



ADMINISTRATIVE POLICY

Civic Center Campus Facility Regulations

Revised 01.02.2024

A. Purpose

The Civic Center Campus operates under the jurisdiction of the City of Lake Forest and is intended primarily for social, cultural, educational, and recreational programs that benefit the community. Individuals, community, and business organizations are permitted and encouraged to use the facilities located within the Civic Center Campus, which are available on a reservation-permitted basis. City employees have the authority to enforce all rules and regulations governing the use of M.C. # 13.02.112.

The City does its best to accommodate all facility usage requests, as space and time permits. This policy outlines the regulations, procedures, fees, and priority systems for the use of the City facilities. This policy has been designed to provide for the safe, efficient, and equitable use of the facilities.

B. Applicability

This policy applies to all members of the public participating in any event and/or function held within the Civic Center Campus.

C. Provisions of the Policy

The Civic Center Campus facilities provide:

1. Use of a specially designated space and public areas.
2. Use of existing electrical and water utilities.
3. Kitchen rental including use of designated equipment.
4. Table and chair set up (with appropriate fees) as specified on the permit.
5. Audio-visual equipment (with appropriate fees).
6. On-site staff during function (with appropriate fees).

Permissible Uses; Appropriate and Inappropriate Conduct

1. The City reserves the right to deem any activity inappropriate for the Civic Center Campus.

2. Facilities are available for fundraising events that are conducted for municipal recreation and park improvements, charitable purposes, or for social betterment by local, non-profit organizations.
3. All activities shall be conducted in accordance with applicable laws, rules, regulations, and City ordinances.
4. The facilities may not be used for political activities of any kind.
5. No pets are allowed within the facilities except for trained service dogs. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the Americans with Disabilities Act (ADA).
6. Courtesy and safety are expected. Equipment abuse, profanity, and fighting are unacceptable behavior and may result in expulsion from the Civic Center Campus.
7. The Civic Center Campus is a non-smoking and drug-free zone as per MC # 13.28.040. The use of tobacco products is NOT permitted.
8. No weapons are to be brought onto the Civic Center Campus.
9. No person shall willfully mark, deface, disfigure, tamper with, displace, or remove any part of the Civic Center Campus or the contents therein.
10. Children under the age of 18 must be supervised by an adult while in the facilities. An adult chaperone (21 years of age or older) will be required for every 10 youths (17 years or younger) attending a party or event. A list of chaperones may be required by staff prior to permit issuance.
11. Persons using the facilities shall obey all posted signs.

Scheduling and Availability

1. The Civic Center Campus facilities may not be available for rentals on the following holidays:
 - a. July 4th
 - b. Labor Day
 - c. Veterans Day
 - d. Thanksgiving Day
 - e. Friday after Thanksgiving
 - f. Christmas Eve (after 5 p.m.)
 - g. Christmas Day
 - h. New Year's Eve
 - i. New Year's Day
 - j. Martin Luther King Day
 - k. Memorial Day

2. Facility reservations may be booked up to one year in advance. Requests for use of facilities must be received no less than two weeks in advance unless approved by the City Manager, or his/her designee. Approval for use will be on a first-come, first-served basis and will depend upon space availability.
3. No permanent rental or assignment of the facilities shall be made to any individual or organization unless approved by the City Manager, or his/her designee. There will be no more than 12 rental days or 6 performances, per fee group classification per calendar year, including but not limited to churches, schools, businesses, organizations, clubs, and other agencies not mentioned, unless approved by the City Manager, or his/her designee. A performance is defined as a series of rehearsals for a specific show, leading to performances of that same show, within a 7-day period.
4. City-sponsored or co-sponsored uses shall have precedence over all other uses and over all other Applicants. Scheduling of the reserved uses and contractual recreation programs will be carried out at the discretion of the City Manager, or his/her designee, in a fair and equitable manner, to serve the recreational, social, cultural, and educational needs of the public. In the event of a scheduling conflict, the City Manager, or his/her designee, reserves the right to reschedule any Applicant's reservation.
5. Civic Center Campus rentals are available during select hours, space permitting, as follows:

COMMUNITY CENTER			
	MONDAY - THURSDAY	FRIDAY - SATURDAY	SUNDAY
Hours	8 a.m. – 9 p.m.	8 a.m. – 11 p.m.	10 a.m. – 10 p.m.
Small Room Minimum	2 hours	2 hours	2 hours
Large Room Minimum	2 hours	4 hours	4 hours

PERFORMING ARTS CENTER	
	MONDAY – SUNDAY*
Hours	8 p.m. – 10 p.m.
Facility Minimum	2 hours

**Excludes the week of the first City Council meeting (weekdays only) and the third Tuesday of each month.*

THE CLUBHOUSE MULTIPURPOSE ROOM				
	MONDAY – THURSDAY**	FRIDAY	SATURDAY	SUNDAY
Hours	4 p.m. – 6 p.m.	9 a.m. – 6 p.m.	9 a.m. – 11 p.m.	10 a.m. – 10 p.m.
Large Room Minimum	2 hours	4 hours	4 hours	4 hours

***May be booked for business meetings with a two-hour rental period minimum, pending approval from the City Manager or his/her designee.*

Reservations and Permitting

1. Permits will only be issued to persons 21 years of age and older. The person signing the permit **must be present at the event**. A picture I.D. may be required to verify age and/or residency. All correspondence and communication will be sent to the individual and address listed on the permit.
2. The Applicant requesting a permit must meet with City staff prior to any approval for the use of a facility.
3. Approval for use of facilities located within the Civic Center Campus will be on a first-come, first-served basis and will depend upon space availability.
4. If the request is approved, the permit will be signed by City staff and a copy will be provided to the authorized signee for the rental application.
5. A certificate of insurance, security, proof of non-profit status, and additional forms may be required.

Coordination of Event and Applicant Responsibilities

1. City staff reserves the right to full access and inspection of all facility reservation areas at any time.
2. Applicants must provide additional equipment that is not provided by the City at the Applicant's own expense. Such items may include but are not limited to extension cords, HDMI cords, laptops, whiteboards, linens, décor, and any other item not provided by the City.
3. A detailed room diagram, for large/small room set up or the Performing Arts Center lobby, must be submitted to City staff within 30 days of event. City staff will be responsible for completing the room/facility set-up according to the Applicant room set-up diagram submitted with the rental balance due at the permitted start time. Failure to provide a set-up diagram will result in a default room set-up that may not be changed.
4. Lobby furniture may not be moved by Applicant.
5. Applicant is required to provide a list within 30 days of event of all service vendors, such as equipment rentals (i.e., dancefloors, outdoor heaters, etc.), DJ, or photo booth companies ("vendor information"), who will be entering the facility to assist in event set-up. Where an event is booked with less than 30 days' notice, the Applicant must provide vendor information within 48 hours of booking. All vendors must provide proof of insurance within two weeks of event. Any vendor not on this list will not be allowed to enter and deliver items.
6. Staff is not authorized to sign or accept any deliveries. All deliveries must be accepted by someone from the Applicant's party within the reserved time.

7. Storage space is not available for Applicants using the facilities. Exceptions may be made with City staff approval for the Performing Arts Center, for large sets and props with consecutive performance days.
8. The hanging of event signage outside of the Civic Center Campus facilities is strictly prohibited unless approved by the City Manager, or his/her designee.
9. Decorations and sets must be freestanding or tabletop. Nothing may be hung from the walls, or ceilings, or affixed to any surface by tacks, staples, nails, tape, or any foreign materials, unless approved by City staff. All props placed on stage must be equipped with rubber feet or similar protective footing(s).
10. The use of free-standing propane heaters will be addressed on a case-by-case basis.
11. Use of any type of candles or pyrotechnic devices on Civic Center Campus grounds must be in an enclosed vase and pre-approved by City staff.
12. All doors, fire extinguishers, AED devices, and emergency exits must remain unobstructed.
13. Staff reserves the right to monitor, regulate, and/or terminate the volume of amplified sound to not disrupt other rental groups or residents. Applicants shall be respectful of this requirement, or the rental permit may be terminated, and the group asked to vacate the premises.
14. The Applicant is responsible for leaving the facility and its contents in the same condition in which these were found.
15. The Applicant is responsible for recycling and depositing all trash into appropriately labeled trash receptacles. Users who will have food sold or served as part of their reservation are required to recycle all food waste (organic waste) into labeled food waste receptacles. Depending on the nature of the event, City staff may require the Applicant to develop a recycling plan and any additional trash and recycling services, in addition to City's current service levels, at the Applicant's expense.
16. Post-function: Removal of all non-City equipment and decorations from the facility at the conclusion of the function is required. Exceptions may be made for late evening events with equipment from rental companies, with the approval of City staff. Items must be picked up prior to the opening of the facility the following day, with Applicant or approved event contact on site to ensure pickup of items.

General Ticketing

1. All ticketed theater performance events require Applicant to designate a person within their rental group as a House Manager. The House Manager will be responsible for overseeing the box office operations (if rented), lighting and sound technician instructions, attendee seating, and any backstage activities.

2. No admission fee may be charged without City staff approval.
3. The City of Lake Forest will not be responsible for and will not issue exchanges or refunds on tickets sold by Applicant under any circumstances. All publications and offers for ticket sales must inform purchasers that the Applicant is solely responsible for the event, ticket sales, and any refunds.

Alcoholic Beverages Guidelines

1. Any event that will be serving alcoholic beverages requires documentation of the following and must be supplied to City staff at least 30 days prior to the event (or within 48 hours for events booked with less than 30 days notice):
 - a. General Liability Insurance, with proof of one million dollars general liability per occurrence, naming the City of Lake Forest officials, employees, agents, and volunteers as additionally insured on a separate endorsement page based on the activity and/or number of participants. A Host Liquor Liability Endorsement must be included in the General Liability Policy.
 - b. An alcohol license is required if alcohol is to be served during any scheduled activity. Alcohol licenses are issued to those selling alcohol, non-profit organizations, and caterers, only through the State Department of Alcoholic Beverages and Control (ABC). For more information and applications contact (657) 205-3522.
2. All rentals that will have alcohol served at their event will be assessed a 10 percent charge added to the base room rental fee.
3. Alcoholic beverages are permitted only within the confines of the Civic Center Campus facilities. Beer kegs may be allowed with advanced City staff approval.
4. Alcoholic beverages may only be served by licensed caterers during any permitted event.
5. Applicants indicating the intent to serve alcoholic beverages will not be approved or permitted for any activity that has been, in the City's sole discretion, determined to have a youth emphasis. (i.e., birthday parties for minors or other student activities).
6. No alcoholic beverages will be served to a guest who appears to be intoxicated or inebriated.
7. Anyone who appears intoxicated upon arrival to the Civic Center Campus will not be allowed to enter the facilities and will be asked to leave the premises.
8. The consumption of alcoholic beverages is prohibited during set-up and clean-up time.
9. City staff reserves the right to terminate alcohol consumption at any time:

- a. If conditions or behaviors are deemed unsafe;
 - b. At the request of the authorized signee of the rental application; and/or
 - c. In the event of a violation of the terms of the Facility Use Permit, facility rules, or local, State, or Federal laws.
10. All individuals purchasing or consuming alcohol must be at least 21 years of age and furnish proper identification upon request. Valid identification verifying age is required.
 11. Alcoholic beverages are only permitted in staff-designated areas and are NOT allowed to leave the facility.
 12. Alcohol will be limited to the service of two drinks per customer bar trip during public and private events.
 13. The City will require the Applicant to arrange for the use of security guard services whenever alcohol is served, at the Applicant's expense. The number of security guards and estimated costs of these services will be determined by event type, expected attendance, and other factors.

Security

1. The City reserves the right to require security measures and personnel for any event.
2. Security services will be arranged for by the Applicant, at the Applicant's expense. Based on the nature of activities, the number of participants, and alcohol provision, additional staff or security guards may be required.
3. Information regarding charges for security guard services will be provided to the Applicant upon facility booking, subject to change if the terms and parameters of the reservation are modified.
4. City staff, law enforcement, or security guards present at a rental activity may evict a rental attendee from the facilities if they do not adhere to facility rules.

Parking

1. Parking is allowed in designated parking spots only. There is no fee for parking at the Lake Forest Civic Center Campus for City events or private rentals. Charging for parking is prohibited. The City of Lake Forest is not responsible for any lost, stolen, or damaged items in the Civic Center Campus parking lots.

Catering and Kitchen Guidelines

1. The kitchen is available when renting a large room or the Courtyard and may be authorized for use with the rental of small rooms. Only licensed vendors with health permits and insurance, including City endorsement, are authorized to

access the kitchen facility. Required documents must be received and approved by City staff two weeks prior to event date.

2. All food served on the Civic Center Campus must be prepackaged and/or provided by a licensed caterer or restaurant. The kitchen is for prepping food only. All food must be cooked in a commercial kitchen off-site. Home-cooked food is not permitted at Civic Center Campus facilities.
3. Access to the kitchen for use as a staging area, or for use of the ice machine, sinks, refrigerator, food warmers, and microwave, requires the addition of the kitchen fee.
4. The kitchen and its contents should be left in the same condition in which originally found.
5. All trash and garbage should be placed in the trash dumpster outside the facilities at the end of the event.
6. Children under 16 are not permitted in the kitchen at any time.
7. The Applicant will be responsible for the replacement or repairs to any part of the kitchen or equipment therein, that has become broken, defaced, or damaged as a result of the rental.
8. Damage fees are based on replacement or repair costs incurred by the City and may exceed the deposit amount. *The City may take legal action to recover these costs.*
9. A pre- and post-walkthrough are required.
10. All leftover food must be thrown away, removed from the facility, or taken to the OC Foodbank or other non-profit organization. No food items may be stored for pick-up at a later date. Leftover food may not be distributed at the end of the event by a caterer to guests in accordance with the California Health Code.
11. The City assumes no responsibility for the preparation and service of any food items.
12. It is the responsibility of the Applicant to provide serving trays and dishes, paper products, utensils, and all other catering items.

Janitorial Services Guidelines

1. The City reserves the right to require janitorial services at any permitted activity held at the Civic Center Campus, with a specific mandate for large room and Courtyard rentals. Additional fees may be assessed, in the event of glass breakage, specialized cleaning, or other conditions, as deemed necessary by staff.

2. Applicants are required to arrange janitorial services exclusively through the City-approved vendor(s).
3. Billing for janitorial services is based on the room or combination of rooms/amenities.
4. Janitorial services may be waived during rehearsals in the Performing Arts Center, at staff discretion, with one cleaning required before the scheduled performance.
5. Emergency on-call janitorial services are billed to the City at \$70 per hour, with a minimum of four hours. Should these services become necessary, the cost of services will be deducted from the deposit on file. If the deposit does not cover this cost, the City will charge the Applicant for the remaining fees to the credit card on file. *The City may take legal action to recover these costs.*

Limitations on Liability

1. The City shall not accept any legal responsibility for any act or incident arising from use of its property or equipment by any organization or group.
2. The City is not and shall not be held responsible for the loss, damage, or theft of equipment or articles owned or controlled by Applicant, Applicants' vendors, or Applicants' guests.

Performing Arts Center Guidelines

1. Stage and Performance Information
 - a. The Conference Room and kitchen in the Performing Arts Center are not available for renters. No non-City personnel are allowed in those facilities.
 - b. Normal heating and air conditioning, stage draperies, basic in-house stage lighting equipment, basic in-house sound equipment, dressing area, box office, and backstage facilities are included in rental.
 - c. Lighting and sound equipment may only be operated by City-approved technicians (See Sound/Light Technician Services section).
 - d. Set building or artwork, painting, etc. is not allowed in the Performing Arts Center.
 - e. All drops, banners, curtains, drapes, and set pieces must be flame retardant. All sets, drapes, and technical equipment are subject to Fire Marshall inspection.
 - f. Decorations and sets must be freestanding or tabletop. Nothing may be hung from the walls, ceilings, or affixed to any surface by tacks, staples, nails, tape, or any foreign materials, unless approved by City staff.
 - g. The entrances and exits to the Performing Arts Center theater are not designed for passage of set pieces, stage props, concert instruments, or other equipment. These items will only be allowed through the backstage loading areas. All doors and emergency exits must remain unobstructed.

- h. Two-wire (ungrounded) electrical devices, except those that are internally grounded and insulated, are prohibited.
- i. Rigging is not available for scenery, flats, banners, pulleys, etc.
- j. Applicants may utilize the stage grand drape after City staff demonstrates proper usage.
- k. If Applicant uses wireless devices, such as microphones or radios other than those provided by the facility, the frequencies of the devices must be cleared in advance, as they may conflict with other wireless communications at the Civic Center.
- l. Applicant must discuss all set and light designs at least two weeks prior to the first day of rental. Any special effects that could involve potential risk to participants or facilities, including artificial smoke, fog, haze, or snow, must be approved by the City Manager, or his/her designee prior to use.
- m. The Performing Arts theater has one dressing room available for use with rental, with seating and mirrors for nine people. This room has the option to be split into two separate dressing areas. Maximum capacity is strictly enforced in this area. Applicants may rent additional rooms at the Community Center for additional staging and prep areas.
- n. Applicant is solely responsible for supervising all individuals at the facility and adjoining property during the event. The City is not responsible for providing this supervision. However, the City may evict individuals from the facilities during the event if their conduct is not in the best interest of the public or is deemed to be detrimental in any way.
- o. Performers, crew, and organization participants shall only enter and exit backstage areas through the side stage doors, unless otherwise authorized by staff.

2. Box Office, Ticketing, and Advertising Information

- a. Ticketing for all events is the Applicant's responsibility.
- b. Box office use is included with stage rental on performance dates.
- c. The box office may be rented separately for advanced ticket sales for an event at the Lake Forest Performing Arts Center. A ticketing system must be in place to ensure occupancy capacities are maintained.
- d. The seating capacity of the Performing Arts Center is 205. There are no exceptions.
- e. Standing or sitting in the aisles is not allowed in any circumstances. Every person, including performers and company personnel, must be in a seat for purposes of watching any performance or event. Applicant must account for this in maximum seating capacity.
- f. If tickets for an event are sold through a third-party distributor, the Performing Arts Center may be listed as the venue. It must be explicitly stated that the event is a rental and is in no way associated with or endorsed by the Performing Arts Center, the City of Lake Forest, or its affiliated entities.
- g. The Performing Arts Center reserves the right to cancel ticket sales that are handled inappropriately.

- h. The City of Lake Forest will not issue exchanges or refunds on tickets sold by Applicant.
- i. Applicants should encourage attendees not to line up at the Performing Arts Center Box Office more than one hour prior to the event. Attendees or ticket purchasers must also abide by the Civic Center Campus closure hours.
- j. The Performing Arts Center cannot advertise on behalf of any Applicant. This includes print, digital media, television, radio, and signage. All rental events will be featured on the online Performing Arts Center calendar, with details indicating the availability of public tickets.
- k. The hanging of event signage outside of the Performing Arts Center is strictly prohibited. Internal signage related to the event may be placed in the lobbies on the day of the event with City staff approval.
- l. The following **must** be printed in all programs or schedules for events or activities in the Performing Arts Center:
 - i. No food, drink, gum, or tobacco products are allowed in theater. Water is permitted.
 - ii. Do not place your feet on the backs of the seats.
 - iii. Do not throw any items onto stage area.

3. Lobby and Concessions Information

- a. The Performing Arts Center lobby must be approved for rental in order for concession sales to be allowed. Concessions sales are only allowed in the lobby.
- b. Eating and drinking are not permitted at any time in the theater. All food and drink must be consumed in the lobby. Water is permitted.
- c. For food information, refer to the catering and kitchen policy section.
- d. For alcohol information, refer to the alcohol policy section.

4. Turf Area

- a. The Turf Area located at the center of the Civic Center Campus is available for rental. The Turf Area and Performing Arts Lobby can also be rented in combination.
- b. For concessions information, refer to the lobby and concessions policy section.
- c. For alcohol information, refer to the alcohol policy section.

5. Sound and Light Technician Information

- a. If rental request requires access to sound and lighting for a performance or production, the necessary technician(s) will be arranged by the City at the applicant's expense. Information regarding charges for technician services will be provided to the applicant upon facility booking, subject to change if the terms and parameters of the reservations are modified.
- b. The technician fees will equal actual City cost for services and be added into applicant's total fees.

- c. Only City-approved technicians are allowed to control City owned lighting and sound equipment. In addition, only City-approved technicians and/or House Managers, as designated by the rental applicant, may access the Performing Arts Center lighting and sound control booth.
- d. Any additional sound, lighting, or projection equipment that requires connection must be approved and tested by City staff or City-approved technician(s) two weeks prior to rental.

Payment and Fees

1. The City assesses usage fees according to the City Council approved Master Fee Schedule and based on the event's Group level, as defined below. Visit www.lakeforestca.gov/governmenttransparency to access the City's Master Fee Schedule.
2. All fees are based on an hourly facility rate schedule. City staff will determine the rental rate after the submission of the authorized signer's rental application. Applicants requesting resident rates will be required to provide proof of residency. Groups requesting the non-profit rate schedule will be required to provide documentation verifying their non-profit status of a 501(c)(3) or otherwise approved non-profit agency as defined in the IRS tax code.
3. Additional fees may also be assessed for the serving of alcohol, additional services, and/or equipment required by the Applicant or deemed necessary by City staff.
4. All facility deposits are due at the time of approval of the permit application to bind the rental use agreement. All facility rental fees are due at least two weeks in advance of the permitted date.
5. All fees, including deposits, will be processed as received.
6. Fee payments may be made in person, during business hours.
7. If an event continues after the permitted ending time, the City will assess a fee of double the hourly rate to the Applicant, charged against the Applicant's deposit.
8. Applicants, at their own expense, may be responsible for providing proof of General Liability Insurance (i.e., special event insurance) naming the City of Lake Forest as an additional insured based on the activity and/or number of participants. The following are some criteria, while in no way meant to be inclusive, that could determine whether an Applicant may be required to secure General Liability Insurance:
 - a. Any rental that includes third-party set-up or provides entertainment.
 - b. Any rental activity that is co-sponsored by the City.
 - c. Any rental that involves some type of physical or strenuous activity or competition.

- d. Any rental that may have an attendance of more than 50 people.

Rental Applicant Group Classifications

1. All Applicants are classified into one of the following Groups for priority and fee determinations:

GROUP 1 CITY-SPONSORED OR CO-SPONSORED

City-held events or government and reciprocal use agreement agencies partnering with the City conducting social, cultural, educational, or recreational activities are considered in this group.

GROUP 2 RESIDENT NON-PROFIT ORGANIZATION

Resident Non-profit organizations conducting social, cultural, educational, or recreational activities are considered in this group.

GROUP 3 RESIDENT PRIVATE PARTY

Residents requesting use for a private party are considered in this group.

GROUP 4 NON-RESIDENT NON-PROFIT ORGANIZATION

Non-resident Non-profit organizations conducting social, cultural, educational, or recreational activities are considered in this group.

GROUP 5 NON-RESIDENT PRIVATE PARTY

Non-residents requesting use for a private party are considered in this group.

GROUP 6 RESIDENT BUSINESS / COMMERCIAL

Business and/or commercial group requesting rental of the facility are considered in this group.

GROUP 7 NON-RESIDENT BUSINESS / COMMERCIAL

Business and/or commercial group requesting rental of the facility are considered in this group.

2. **GROUP 1 REQUIREMENTS**

- a. The City Manager has the general authority to determine whether an agency, group, or event qualifies in Group 1. All events are subject to an application and approval process to determine Group 1 classification. Group 1 hourly rental rates are at no charge including janitorial fees. All other regulations and fees regarding facility rentals including, but not limited to, insurance requirements, alcohol, catering, deposits, security, and kitchen use apply to these events.
- b. Group 1 has priority over all other Groups, events, or uses of the facility. Staff representatives must book all Group 1 rentals with the City by filling out a form; staff will be required to book facilities two weeks in advance of a requested use but not more than six months in advance. Reservation requests made more

than six months in advance of the requested date are subject to the City Manager's, or his/her designee's approval.

- c. The City Manager, or his/her designee, will review requests for City Sponsored or City Co-Sponsored booking applications. All events will be scheduled on a first-come, first-served basis and subject to availability. The regulations described here apply to all facilities located at the Lake Forest Civic Center Campus.
- d. Applicants and/or events are eligible for Group 1 classification provided they meet the following criteria as either a City-Sponsored Event or a City Co-Sponsored Event type:

- i. City-Sponsored Events

- Definition: A City-sponsored Event is a program-related activity approved as part of the City's regular operations that provides a direct public benefit to residents and/or the business community **and**: directly advances a City Department or Division's budget initiatives as defined within an approved budget or division work plan (excludes events hosted in conjunction with professional development organizations).

- a. Eligible Applicants:

- 1) Staff on behalf of the City
 - 2) Staff on behalf of a City Department or Division
 - 3) Agencies contractually obligated to host events on behalf of the City
 - 4) City-approved employee social club

- ii. City Co-Sponsored Event

- Definition: A City Co-Sponsored Event is an activity the City hosts in conjunction with an eligible outside agency as defined below. These events must:

- a. Align with a City Department's, and/or Division within a Department's, budget goals or initiatives, including professional development;
 - b. Address topics defined within an approved work plan, including professional development;
 - c. Offers an identified public benefit; or
 - d. Open to the public and/or the business community.

- e. Eligible Co-Sponsors:

- 1) Government agencies servicing Lake Forest.
 - 2) Entities with reciprocal use agreements.
 - 3) Non-profit professional development organizations.
 - 4) Non-profit local government specialty organizations.

- iii. Additional Provisions for City Co-Sponsored Events:

- a. Each City Division will be provided with the opportunity to co-sponsor one event per Fiscal Year. Annual allocations of co-sponsored events are non-transferable between departments but may be transferred to separate divisions within the same department.
- b. The City Council, Commissions, City Attorney Division, Finance Non-Departmental Division, Orange County Sheriff's Department, and the Orange County Fire Authority will be provided with the opportunity to co-sponsor one event per Fiscal Year, with written authorization from the City Manager, or his/her designee, to book an event on the Civic Center Campus. Divisions requesting additional co-sponsored events may receive Group 1 classification approval from the City Manager or his/her designee.
- c. The City does not encourage a charge for admission/participation for co-sponsored events. Should the co-sponsor wish to charge for admission/participation, the City requires the co-sponsoring agency to provide in-kind benefits to the City equaling the fully burdened cost of a room rental at the most applicable Group classification, separate from Group 1.
- d. The City will review Group 1 Requirements on an annual basis, as necessary.
- e. Janitorial fees, insurance costs, or other facility use fee requirements are to be paid by the hosting/co-sponsoring Division.

3. GROUP 2 & 4 REQUIREMENTS:

All non-profit organizations requesting Group Classification 2 & 4 will be asked to submit proof of non-profit status (federal and/or state tax exemption determination letter required). To qualify for non-profit status, an organization must be organized and operated for the purpose described in the Revenue & Tax Code Sections (23701a-23701z).

4. Hourly Rental Rates and Fee Schedule

- a. Rental facility details, including location, square feet, and capacity are below.

CIVIC CENTER CAMPUS – RENTAL FACILITIES				
CATEGORY	LOCATION	ROOM	SQ. FT.	APPROXIMATE CAPACITY
LARGE ROOMS	COMMUNITY CENTER	SEQUOIA	7,865	1,124
		REDWOOD & EUCALYPTUS	5,250	742
		REDWOOD & OAK	5,100	742
		EUCALYPTUS	2,660	382
		OAK	2,580	373
		REDWOOD	2,500	369
	PERFORMING ARTS CENTER	STAGE ONLY	1,120	85
		STAGE & LOBBY	3,480	215
	<i>THE CLUBHOUSE</i>	MULTIPURPOSE ROOM	3,890	240
SMALL ROOMS	COMMUNITY CENTER	MAPLE	888	60
		HICKORY	467	32
		PALM	352	24
		SPRUCE	258	18
		CYPRESS	231	16
OTHER AMENITIES	COMMUNITY CENTER	COURTYARD	3,338	223
		KITCHEN	890	20
	PERFORMING ARTS CENTER	LOBBY	2,360	200
		BOX OFFICE	117	10
		TURF	1,720	150
	<i>THE CLUBHOUSE</i>	OUTDOOR PATIO & BBQ	1,218	90

b. The Financial Management and Budgetary Policy provides a consistent framework for the analysis and evaluation of user fees imposed by the City. This framework requires the City's Master Fee Schedule be approved and updated by resolution in connection with the adoption of the operating budget. Visit www.lakeforestca.gov/governmenttransparency to access the City's Master Fee Schedule.

5. Additional Notes:

- a. Staffing needs will be assessed at City's discretion.
- b. Janitorial fee is charged for all rentals, regardless of group classification.
- c. Fees and policies are subject to change per administrative action.

Damage and Deposits

- 1. A pre- and post-function walkthrough is required. City staff will visually inspect the building immediately before, during, and after a function with the authorized signer and/or event contact on the rental application. Within two weeks, City staff will contact the Applicant to discuss any issues noted during the walkthrough and the course of action to be taken.
- 2. The authorized signee of the rental application is required to attend the duration of the rental activity and remain on the premises.
- 3. Damage fees are assessed in the following situations or as deemed necessary by City staff based on the Facility Inspection Report:

- a. Removal of carpet stains, requiring more than standard extraction techniques.
 - b. Stains on walls.
 - c. Broken furniture and/or equipment.
 - d. Defacement of any part of the interior or exterior of the building.
 - e. Damage to the Civic Center Campus grounds, including landscape.
 - f. Damage created by improper use of equipment or non-compliance with facility rules.
 - g. Equipment found to be missing as a result of an Applicant using the building.
 - h. Police called for emergency/disturbance.
4. Damage fees are based on replacement or repair costs incurred by the City and may exceed deposit amount. *The City may take legal action to recover these costs.*

Cancellation Policy

- 1. All cancellations must be submitted in writing.
- 2. Rentals dealing with inclement weather will be addressed on a case-by-case basis.

Written Cancellation Notice	Facility Deposit Refund	Facility Fee Refund
30 Days or more	0%	100% less Deposit
29 Days – 15 Days	0%	50% less Deposit
14 Days or Less	0%	No refund

D. Staff Responsibilities

- 1. Documentation: All situations resulting in canceling or terminating an activity or permit of an Applicant will be documented in a City of Lake Forest Incident Report.
- 2. Notification: Staff shall provide a written notice explaining the violation and cause of the cancellation to any person who has their permit canceled or terminated.
- 3. Retention: Incident Reports and Written Notices shall be retained per the City's Records Retention Policy.

E. Appeals

Applicants who are denied a rental permit shall have 10 days from the date of the denial to request an appeal hearing with the City Manager, or his/her designee. The appeal request shall be in writing and submitted to the Deputy City Manager. Within 20 days of receiving the appeal request, the Deputy City Manager shall provide the appeal hearing. The Deputy City Manager shall have the right to grant the applicant a permit and authorize the rental, uphold the denial, or take any other action deemed appropriate. The denied applicant may appeal the decision of the Deputy City Manager to the City Manager, or

his/her designee. The City Manager, or his/her designee's decision on such appeal, shall be final.

F. Authority

This Policy is adopted pursuant to the authority granted in and consistent with Chapter 13.04 of the Lake Forest Municipal Code, along with the authority of the City Manager. This Policy may be amended at the discretion of the City Manager at any time.

Debra Rose
Debra Rose, City Manager

January 4, 2024
Date