

COMMUNITY ROOM GUIDELINES

Since you have reserved the Community Room at the Magnolia Police Station, below are guidelines for all of the organizers to assist in keeping the room clean and organized for every event and utilizing our volunteers appropriately. We do not always have full custodial staffing levels.

VOLUNTEER RESOURCES:

- 1) Volunteers are scheduled to arrive 10 minutes prior to the scheduled time. They will not be asked to arrive any earlier under any circumstances unless you contact me and it is approved at least a day prior to the event.
- 2) Please make every attempt to arrive and leave at your scheduled time. Our volunteers are gracious enough to come out and give their time. Volunteers are not approved to work beyond 9:00 pm.
- 3) Volunteers will host your event by allowing your guests entry to the lobby, community room and restrooms. The volunteer will also direct the public that may seek help at the front door while your guests are arriving.
- 4) The volunteer will alert the organizer 10 minutes prior to your end time by flashing the lights in the room.
- 5) If your assigned volunteer has not arrived 15 minutes past your meeting reserved time, please contact **Volunteer Coordinator, Jennie Pauli on her cell phone: (951)334-4585**. Your call may enable a solution as prompt as possible under the circumstances, but unfortunately we cannot guarantee someone will be available to open and stay for the meeting. We will make every effort to ensure we have a volunteer, but there have been times when volunteers have been delayed by traffic collisions/jams, etc. If you have no cell phone, you can pick up the phone at the front of the building to contact dispatch. Dispatch will have the Volunteer Coordinator's contact information and she will do her best to address the situation. Your patience will be most appreciated.

ROOM PROCEDURES:

- 1) Please return all furniture to its original location when you are finished with your event, unless you are advised otherwise.
- 2) Please remove all personal utensils at the close of your event.
- 3) Please do not remove the VGA cable at the front of room. Be cautious when unplugging the sound cable that you don't remove the whole jack in error. The cord is labeled, "do not remove."
- 4) If you are requesting access to internet or Wi-Fi, please arrange to contact me prior to your event if you need configuration. The volunteer cannot assist you with any Wi-Fi or equipment requests.
- 5) Always return the overhead remote to the podium before you leave the meeting.
- 6) Most importantly, please turn OFF the overhead projector when you are finished (you have to push the green button twice in order to turn off the projector).
- 7) Do not leave flyers, meeting agendas or training materials on the back counter. Everything must be removed.
- 8) Please turn off the coffee maker and empty the pots and coffee basket. The only thing we provide is the coffee maker and filters. Coffee supplies are provided by the organizer.
- 9) We understand when you have to cancel at the last minute due to unforeseen circumstances. If it is after 5:00 pm, please contact the Volunteer Coordinator, Jennie Pauli, via cell phone so she can cancel the volunteer. Jennie can be reached at (951)334-4585. If you have to cancel prior to 5:00 pm, I can be reached between 8:00 am and 5:00 pm at (951) 353-7941.

We appreciate all of your efforts in the care of these valuable resources and thank you for your cooperation.

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ISSUE:

RECOMMENDATIONS:

BACKGROUND:

properties in excess of the initial 10 free days will also be charged \$0.03 per square foot per day up to 60 days. All Successor Agency properties will be provided "as is" with no improvements provided.

Prepared by: Emilio Ramirez, Development Director
Approved as to form: Gregory P. Priamos, Successor Agency General Counsel
Attachment: Resolution (Exhibit A)

RESOLUTION NO.

A RESOLUTION OF THE OVERSIGHT BOARD FOR CITY OF RIVERSIDE AS SUCCESSOR AGENCY TO THE REDEVELOPMENT AGENCY OF THE CITY OF RIVERSIDE APPROVING AND ADOPTING THE SHORT TERM RIGHT OF ENTRY GUIDELINES FOR SUCCESSOR AGENCY PROPERTIES

WHEREAS, on January 10, 2012, the City Council adopted Resolution No. 22322 reaffirming the authorization of the City of Riverside to become Successor Agency to the Redevelopment Agency of the City of Riverside ("Successor Agency") pursuant to ABx1 26; and

WHEREAS, subsequent legislation entitled "Assembly Bill 1484", signed into law on June 27, 2012, makes substantive amendments to ABx1 26 and specifically includes a requirement, set forth at Health & Safety Code section 34179(e), that all actions taken by the oversight board be adopted by resolution; and

WHEREAS, the Successor Agency receives requests from businesses to utilize Successor Agency properties for various events and construction staging for materials and these requests are typically provided with short notice; and

WHEREAS, the Successor Agency desires to be able to accommodate requests for use of its properties in order to facilitate developing business and construction within the City of Riverside and enter into these Short Term Right of Entry agreements because they are necessary for the administration and operation of the Successor Agency; and

WHEREAS, pursuant to Health & Safety Code sections 34171(d)(1)(F) and 34177 (f), the Short Term Right of Entry Guidelines for Successor Agency Properties was reviewed and approved by the Successor Agency on August 28, 2012 and the Oversight Board for the City of Riverside as Successor Agency to the Redevelopment Agency of the City of Riverside on August 30, 2012.

NOW, THEREFORE, BE IT RESOLVED by the Oversight Board for the City of Riverside as the Successor Agency to the Redevelopment Agency of the City of Riverside, as follows:

Section 1: Pursuant to Health & Safety Code sections 34171(d)(1)(F) and 34177(f), the Oversight Board for the City of Riverside as the Successor Agency to the Redevelopment Agency of the City of Riverside does hereby: approve and adopt the Short Term Right of Entry Guidelines for

1 Successor Agency Properties; and direct the Successor Agency to transmit this resolution to the
2 Department of Finance.

3 ADOPTED by the Oversight Board this _____ day of _____, 2012.

4
5 RONALD O. LOVERIDGE
6 Chair of the Oversight Board

7 Attest:

8
9 COLLEEN J. NICOL
10 City Clerk of the Oversight Board

11 I, Colleen J. Nicol, City Clerk of the Oversight Board for the City of Riverside as Successor
12 Agency for the Redevelopment Agency of the City of Riverside, California, hereby certify that the
13 foregoing resolution was duly and regularly adopted at a meeting of the Oversight Board of said City
14 at its meeting held on the _____ day of _____, 2012, by the following vote, to wit:

15 Ayes:

16 Noes:

17 Absent:

18 Abstain:

19
20 IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the
21 City of Riverside, California, this _____ day of _____, 2012.

22
23 COLLEEN J. NICOL
24 Clerk of the Oversight Board

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28 12-1461 rmg 8/8/12