



REPORT TO CITY COUNCIL

DATE: AUGUST 8, 2018

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: GREG RAMIREZ, CITY MANAGER 

BY: KIMBERLY M. RODRIGUES, CITY CLERK 

SUBJECT: REQUEST FOR APPROVAL OF A COMMUNITY ROOM RESERVATION POLICY AND COMMUNITY ROOM RESERVATION AGREEMENT FOR DEVELOPMENT PROJECT PUBLIC FORUMS AND APPROVAL OF THE UPDATED COMMUNITY ROOM RESERVATION POLICY AND RESERVATION REQUEST FORM FOR GENERAL USE OF THE FACILITY

On May 24, 2006, the City Council adopted a revised *Community Room Reservation Policy, Procedures, and Guidelines for General Use of the Facility* ("Policy"). The policy was amended to open the room for use, at no charge, by governmental entities, educational groups, and a variety of nonprofit civic groups serving the residents in the City of Agoura Hills. Reservations are available during the City's normal hours of operation (no nights, weekends or holidays), or when not in use by the City and/or the Agoura Hills Library.

The City Council recently adopted Resolution No. 18-1866, regarding *Guidelines for Development Project Public Forums* ("Guidelines") for various types of development projects. The Development Project Public Forums ("Public Forums") provide applicants an opportunity to hear from residents and stakeholders as project designs are being developed, and during the formal application process. The goals are to allow an opportunity for public engagement and for applicants to discuss their project plans with the public, or make modifications in an attempt to address concerns raised by the community.

The Guidelines require that Public Forums shall be scheduled on a regular business day, Monday through Thursday. The Public Forums shall not be held on a Federal, State, or City or religious holiday, and shall not be held on the same evening as a scheduled City Council or Planning Commission meeting. The Planning Department shall also consider avoiding meeting time conflicts with other District or community events, holidays, seasonal events, and the like. The times of the Public Forums shall be approved by the Planning Department and shall not start before 6:00 p.m., or after 7:00 p.m.

The Public Forums must be located within City limits and may be held on private property, provided that public access to the property is permitted during the Public Forum. The

location of the Public Forum shall be approved by the Planning Department to ensure adequate space is available for the public's attendance.

The City desires to provide evening access to the Community Room for Public Forums in compliance with the newly adopted Guidelines. Use of the Community Room and any associated reservation fees would be comparable to what is required for use of the conference rooms located at the Agoura Hills Recreation and Event Center. Following are the highlights of the new policy for use of the Community Room, specifically, for Development Project Public Forums:

- A developer subject to the Guidelines for Development Project Public Forums may reserve the Community Room for **evening use** Monday through Thursday.
- The times of the Development Project Public Forums shall be approved by the Planning Department and shall not start before 6:00 p.m., or after 7:00 p.m.
- The applicant (18 years of age or older) shall be responsible for coordinating the date of the Public Forum with the Planning Department and shall submit a Community Room reservation request to the City Clerk.
- A \$65/hour, three hour minimum (includes set up and breakdown), rental fee for use of the Community Room for Public Forums, includes use of the City's audio/visual equipment (by arrangement). A non-refundable \$10 processing fee, \$250 security/damage deposit (refundable after Public Forum) and the appropriate liability insurance and endorsement are also required.
- Use of the Community Room does not constitute an endorsement, of the Applicant and/or the Public Forum content, by the City of Agoura Hills.
- A City staff member shall be available and will be responsible for opening and closing/securing the room and/or providing access to the City's audio/visual equipment for the Public Forum.

In addition to the proposed new policy, the general Community Room policy and reservation request form have been amended to include several administrative updates.

The proposed new policy and reservation agreement for Public Forums 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 Development Project Public Forums* (including the Community Room Reservation Agreement) and the *Community Room Reservation Policy, Procedures, and Guidelines for General Use of the Facility* (including the Community Room Reservation Request form), as amended.

Attachments: 1) Community Room Reservation Policy and Reservation Agreement – Public Forums
2) Community Room Reservation Policy and Request for Reservation – General Use



Date Stamp

**COMMUNITY ROOM RESERVATION REQUEST
DEVELOPMENT PROJECT PUBLIC FORUM AGREEMENT (MAX 50 ATTENDEES)**

Upon coordination and approval, with the Planning Department, of the Development Project Public Forum date, time, and place, please complete this *Community Room Reservation Request – Development Project Public Forum Agreement* (“Reservation Request/Agreement”) and submit to the City Clerk. Approval is contingent upon Community Room availability and submission of the Reservation Request/Agreement, including receipt of insurance and rental fees, prior to public notification, distribution, and advertising of the Public Forum. Written confirmation for use will be provided by the City Clerk’s Office.

Applicant Name: _____

Organization: _____

Address: _____

Contact Person: _____

Telephone No.: _____ Mobile No.: _____

Email Address: _____

Coordinator of Forum (if different from contact person): _____

Telephone No. _____ Estimated Attendance: _____ Requested Date: _____

Time(s): Setup: ___ p.m. Public Forum ___ p.m. to ___ p.m. Breakdown Time: ___ p.m.

- I certify that I have read the *City of Agoura Hills Community Room Reservation Policy, Procedures, and Guidelines for Development Project Public Forums* (“Policy”), attached hereto as Exhibit A and incorporated herein by this reference, and agree to adhere fully to their conditions and intents. I will assume full responsibility for informing my organization of said Policy and ensure compliance with procedures by those in attendance at the event.
- I attest that I am legally authorized to file this Reservation Request/Agreement on behalf of the stated applicant/ organization. Additionally, this authorization will bind the applicant/organization to the conditions required of this Reservation Request/Agreement for use of the Community Room located in the Agoura Hills Civic Center at 30001 Ladyface Court, Agoura Hills, CA.
- I understand reservations may only be made once the Applicant/Organization has confirmed and received approval for the Public Forum date/time from the Planning Department and **prior to** any public notification, distribution, and advertising of the Public Forum.
- I understand that receipt of a Reservation Request/Agreement packet does not constitute approval. A completed Reservation Request/Agreement, including insurance and rental fees, **must be submitted and approved, by written confirmation**, from the City Clerk’s Office.

- I understand that 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, **specifically naming the City of Agoura Hills, its officers, officials, employees and volunteers as additional insured** must be submitted with this Reservation Request/ Agreement or insurance must be purchased through the City's Risk Management Department (818-597-7306).
- I understand that facility use fees, including an administrative fee and security deposit, as determined by the City's **Community Room Reservation Rate Sheet – Development Project Public Forums**, are due in full with the submission of this Reservation Request/Agreement.
- I will ensure that the Community Room and City Hall premises will not be used in an illegal manner and that I will remain on the premises at all times during use. I understand that no smoking or alcohol are allowed in the facility.
- I understand our organization will be responsible for any costs incurred for damage to City equipment and/or facility. The costs will be paid directly to the City of Agoura Hills via the City Clerk's Office. The security deposit, less any damages, will be refunded after the Public Forum.
- I have read and understood the conditions concerning cancellation by the City and further understand it is my responsibility to notify the City of Agoura Hills of any cancellation or changes to the above.
- It is acknowledged that all reservations are granted with the understanding that the City of Agoura Hills may cancel such reservations for City purposes.

CERTIFICATION – Waiver of Liability and Agreement to Indemnify: I certify that I have read and will abide by the *City of Agoura Hills Community Room Reservation Policy, Procedures, and Guidelines for Development Project Public Forums*. In consideration of approval to use the above referenced property, the undersigned hereby assumes the risk of damage and/or loss in connection with the use of such property, agrees to be responsible and liable for all injuries to persons and for all damages to real and personal property caused by or resulting from the use of such property and further agrees to defend, hold harmless, and indemnify the City of Agoura Hills and its officers, agents, and employees against and with respect to any and all demands including interest, penalties, and reasonable attorney's fees arising out of, resulting from, or relating to the use of said City property.

SIGNATURE OF APPLICANT:

_____ Date: _____

Please print name: _____

FOR CITY USE ONLY	
<input type="checkbox"/> Approved by Planning Department	<input type="checkbox"/> Insurance/Waiver Received
<input type="checkbox"/> \$10 Processing Fee	<input type="checkbox"/> \$250 Security/Damage Deposit
<input type="checkbox"/> Rental Fee for ___ Hours (\$___)	<input type="checkbox"/> Request Approved
<input type="checkbox"/> Request Denied	
By: _____	Date: _____
Additional Information: _____	

<input type="checkbox"/> Deposit Refunded in Full (Date:___)	<input type="checkbox"/> Deposit Refunded Less Damages (\$___, Date:___)



COMMUNITY ROOM RESERVATION POLICY, PROCEDURES, AND GUIDELINES FOR DEVELOPMENT PROJECT PUBLIC FORUMS

The *Guidelines for Development Project Public Forums* (“Guidelines”) are incorporated herein by this reference. A developer (“Applicant”) that is subject to these Guidelines may reserve the Agoura Hills Community Room (“Community Room”) for **evening use** Monday through Thursday. The time(s) of a Development Project Public Forum (“Public Forum”) shall be approved by the Planning Department and shall not start before 6:00 p.m., or after 7:00 p.m.

The Community Room may be reserved by an Applicant for evening use when City activities are not scheduled and there are no Library reservations. Applicants interested in making a reservation may do so by completing a *Community Room Reservation Request – Development Project Public Forum Agreement* (“Reservation Request/Agreement”). City of Agoura Hills authorized staff shall oversee the scheduling of the Community Room and shall be responsible for enforcing all policies.

The following *Community Room Reservation Policy, Procedures, and Guidelines for Development Project Public Forums* (“Policy”) have been developed to ensure the appropriate use of the Agoura Hills Community Room (“Community Room”) 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 ADA accessible multipurpose room and can accommodate up to a maximum of 50 attendees in lecture style (chairs only) seating. The room features access to public restrooms and use of the City’s audio/visual equipment (by request). The public parking lot has night lighting.

COMMUNITY ROOM RESERVATION POLICY – PUBLIC FORUMS

POLICY AND BACKGROUND

When City and/or Agoura Hills Library activities are not scheduled, the Community Room may be reserved for evening use for Public Forums. **Use of the Community Room does not constitute an endorsement, of the Applicant and/or the program content, by the City of Agoura Hills.**

It is important that any Applicant who uses the Community Room understands and acknowledges 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.

Exhibit A

The City Manager or designee (City) retains sole authority in making individual determinations regarding each Applicant'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 – Public Forums" and are referred to on the Reservation Request/Agreement. Arrangements for these services shall be in writing at the time of request. Only those arrangements approved in advance on the Agreement 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 Agreement must be submitted in writing as an addendum for consideration by the City. The City reserves the right to deny any request.

SUPERVISION

Applicant and/or Coordinator must be on the premises at all time during use of the facility and is responsible for occupying and vacating the premises according to the time specified on the Agreement. The Community Room must be left in a clean and orderly fashion. Applicant is responsible for paying for any and all damage to or loss of City property. Costs for repairs will be deducted from the security deposit and any further costs will be billed to the applicant.

A City staff member shall be on site during the Public Forum and will be responsible for opening and closing/securing the room and/or providing access to the City's audio/visual equipment.

PARKING

In the event of large groups, the Applicant 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 Library should have access to parking in the parking lot.

SCHEDULING

Reservation availability is determined based on existing Community Room reservations. First priority for use of the facility will be given to the City of Agoura Hills and Agoura Hills Library. The City reserves the right to preempt any event. All reservations must be made, by written request, through the City Clerk's Office.

ROOM RESERVATION RATES

The room reservation rate for the Community Room is \$65/hour, with a three-hour minimum (includes ½ hour setup and ½ hour breakdown). There is also a \$250 refundable Security/Damage Deposit, plus a \$10 non-refundable processing fee. Applicants utilizing the Community Room are

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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.

COMMUNITY ROOM RESERVATION PROCEDURES – PUBLIC FORUMS

1. REQUESTS FOR RESERVATIONS

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

Requests shall be in writing (no verbal or telephone requests) and submitted on an official Agreement. 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.

The request must contain complete information and the original signed Agreement (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) and rental fees (see Section 11 – Insurance), prior to the public notice being published for the public forum.

Applicants must be 18 years of age or older. 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 Public Forum.

Receipt of a reservation packet by the City does not constitute approval of the reservation. 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.

A rental fee (refer to *Community Room Reservation Rate Sheet for Development Project Public Forums*) for use of the Community Room for Public Forums, includes charges for a City staff monitor to be on site during actual use. The rental fee will include time for setup and breakdown, which is generally ½ hour before and ½ hour after the Public Forum. Including a security deposit (refundable after Public Forum).

2. SCHEDULING

The Community Room may be reserved for **evening use, only for Development Project Public Forums (subject to the Guidelines)**, Monday through Thursday between the hours of 5:30 p.m. to 11:00 p.m.

Use begins and ends at the time stated on the Reservation Request/Agreement. Applicant will be charged by the hour for any time beyond what has been permitted and those hours will not be pro-rated.

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The Community Room may be rented for Public Forums when City and/or Agoura Hills Library activities are not scheduled. The Public Forum shall not be held on a Federal, State, City or religious holiday, shall not be held on the same evening as a scheduled City Council or Planning Commission meeting, and shall not conflict with other District or community events, holidays, seasonal events, and the like.

The Applicant (18 years of age or older) shall be responsible for coordinating the date of the Public Forum with the Planning Department and, upon approval, an Agreement shall be completed and submitted to the City Clerk to reserve the room on the approved Public Forum date. Forms may be obtained during regular business hours from the City Clerk's Office, 30001 Ladyface Court, Agoura Hills, 91301 and may be requested by mail, fax, or email.

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 **72 hours** prior to the reservation. The \$10 processing fee is non-refundable, however, the room reservation and Security/Damage Deposit fees will be returned in full.

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, Procedures, and Guidelines for Development Project Public Forums*, 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 Agreement.
- An accidental conflict in scheduling occurs.

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5. PUBLIC RELATIONS/ADVERTISING

A Reservation Request/Agreement and/or use of the Community Room does not constitute an endorsement, of the Applicant and/or the Public Forum content, by the City of Agoura Hills.

Applicant is expressly prohibited from using City's logo or telephone number on any Public Forum material. Do not list the City of Agoura Hills as a sponsor of your event. Only permitted reference allowed for any mailing materials is "Agoura Hills". The City of Agoura Hills mailing address ~~may~~ shall not be used to provide a destination for any correspondence to the group or organization.

Applicant will be permitted to reference the address of the location on their website and only as "Agoura Hills Community Room." This will apply to any public viewing sites.

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 Public Forum. The City is not responsible for making copies or providing materials.

6. ROOM SETUP

The Community Room will be setup by City staff in a lecture style (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 Agreement. Chairs and table are not to be removed from the Community Room.

While City Staff endeavor to have the rooms set up prior to a reservation, it cannot guarantee full set-up prior to arrival time, if the amount of tables and chairs are more than are normally found in the room, or if there were other reservations or recreation activities preceding the reservation.

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

Control of lights, heating, and cooling systems and other equipment is the responsibility of the Agoura Hills staff member on duty. All requests for adjustments should be made to the staff member assigned to the Public Forum.

7. EQUIPMENT

Use of City's audio/visual equipment (projector and screen) is by arrangement with staff at the time the Agreement is submitted. Chairs and tables are not to be taken out of the building. Public WIFI is available.

Applicant shall bring their own laptop and/or cables and may bring their own audio/visual equipment and/or easels. Applicant is responsible for any equipment plugged into any of

Exhibit A

the electrical outlets in the Community Room. **Equipment must not exceed more than 15 amps of power in the 120v outlets.** The Applicant not adhering to this rule or tampering with the Community Room electrical system will be assessed a fine and the cost will be based on the costs associated with any necessary repairs or work.

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.

Applicant may bring their own light refreshments (e.g., coffee, cookies). 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 items brought in by the Applicant must be removed at the conclusion of the reservation. All trash must be in the trash receptacles or bagged and left near the trash receptacles in the room. Leaving the Community Room in an untidy condition may result in denial of future use of the Community Room.

The Applicant shall report **IMMEDIATELY TO CITY STAFF ON DUTY ANY** personal injuries or property damage arising at any time during and/or arising out of or in any way connected with Applicant's use or occupancy of the City facilities and adjoining property to staff.

In consideration of approval to use the Community Room, the undersigned hereby assumes the risk of damage and/or loss in connection with the use of such property, agrees to be responsible and liable for all injuries to persons and for all damages to real and personal property caused by or resulting from the use of such property and further agrees to defend, hold harmless, and indemnify the City of Agoura Hills and its officers, agents, and employees against and with respect to any and all demands including interest, penalties, and reasonable attorney's fees arising out of, resulting from, or relating to the use of said City property.

Users are responsible for occupying and vacating the premises according to the time specified on the Agreement. There shall be no exception to this rule.

11. **SECURITY/DAMAGE DEPOSIT**

A refundable Security/Damage Deposit ("Deposit") will be required for all reservations and is payable at the time of reservation. The Deposit is in addition to the reservation fee and is not credited towards the balance of the reservation fees. Applicants using the Community Room are responsible for paying for any and all damage to property or for loss

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of property. The Deposit, less any damages, is refundable within thirty (30) days after the Public Forum.

Any portion of the Security/Damage Deposit may be withheld for the following reasons, including but not limited to: damages to the building, furnishings, or grounds; missing equipment or furnishings; venue is left not as it was found; cancellation of reservation; tables, furniture, or equipment are moved outside or damaged; tampering with the electrical system or plumbing, thus requiring repairs; site is occupied beyond the reserved hours (Please note: room must be clean, and all aspects of the event must be removed by 11:00 p.m. or the time stated on the Reservation Request/Agreement, whichever comes first on the day of the reservation. This includes any person or objects associated with the event).

Applicant shall be solely responsible for: damage, loss, accidents, or injuries to persons or property resulting from use of the Community Room property; assuming risk and liability for theft, loss, or damage of all personal property brought into the Community Room by the users and participants; supervision and control of persons in attendance; and, damage to furniture, fixtures, interior and exterior areas, or any part of the Community Room. Fines for damage will be assessed.

12. **INSURANCE**

The City of Agoura Hills requires liability insurance holding the City harmless. All applicants must sign/acknowledge the Certification/Waiver of Liability and Agreement to Indemnify furnished by the City. A certificate of insurance, with a liability limit of no less than \$1,000,000 shown on the face of the certificate, and endorsement, **specifically naming the City of Agoura Hills, its officers, officials, employees and volunteers as additional insured**, is required. The certificate must be furnished with the Agreement and prior to final approval of the request. If unable to obtain insurance from Applicant's insurance carrier, insurance may be purchased from the City's Risk Management Division. Risk Management can be reached at (818) 597-7306.

13. **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 Reservation Request/Agreement must be completed by the Applicant (18 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. Facility use begins and ends at the times reserved by the applicant and as stated on the approved Agreement. Users should plan on ½ hour before their event to set up and ½ hour after their event for cleanup. The Community Room must be cleaned and vacated by the time listed on the Reservation Request/Agreement.

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4. The City of Agoura Hills prohibits animals from entering into or being present in the Agoura Hills Community Room premises except for service animals as defined by the American Disabilities Act.
- 4.5. No smoking in the building.- As per Agoura Hills Ordinance #15-414, smoking is not permitted anywhere in or at the Agoura Hills Civic Center.
- 5.6. Food and beverages may be served if approved in the Agreement. Alcoholic beverages are not permitted.
7. Use of the City's audio/visual equipment (projector and screen), is by arrangement with staff at the time the Agreement is submitted. Chairs and tables are not to be taken out of the building. Public WIFI is available.
- 6.8. 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 signs or forum distribution materials to be removed by Applicant. Applicant is responsible for paying for any and all damage to or loss of City property.
- 7.9. 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.
- 8.10. 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 Policy and/or approved request.
- 9.11. Failure to comply with this Policy may result in cancellation of the reservation as well as non-use of the Community Room and/or denial of future use.
- 10.12. The approval, denial or cancellation of any request for reservation will be based upon the established Policy and at the discretion of the City.



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

I certify that I have read the above City of Agoura Hills Community Room Reservation Policy, Procedures, and Guidelines for Development Project Public Forums and agree to adhere fully to their conditions and intents. I will assume full responsibility for informing my organization of said Policy and ensure compliance with procedures by those in attendance at the event.

SIGNATURE OF APPLICANT:

_____ Date: _____

Please print name: _____



Date Stamp

COMMUNITY ROOM RESERVATION REQUEST
GENERAL USE OF THE FACILITY

Please complete this entire form and submit to the City Clerk's Office. Approval of this request is contingent upon Community Room availability, submission of the request at least one week prior to event date, and insurance approval. It is understood that this application is only a request for facility use and is subject to approval by the City Manager or designee. Confirmation for use will be by mail, fax, or email transmission from the City Clerk's Office.

Applicant/Organization Name is (please check appropriate box):

- Federal/State/County/other City Agency: _____
- Educational Group: _____
- Nonprofit Civic Group: _____
- Other: _____

Address: _____

Contact Person of Organization: _____

Coordinator of Event (if different from contact person): _____

Telephone No.: _____ Fax No.: _____

Estimated Attendance: _____ Email Address: _____

Purpose of Activity/Meeting: _____

Requested Date: _____

Meeting Time: From _____ a.m./p.m. to _____ a.m./p.m. Setup Time: _____ a.m./p.m.

- I attest that I am legally authorized to file this request on behalf of the stated organization. Additionally, this authorization will bind the organization to the conditions required of this application for use of the Community Room located in the Agoura Hills Civic Center at 30001 Ladyface Court, Agoura Hills, CA 91301.
- I certify that I have read the *City of Agoura Hills Community Room Reservation Policy, Procedures, and Guidelines for General Use of the Facility, attached hereto as Exhibit A and incorporated herein by this reference*, and agree to adhere fully to their conditions and intents. I will assume full responsibility for informing the organization I represent of said policy and procedures and their conditions, and I will ensure that they are followed by those in attendance at this event.

- I understand that 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 must be submitted with this request or insurance must be purchased through the City's Risk Management Department.
- I will ensure that the Community Room and City Hall premises will not be used in an illegal manner and that I will remain on the premises at all times during use. I understand **and** that no smoking or alcohol are allowed in the facility.
- I understand oOur organization will be responsible for any costs incurred for damage to City equipment and/or facility. The costs will be paid directly to the City of Agoura Hills via the City Clerk's Office.
- I have read and understood the conditions concerning cancellation by the City and further understand it is my responsibility to notify the City of Agoura Hills of any cancellation or changes to the above.
- I understand fully that the City may reject this request. The filing of this request does not grant permission to use the facilities until such permission is granted by the signature of the City manager or designee to this request.
- It is acknowledged that all reservations are granted with the understanding that the City of Agoura Hills may cancel such reservations for City or Library purposes.

CERTIFICATION – Waiver of Liability and Agreement to Indemnify. ~~CERTIFICATION:~~ I certify that I have read and will abide by the *City of Agoura Hills Community Room Reservation Policy, Procedures, and Guidelines for General Use of the Facility*. In consideration of approval to use the above referenced property, the undersigned, on behalf of the organization, hereby assumes the risk of damage **and/or** loss in connection with the use of such property, agrees to be responsible and liable for all injuries to persons and for all damages to real and personal property caused by or resulting from the use of such property and further agrees to defend, hold harmless, and indemnify the City of Agoura Hills and its officers, agents, and employees against and with respect to any and all demands including interest, penalties, and reasonable attorney's fees arising out of, resulting from, or relating to the use of said City property.

SIGNATURE OF APPLICANT:

_____ Date: _____

Please print name: _____

FOR CITY USE ONLY		
<input type="checkbox"/> Request Approved	<input type="checkbox"/> Insurance Received	<input type="checkbox"/> Request Denied
By: _____		Date: _____
Additional Information: _____		



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.

Exhibit A

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 -

Exhibit A

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~~18 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.

Receipt of a reservation packet by the City does not constitute approval of the reservation.

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 **48-72 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.

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Only permitted reference allowed for marketing or mailing materials shall be "Agoura Hills."

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

Organizations or groups will be permitted to reference the address of the location on their website and only as "Agoura Hills Community Room." This will apply to any public viewing sites.

Organizations or groups are ~~not permitted~~ expressly prohibited from using ~~to use~~ any City of Agoura Hills logo or telephone number on any promotional material. The City of Agoura Hills mailing address ~~may~~ shall 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.

While City Staff endeavor to have the rooms set up prior to a reservation, it cannot guarantee full set-up prior to arrival time, if the amount of tables and chairs are more than are normally found in the room, or if there were other reservations or recreation activities preceding the reservation.

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.

Control of lights, heating, and cooling systems and other equipment is the responsibility of the Agoura Hills staff member on duty. All requests for adjustments should be made to the staff member (check with the front desk staff in City Hall).

7. **EQUIPMENT**

Use of City's Community Room equipment, such as ~~recording devices~~, projectors, ~~or computers~~ laptops, 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. Public WIFI is available. The City will not be liable for users' equipment failure or damage.

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Applicant is responsible for any equipment plugged into any of the electrical outlets in the Community Room. **Equipment must not exceed more than 15 amps of power in the 120v outlets.** The Applicant not adhering to this rule or tampering with the Community Room electrical system will be assessed a fine and the cost will be based on the costs associated with any necessary repairs or work.

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 items brought in by the Applicant must be removed at the conclusion of the reservation. 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.

The Applicant shall report **IMMEDIATELY TO CITY STAFF ON DUTY ANY** personal injuries or property damage arising at any time during and/or arising out of or in any way connected with Applicant's use or occupancy of the City facilities and adjoining property to staff.

In consideration of approval to use the Community Room, the undersigned hereby assumes the risk of damage and/or loss in connection with the use of such property, agrees to be responsible and liable for all injuries to persons and for all damages to real and personal property caused by or resulting from the use of such property and further agrees to defend, hold harmless, and indemnify the City of Agoura Hills and its officers, agents, and employees against and with respect to any and all demands including interest, penalties, and reasonable attorney's fees arising out of, resulting from, or relating to the use of said City 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.

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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 specifically naming the City of Agoura Hills, its officers, officials, employees and volunteers as additional insured ~~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.~~ The City of Agoura Hills prohibits animals from entering into or being present in the Agoura Hills Community Room premises except for service animals as defined by the American Disabilities Act.
- ~~3.4.~~ No smoking in the building. As per Agoura Hills Ordinance #15-414, smoking is not permitted anywhere in or at the Agoura Hills Civic Center. As per state law, smoking is not permitted within 20 feet of any entrance or window of the building.
- ~~4.5.~~ 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.
- ~~5.6.~~ Food and beverages may be served if approved in the *Community Room Reservation Request Form*. Alcoholic beverages are not permitted.
- ~~6.7.~~ 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.

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- 7.8. 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.
- 8.9. 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.
- 9.10. 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*.
- 10.11. 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.
- 11.12. 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.
- 12.13. 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.



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

I certify that I have read the above *City of Agoura Hills Community Room Reservation Policy, Procedures, and Guidelines for General Use of the Facility* and agree to adhere fully to their conditions and intents. I will assume full responsibility for informing my organization of said Policy and ensure compliance with procedures by those in attendance at the event.

SIGNATURE OF APPLICANT:

Date:

Please print name: