



**CITY OF NORCO
PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT**

FACILITY USE POLICY

Application Procedures

Priority for use of all City facilities shall be based upon the following guidelines, on a first come, first-served basis. **All fees are subject to change and review as required.**

Norco City/Department sponsored activities and uses supercede all other group facility users.

The City anticipates that it may enter into an operation agreement with a private entity for the operation of the George Ingalls Equestrian Event Center. While this rental agreement shall be binding on any private entity with regard to time of use, conditions related to the use, specifically as to fees related thereto may be modified.

An application is approved only when it has been signed by the Department Director or designee and not by completion of the application or payment of fees. The City reserves the right to refuse facility use and/or equipment rental if the City does not consider the planned event appropriate.

All applications must be filed at least 30 days prior to the event date. Applications for facilities are accepted in the following timeline:

- a. Special Consideration Groups and those organizations/events as identified in Exhibit A, for following or subsequent year
- b. All others: Within 12 months

Changes in scheduled hours or conditions indicated on the original application must be submitted in writing by the applicant 15 days prior to the rental date.

Any cancellation of a scheduled use date for all facilities must be submitted in writing 90 days prior to the rental date with the exception of the arenas at the George Ingalls Equestrian Event Center which has a 6-month cancellation policy as noted on page 2.

Applications shall not be approved for more occupancy than a facility can reasonably accommodate or as regulated by the City Fire Chief.

Any application requiring specific permits outside of the Parks and Recreation Department (i.e. street closures – Public Works, Business License, Planning, Fire Permit – Fire Department) will have their application referred to the authorization department to complete an application.

Insurance Requirements

For all facility rentals, there is a minimum of \$1,000,000 (one million) **General Liability Policy** (i.e. Accord Certificate of Liability or manuscript) listing the City of Norco as “additional insured.” A separate additional insured endorsement page is mandatory (i.e. CG2010). When alcohol is being served or sold at any permitted facility rental, it is mandatory that the **General Liability Policy** include **Liquor Liability Coverage**. The City of Norco reserves the right to increase/decrease, change or eliminate the insurance requirements at any time.

Fees

All rental fees are determined and set forth by Norco City Council resolution. All rental fees are due and payable no later than 60 days prior to the scheduled event. A service charge of \$25 will be assessed on all return checks. No fees are pro-rated. **All fees are subject to change.**

Deposits and insurance are due at time of application approval, unless approved by the Director. All deposits are refundable if the facility is returned in like condition as originally leased. Monies may be deducted from deposits if the facility is damaged or requires cleaning over and above the normal use patterns. If the user fails to vacate the premises within the rental contract timeline, additional deposit fees may be retained. Deposits will be returned within 30 days following the rental date.

A non-refundable application/booking per date fee will be charged for each facility use request.

A booking fee of \$5 will be charged per date booked per application, maximum of \$250. An \$18 fee will be charged per adjustment made to the original filed application plus any additional applicable fees.

Cancellations for any City facility after the cancellation date will result in the forfeiture of all deposits, application fees and booking fees.

Arena deposits and fees shall be forfeited if cancellation is not made at least six months prior to the reserved date. Deposits will be refunded if City is able to rebook facility.

A no-show, regardless of any group status, will forfeit all fees and/or incur a charge of direct and indirect costs.

Escalation of Fees: Annually, by public hearing subject to City Council action, all fees charged for facilities and services will adjusted based on an annual public hearing by

Facility Use Policy

The Norco City Council approved rate or by a rate which directly corresponds with the Consumer Price Index All Urban Consumers Los Angeles, Riverside, Orange County. Rentals made prior to July 1 will be charged at the current rate plus the CPI increase.

Definition of Fully Burdened: The “fully burdened” hourly rate applicable to each staff person is derived from computing the hourly work rate (annual salary/available work hours), fringe benefit percentage, overhead rates for the department, and percentage of operating expenses, building occupancy charges and fixed assets applicable. The “fully burdened” hourly rates are the rates as established by and included in the study.

Disclaimer

Reduced/Waived Fees: Community events and organizations with long histories and substantial widespread Community involvement which have been noted as Special Consideration Groups by Resolution of the Norco City Council, will continue to be subsidized with reduced or waived fees as outlined in their individual lease agreements or permits. Should the original organization relinquish the event to another community organization these events, fees will be at cost plus burden. Residents and local businesses will be entitled to a discount on Nellie Weaver Hall facility fees only (not including application, security, cleaning and booking fees) at 25% off for residents and 10% off for businesses with valid picture I.D. which provides a current Norco address and/or business license. This discount is for residents and local businesses only and specifically prohibits any subletting or facility shared use.

All other organizations and events will be charged full fees based on the fee policy and fee schedule.

Multi use Days: All Rates are based on a one day use but multiple day rates are available. A package can be customized based on the current facility use policy and fee schedule. Please call for multiple day use information.

General Rental Regulations/Provisions

The following General Provisions apply to any rental of a city facility and are intended to be adhered to in addition to the specific rental area.

1. No smoke machines allowed, nor entertainment involving fire or flame.
2. Applicant is responsible for keeping all guests/participants in the rented area only. Guests/participants are not allowed in non-rented areas.
3. Illegal activities, use of profane language or improper conduct is not permitted.
4. Applicant is responsible for the actions of all individuals present at events.
5. Security service as approved by the City will be required for those activities having music and /or alcoholic beverages unless waived by the Director. Staff will determine time and numbers of security per event. No music or alcohol may be served without the presence of security guards for the duration of the event.
6. Applicant must use the City assigned security where applicable. Additional charges for the security will be added to the rental fee.
7. Alcoholic beverages, if allowed, must remain inside the building or designated area as approved by the Alcoholic Beverage Control Board.
8. The City is not responsible for lost, stolen, or damaged articles.
9. Should the fire alarm be set off, the entire group will be asked to vacate the premises immediately for safety precaution, allowing staff to determine the nature of the alarm.
10. The City of Norco reserves the right of full access to all activities at any time in order to ensure that all rules and regulations, City ordinances, and state laws are being observed.
11. All facility users and guest must obey instructions of the City employee(s) and or security on duty.
12. Applicant assumes all liability for damages and destruction to, or theft of City property, including but not limited to graffiti, plumbing damage or services, broken windows, etc. related to the event.

13. Any and all accidents occurring in the City facility that cause injury to any individual must be reported immediately to the City staff member on duty.
14. The facility will not be opened or available prior to the time on the rental agreement. If additional time is needed, arrangements and additional fees must be paid through the Parks, Recreation and Community Services Department.
15. If patrons are unable or do not comply with "end" time on permit, additional applicable fees will be charged.
16. Rental contract may not be transferred, assigned or sublet. Any violation to this term will result in a forfeit of all fees.
17. Renter will remove all equipment and supplies brought in by the group immediately following the activity, or as arranged and approved by the Director. Any equipment remaining will become the property of the City of Norco. The City reserves the right to dispose of any items at the expense of the renter/owner.
18. All trash and debris to be picked up and disposed of properly. All trash, paper, sanitary products, etc. in restrooms must be placed in trash receptacles. Chewing gum must be removed from all surfaces.

Activity Restrictions/Alcohol

Serving of alcoholic beverages is permitted only in Nellie Weaver Hall or other City facilities with the approval of the Director or his Designee.

Sale of alcoholic beverages must have Department approval as well as a current Alcoholic Beverage Control Board License (ABC). Groups wishing to sell alcoholic beverages as part of their activity will be required to do the following:

1. Obtain approval from the Director through a letter verifying the date, place, and intended activity. It is the responsibility of the renter to obtain the appropriate license. No alcoholic beverages will be allowed to be brought in by individual guests/patrons. Alcoholic beverages must remain in the permitted area.
Note: Alcohol availability not authorized through the rental agreement will result in termination of the event. Any costs associated with the termination of the event will be charged to the renter. If necessary, all fees and deposits will be forfeited.
2. Underage drinking violates California law and will result in the immediate termination of the rental.
3. ABC permits must be posted during the event in the area where the alcohol is being sold.
4. Sale of alcoholic beverages must have the approval of the Norco Sheriff.
5. Alcoholic beverages may not be taken from the building or designated area.

6. Non-compliance with the any of the rules, regulations or provisions noted in the City of Norco Facility Use Policy will result in cancellation of said activity/activities and forfeiture of all fees.

Hours of Operation

Gymnasium	7 a.m. – 10 p.m. Daily
Ballfields	7 a.m. – 11 p.m. Daily
Meeting Rooms	7 a.m. – 10 p.m. Sunday -Thursday 7 a.m. - 12 a.m. Friday - Saturday
Weaver Hall (3 hour minimum)	7 a.m. – 11 p.m. Sunday – Thursday
(4 hour minimum)	7 a.m. – 12 a.m. Friday
(8 hour minimum)	7 a.m. – 12 a.m. Saturday
Sports Fields	7 a.m. – 11 p.m. Daily
Pool (summer only)	7 a.m. – 10 p.m. Daily
Picnic Shelters	7 a.m. – Dusk
(Must be occupied no later than 10 a.m. Facilities are rented “as is”.)	

The curfew conditions are subject to adjustment for contractual agreements made between the City of Norco and contracted users or as the Director sees appropriate. Requested application time includes set up and removal of equipment. Note: Hours of use may be extended with approval of the Director.

Disclaimer

The Parks, Recreation and Community Services Director has discretionary review regarding this Facility Use Policy and fees based on individual need and City welfare.

Liability of Applicant and Restrictions

Individuals submitting an application and signing the rental agreement must be present at all times during the rental event unless the Director or his Designee determines otherwise. The applicant assumes all responsibility for the conduct of all participants at the scheduled rental. Individuals renting a facility may not transfer the rental date/facility to another person or organization.

A renter may not contract or sublet any portion of the rented facility for services not directly related to the objective of the rental, without written permission from the Director. Applicants must provide one form of ID (picture) at time of rental and upon entering the rented facility. Norco residents and local businesses applying for facility use must provide a valid picture I.D. as proof of Norco residency and/or business license.

Questions or modifications concerning policy and fees must be addressed in writing to the Director of Parks, Recreation and Community Services. The City Manager and the Parks and Recreation Director reserve the right to adjust fees or policy based on the event or activity for the good of the community and to the best interest of the City.

George Ingalls Equestrian Event Center
Arena Provisions/Regulations

1. Use is by permit only.
2. No Overnight parking is allowed without permission.
3. No food will be served out of the permanent entry booth.
4. All vendors must have current City business license and County of Riverside Health Department Permit (food vendors).
5. Alcohol consumption is not permitted at any arena or grounds unless authorized. If alcohol is being served/sold, it must remain on the covered arena level in areas designated by the City or ABC.
6. All horses that stay overnight must be put in a stall, or be secured in a safe and appropriate manner, or as approved by the City of Norco.
7. City can make arrangement for stall rentals at an additional fee.
8. All stalls are to be cleaned and manure disposed of properly.
9. A barn/stall attendant must be present at all times of stall usage, including overnight use. No overnight tie-ups to trailers are allowed.
11. All manure must be picked up at arena grounds and trailer parking and disposed of properly.
12. A light charge will apply if arena lights are requested and or deemed necessary by staff for the safety of patron or to recover cost associated for use.
13. Applicant is responsible for keeping all guests/participants in rented areas only. Guests/participants, horses, horse trailers, etc., are not allowed in non-rented areas.
14. Animals to be secured in marked designated areas.
15. An overtime hourly fee (time and a half or double time) for staff shall be charged if the equestrian activity continues beyond midnight, or exceeds the ten-hour rental. During the hot weather months, when the health of the animal may

be of concern, hours of use may be split with approval of the Director for all uncovered arenas.

16. The City of Norco will not allow the use of any type of electrical device on any animal at any time. Exception: or as approved and monitored by Animal Control at cost of user.

Hours of Operation:

Arenas	7 a.m. – 10 p.m. Monday –Thursday
	6 a.m. – 12 a.m. Friday – Saturday
	6 a.m. – 10 p.m. Sunday

All Ingalls Park arenas are ten-hour minimum rentals.

Rental of any arena begins at the time of the gate opening for the event.

The curfew conditions are subject to adjustment for the contractual agreements made between the City and contracted users or as the Director sees appropriate.

Failure to comply with any and all of the aforementioned items, or misuse of any facilities, equipment, supplies or disorderliness may result in the user:

- a. Being required to vacate the premises immediately
- b. Being prohibited from using the building or facility in the future
- c. Being billed for any or all direct charges resulting from failure to comply

The renter, at their own expense, must provide additional restroom facilities for large activities.

Bleacher Fees

Bleachers will be made available to all users of Ingalls Park. Users will only be charged for the seats reserved. If more seats are needed than were requested, the Department will bill the responsible party for the difference.

For partial use of the bleacher structure, staff will determine the number of bleachers used and the group will be charged appropriately.

Bleacher fees will apply if admission is charged for event including pre-sale tickets.

Arena bleachers must be rented before any other bleachers are allowed on the facility.

Public Buildings Provisions/Regulations

1. No decorations may be affixed to the walls, ceiling or light fixtures. Decorations may be attached to the tables by masking tape or scotch tape only. Weighted helium balloons are also allowed. All decorations must be flame resistant/retardant. Decorations must be removed prior to vacating the premises. No table candles allowed inside public buildings.
2. Groups must appear no later than 30 minutes after the specified time on the permit or use of the facility will be cancelled and all fees forfeited.
3. Failure to vacate rented City facilities when scheduled or failure to remove equipment within the permitted time may result in loss of future usage, privileges and accrual of charges.
4. Staff will determine if the noise level from patrons, public address systems, band/DJ or other is excessive. If an order to reduce the noise level is not obeyed, the rental event will be terminated, law enforcement summoned to secure the facility and all fees and deposits forfeited.
5. The Department provides a staff member that will be on site for the duration of the rental. This individual will assist the renter with all items associated with the building: lighting, supplies, temperature control, etc. The staff member is empowered to terminate the rental and/or contact the authorities if any misuses of facilities, violation of the terms of the rental agreement or other infractions occur.
6. The on-site staff member will conduct a pre-event walk through (facility inspection) to show the renter the facility amenities and to discuss any issues. Any existing property damage will be noted at that time. There will be a post-event walk through at the conclusion of the event. Any additional cleaning or new damage will be noted at this time. A checklist will be provided for the inspection. Note: This is the right of the facility renter. If the walk through does not occur, the renter waives the right to dispute any decision made by the Department of Parks, Recreation and Community Services.
7. Each facility comes with a predetermined number of tables and chairs. If additional equipment is desired, it can be brought in at the renter's expense, and all additional equipment must be removed from the premises directly after the event within an agreed reasonable time. If the equipment is not removed, a storage fee (\$25/day) will be charged directly from the renter's facility deposit monies.

8. The kitchen portion of the facility, if so equipped, shall not be opened for any group unless the Director grants permission, and the appropriate fees are paid. All groups receiving permission and using kitchen facilities must leave the kitchen in a clean and orderly manner. Groups shall provide their own dishes, place settings, cooking utensils, towels, soap, etc.

Parks Provisions/Regulations

1. No stakes are to be driven into turf areas unless authorized.
2. Vehicles are not permitted on turf areas of parks unless authorized by a special permit.
3. Alcohol consumption is not permitted in public parks unless authorized.
4. Staff will determine if the noise level from patrons, public address systems, band/DJ or other is excessive. If an order to reduce the noise level is not obeyed, the rental event will be terminated, law enforcement summoned to secure the facility and all fees and deposits forfeited.
5. No fire pits are allowed. BBQs are available in designated areas and are “as is”.
6. Smoking is prohibited in all areas of all public parks. In the case of the George Ingalls Equestrian Event Center, smoking is prohibited in the bleachers, and any other areas that may be identified by the Director of Parks and Recreation and posted as a “ No Smoking” area. (Ord. 922 Sec. 1, 2010).
7. A light charge will apply if ballfield lights are requested and or deemed necessary by staff for the safety of patrons.

Wayne Makin/Shearer Sports Complex Policy Provisions/Regulations

1. Use is by permit only.
2. No stakes are to be driven into turf areas unless authorized.
3. Vehicles are not permitted on turf areas of parks unless authorized by a special permit.
4. No food vendors are permitted in park without prior authorization.
5. No open flames permitted.
6. All damages to facility will be the responsibility of the permit holder.
7. All special events must be pre-approved.
8. A light charge will apply if ballfield lights are requested and or deemed necessary by staff for the safety of patrons.
9. Smoking is prohibited in all areas of all public parks. In the case of the George Ingalls Equestrian Event Center, smoking is prohibited in the bleachers, and any other areas that may be identified by the Director of Parks and Recreation and posted as a "No Smoking" area. (Ord. 922 Sec. 1, 2010).

George Ingalls Equestrian Event Center Nellie Weaver Hall
Provisions/Regulations

1. Use is by permit only.
2. No entertainment involving fire or flames.
3. Sterno (canned heat) is allowed during banquet serving.
4. No decorations may be affixed to the walls, ceiling or light fixtures. No Mylar balloons allowed. All decorations and equipment must be removed prior to vacating the premises.
5. All vendors must have current City business license and County of Riverside Health Department Permit (food vendors).
6. Alcohol consumption is not permitted at Nellie Weaver Hall unless authorized. If alcohol is being served/sold, it must remain inside the building or designated area as approved by the Alcoholic Beverage Control Board and the Director.
7. All groups will use the City assigned contracted security unless otherwise approved by the Director.
8. An overtime hourly fee (time and a half or double time) for staff and security shall be charged if Nellie Weaver Hall continues beyond midnight unless permitted by Director.
9. No cooking appliances with the exception of beverage units. No hot food or food preparation will be allowed at the Bar Area.
10. It is the responsibility of the applicant to setup tables and chairs for their event. Setup of tables and chairs by Staff may be requested for an additional fee. It is not required for applicants who pay a cleaning fee to put tables and chairs away.
11. Kitchen area may be rented for additional fee(s).

Cleaning fees will be charged for all groups who rent Nellie Weaver Hall, Kitchen area and Exterior Rest Rooms. Self cleaning of the facility must be approved by the Director. Additional fees will apply if over the normal cleaning is required.