the privilege of using the Community Room are listed in the *Community Room Reservation Procedures* and are referred to on the *Community Room Reservation Request Form*. Arrangements for these services shall be in writing at the time of request. Only those arrangements approved in advance on the *Community Room Reservation Request Form* will be available on the date of the event. Please do not request special services or equipment on the day of the event.

## **SPECIAL SERVICES**

Any requests for special arrangements other than those listed on the *Community Room Reservation Request Form* must be submitted in writing as an addendum for consideration by the City. The City reserves the right to deny any request.

## **SUPERVISION**

It is the responsibility of the coordinator designated by the applicant to remain on the premises throughout the period for which the Community Room is reserved. The coordinator is responsible for checking in with the City Clerk's Office prior to the event and for checking out with the City Clerk's Office prior to vacating the premises. The coordinator is also responsible for ensuring the Community Room is left clean and locked after the event.

## **PARKING**

In the event of large groups, the coordinator is responsible for encouraging the use of street parking by the attendees so as not to impact the natural course of business at the Civic Center. Regular patrons of the City and Library should have access to parking in the parking lot.

## **SCHEDULING**

First priority will be to the City of Agoura Hills and Agoura Hills Library, followed by governmental entities. The City reserves the right to preempt any event. All reservations must be made, by written request, through the City Clerk's Office.

## FEE POLICY

There is no charge (rent-free basis) for use of the facility in compliance with this policy. Groups utilizing the Community Room are required to furnish a certificate of insurance (see Section 11 - Insurance) and are responsible for general setup and cleanup associated with use of the Community Room.

The Community Room is not available for purposes prohibited by or in violation of City ordinance, state or federal law; direct solicitation of customers or clients; social events; fundraisers; religious services; political meetings; or any activity which, in the opinion of the City, might cause undue disruption to the operation of the Civic Center governmental functions.

## COMMUNITY ROOM RESERVATION PROCEDURES

### 1. REQUESTS FOR RESERVATIONS

Requests for reservations may only be made, in writing, up to 60 days in advance.

The Community Room may be reserved by governmental agencies, nonprofit and City or Library sponsored groups to include the following: federal, state, county and local government entities, educational groups (PTA's, School Service Clubs, etc.), nonprofit civic groups (Senior Citizens Clubs, Youth Groups, DRT, etc.), homeowner associations, scout groups, and service clubs – **no commercial groups, out of town groups or private parties are allowed.**

The Community Room will be available to each qualified user group once each quarter, except when City and/or Library activities are scheduled. No regularly set or ongoing meetings may be scheduled by outside agencies.

Requests shall be in writing (no verbal or telephone requests) and submitted on an official *Community Room Reservation Request* form. Forms may be obtained during regular City business hours from the City Clerk's Office, 30001 Ladyface Court, Agoura Hills, 91301 or requested by mail, fax, or email and returned to the City Clerk's Office for review and/or approval. Questions should be addressed to the City Clerk's Office by calling 818/597-7300; Monday – Thursday, 7:00 a.m. until 5:00 p.m., and Friday between 7:00 a.m. and 4:00 p.m.

Requests must contain complete information and the original signed request (no facsimiles, copies, or emails or verbal requests) shall be submitted to the City Clerk's Office with the appropriate evidence of liability insurance (see Section 11 – Insurance).

Applicants shall designate one person to act as a Coordinator. All arrangements shall be made by the Coordinator through the City Clerk's Office. The Coordinator shall be present throughout the applicant's event.

Applicants must be 21 years of age or older. There must be adequate adult supervision for activities where a majority of those persons in attendance are under eighteen years of age.

Requests are subject to approval by the City Manager or designee. Confirmations will occur by written correspondence (mail, fax, or email transmission) from the City Clerk's Office.

## 2. **SCHEDULING**

The Community Room may be reserved for **daytime use** Monday through Thursday between the hours of 7:00 a.m. to 5:00 p.m. and on Friday between the hours of 7:00 a.m. and 4:00 p.m. The Community Room will not be available on nights, weekends, or holidays (with the exception of special requests by governmental agencies that are reviewed and approved by the City on a case-by-case basis).

Scheduling is at the City Manager's discretion. The City Manager or his designee may deny use of the facility when, in his or her reasonable opinion, a proposed use of the facility is inappropriate for a public facility or determined to create impacts incompatible with the structure and/or surrounding neighborhood.

## 3. **TYPES OF ACTIVITIES**

The Community Room is not available for purposes prohibited by or in violation of the City of Agoura Hills Municipal Code, state or federal law.

Gambling, sales, direct solicitation of customers or clients; social events; fundraisers; religious services; political meetings; or any activity which, in the reasonable opinion of the City Manager or his designee, could cause undue disruption to the governmental function of the Civic Center are not permitted.

## 4. **CANCELLATIONS**

Cancellations by applicant must be made at least **48 hours** prior to the reservation. Failure to give prompt notice of cancellation to the City Clerk's Office may be considered cause to deny an applicant subsequent use of the Community Room.

City and Library activities always have priority over use of the Community Room. An event can be canceled or moved after a group has completed the reservation procedure.

The City reserves the right to cancel any reservation at any time and, in addition, may cancel a reservation if:

- There has been a violation of the City of Agoura Hills *Community Room Reservation Policy and Procedures*, City of Agoura Hills Municipal Code, state, or federal law.
- Acceptable insurance is not furnished.
- It has been found that the applicant provided false or misleading information on the *Community Room Reservation Request* form.
- An accidental conflict in scheduling occurs.

## 5. **PUBLIC RELATIONS/ADVERTISING/CONCESSIONS**

Use of the Community Room does not constitute an endorsement, of the group and/or the program content, by the City of Agoura Hills.

All public relations efforts (e.g., flyers, advertisements, posters, etc.) must include the phrase “Not sponsored by the City of Agoura Hills” unless official sponsorship or co-sponsorship has been agreed upon in writing on the request.

No advertisements, circulation of petitions, solicitations, or charges will be allowed without the approval of the City.

Organizations or groups are not permitted to use any City of Agoura Hills telephone number on any promotional material. The City of Agoura Hills mailing address may not be used to provide a destination for any correspondence to the group or organization.

City staff will not take messages for or deliver messages to individuals involved in meetings or programs nor will City staff page members of groups or organizations using the facility.

The Applicant is responsible for bringing any copies of materials or handouts needed for their program. The City and the Library are not responsible for making copies or providing materials.

**6. ROOM SETUP**

The Community Room will be setup in a standard classroom style (tables and chairs) configuration with a reception table to the back (entryway) of the room. If changes to the setup are necessary, the applicant is responsible for filing a request and description of the setup with the *Community Room Reservation Request* form.

No tape, glue, staples, nails, or tacks are to be affixed to any painted surface in the facility. No open flames or decorations (including posters, flyers, signs, etc.) that damage walls or equipment will be permitted; any damage that results from decorations will be billed to the applicant. Lights cannot be covered or bulbs removed at any time.

**7. EQUIPMENT**

Use of City’s Community Room equipment, such as recording devices, projectors, or computers, is prohibited. Chairs and tables are not to be taken out of the building.

Community Room users may bring their own audio/visual equipment and/or easels. The City will not be liable for users’ equipment failure or damage.

**8. ROOM CAPACITY**

Maximum room capacity is posted in the Community Room and has been determined by California Health and Safety Code regulations. This capacity may not be exceeded by order of the City’s Building Official and will be enforced by the Fire Marshall.

**9. FOOD/BEVERAGES**

No alcoholic beverages are permitted.

Kitchenette facilities are available for use to prepare coffee. A coffee maker is available upon request, however, the applicant is responsible for providing their own supplies (i.e.: coffee, filters, cups, sugar, creamer, stirrers, etc.).

Groups may bring their own light refreshments (e.g., coffee, cookies) or order in breakfast and/or lunch. No leftover foods of any kind shall be left on the premises.

#### 10. **CLEANUP/DAMAGES/ADDITIONAL CHARGES**

The Community Room must be left in a clean and orderly fashion. All trash must be in the trash receptacles or bagged and left near the trash receptacles in the room. Leaving the Community Room or kitchenette in an untidy condition may result in denial of future use of the Community Room.

Groups using the Community Room are responsible for paying for any and all damage to property or for loss of property.

Users are responsible for occupying and vacating the premises according to the time specified on the *Community Room Reservation Request* form. There shall be no exception to this rule. The Community Room and kitchenette must be cleaned and vacated by the time the City closes.

Users shall furnish and pay for such police protection or private security protection as may be required by the City Manager or his designee given the nature of the event.

#### 11. **INSURANCE**

The City of Agoura Hills requires liability insurance holding the City harmless. All organizations must provide the City with a certificate of insurance with a liability limit of no less than \$1,000,000 shown on the face of the certificate and an endorsement naming the City of Agoura Hills as additional insured. The certificate must be furnished prior to final approval of the request. If unable to obtain insurance from group's insurance carrier, users may purchase insurance from the City's Risk Management Division at a cost of \$83.32 for 1-100 participants. Risk Management can be reached at (818) 597-7306.

#### 12. **RIGHT TO DENY USE**


The City Manager or designee shall reserve the right to review all requests, retains sole authority in making individual determinations regarding each organization's eligibility to use the Community Room, and reserves the right to preempt scheduled activities and events and/or to deny any request as deemed necessary.

### **GUIDELINES FOR GENERAL USE OF THE FACILITY**

1. A *Community Room Reservation Request* form. must be completed by the applicant (21 years of age or older).

2. Responsible and approved applicant(s) must be on the premises at all times during use of the facility.
3. No smoking in the building. As per state law, smoking is not permitted within 20 feet of any entrance or window of the building.
4. Facility use begins and ends at the times reserved by the applicant and as stated on the approved *Community Room Reservation Request Form*. Users should plan on ½ hour before their event to set up and ½ hour after their event for cleanup. The Community Room and kitchenette must be cleaned and vacated by the time the City closes.
5. Food and beverages may be served if approved in the *Community Room Reservation Request Form*. Alcoholic beverages are not permitted.
6. Use of the City's Community Room equipment, such as recording devices, projectors, or computers, is prohibited. Chairs and tables are not to be taken out of the building.
7. General cleanup of the facility is required. The Community Room to be left in the condition in which it was found and trash to be left in (or bagged and left near) the trash receptacles. All decorations to be removed by applicant. Applicant is responsible for paying for any and all damage to or loss of City property.
8. The Community Room is not available for purposes prohibited by or in violation of the City of Agoura Hills Municipal Code, state or federal law. Gambling, sales, and solicitations on the premises, social events, fundraisers, religious services, political meetings, or any activity which, in the opinion of the City, might cause undue disruption to the operation of the governmental functions of the Civic Center, are not permitted.
9. The City is in charge at all times during the event and has the authority to terminate activities if the user is not adhering to the approved request and/or *Community Room Reservation Policy and Procedures*.
10. Failure to comply with the *Community Room Reservation Policy and Procedures* may result in cancellation of the reservation as well as non-use of the Community Room and/or denial of future use.
11. The approval, denial or cancellation of any request for reservation will be based upon the *Community Room Reservation Policy and Procedures* established and at the discretion of the City.
12. Applicants wishing to appeal any decision may call the City Clerk's Office at (818) 597-7300. The City Manager will have final authority over reservation requests.

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City of Agoura Hills  
30001 Ladyface Court, Agoura Hills, California 91301  
(818) 597-7300 FAX: (818) 597-7352