1.1.0 INTRODUCTION

1.1.1 The County Events Center (CEC) is located in the newly renovated "Old Library," a two-story 11,086 square foot historical building that has been converted into meeting/conference rooms on the first floor and office spaces on the second floor. A modern kitchen facility and outdoor patio also complement the meeting rooms on the first floor.

1.1.2 While the second floor office spaces have been reserved for use by a designated County department, first floor meeting/conference rooms are intended to be used by all County departments, and to the extent that they are not being used by County departments, the County intends to make the space available to the community for social, educational, recreational and cultural activities. Fees will be charged to cover staffing, operating and administration costs of the facility. (See Fee Schedule-Attachment A)

1.2.0 PURPOSE

1.2.1 The purpose of the policy is to establish guidelines that allow for the CEC, when not in use for County purposes, to be utilized for recreational, cultural, educational, social and community service functions that meet the needs and interests of the community, as well as to set clear policies and procedures, regulations and rental fees for such use.

1.3.0 FACILITIES AVAILABLE

1.3.1 **Large Conference Room --** Accommodates up to 200 seated and 160 dining**.**

Medium Conference Room -- Accommodates up to 80 seated and 64 dining.

Kitchen Facility -- Food Preparation space with range, refrigerator, warming ovens and commercial dishwasher.

Small Conference Room -- Meeting space for up to 20 in audience configuration.

Outdoor Patio -- Elevated concrete patio overlooking plaza fountain.

Grounds (Areas adjacent to building along Texas St and Union Ave) -- Landscaped with flower gardens, trees and generous lawn areas.

1.4.0 POLICY

1.4.1 In accordance with Chapter 19 of the County Code, it is the intent of the Department of General Services, Facilities Operations Division to provide a uniform method that allows

for the rental and use of the Solano CEC. All requests for conference room usage for meetings or events pertaining to the CEC will be routed to the General Services Department. All applicable County Policies must be adhered to for all events occurring on County Property.

1.4.2 The County reserves the right to refuse use of the CEC for any activity that is deemed in violation of federal, state, city and county laws, codes or ordinances or for past failure to comply with any of the rules or regulations associated with the use of County properties.

1.4.3 Solano County is not responsible for damage or loss to any merchandise, articles or valuables of the patron or the patron's guests or attendants located in or around the CEC, during or following the event.

1.5.0 <u>COUNTY EVENTS CENTER USE PRIORITY</u>

1.5.1 All fees and charges are based on room rental rates, administrative costs, utility costs, preparation and set-up, staff supervision of event, and custodial clean-up.

1.5.2 Prior to requesting use of the CEC it is the Departments responsibility to confirm that all meeting spaces under the Departments internal control are unavailable and/or will not meet their event needs.

1.5.3 User Priority -- When reserving the facilities for use, Priority 1 shall be the highest priority and Priority 3 shall be the lowest.

A. **User Priority 1** -- Programs and activities administered and sponsored by the County, as well as meetings of groups, agencies, or organizations with which the County is partnering to accomplish specific goals, and uses by non-profit organizations for the purpose of supporting County programs and activities. County Departments will be charged the direct labor and incidental costs associated with the use of the CEC.

B. **User Priority 2** -- Programs and activities for which there is no entry fee for participation or attendance offered by local non-profit organizations (County schools, churches, youth groups, clubs, sports leagues, adult clubs, service groups and organizations), meetings or trainings by other governmental agencies that are not open to the public, and fundraising events supporting County programs or County public schools. (See Fee Schedule-Attachment A)

C. **User Priority 3** -- Private, business or commercial meetings, seminars, parties, auctions, fundraisers or other events where an entry fee is collected/charged or funds are raised. Private meetings, groups, parties, banquets, and social events (such as wedding receptions, anniversary or birthday parties, cultural events, etc.) for

which there are no entry fees for participation or attendance, as well as fund-raisers or events involving an entry fee sponsored by non-profit organizations (where a limited number of tickets are sold in advance). (See Fee Schedule-Attachment A)

1.5.4 To qualify for non-profit rates, customers must provide a copy of their letter of non-profit status from the California Secretary of State's office with their non-profit ID number indicated and must pay with an organization check or charge card. Organization name on letter of non-profit status, check/charge card, and permit must all be in the same name.

1.5.5 Businesses renting the facilities for the purpose of merchandise sales must obtain and provide proof of an appropriate Business License in accordance with Chapter 14 of the County Code.

1.5.6 Applications for the following types of uses will not be accepted:

A. Dances or parties advertised and open to the general public.

B. Events offering gambling and/or games of chance.

C. Events advertised over the Internet where advance registration is not required.

1.6.0 <u>RESERVATION PROCEDURE</u>

1.6.1 Requesting a Reservation

A. Contact Solano County Department of General Services Administration Division at (707) 784-7900 to check availability.

B. Advance Scheduling of Conference Rooms – Users can reserve rooms up to 12 months in advance of the meeting/event date. Priority 1 users shall be able to reserve the facility up to 13 months in advance of the meeting/event date. Events requiring more than the previously stated advance reservation time may be requested in writing to the attention of the Director of General Services for consideration.

C. If the room is available, please complete the reservation form and fax to Facilities Operations @ 707-784-7912. The reservation form can be downloaded from the County's web site at www.solanocounty.com. The reservation is not guaranteed until you receive the confirmation number. If there is a scheduling conflict, the meeting/event requester will be contacted directly. County departments reserving rooms for meetings/events; must *provide/identify* a reservation contact who will be

responsible for coordinating use of the space, including room configuration and clean-up.

D. In order to hold a reservation for the requested date and time, all security/damage deposits must be paid at the time the reservation is submitted.

1.7.0 HOURS OF OPERATION

1.7.1 The hours of operation during normal business hours, evenings and after hours usage are as follows:

A. Monday – Thursday: 8:00 am to 5:00 pm (Normal Business Hours)

B. Monday – Thursday: 5:00 pm to 12:00 midnight (After Hours Usage)

1. Additional fees may apply.

C. Friday: 8:00 am – 12:00 midnight (After Hours Usage)

1. Additional fees may apply.

D. Saturday, Sunday & County Holidays: 8:00am to 12:00 midnight (After Hours Usage)

1. Additional fees may apply.

1.8.0 FEES AND CHARGES

1.8.1 County Departments will be charged the direct labor and incidental costs associated with the use of the CEC. General Services will provide an estimate of cost prior to reservation confirmation.

1.8.2 The fees and charges set forth on the Fee Schedule have been approved by the Solano County Board of Supervisors. County staff does not have authority to waive or reduce fees.

1.8.3 For a complete list of fees for conference space use, please see the Fee Schedule (Attachment A).

1.9.0 INSURANCE REQUIREMENTS

1.9.1 Proof of insurance coverage is required prior to reservation confirmation.

1.9.2 Insurance coverage must meet the requirements established by the County Risk Manager. (A copy of the current insurance requirements will be provided by the County.)

1.9.3 The County offers access to event insurance coverage. Contact the Facilities Operations Division for information regarding the program details.

1.10.0 ROOM CONFIGURATIONS

1.10.1 Varies by room/event. (See attached room configurations package – Attachment B) (to be added at a later date)

1.11.0 CANCELLATION PROCEDURES

1.11.1 If the meeting/event is cancelled or needs to be rescheduled; please update the reservation by contacting the Facilities Operations Division at 707-421-6335. This will release the room(s) for use by others.

1.11.2 Failure to cancel a reservation will result in charges in accordance with the established fee schedule.

1.11.3 Cancellations will be subject to pre-determined deadlines. Acceptance of the use agreement binds the patron to these terms:

A. Cancellations made 20 days or more prior to the event date will be subject to a loss of 50% of the deposit plus $75 fee.

B. Cancellations made less than 20 days prior to the event date will be subject to a loss of 100% of the deposit plus $75 fee.

1.12.0 AUDIO/VISUAL SERVICES

1.12.1 The large conference room has an; LCD projector, with automated drop down screen, DVD/VHS, Laptop PC for connectivity to project, internet services via DSL, or county intranet access is available for county employees. The room is equipped with automated shades for use, which provides varied degrees of light into the room down to 5% or less of light.

1.12.2 The medium conference room has similar attributes and equipment, with the exception of no automated shades. This room requires the use of the manual draw strings or wands.

1.12.3 The small conference room only has access to the DSL and county intranet; users must supply their own equipment for this room.

1.13.0 ADDITIONAL REQUIREMENTS

1.13.1 Candles may be used as part of a centerpiece or decoration. All candles must be contained in a holder (Ex. Votive holder, hurricane glass). Birthday candles in a cake are the **only exception** to this rule.

1.14.0 SPECIAL EVENT ALCOHOL POLICY

1.14.1 Solano County has adopted an Alcohol and Drug Free Workplace Policy. Special events that include the use of alcohol must be approved by the County Administrator or his/her designee. (Additional fees apply)

1.14.2 For events that are authorized to serve alcohol it is the user's responsibility to obtain the appropriate license from Alcohol Beverage Control (ABC) prior to the event.

1.15.0 CUSTODIAL SERVICES AND PROCEDURES

1.15.1 Cleaning Deposit will be required for non-County related functions.

1.15.2 The Facilities Operations Division will provide normal cleaning services for the CEC. Normal cleaning services includes: cleaning restrooms, dusting, vacuuming and stocking of paper products.

1.15.3 Clean-up Procedures

A. General Guidelines – No attachment and/or hanging of materials including posters, solicitations or notices to any part of the interior or exterior of the CEC without first obtaining written permission from Solano County, Facilities Operations Division.

B. No removal of furniture or equipment from the CEC.

C. No indoor furniture is to be used outside the CEC.

D. All garbage is to be placed in the receptacles provided in the facility. Excessive garbage that will not fit in the interior receptacles must be bagged and placed in the kitchen area. For questions regarding garbage disposal, please contact Facilities Operations at (707) 421-6335 during normal business hours.

E. All tables and chairs should be returned to the *"standard configuration"* posted in each conference room and included with the reservation contract. This should be completed prior to vacating the room(s).

F. All tables, chairs and equipment should be properly cleaned prior to vacating the room. If there are any spills during normal business hours that require immediate attention, please contact Facilities Operations at (707) 421-6335. Failure to clean up prior to vacating the room will result in clean up charges for County departments and outside users up to and including the forfeiture of the deposit.

1.15.4 Kitchen Procedures

A. Use of the Kitchen facilities shall be in accordance with the food handling procedures established by Solano County Environmental Health.

B. Users serving unpackaged food are required to have an individual that possesses a Food Handler Certification supervise the food preparation and food handling for the event.

C. All food items shall be removed from the CEC after the event is complete

D. Garbage shall be placed in the designated waste receptacles.

E. Kitchen appliances and surfaces shall be wiped clean and dried after use.

F. Kitchen floor shall be swept and clean after use.

1.16.0 <u>LOAD-IN AND LOAD-OUT PROCEDURES</u>

1.16.1 **NO** vehicles are allowed on the County plaza or landscaped areas for any purpose. Designated loading/unloading zones located on Union Street entrance to the facility.

1.16.2 Any dollies, hand trucks, or carts that are brought into the facility shall have non-marking rubber tires and protective rail to avoid damaging walls and interior finishes.

1.16.3 Solano County Facilities Operations does not provide dollies, hand trucks, or carts for event use.

1.17.0 <u>SECURITY REQUIREMENTS</u>

1.17.1 Security will be required for events according to attendance and as required by the Facilities Operations Division.

1.17.2 Events with alcohol will be required to have a minimum of one security personnel.

1.17.3 Events with 200 attendees will require a minimum of two security personnel.

REFERENCE:

Risk Management Insurance Requirements