



## **City of Riverside FACILITY USE POLICY**

Approved by the City Council on November 27, 2018

Updated on February 4, 2020

### **I. POLICY:**

#### **A. Purpose**

The purpose of this policy is to establish consistency, equity and fairness in the procedures used for evaluating and processing outside requests for the use of City facilities and vacant land for meetings, activities and events.

#### **B. Authority**

Per this policy, the City Council authorizes the City Manager, or his designee, to review and approve all requests for facility rentals and fee exemptions that meet the eligibility criteria established in this policy.

#### **C. Definitions**

1. City Facility – any building, structure, banquet room, conference room, park (excluding athletic fields), or recreation space that is owned and operated by the City of Riverside.
2. Community Service Group – a recognized body of individuals with an elected Board of Directors that come together to bring about desired improvement in the social well-being of individuals, groups and neighborhoods in the City of Riverside.
3. Local Public Schools – a local school supported by public funds that provides educational services to the Riverside community, including school districts, Riverside colleges and universities, and Charter schools.
4. Nonprofit Organization – a corporation or association identified by the IRS as tax-exempt under a 501(c) category that provides a local benefit to the Riverside community and conducts business for the benefit of the general public without shareholders and without a profit motive.
5. Other Government Agency – a government agency other than the City of Riverside that provides a service to the Riverside community (e.g. County of Riverside agencies and departments; State of California agencies and departments; Federal agencies and departments; multi-city organizations).
6. Vacant Land – property owned by the City of Riverside that is void of any buildings or structures.

### **II. RESERVATION GUIDELINES:**

#### **A. Eligible Facilities**

1. Only facilities with specific or department-wide approved use guidelines, policies or rental procedures will be eligible for reservation by an outside group, with the exception of facilities identified in Section II.B. of this policy.
2. Facility reservations by outside groups must be made using the appropriate rental procedures outlined for each eligible facility and follow the approved use guidelines for each facility.

## **B. Limitations/Exclusions**

1. Police Department facilities will only be used for the purpose of Police Department hosted law enforcement training or meetings, Police Department administrative functions (i.e. promotional testing, employee trainings), or other events hosted by the Police Department due to public safety, security and cybersecurity concerns.
2. Fire Department facilities will only be used for the purpose of conducting Fire Department hosted fire safety and emergency management training or meetings, Fire Department administrative functions (i.e. promotional testing, employee trainings), or other events hosted by the Fire Department due to public safety, security and cybersecurity concerns.
3. Innovation and Technology (IT) Department facilities will only be used for the purpose of conducting IT training, meetings, and other IT Department hosted administrative functions due to public safety, security and cybersecurity concerns.

## **III. FEE EXEMPTIONS:**

### **A. Qualifying Criteria**

1. Facility fee exemptions for eligible facilities (identified in Section II.A. of this policy) will be considered on a case-by-case basis and may be granted provided that all of the following criteria are met:
  - a) Event/program will provide an in-kind or other contribution of goods, services or programs that will benefit the residents of Riverside;
  - b) Event/program must be open to the public at no cost to participants, or have a low cost element;
  - c) Event/program is organized or co-sponsored by one or more of the following groups as defined in this policy:
    - i. Other Governmental Agency that has a reciprocal relationship with the City of Riverside for use of facilities;
    - ii. Local Public School;
    - iii. Community Service Group; and
    - iv. Nonprofit Organization.

2. A fee exemption may also be granted for use of facilities by committees, boards or commissions acting under the authority or direction of the City Council.
3. Groups or individuals that have been approved for facility fee exemptions under the City Sponsorship Program need not apply through this program.

## **B. Exclusions**

1. Facility fee exemptions will not be permitted for the following event/program types:
  - a) Private events/parties, including, but not limited to, weddings and memorial services;
  - b) Political/partisan activities that promote or agendize as part of a meeting or event, a campaign or candidate for public office;
  - c) Commercial uses including any event that limits access to the facility by charging an entry fee or sells materials or services for a profit;
  - d) Organizations which engage in propaganda or attempt to influence legislation; and
  - e) Religious services or activities.
2. If a situation occurs where the use of a facility through an approved fee exemption is in conflict with the adopted mission and priorities of the City of Riverside, or the activity impacts normal facility operations, the privilege of receiving a facility fee exemption may be revoked. In this situation, the department should follow their existing facility use guidelines for determining if the activity creates a conflict.
3. Approved fee exemptions are for facility and vacant property rental fees only. Direct costs or City services including, but not limited to, staff time, equipment, audio/visual support, or other City fees are not eligible for a fee waiver or reduction under this policy.
4. The City reserves the right to preempt any event that is scheduled using a facility fee exemption for a City-sponsored event. In such rare instances, the City will provide at least 30-days advance notice of such preemption and will assist the group in reserving another date or facility unless there is an emergency.
5. This policy does not apply to the following City Facilities, which are regulated by their own citywide administrative policies, management agreements or adopted procedures:
  - a) City Council Chambers (Administrative Policy 01.020.00);
  - b) Fox Performing Arts Center (Administrative Policy 01.012.00 and Management Agreement with Live Nation Worldwide, Inc.);
  - c) Grier Pavilion (Administrative Policy 01.012.00);
  - d) Riverside Convention Center (Management Agreement with Raincross Hospitality Corporation);
  - e) Riverside Municipal Auditorium (Management Agreement with Live Nation Worldwide, Inc.);

- f) The Box (Rental Rates and Service Pricing approved by City Council on May 14, 2013);
- g) Showcase (Rental Rates and Fee Structure approved by City Council on May 6, 2017); and
- h) Fairmount Golf Course.

### **C. Frequency**

1. Reservations made by groups using a facility fee exemption shall be limited to the following frequency:
  - a) City Facilities – one (1) occurrence per month, up to three (3) hours per occurrence, or a maximum of twelve (12) occurrences per year; and
  - b) Vacant land – maximum of ten (10) days per year.
2. Use of City facilities or vacant land beyond this level of frequency shall require supplemental approval by the City Manager or his designee.

### **D. Reservation Procedures**

1. Following the approval of this policy, any group that is currently using a City facility or vacant property at no cost will be notified of the policy requirements and be required to submit a facility fee exemption application.
2. All requests for facility fee exemptions should be made directly to the department managing the facility on an application provided by the City of Riverside. The application must be completed and signed by an adult age 21 or over who is authorized to act on behalf of the organization and will attend, supervise and be responsible for the entire event or activities.
3. Facility fee exemption requests may be submitted up to six months in advance, but no later than 15 days prior to the event date in order to be considered.
4. Facility fee exemptions are not confirmed until an application has been signed by the City Manager, or his designee, and returned to the group representative.
5. The use of the facility will be granted in the order of receipt of approved applications and is not transferrable. Facility room selections must be suitable for the size and purpose of the event and are subject to the approval of the department managing the facility.
6. Once a facility fee exemption application is approved, the requesting group must follow the normal reservation procedures and guidelines for each facility or vacant property, including payment of any additional user costs, applicable security deposits, and proof of insurance, if required.
7. The requesting group is responsible for notifying the facility of any cancellation of a scheduled meeting or event as soon as possible in order to ensure that the room may be reassigned.

#### **E. Additional Requirements**

1. Event organizers are responsible for ensuring that use of the facility remains, at all times, fully consistent with the facility use guidelines for each facility, as well as all statutory requirements, including the Riverside Municipal Code.
2. Reservations made using a rental fee exemption must occur during the facility's normal operating hours.
3. The name, address and telephone number of the facility may not be used as the official address or headquarters of any group using the facility for meeting purposes.
4. The use of the facility shall not be publicized in any way as to imply City sponsorship or endorsement of the group and its activities, including use of the City logo in any marketing materials or on the website.

#### **F. Tracking and Reporting**

1. Each City department is responsible for monitoring and tracking all approved for rental fee exemptions to ensure compliance with this policy.
2. The City Manager's Office will work with each City department to prepare a comprehensive report of all groups that are authorized to use City facilities under this Facility Fee Exemption Policy. This report will be presented to the City Council for review on an annual basis.

Attachment: Facility Fee Exemption Application



## City of Riverside Facility Fee Exemption Application

Please read carefully and complete the following information. Failure to provide accurate information will result in a delay or denial of your request of a fee waiver.

### 1. Contact Information

Name of Group/Organization \_\_\_\_\_

Is this a 501(c) non-profit organization? ☐ Yes ☐ No ☐ In Progress Tax ID# (Non-profit only) \_\_\_\_\_

Contact Name \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ Secondary Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-Mail Address \_\_\_\_\_

### 2. Event Information

a) Event Date \_\_\_\_\_ Start Time/End Time \_\_\_\_\_

Set-up Date/Time \_\_\_\_\_ Breakdown Date/Time \_\_\_\_\_

b) Is this a recurring event? ☐ Yes ☐ No

If yes, please list the frequency of the event including all event dates, times and duration:

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c) Provide a detailed description of the event, its purpose, and the activities that will take place.

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d) Anticipated Attendance: Youth \_\_\_\_\_ Adult \_\_\_\_\_

e) Will you be charging a fee for this event? ☐ Yes ☐ No

If yes, please list all fees: \_\_\_\_\_

f) Will this event be open to the public? ☐ Yes ☐ No

g) Is this event a fundraiser? ☐ Yes ☐ No

### 3. Facility Information

Name of facility you are requesting a fee waiver for \_\_\_\_\_

#### 4. Fee Waiver Information

Check the box that best represents your organization.

☐ **Government Agency**   ☐ **Public School**   ☐ **Non-Profit Organization**   ☐ **Community Service Group**

a) Name of Department/Unit responsible for event \_\_\_\_\_

b) Explain the service(s) provided by your organization.

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c) How does this event benefit the residents of Riverside?

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d) Why is it necessary to hold this event at a city facility?

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#### 1. Review Process

Facility Fee Exemption Applications may be submitted up to six months in advance, but no later than 15 days prior to the event date, in order to be considered. The use of the facility will be granted in the order of receipt of approved applications and is not transferable. Facility locations must be suitable for the size and purpose of the event and are subject to City approval. Once a facility fee exemption application is approved, the requesting organization must follow the normal reservation procedures and guidelines for each facility or vacant property, including payment of additional user costs, applicable security deposits, and proof of insurance, if required. Facility fee exemptions are not approved until an application has been signed by a designated City representative and returned to the organization.

#### 2. Applicant Signature

The application must be completed and signed by an adult age 21 or over who is authorized to act on behalf of the organization and will attend, supervise and be responsible for the entire event or activities. The requesting group is responsible for notifying the facility of any cancellation of scheduled meeting or event as soon as possible in order to ensure that the room may be reassigned.

Signature \_\_\_\_\_ Date \_\_\_\_\_

#### -Staff Use Only-

Application Received By \_\_\_\_\_ Date Received \_\_\_\_\_

Fee Waiver Criteria Has Been Met? ☐ Yes ☐ No   Fee Waiver Status: ☐ Approved ☐ Denied ☐ Conditional \_\_\_\_\_

Total Fees Waived \$ \_\_\_\_\_ Total Fees Due \$ \_\_\_\_\_ Approved By \_\_\_\_\_