MONROE CONFERENCE CENTER
OF THE DESERT COUNTY ADMINISTRATIVE CENTER
FACILITY USE POLICY

Policy:

The purpose of this Use Policy is to provide guidelines for the use of the Monroe Conference Center area of the Desert County Administrative Center.

The Monroe Conference Center offers approximately 6,739 SQ.FT. of available meeting space and is primarily to be used by public agencies and private entities in need of conference center facilities located in the Desert Region of Riverside County on a cost recovery basis.

Conditions of Use:

1. Use of the facility is on a space available basis. Official County business has priority.

2. Reservations for use of the Monroe Conference Center can be made by contacting the Riverside County Department of Facilities Management.

3. Usage of the conference center facility after public hours (8:00 a.m. to 5:00 p.m.) should be coordinated with the Riverside County Department of Facilities Management.

4. Non-County entities will be required to complete an “Application Form For Use of County Owned Facilities” at least two weeks prior to the use of the conference center facility and pay all corresponding fees, including any fees associated with security provided by the current contracted security firm for after hours use. Additionally, the requestor will be required to provide a certificate of insurance evidencing insurance coverage in accordance with Board Policy H-20.

5. Displays of art and the distribution of information or other media must be reviewed and approved by the County’s Public Information Officer prior to final approval of the event.

6. County-owned voice amplification systems, support computer systems, VCRs, audio/visual, and video conferencing equipment are primarily available for official County business. The equipment may be used by non-County, public agencies provided that an official County systems technician is available to operate the equipment (during normal business hours of 8:00 a.m. to 5:00 p.m.). No one but an official County systems technician is permitted to operate the equipment. In general, this audio-visual support equipment, and its technician are not available for use, other than for public agencies. Limited exceptions may be considered by the Director of Facilities Management. Agencies approved for use of the
audio/visual equipment, and its technician after normal business hours will be required to pay personnel costs for the County systems technician.

7. Users of the conference center facility shall provide their own meeting supplies such as flip charts, markers, pens, and papers. Copying services are not available to users.

8. All display materials shall be of the freestanding sort. No materials, in the conference center facility shall be affixed to the walls or other permanent fixtures.

9. The serving of food, beverages, or refreshments in the conference center facility maybe permitted upon approval of the Director of Facilities Management. The serving or consumption of alcoholic beverages within the confines of the conference center facility is prohibited.

10. The conference center facility is to be left clean and returned to its original setup following the close of each engagement. Damage to furniture, equipment, or the facility and/or failure to clean the area used may result in charges for repair and cleaning services, and will preclude that group/entity from any future use of any portion of the conference center facility. A refundable security deposit shall be collected from all non-County entities renting conference center space.

11. All County buildings are non-smoking in their entirety.

12. All weapons and contraband are prohibited.

13. Permanent displays, such as artwork, plaques and monuments, must follow conformance standards and procedures as outlined in Board Policy H-16, Building Plaques and/or Monuments.

Attachments to follow:

2. Rent Schedule.
3. Application Form for Use of County Owned Facilities.

Reference:
Minute Order 9.8 of 09/02/08
MONROE CONFERENCE CENTER
OF THE DESERT COUNTY ADMINISTRATIVE CENTER
FACILITY USE POLICY

ATTACHMENT A

Riverside County
Monroe Conference Center

Legend
- Men's Bathroom
- Women's Bathroom
- Electrical outlet
- Wall Divider
- Projector
- Entrance & Exit
- Sink/Coffee
### RENT SCHEDULE
MONROE CONFERENCE CENTER
COUNTY OF RIVERSIDE, CALIFORNIA
44199 Monroe Street, Indio, CA

<table>
<thead>
<tr>
<th>Rental Options</th>
<th>Rental Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Rental Rates for Use of Individual Conference Rooms</strong></td>
<td></td>
</tr>
<tr>
<td>Hourly Rate (applied per conference room 402B, 402A, 402, 423, 424, 427, and 429)</td>
<td>$53.00</td>
</tr>
<tr>
<td>Hourly After Hours Usage Rate – Per Hour (applied per conference room 402B, 402A, 402, 423, 424, 427, and 429)</td>
<td>$82.00</td>
</tr>
<tr>
<td>Rate for 1/2-Day Events (available for events scheduled during normal operating hours) – Reflects a 10% discount off of hourly rental rate (applied per conference room 402B, 402A, 402, 423, 424, 427, and 429)</td>
<td>$190.00</td>
</tr>
<tr>
<td>Rate for Full-Day Events (available for events scheduled during normal operating hours) – Reflects a 10% discount off of hourly rental rate (applied per conference room 402B, 402A, 402, 423, 424, 427, and 429)</td>
<td>$380.00</td>
</tr>
<tr>
<td><strong>Rental Rates for Combined Use of Conference Rooms 402 and 402A</strong></td>
<td></td>
</tr>
<tr>
<td>Hourly Rate for Combined Use of Conference Rooms 402 and 402A</td>
<td>$100.00</td>
</tr>
<tr>
<td>Rate for 1/2-Day Events for Combined Use of Conference Rooms 402 and 402A (available for scheduled normal business day events):</td>
<td>$361.00</td>
</tr>
<tr>
<td>Rate for Full-Day Events for Combined Use of Conference Rooms 402 and 402A (available for scheduled normal business day events):</td>
<td>$721.00</td>
</tr>
<tr>
<td>Hourly After Hours Usage Rate for Combined Use of Conference Rooms 402 and 402A</td>
<td>$155.00</td>
</tr>
<tr>
<td><strong>Rental Rates for Combined Use of Conference Rooms 402, 402A, and 402B</strong></td>
<td></td>
</tr>
<tr>
<td>Hourly Rate for Combined Use of Conference Rooms 402, 402A, and 402B</td>
<td>$148.00</td>
</tr>
<tr>
<td>Rate for 1/2-Day Events for Combined Use of Conference Rooms 402, 402A, and 402B (only available for scheduled normal business day events):</td>
<td>$532.00</td>
</tr>
</tbody>
</table>
## MONROE CONFERENCE CENTER
### OF THE DESERT COUNTY ADMINISTRATIVE CENTER
### FACILITY USE POLICY

**RENT SCHEDULE (Continued)**
MONROE CONFERENCE CENTER
COUNTY OF RIVERSIDE, CALIFORNIA
44199 Monroe Street, Indio, CA

### Rental Options

<table>
<thead>
<tr>
<th>Rental Rates for Combined Use of Conference Rooms 402, 402A, and 402B (Continued)</th>
<th>Rental Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rate for Full-Day Events for Combined Use of Conference Rooms 402, 402A, and 402B (only available for scheduled normal business day events):</td>
<td>$1,063.00</td>
</tr>
<tr>
<td>Hourly After Hours Usage Rate for Combined Use of Conference Rooms 402, 402A, and 402B</td>
<td>$229.00</td>
</tr>
</tbody>
</table>

### Security Deposit

<table>
<thead>
<tr>
<th>Security Deposit</th>
<th>Rental Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Security Deposit (Applicable for non Riverside County agencies and organizations only [applied per conference room 402, 402A, 402B, 423, 424, 427, and 429])</td>
<td>$500.00 (refundable)</td>
</tr>
</tbody>
</table>

### Notes:

1. All rental rates are applied on a per conference room basis for conference rooms 402, 402A, 402B, 423, 424, 427, and 429. Conference rooms 402, 402A, and 402B are deemed to be separate and distinct conference rooms and are charged for accordingly, unless rented as a combined unit.

2. The applicant is responsible for janitorial services (clean-up). In the event the facility is left in a disorderly fashion or damaged, Facilities Management will deduct appropriate cleaning and repair fees from the security deposit. The security deposit only applies to non-Riverside County entities.
APPLICATION FORM FOR USE OF COUNTY OWNED FACILITIES

DATE: ________________________________

REQUESTOR:
_______________________________________________________
_______________________________________________________
_______________________________________________________

(Name & Address)

CONTACT PERSON: ____________________________________________

PHONE NUMBER: (    ) _________________________________________

FAX NUMBER: (    ) _________________________________________

SIGNATORY: __________________________________

(Name & Title) __________________________________

DATE OF FUNCTION: ___________ ESTIMATED ATTENDANCE: _______

EVENT TIME: From ___________ To ___________

SET-UP TIME: From ___________ To ___________

CLEAN-UP TIME: From ___________ To ___________

ROOM & AREA REQUIRED: ______________________________________

ADDRESS:
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
MONROE CONFERENCE CENTER
OF THE DESERT COUNTY ADMINISTRATIVE CENTER
FACILITY USE POLICY

PURPOSE OF FUNCTION: ______________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________

FOOD & BEVERAGES: YES _______         NO _______
If YES, please indicate (Alcohol, Hors D’oeuvres, Lunch, Dinner, etc. [Note: Alcoholic beverages are prohibited in the Monroe Conference Center Facility])
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________

OTHER REQUIREMENTS:  # of Tables at the event _______________________
# of Chairs at the event _______________________
Other equipment: ______________________________________________________

Security Requirement (Applicable to Court Facilities Only):
The Riverside County Sheriff’s Department is responsible for security for all court facilities. A Sheriff’s Department representative will review this application and contact the applicant regarding any associated security costs. A “Use Permit” will not be issued until the Sheriff’s Department has contacted the applicant and appropriate security fees (if any) have been paid.

Permittee acknowledges that use of the requested facility is subject to approval and issuance of a Use Permit (Information Copy attached) by the County of Riverside, Department of Facilities Management, and payment of the security deposit, rental fee, and security fee, if applicable. Security fees will be made payable to the Riverside County Sheriff’s Department, while the security deposit and rental fees will be made payable to the Riverside County Department of Facilities Management.

APPLICANT SIGNATURE: ________________________  DATE:  ______________
To be completed by an authorized Sheriff’s Representative

The above applicant has complied with all security requirements.

Print Name

Phone

Print Title

Security Fee to be Collected

To be completed by an authorized Facilities Management Representative

The above applicant has provided the necessary certificate of insurance evidencing the required insurance coverage.

Print Name

Phone

Print Title

Rental Fee to be Collected

Use Permit Issued On:

Date