

REPORT TO CITY COUNCIL

DATE: MAY 24, 2006

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: GREG RAMIREZ, CITY MANAGER

BY: KIMBERLY RODRIGUES, CITY CLERK

SUBJECT: REQUEST FOR APPROVAL OF THE UPDATED COMMUNITY ROOM RESERVATION POLICY AND RESERVATION REQUEST FORM

On March 13, 2002, the City Council approved the Community Room Reservation Policy. At that time, the Community Room was opened for use to outside governmental agencies and community organizations, when not in use by the City and Library. The policy allowed qualified users to make reservations (with a 2-hour minimum and an hourly rental fee) once each quarter period; up to 90 days in advance. The Community Room was available Monday through Friday, including evenings, and closed on weekends or holidays.

Since the approval of the policy, the City has received numerous requests for use by a variety of outside groups and organizations. Although the original policy required a 2-hour minimum and rental fee (\$35/hour for daytime use and \$45/hour for nighttime use), many users only required the room for an hour or less so the fees were waived. In addition, nighttime use of the room was problematic as the City does not have additional staffing available for these purposes.

The new policy proposes opening the room for use by governmental entities, educational groups, and a variety of nonprofit civic groups serving the residents in the City of Agoura Hills at no charge. The Community Room may be reserved during the City's normal hours of operation (no nights, weekends or holidays) when not in use by the City and/or Agoura Hills Library. Use of the Community Room would not constitute an endorsement, of the group and/or the program content, by the City of Agoura Hills. The City Manager or designee 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.

The proposed changes to the current policy are as follows:

- 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 may be reserved on a rent-free basis (no charge), when City and/or Agoura Hills Library activities are not scheduled.
- 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). [i.e.: Elections]
- Reservations, through the City Clerk’s Office, must be in writing and may be made up to 60 days in advance. The Community Room will be available to each qualified user group once each quarter. No regularly set or ongoing meetings may be scheduled by outside agencies.
- A written application (applicants must be 21 years of age or older) and request for use of the room must be completed by the applicant and 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 (as recommended by the California JPIA). If unable to obtain insurance from the 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.

Staff has researched the practices and policies of facility use in other cities and found the components of the proposed policy to be similar.

The proposed policy and reservation request form have been reviewed by the City Attorney and approved as to form and content.

RECOMMENDATION

Staff respectfully recommends the City Council consider the attached proposed *Community Room Reservation Policy, Procedures, and Guidelines for General Use of the Facility* (including the *Community Room Reservation Request* form) and approve the policy and form as submitted.

Attachments: Community Room Reservation Policy, Procedures, and Guidelines for General Use of the Facility
Community Room Reservation Request Form