Policy: The purpose of this Use Policy is to provide guidelines for the use of the Bermuda Dunes Community Center.

The Bermuda Dunes Community Center offers approximately 798 square feet of available 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 Bermuda Dunes 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 may be 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 will only be allowed under the following circumstances as further defined in Board Policy H-21:

a. The user provides all required permits and licenses to the County, including but not limited to those issued by the State of California’s Alcoholic Beverage Control Department.

b. The user provides appropriate insurance and liability waivers/indemnification to the County in a form acceptable to and approved by the County of Riverside’s Risk Management Department and County Counsel.

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.

Attachments to follow:

1. Rent Schedule.
2. Application Form for Use of County Owned Facilities.
Subject: BERMUDA DUNES COMMUNITY CENTER
FACILITY USE POLICY

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RENT SCHEDULE
BERMUDA DUNES COMMUNITY CENTER
COUNTY OF RIVERSIDE, CALIFORNIA
78-400 Avenue 42, Bermuda Dunes, CA 92203

<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 – Bermuda Dunes 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 custodial 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 entities that are not affiliated with the County of Riverside.
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:
________________________________________
COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY

Subject: BERMUDA DUNES COMMUNITY CENTER
FACILITY USE POLICY

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ADDRESS:

____________________________________________________________

____________________________________________________________

____________________________________________________________

PURPOSE OF FUNCTION:

________________________________________________________________

________________________________________________________________

________________________________________________________________

FOOD & BEVERAGES: YES _______        NO _______

If YES, please indicate (Hors D’oeuvres, Lunch, Dinner, etc. [Note: Alcoholic beverages are prohibited in the Bermuda Dunes 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.
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

Reference:
Minute Order 3.5 of 07/27/10