Policy: The purpose of this policy is to provide guidelines for the use of the Indio Hills Community Center.

The Indio Hills Community Center offers approximately 3,208 SQ.FT. of available meeting space and is primarily to be used by the local community members, public agencies, and private entities in need of a community center facility 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 and community-oriented business has priority.

2. Reservations for use of the Indio Hills Community Center can be made by contacting the Riverside County Economic Development Agency.

3. Usage of the community center facility after public hours (8:00 a.m. to 5:00 p.m.) should be coordinated with the Riverside County Economic Development Agency.

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 community center facility and pay all corresponding fees. 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. Users of the community center facility shall provide their own meeting/entertainment supplies such as flip charts, markers, pens, paper, napkins, cups, plates, utensils, etc.

7. All display materials shall be of the freestanding sort. No materials, in the community center facility shall be affixed to the walls or other permanent fixtures.
8. The serving of food, beverages, or refreshments in the community center facility maybe permitted upon approval of the Director of the Economic Development Agency or his/her designee. The serving or consumption of alcoholic beverages within the confines of the community center facility is prohibited.

9. The community 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 community center facility. A refundable security deposit shall be collected from all non-County entities renting the community center.

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

11. All weapons and contraband are prohibited.

12. 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.

13. Use of alcoholic beverages in county facilities is governed pursuant to Board Policy H-21.

Attachments follow:

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

INDIO HILLS COMMUNITY CENTER  
COUNTY OF RIVERSIDE, CALIFORNIA  
80-400 Dillon Road CSA #105, Indio Hills, CA 92241

<table>
<thead>
<tr>
<th>Rental Options</th>
<th>Rental Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rental Rates for Use of Individual Conference Rooms</td>
<td></td>
</tr>
<tr>
<td>Hourly Rate – Non Riverside County Agencies and General Public</td>
<td>$ 35.00</td>
</tr>
<tr>
<td>Hourly Rate – Indio Hills County Service Area Residents</td>
<td>$ 25.00</td>
</tr>
<tr>
<td>Security Deposit</td>
<td></td>
</tr>
<tr>
<td>Security Deposit (Applicable for non Riverside County agencies and organizations only)</td>
<td>$ 500.00 (refundable)</td>
</tr>
</tbody>
</table>

### Notes:

The applicant is responsible for janitorial services (clean-up). In the event the facility is left in a disorderly fashion or damaged, the Economic Development Agency 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: __________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

PURPOSE OF FUNCTION: _____________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
INDIO HILLS COMMUNITY CENTER

FACILITY USE POLICY

FOOD & BEVERAGES: YES _______ NO _______

If YES, please indicate (Hors D’oeuvres, Lunch, Dinner, etc. [Note: Alcoholic beverages are prohibited in the Indio Hills Community Center Facility])

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

OTHER REQUIREMENTS: # of Tables at the event ________________
# of Chairs at the event ________________
Other equipment: ________________________________________________

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 Economic Development Agency, and payment of the security deposit and rental fee. The security deposit and rental fees will be made payable to the Riverside County Economic Development Agency.

APPLICANT SIGNATURE: ___________________________ DATE: ____________

To be completed by an authorized Economic Development Agency 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