COUNTY ADMINISTRATIVE OFFICER

COUNTY OWNED FACILITIES AND GROUNDS GENERAL RULES AND PROCEDURES

AUTHORITY

The County Administrative Officer is authorized by the Board of Supervisors Resolution No. R2012-06 adopted on February 7, 2012 to establish general rules and procedures that apply to the use of County owned facilities and grounds that are made available for exclusive use or reservation by the general public.

RESPONSIBLE PARTY

The responsible party for use of the facility and/or grounds shall be the person signing the documents required for the reservation. This person is referred to as the "user."

RESERVATIONS

Reservations for Alpine County facilities and/or grounds shall be on a first come, first serve basis; however, County related programs have priority in the use of facilities and/or grounds.

The user must be at least 18 years of age, 21 years of age if alcohol is involved, and provide valid identification. Groups or individuals using a facility and/or grounds must sign the application, policies and procedures, and agree to be bound by its terms. These documents must be completed, signed and on file with the responsible department, and all the applicable fee and deposit must be paid in full to secure the reservation. The user is expected to adhere to the purpose of the meeting/event stated on the application. Facilities and/or grounds use may be denied to anyone falsifying an application

GENERAL RULES

User Responsibility for Property: User assumes responsibility for all accessible areas of the facility and/or grounds during use and will be charged for any damage caused to any area of the facility and/or grounds during use. Activities must be conducted in a manner that avoids damage to the building, grounds and furnishings. Facilities and/or grounds will be inspected after the meeting or event. Pursuant to *Alpine County Code 12.24.070,* DESTROYING OR DEFACING, users will be charged for any damage to the facility or belonging to, or any part thereof. Failure to pay such charges could result in legal action being taken along with loss of future use privileges.

User accepts all responsibility for anyone they have subcontracted for work (i.e.

caterers, cleaning services, disc jockeys, etc.).

County Responsibility for Property: Alpine County will not be held responsible for lost, stolen or damaged property. The County will also not be responsible for injuries or damage sustained by persons using the facility and/or grounds.

Non Smoking in Public Places: Pursuant to *Alpine County Code 8.08.020*, SMOKING IN PUBLIC PLACES IS PROHIBITED, in the building and within twenty (20) feet of the building or within twenty (20) feet of the main exit, entrance or operable window. Ashtrays or any other receptacle used to dispose of burning tobacco products is prohibited within twenty (20) feet of the building.

Alcohol Use: Alcohol use is restricted and may not be allowed at certain facilities and grounds. Please check with the responsible department for further information.

County employees, contractors and volunteers using County facilities and grounds for any County work-related purpose shall comply with the ALCOHOL-FREE AND DRUG-FREE WORKPLACE DRUG AND ALCOHOL TESTING POLICY adopted by the Board of Supervisors on April 5, 2011 including any amendments thereof.

Food and Beverage Service: Users are obligated to follow California State Health Department rules for any food/beverage preparation and service at their gathering.

Minor Children: Minor children must be supervised at all times. The County is not responsible for children left unattended.

Noise and Disturbance: Noise levels shall be in compliance with Section 18.68.090 of the Alpine County Code. No person shall disturb others between the hours of **ten p.m. and eight a.m**. without permission of the County.

Decorations: Decorations that require nails, eyebolts, tacks, pins, staples or the like may not be used. Tape should not be used on the walls, as it tends to pull the finish off; a damage fee may be assessed to the user if this happens. Birdseed use is limited to outside the building. Glitter and confetti are extremely difficult to clean up; use of these materials should be avoided if possible. Crepe streamers will stain the floor when wet; they should not be used. If tape is used on the floor, it must be painter tape that will not pull off the finish. Do not affix anything to the light fixtures. All decorations must be removed in their entirety when the meeting/event is over.

Modification of Property and Use of Furnishings: No modifications/changes will be made to any equipment or property of Alpine County at the facility and/or grounds during use. Alpine County does not allow tables and chairs to be removed from facilities. When setting up, PLEASE take care not to drag tables, chairs, etc. across the floors. County telephones are not available for public use without prior arrangement. Any long distance charges will be billed to the user whom reserved the facility and/or grounds.

Safety Precautions: Reasonable safety precautions must be observed. User is responsible for safe and proper use of any appliances.

Prohibition of Fires/Open Flame Devices: With the exception of allowable uses in the Turtle Rock Park Campground, proper use of the outdoor barbeques at the Turtle Rock Park Community Center, or approved use by a properly licensed food/beverage vendor, fires or open flame of any kind are not allowed at any location. Use of propane stoves, camp stoves, other open flame devices, candles and smoke machines, are not allowed.

IMMEDIATE TERMINATION OF USE:

Any unlawful activity, including but not limited to serving or providing alcoholic beverages to minors, failure to maintain quiet, and non-emergency calls to 911 shall at the discretion of the Alpine County Sheriff's Deputy result in the immediate termination of the County facility and/or grounds use. If such termination occurs, the facility and/or grounds are to be vacated immediately and any keys are to be surrendered to the Alpine County Sheriff's Deputy. Any applicable use fees and security deposits will be forfeited. The offending party may also lose future use privileges. County employees and residents are instructed to call law enforcement officers to respond to any unlawful or disruptive activity.

CLEANING

County facilities and grounds should be left in the same condition as they were when use began. All areas including but not limited to floors, tables, chairs, bathrooms and kitchen areas should be clean. All personal property shall be removed. No items may be stored without prior permission from the responsible County department. Pursuant to *Alpine County Code 12.24.050,* FAILURE TO DISPOSE OF GARBAGE, all trash and recycling should be put in the appropriate bins. When leaving the building, the user shall insure doors and windows are secure, and lights and equipment are turned off. If the facility and/or grounds require cleaning, repairs or maintenance after the close of use, County employees will perform or manage such duties and charge the user the actual costs, which may also result in the forfeiture of a deposit along with loss of future use privileges.

INDEMNIFICATION

User shall defend, indemnify and hold the County, its elected officials, officers, employees, volunteers and agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury, in law or equity, to property or persons, including wrongful death, in any manner arising out of or incident to any alleged acts, omissions, negligence or willful misconduct of user, its officials, officers, employees, agents, subcontractors and sub consultants arising out of or in connection with the performance of the rental of this facility, including without limitation the payment of all consequential damages and attorneys' fees and other related costs

and expenses except such loss or damage which was caused by the active negligence, sole negligence or willful misconduct of the County.

User shall defend, at user's own cost, expense and risk, any and all such aforesaid suits, actions or other legal proceedings of every kind that may be brought or instituted against the County, its directors, officials, officers, employees, agents or volunteers. User shall pay and satisfy any judgment, award or decree that may be rendered against County or its elected officials, officers, employees, agents or volunteers, in any such suit, action or other legal proceeding. User shall reimburse County and its elected officials, officers, employees, agents and/or volunteers, for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided.

User's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by the County, its elected officials, officers, employees, agents or volunteers.

INSURANCE

General liability insurance coverage is required for any private or commercial use of a County facility or grounds, and for any community group use involving sale or serving alcoholic beverages.

Users shall provide general liability coverage with minimum limits of at least $1,000,000 per occurrence. The policy shall contain no endorsements or provisions limiting coverage for (1) products and completed operations; (2) contractual liability; (3) third party action over claims; or (4) cross liability exclusion for claims or suits by one insured against another.

Proof of the required insurance in the form of a valid insurance certificate naming Alpine County as additional insured on the user's insurance policy, or in the form of special event insurance coverage purchased through the Alpine County Auditor shall be provided to the responsible County department at least ten (10) business days prior to the scheduled use.

COMPLAINTS

Users not satisfied by any decision of the County during or relating to the use of County facilities and/or grounds may file a complaint with the County Administrative Officer (CAO).

APPROVAL

APPROVED ON March 1, 2012

BY: Pamela Knorr

Pamela Knorr, CAO

User's Initials/Date _____