

SECTION 7000 - FACILITIES

| Policy # | Policy Name |
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| 7010 | Volunteer community work service |
| 7620 | Rental Policy |
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Fulton–El Camino Recreation & Park District

POLICY & PROCEDURE MANUAL

POLICY TITLE: Volunteer Community Work Service Program (Alternative Sentencing)
POLICY NUMBER: 7010

7010 This section establishes a procedure by which the Board of Directors will permit the operation of a volunteer community work service program on District property. A volunteer community service program is defined as a program allowing certain county probationers and minor offenders the opportunity to “work-off” their offenses through a court referral work program. Rather than paying work a specified number of hours on a community service project. The Board of Directors directs that the General Manager or his appointed representative, shall administer the District’s volunteer community work service program. The District shall receive its volunteer community work service participants from the county’s probation department subject to the following conditions:

7010.1 Types of Offenses Excluded fro Work Program

Conviction of the following types of offenses shall normally exclude any applicant from participating in the District’s volunteer community work service program: moral turpitude; illegal use, possession, or possession for sale of controlled substances; any felonious act; a physical or mental disability rendering the applicant unfit to perform the prescribed duties; any injury or illness that would require a doctor’s release.

7010.2 Work Requirements and Procedures

In order for any applicant to participate in the District’s volunteer community work service program, the following procedures are to be followed:

- 7010.2.1** Referred to the District by the county’s court referral program
- 7010.2.2** Must not be excluded from participating in the program for any reason listed under Section 7010.1.
- 7010.2.3** Must complete the District’s work application information form.
- 7010.2.4** Must be interviewed and recommended for approval to participate in the program by the Superintendent of Parks
- 7010.2.5** Must be willing to perform physical labor at any park site located in the community.
- 7010.2.6** Must present work application from and court referral at the time of interview with the Superintendent of Parks
- 7010.2.7** Must be reliable and adhere to pre-arranged work schedule
- 7010.2.8** Must be eligible for Workers’ Compensation insurance coverage
- 7010.2.9** Prohibited from driving vehicles
- 7010.2.10** Must report to District Corporation Yard and, if applicable, be driven to the work site in District vehicle by a full-time District employee
- 7010.2.11** Must complete job time sheet form for each pay period
- 7010.2.12** Must wear appropriate work clothes at all times
- 7010.2.13** Must comply with District work policies at all times

Fulton-El Camino Recreation & Park District

POLICY & PROCEDURE MANUAL

POLICY TITLE: Rental Policy
POLICY NUMBER: 7620

7620 This policy shall apply to building rentals at the Richard T. Conzelmann Community Center.

7620.1 Weekend Rental of Conzelmann Community Center

7620.1.1 Rental fees for the use of the Conzelmann Community Center shall be set by the General Manager according to changing demand and costs to the district. FEC District residents receive a discount. The hours charged include any time used by the renters for set-up, decorating, or cleaning. Set-up of tables and chairs is completed by FEC staff prior to the start of the rental time. Use of the kitchen is included in the rental price. Maximum allowable attendance is 200. Comfortable seating capacity is 180 at tables.

7620.2 Security Deposit

7620.2.1 Reservations for the facility can be made in advance up to one year before the event.

7620.2.2 A deposit is required at the time the reservation is made for all functions. Deposits will be fully refunded only if the building is left in a satisfactory condition and all the time used has been paid for. If an event ends earlier than the time expected, the unused rental time will be refunded in half hour increments, except that the minimum four hour period will not be reduced.

7620.2.3 In case of cancellation of an event, the deposit is forfeited as follows:

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| Cancellation at least six months before the event: | Forfeit 25 percent |
| Cancellation 3-6 months before the event: | Forfeit 50 percent |
| Cancellation less than 3 months before the event: | Forfeit entire deposit |

7620.3 Insurance and Security

7620.3.1 If alcoholic beverages are being served, Liability Insurance coverage is required as follows:
\$1,000,000 - single limit liability including host liquor

7620.3.2 The Fulton-El Camino Recreation and Park District must be named as additional insured. Proof of insurance if provided by the renter must have this stated on the policy. The Fulton-El Camino Recreation and Park District offers this coverage through Diversified Risk Insurance Brokers.

7620.3.3 FEC Rangers also will be required for security at events where alcohol is served and for events where the majority of guests will be young, such as Sweet Sixteen parties, Quinceañeras, or graduation parties. The charge for these will be hourly beginning with the arrival of the guests.

Fulton-El Camino Recreation & Park District

POLICY & PROCEDURE MANUAL

POLICY TITLE: Rental Policy

POLICY NUMBER: 7620

7620 This policy shall apply to building rentals at the Richard T. Conzelmann Community Center, picnic areas, and Cottage Center.

7620.1 Weekend Rental of Conzelmann Community Center

7620.1.1 Rental fees for the use of the Conzelmann Community Center shall be set by the General Manager according to changing demand and costs to the district. FEC District residents receive a discount. The hours charged include any time used by the renters for set-up, decorating, or cleaning. Set-up of tables and chairs is completed by FEC staff prior to the start of the rental time. Use of the kitchen is included in the rental price. Maximum allowable attendance is 200. Comfortable seating capacity is 180 at tables.

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| Cancellation at least six months before the event: | Forfeit 25 percent |
| Cancellation 3-6 months before the event: | Forfeit 50 percent |
| Cancellation less than 3 months before the event: | Forfeit entire deposit |

7620.3 Insurance and Security

7620.3.1 If alcoholic beverages are being served, Liability Insurance coverage is required as follows:
\$1,000,000 - single limit liability including host liquor

7620.3.2 The Fulton-El Camino Recreation and Park District must be named as additional insured. Proof of insurance if provided by the renter must have this stated on the policy. The Fulton-El Camino Recreation and Park District offers this coverage through Diversified Risk Insurance Brokers.

7620.3.3 FEC Rangers also will be required for security at events where alcohol is served and for events where the majority of guests will be young, such as Sweet Sixteen parties, Quinceañeras, or graduation parties. The charge for these will be hourly beginning with the arrival of the guests.

7620.4 The District Provides the Following at the Facility

7620.4.1 Conzelmann Community Center - Room size approximately 50'X57' not including the stage. There are 26-30"x96" tables, 16-60" diameter round tables, three 36" square card tables, one 30"x72" table, and 200 chairs.

7620.4.2 The kitchen includes a freezer, refrigerator, 8-burner gas oven and range, and a microwave oven.

7620.4.3 Two staff members remain at the facility throughout the event to monitor and assist the renters as needed.

7620.5 Weekday Facility Use

7620.5.1 Prices are for Monday through Friday 8:00 a.m. to 4:00 p.m. Daytime meetings should conclude by 4:00 p.m. Monday through Thursday. Functions that conclude after 4:00 p.m. Friday will be charged the hourly Friday rate for the evening hours. Preference will be given to District community groups, homeowner's associations, and schools.

7620.5.2 Classroom – Will seat 8-12 conference style. Room includes sink and counter area.

7620.5.3 Boardroom – Will seat up to 20 classroom style, 30 around tables, or 40 theater style.

7620.5.4 Auditorium – Will seat up to 100 classroom style, 196 theater or banquet style

7620.5.5 A deposit of at least 50% of the total rental fee is required at the time of reservation. The balance must be paid at least two weeks prior to the event date. If alcohol will be served, a refundable cleaning/security deposit and \$1,000,000 liability insurance policy are required, as with weekend rentals.

7620.5.6 The Conzelmann Center may be used by FEC District Neighborhood Associations for free providing the meetings are held during a time a facility monitor is not needed.

7620.6 Picnic Area Use – Howe Park: Areas #1 & #2 are available for use by permit only. Violators may be cited

7620.6.1 General Picnic areas located in Howe, Bohemian, Seely, and Cottage Parks do not require a permit unless reserved in advance.

7620.7 Facility Use at Cottage Center

7620.7. Cottage Center use is limited to FEC District Associations and organizations and users will be required to pay for facility monitoring staff costs.