

**RESOLUTION NUMBER 3930**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PERRIS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA, AMENDING THE CITY OF PERRIS COMMUNITY SERVICES FACILITIES USAGE POLICY AND RESCINDING RESOLUTION NUMBER 3664**

**WHEREAS**, on November 9, 1992, the City Council adopted Ordinance Number 937 setting forth the City of Perris Department of Recreation Facilities Use Policies and to establish a fee schedule for the use of the City's recreation facilities; and

**WHEREAS**, on September 29, 1997, the City Council adopted Resolution Number 2631 revising the Facilities Use Policies and Fee Schedule of the Recreation Department and establishing a new fee schedule to cover the cost of providing services to all who use City recreation facilities; and

**WHEREAS**, on January 28, 2003, the City Council adopted Resolution Number 3067 revising the Indoor Facilities Use Fees for User Groups from a daily fee to an hourly fee; and

**WHEREAS**, on September 27, 2005, the City Council approved Resolution Number 3509 revising the Community Services Facilities Fee schedule; and

**WHEREAS**, on June 13, 2006, the City Council approved Resolution Number 3664 amending the facility use policy to allow Perris-based nonprofit religious groups to take advantage of the lower nonprofit rates charged for the use of indoor City facilities such as the Community Room in the Bob Glass Gym; and

**WHEREAS**, the revised Community Services Facility Usage Policy has been amended, to clarify the length of time a permit may be issued for the use of a city facility for non-City programs, to reflect a total of not more than six months (180 days) as follows in Attachment "A" to this Resolution.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Perris, California, as follows:

**Section 1.** Resolution Number 3664 is hereby rescinded.

**Section 2.** The City Council approves the revised Facilities Use Policy and Fee Schedule as set forth in Attachment "A", attached hereto and incorporated herein by this reference.

***ADOPTED, SIGNED and APPROVED*** this 13<sup>th</sup> day of March, 2007.

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Mayor, Daryl R. Busch

ATTEST:

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City Clerk, Judy L. Haughney

STATE OF CALIFORNIA )  
COUNTY OF RIVERSIDE ) §  
CITY OF PERRIS )

I, Judy L. Haughney, CITY CLERK OF THE CITY OF PERRIS, CALIFORNIA, DO HEREBY CERTIFY that the foregoing Resolution Number 3930 was duly and regularly adopted by the City Council of the City of Perris at a regular meeting thereof held the 13<sup>th</sup> day of March, 2007, and that it was so adopted by the following called vote:

AYES: Landers, Motte, Rogers, Yarbrough, Busch  
NOES:  
ABSENT:  
ABSTAIN:

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City Clerk, Judy L. Haughney

**ATTACHMENT "A"**  
**(RESOLUTION NUMBER 3930)**

**CITY OF PERRIS**  
**COMMUNITY SERVICES**  
**FACILITIES USE POLICIES**

**Revised: March 13, 2007**  
**Resolution # 3930**

**PURPOSE STATEMENT**

To ensure that City Community Services facilities are operated and maintained for the benefit of Community residents. Community Services has been delegated the responsibility to administer these policies.

**A. GENERAL POLICIES**

1. The primary use of the City of Perris Community Services Facilities is to provide activities to the Community that are recreational, educational and cultural in nature.
2. To ensure that all potential users receive an impartial consideration when requesting to reserve Community Services Facilities, a permit request process is necessary.
3. City Departments and Activities will have priority use of the Facilities over other applications for facility space. When unforeseen circumstances result in use conflict, Facility Use Permits may be canceled as authorized by the City Manager or designated representative. If cancellation is unavoidable, every effort will be made to either reschedule or locate alternate facilities.
4. The use of Parks and Community Services Areas or Facilities shall not be granted when, as determined by the City Manager or designated representative, such as (compatibility, time, location, lights, noise) is not in the best interest of the city.
5. A schedule of Facility Use Fees has been developed and approved by the City Council. Fees must be paid prior to issuance of a permit. Individuals and/or groups wishing to appeal any portion of said fees may do so. Said appeal shall be made to the City Council at least thirty (30) days prior to the date of intended use.
6. All Community Services Facility Use Permits shall include liability insurance as set forth by said Policies & Procedures.

## **USE PRIORITIES**

For the purpose of determining the priority of Use and Rental charges to be paid for the use of Community Services Facilities, a list of user groups is hereby established and is set forth in order of priority as follows:

## **CITY PROGRAMS**

1. **CITY PROGRAMS**: Programs organized, promoted and conducted by the City of Perris.
2. **CITY CO-SPONSORED PROGRAMS**: Programs and activities offered through joint efforts and sponsorship of the City and an established non-profit community group or organization which generally meets the following description and/or requirements:
  - (a) The group must have by-laws which define the purpose of the organization. All financial records shall be available to the City at all times.
  - (b) Only such fees and charges that are approved through special agreement with the City shall be levied for the offering of co-sponsored activities and events for the purpose of co-sponsored groups and organizations.
  - (c) The group or activity must receive expressed written acceptance from the City Manager or designated representative in order to be considered co-sponsorship and is required to conform to the City's adopted co-sponsorship criteria.
  - (d) Co-sponsorship will be reviewed on a regular basis and no less than once per year. Co-sponsorship may be granted for a single event or ongoing group.

## **GROUP I**

1. **CITY OF PERRIS YOUTH & ADULT SPORTS & RECREATION GROUPS**: Organized, Non-Profit Organizations having the following qualifications:
  - (a) Incorporation Papers. Proof of 501c3
  - (b) Have adult leaders, advisors and/or chaperones. (Youth Only)
  - (c) A majority of the members are seventeen (17) years of age or younger. (Youth Only)
  - (d) Shall not restrict persons from membership because of race, religion, sex, ethnic origin, social or economic status.
  - (e) Meets regularly and has definite organizational structure.
    1. Non-Profit Tax ID Numbers & Letter of Determination from the Internal Revenue Service.

2. League By-Laws, which includes annual meeting, election of officers, and appointment of two representatives to Sports Council.
3. League Local Rules, Officers and Annual Financial Statement.
4. List of current officers.
5. List of all participants (denote whether City of Non-City Resident).
6. "Residential Preference Rule". During registration period, Perris residents to be placed on teams first, and then filling other vacancies by non-residents who must reside in the Perris High School and/or Val Verde School District areas, located in the County of Riverside, provided that all other registration and/or eligibility requirements are met. (Youth Only)
7. The above documents are required to be placed on file with the Community Services Division.
8. Documents to remain on file and updated as needed or on an annual basis.
9. If, during usage of facilities, the By-Laws and local rules are not followed, the City has the right to suspend usage until the situation is corrected.

(f) Membership should not be restricted by voting or any other procedures.

(g) Participants must be comprised of at least 51% City of Perris Residents.

2. **CITY RESIDENTS:**

3. **RECREATION PROJECTS:** Community recreational, training or education projects or programs.
4. **SPECIAL USE:** Educational, Perris based religious groups holding a 501(c)(3) tax exempt status (for religious services), or other government agencies not shown in the priority list above. At the discretion of the City, special arrangements may be made with such agencies by joint use agreements or other special arrangements.

**GROUP II**

1. **NON-CITY RESIDENTS:**

2. **LIMITED MEMBERSHIP GROUPS:** Which are restricted by voting or other procedures. Such as: Lodges, Fraternal Organizations, Unions, etc.
3. **PRIVATE USE (RECREATIONAL):** Including parties, recreations, banquets, etc.
4. **PRIVATE USE (NON-RECREATIONAL):** Including weddings, church services, business meetings, etc.
5. **COMMERCIAL USE:** Use by individuals or groups for commercial or profit making activities.

## **B. FACILITIES USAGE PROCEDURES & POLICIES**

The following policies and procedures have been established for the usage of the City Community Services facilities in order to better serve the Community's needs.

### **USAGE PROCEDURES**

The following documents must be filled out in full and returned to Community Services or Senior Center, **4 weeks for Recurring Use, or 15 days for non-recurring use**, prior to usage before a permit to use City Facilities will be issued:

1. Application Form:  
If usage is for schools or private leagues, a schedule, practice schedule, etc with dates and times must be included.
2. Certificate of Insurance. (See Policies #3 for clarification).
3. Clean-up deposit, and/or other fees or deposits as designated paid. (Fee schedule attached)  
All applicable fees must be paid in advance or through monthly invoice. If required fees are not paid by the 15<sup>th</sup> of the month, your permit will be revoked.
4. Registration Form. (See Policies #2 for clarification).

**MAKE SURE ALL PAPER WORK IS FILLED OUT COMPLETELY AND SIGNED. FAILURE TO DO SO COULD DELAY YOUR PERMIT.**

When usage is approved, a permit will be issued to the applicant. Changes in usage after permit is issued must be in writing to Community Services.

### **POLICIES**

1. Facilities are scheduled based on Use Priorities Schedule, plus individual applicants needs (number of participants) and availability according to Facility Use Policies.
  - a. **No organization shall be permitted (except for City Sponsored programs) to reserve the Bob Glass Gymnasium, Community Room and Senior Center for a period totaling more than six (6) months (180 days). Buildings are normally closed on all holidays as observed by the City, and permits will not be granted on those days without prior approval.**
2. All registration forms are required to have a "HOLD HARMLESS CLAUSE" IN THEM.
3. A certificate of insurance with the City named as "ADDITIONALLY INSURED" is required.

- a. **Liability Insurance in the amount of one million dollars (\$1,000,000.00) naming the City of Perris as additionally insured is required by all user groups conducting reserved sporting or special event activities.**
4. Use of any City Facility by any youth organization shall require adult supervision at all times, at a minimum of one adult per each 20 youths.
  5. Sportsmanlike conduct shall be observed by all participants, parents and organizers, at all times. Organizations are responsible for the conduct of their group.
  6. Applicant agrees to pay for all damage and/or loss of property, if any, which occurred during the usage period.
  7. Applicant is responsible for returning any City facility in the same condition as it was received during the initial walk-through prior to the beginning of your event. All trash to be picked up each day or night in and around the facility.
  8. Security personnel as required by the Police Chief and/or City Manager or designated person shall be arranged through a private security company and approved in advance by the Chief of Police, if applicable. When required, must be present at time applicant takes possession of the building and remain on duty until building is vacant.
  9. No posters, bulletins, flyers or advertising signs are to be posted without first getting written authorization from Community Services.
  10. No electrical, plumbing, painting or repair work of any kind is to be done without first getting written authorization from the City Manager or designated representative. This includes portable or permanent structures of any size or shape put on City facilities.
  11. Use of snack bars on City facilities will only be permitted on days the facilities are reserved unless other arrangements are made ahead of time **in writing** to Community Services. All food and drink to be moved in and out as usage requires. Glass containers of any kind are not allowed. Snack Bar shall be thoroughly cleaned after each usage.
  12. **ALCOHOLIC BEVERAGES OF ANY KIND ARE NOT PERMITTED ON ANY CITY FACILITY.**
  13. The following applies to City Gymnasium:  

**NO FOOD OR DRINKS ALLOWED INSIDE (except bleacher area)**  
**NO STREET SHOES ARE ALLOWED ON GYM FLOOR**  
**NO SMOKING ALLOWED INSIDE**  
**ALCOHOLIC BEVERAGES OF ANY KIND ARE NOT PERMITTED**  
**NO RUNNING OR HORSEPLAYING IN FACILITIES**
  14. Gates and doors shall be locked, windows secured and lights turned off after usage, if applicable.



15. Failure to observe the above rules could result in the suspension of the usage of the facility.
16. Failure to observe Policy #7 will result in the forfeiting of the clean-up deposit.

## **PARKS AND FACILITIES**

### **Parks**

Bob Long Memorial Park	590 East San Jacinto Avenue / Wilson
Copper Creek Park	217 Citrus Avenue / Cherrytree
Foss Field Park	138 North Perris Blvd / San Jacinto Avenue
Frank Eaton Memorial Park	3600 Bradley Road / Avalon Parkway
May Ranch Park	3792 Evans Road / Ramona Expressway
Metz Park	251 Metz Road / A Street
Morgan Street Park	600 East Morgan Street
Panther Park	Ruby Drive / Mildred Street
Paragon Park	264 Spectacular Bid Corner of Placentia / Redlands
Rotary Park	1491 A Street / Ellis
Russell Stewart Park	160 East 1 <sup>st</sup> Street Between Perris Blvd / D Street
Skydive Park	415 Dale Street
Banta Beatty Park	118 North D Street
Howard Schlundt Park	4 <sup>th</sup> Street

### **Indoor Facilities**

Bob Glass Gymnasium	101 North D Street
Community Room	101 North D Street
Senior Center	100 North D Street

## **UNIFIED SCHOOL DISTRICTS**

Anyone wishing to reserve the School Sports Facilities must call the School District Administration Office at the below listed numbers to ascertain the availability of the facilities.

Perris Elementary Unified School District	143 East 1 <sup>st</sup> Street, Perris CA 92570 Office (951) 657-3118 FAX (951) 940-5115
Perris Union High School District	155 East 4 <sup>th</sup> Street, Perris CA 92570 Office (951) 943-6369
Val Verde Unified School District	975 East Morgan Street, Perris CA 92571 Office (951) 940-6100 FAX (951) 940-6121

# INDOOR COMMUNITY SERVICES FACILITIES

## SCHEDULE OF FEES

<u>GROUPS</u>	<u>(1)</u>	<u>(2)</u>
	LOCAL NON-PROFIT PUBLIC AGENCIES RESIDENTS	OUTSIDE NON-PROFIT NON-RESIDENTS COMMERCIAL USERS
<b><u>BOB GLASS GYMNASIUM</u></b>		
HOURLY FEE	\$100.00	\$200.00
CLEANING/DAMAGE DEPOSIT (Refundable)	\$250.00	\$250.00
STAFF HOURLY FEE	\$20.00	\$20.00
SET-UP FEE	\$60.00	\$60.00
<b><u>COMMUNITY ROOM</u></b>		
HOURLY FEE	\$30.00	\$100.00
CLEANING/DAMAGE DEPOSIT (Refundable)	\$50.00	\$100.00
STAFF HOURLY FEE	\$20.00	\$20.00
SET-UP FEE	\$50.00	\$50.00
<b><u>COMMUNITY ROOM / KITCHEN</u></b>		
HOURLY FEE	\$100.00	\$150.00
CLEANING/DAMAGE DEPOSIT (Refundable)	\$75.00	\$100.00
STAFF HOURLY FEE	\$20.00	\$20.00
SET-UP FEE	\$50.00	\$50.00
<b><u>GYM / COMM. RM / KITCHEN</u></b>		
HOURLY FEE	\$200.00	\$350.00
CLEANING/DAMAGE DEPOSIT (Refundable)	\$350.00	\$350.00
STAFF HOURLY FEE	\$20.00	\$20.00
SET-UP FEE	\$110.00	\$110.00

**SENIOR CENTER  
FACILITIES**

<u>Groups</u>	<u>1</u>	<u>2</u>
<u>BINGO ROOM / STAGE AREA</u>		
Hourly Fee	\$30.00	\$100.00
Refund Deposit (Clean-up)	\$50.00	\$100.00
Set-up/Breakdown Fee	\$50.00	\$50.00
*Staff Hourly Fee	\$20.00	\$20.00
<u>BINGO ROOM/KITCHEN/MAIN LOUNGE</u>		
Hourly Fee	\$100.00	\$150.00
Refund Deposit (Clean-up)	\$75.00	\$100.00
Set-up/Breakdown Fee	\$50.00	\$50.00
*Staff Hourly Fee	\$20.00	\$20.00
<u>TV LOUNGE</u>		
Hourly Fee	\$20.00	\$50.00
Refund Deposit (Clean-up)	\$50.00	\$100.00
Set-up/Breakdown Fee	\$25.00	\$25.00
*Staff Hourly Fee	\$20.00	\$20.00
<u>TV LOUNGE WITH TV</u>		
Hourly Fee	\$50.00	\$100.00
Refund Deposit (Clean-up)	\$100.00	\$150.00
Set-up/Breakdown Fee	\$25.00	\$25.00
*Staff Hourly Fee	\$20.00	\$20.00
<u>NUTRITION SITE</u>		
Hourly Fee	\$20.00	\$50.00
With Kitchen	\$50.00	\$100.00
Refund Deposit (Clean-up)	\$50.00	\$100.00
Set-up/Breakdown Fee	\$25.00	\$25.00
*Staff Hourly Fee	\$20.00	\$20.00
<u>POOL ROOM</u>		
Hourly Fee	\$60.00	\$150.00
Refund Deposit (Clean-up)	\$250.00	\$275.00
*Staff Hourly Fee	\$20.00	\$20.00

## OUTDOOR FACILITIES

Groups	1	2
<u>BALLFIELDS - SOCCER FIELDS - FOOTBALL FIELDS, ETC.</u>		
<u>GAMES OR TOURNAMENTS</u>		
Hourly Fee	0	\$12.00
Field Prep (Each Field)	\$18.00	\$18.00
Lights ---- Foss Field	\$6.00PN	\$6.00PH, PF
---- Bob Long	\$12.00PN	\$12.00PH, PF
---- Metz Park	\$18.00PN	\$18.00PH, PF
(PN=Per Night)		
(PH=Per Hour)		
(PF=Per Field)		
Equipment Deposit (Refundable)	\$100.00	\$150.00
Clean-up Deposit (Refundable)	\$100.00	\$150.00
Snack Bar Deposit (Refundable)	\$25.00	\$50.00
Key Deposit (Per Key Refundable)	\$25.00	\$25.00
*Staff Call-Out (Per Hour, min. 2 hours)	\$20.00	\$20.00

PARK PAVILION ----- \$ 12.00 Reservation Fee. This fee confirms your reservation.  
Permit will not be issued without reservation fee.