

Facility Use Policy

I. Policy Statement

Yolo County Housing (YCH) facilities and grounds located at its resident complexes and migrant centers are used for YCH sponsored educational, recreational, cultural, civic, and social activities and programs. Additionally, the YCH makes use of its facilities for conducting the business of its appointed commissions, committees and work groups. The YCH also makes certain facilities available to the public for meetings, activities, events and services that meet the similar needs and interests of the residents. The Executive Director or his/her designee is authorized to interpret and implement the policies and rules contained herein.

II. Definitions

- a) Applicant/User – in a transaction involving the reserved use of YCH facilities, the individual or organization that will be responsible for all applicable fees, deposits, and compliance with facility and grounds use requirements.
- b) Facilities – refers to the community buildings and rooms owned, leased and/or managed by YCH.
- c) Grounds – refers to the athletic fields owned, leased and/or managed by YCH.
- d) Director – the YCH Executive Director or his/her designee.
- e) Site Supervisor – the YCH staff assigned the responsibility of the day-to-day operations of the building and/or field.

III. Office Hours

- a) Facilities – office hours for access to YCH facilities are 8:00am until 5:00pm Monday through Thursday. It is preferred that buildings be rented or reserved for use during normal business hours. Evening or weekend use will be subject to Site Supervisor and Executive Director approvals.
- b) Grounds – YCH athletic fields are open daily for YCH approved activities from sunrise until sunset. Unless hours are specifically extended by the YCH to accommodate a special event, no person shall remain on the soccer fields outside these identified hours.

IV. General Rules

- a) With respect to the YCH facilities and grounds, the following activities are **not** permitted:
 - 1) Storage – to store personal property.
 - 2) Alcohol – to possess any can, bottle or other receptacle containing any alcoholic beverage that has been opened, a seal broken, or the contents partially removed.
 - 3) Refuse – to leave garbage, cans, bottles, papers or other refuse at any field or building other than in the receptacles provided. If no receptacle is provided, patrons are responsible to remove all waste and dispose of it in an appropriate manner.

- 4) Animals – pets approved in advance by YCH management (approved resident-owned pets) and service animals assisting persons with disabilities are allowed on the premises. All other animals are not allowed on the premises.
- 5) Smoking – is allowed in designated smoking areas only. If a designated area is not visible, individuals should smoke at a reasonable distance from building entrances or children at play to reduce the effects of second hand smoke.
- 6) Additional rules and regulations are outlined in the Facility Use Agreement.

V. YCH Facilities/Grounds Available for Reserved Use

- a) The following facilities/grounds may be available for reserved use or rental:

Space and Type	Location
Community Room, 120 N. Cottonwood	Woodland
Community Room, Davis Migrant Center	Davis
Community Room, Madison Migrant Center	Madison
Community Room, Dixon Migrant Center	Dixon
Community Room, 62 Shams Way	Winters
Community Room, 685 Lighthouse Dr.	W. Sacramento
Community Room A, 147 W. Main Street	Woodland
Community Room B, 147 W. Main Street	Woodland
Computer Room, 1230 Lemen Ave.	Woodland
Computer Room, 685 Lighthouse Dr.	W. Sacramento
Computer Room, 62 Shams Way	Winters
Computer Room, Davis Migrant Center	Davis
Computer Room, Dixon Migrant Center	Dixon
Computer Room, Madison Migrant Center	Madison
Activity Room 1, Lemen Avenue	Woodland
Activity Room 2, Lemen Avenue	Woodland
Classroom 1, Dixon Migrant Center	Dixon
Classroom 2, Dixon Migrant Center	Dixon
Classroom 3, Dixon Migrant Center	Dixon
Community Garden, 664 Lighthouse Dr.	W. Sacramento
Senior Center space, 664 Lighthouse Dr.	W. Sacramento
Park/basketball court, 1230 Lemen Avenue	Woodland
Park, Davis Migrant Center	Davis
Park/basketball court, Dixon Migrant Center	Dixon
Park/basketball court, Madison Migrant Center	Madison
Playground, 1230 Lemen Avenue	Woodland
Playground, 62 Shams Way	Winters
Playground, 685 Lighthouse Drive	West Sacramento
Playground, Antelope Street	Esparto
Playground, So. Oak Grove Ave.	Knight's Landing
Playground, Sacramento & Washington St.	Yolo
Playground, Davis Migrant Center	Davis
Playground, Dixon Migrant Center	Dixon
Playground, Madison Migrant Center	Madison
Soccer Field, 62 Shams Way	Winters
Soccer Field, Davis Migrant Center	Davis
Soccer Field, Madison Migrant Center	Madison

Soccer Field, Dixon Migrant Center	Dixon
Soccer Field 1, Lemen Avenue	Woodland
Soccer Field 2, Lemen Avenue	Woodland

VI. Priority Use of YCH Facilities/Grounds

- a) Reasonable attempts will always be made to avoid scheduling conflicts, however, if clarification is needed, the following prioritization will apply to the use of YCH facilities/grounds:
- 1) YCH sponsored meetings, activities and events.
 - 2) Meetings, events, and activities sponsored by governmental or non-profit agencies working jointly with YCH.
 - 3) Approved requests from site residents.
 - 4) Local non-commercial user groups providing services to residents.
 - 5) Local non-commercial user groups providing services to the public.
 - 6) Local commercial enterprises and concerns providing services to the residents and/or the public.

VII. Reserved Use of YCH Facilities/Grounds

- a) Individuals or organizations may apply for reserved use of YCH facilities/grounds at least fifteen (15) days and no more than thirteen (13) months prior to the proposed event.
- b) To obtain reserved use of available YCH facilities/grounds, individuals or organizations must complete and return a Facility Use Application (Attachment B) and submit required deposits, permits, contracts, and insurance documents to the YCH office at least seven (7) days prior to the intended use.
- c) YCH staff will make a reasonable effort to accommodate each application, and will provide written confirmation of approval or denial within five (5) days of receipt of all required materials.
- d) User groups are not entitled to place signs, banners or other such materials on YCH facilities without prior written permission from the Executive Director.
- e) The YCH reserves the right to refuse to permit the reserved use of the facilities/grounds to individuals, groups, or organizations that have previously not complied with YCH requirements or regulations.
- f) The applicant must notify YCH of any cancellations at least forty-eight (48) hours prior to the scheduled event or activity.

VIII. Fees for use of YCH Facilities/Grounds

- a) Fee Schedule. Fees for reserved use of YCH facilities/grounds will be charged for the entire time the user group requires access to the facility/grounds, including time for setting up the event, cleaning up, etc. Fees are charged at fifty dollars (\$50) per hour for use of any one facility or ground.
- b) Deposits. When public facilities/grounds are rented or reserved, a refundable deposit may be required.

Community Rooms	Up to \$100 per use or per day
Athletic Fields	Up to \$100 per use or per day

If damage to YCH property occurs during use or if excessive clean-up is necessary after the use, the actual cost of repairs or clean-up will be deducted from the deposit. If the cost of repairs and/or clean-up exceeds the deposit amount, the user will be billed for the difference. If the user group remains in the facility/grounds beyond the scheduled time, the deposit will be forfeited and additional fees may be charged for the additional time in the facility/grounds.

- c) Setup and Breakdown. When available, the use of tables and chairs is included in the facility rental fee. YCH will provide set up and break down services.
- d) Fee Waivers or Fee Reductions. The Executive Director will make a determination on requests for fee waivers or fee reductions. The Executive Director may delegate this authority to the Regional Manager or Site Supervisor. Fee waivers or reductions may be granted if the applicant complies with all YCH requirements and the proposed use meets one of the following conditions:
 - 1) The activity or event is conducted by a local organization and the primary purpose of the activity or event is to provide services to the residents of the YCH housing complex where the facilities/grounds are located.
 - 2) The activity or event is of a community-wide interest or benefit, is conducted by a local public or non-profit organization, and will be open free of charge to all members of the local community who wish to participate.

If the recipient of a waiver or fee reduction does not strictly comply with all conditions regulating the use of YCH facilities, including adherence to approved entry and exit times, the user group will be responsible to pay all fees normally associated with such use.

IX. Security Requirement

- a) When YCH deems appropriate, the user may be required to contract with the local city or county law enforcement agency or other approved security company for event security. Proof of the contract for security must be on file in the YCH office at least seven (7) days prior to the event.

X. Insurance Requirements

- a) All organizations and agencies requesting reserved use of YCH facilities/grounds are required to procure and maintain for the duration of the agreement, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the user's operations and use of the premises.
- b) The user shall provide and maintain general liability insurance for all activities on the premises with limits of liability of not less than \$1,000,000 General and Public Liability Insurance for bodily injury and \$1,000,000 for property damage. The insurance policy shall name YCH, its officers, officials, employees, volunteers, and agents as additional insureds. In addition, the insurance policy shall bear an endorsement precluding cancellation, termination, or reduction in coverage except after thirty (30) days prior written notice to YCH of such action.
- c) Verification of Coverage. The user shall furnish YCH with copies of the original certificates and endorsements, including amendatory endorsements effecting coverage required by this clause. The endorsements should be on forms provided by the entity or on other than the entity's forms, provided those endorsements or policies conform to the requirements. All certificates and

endorsements are to be received and approved by YCH prior to the use of the facilities/ grounds. This may apply to a one-time or multiple-use event and/or activity.

- d) All required insurance policies and endorsements are to be primary and non-contributory with any insurance or self-insurance programs carried or administered by YCH.
- e) Upon a showing of good cause by the user, the Director, in his/her sole discretion, may waive the insurance requirements.

XI. Criminal Background Checks and Fingerprinting for Applicants Working with Minors

- a) User groups or individuals that will be providing services on YCH facilities/ grounds to residents or the public under the age of 18 years must provide proof of completion of a criminal background check.
- b) Each individual who provides services to minors must submit proof of a clear criminal record for the last seven (7) years and proof of a clear sexual offender record to be permitted to use YCH facilities/grounds.
- c) A list of all persons providing services to minors on behalf of the user along with proof of a clear criminal and sexual predator background check for each person must be provided to the facility site supervisor(s). Any individual who is not on that list will not be allowed access to the YCH facilities/grounds.

XII. Contacts

Resident Initiatives Coordinator:

Migrant Center Supervisor:

Resource Administrator: Janis Holt, 530-669-2211, jholt@ycha.org

Facilities Manager: Fred Ichtertz, 530-669-2240, fichtertz@ycha.org
