

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Facility Rental Fee Schedule
POLICY NUMBER: 1065
ADOPTED: September 20, 2005
AMENDED: 7/12/2012, 3/14/2013, 1/9/2014, 8/13/2015, 4/14/2016, 9/8/2016,
8/10/2017, 6/10/2020, 6/9/2021, 11/10/2021, 6/12/2024
LAST AMENDED: October 8, 2025

1065.10 PURPOSE

The purpose of this policy is to provide guidelines to make certain District facilities available and affordable for residents, organizations and other local agencies to rent.

This policy also establishes a facility use fee structure to help recover the actual costs for the District to prepare, maintain and inspect such facilities for the special benefit of those making reservations. Facilities such as the Twain Harte Community Center, baseball field, field concession stand, tennis courts, pickleball courts, bocce courts, Eproson Park area, Twain Harte Meadows Park area, and fire/emergency training facilities have inherent on-going expenses that require fees to cover the specific cost of providing rental services.

1065.20 RENTAL RATES

Rental rates for the District's facilities are identified in the Facility Rental Fee Schedule at the end of this policy. The fees, terms and conditions detailed in this policy are not subject to waiver by the General Manager except for the following:

1. Fundraising or other activities which benefit individuals, groups or organizations affected by a disaster, tragedy or unusual event.
2. Fundraising or other activities held by organizations, which benefit the District.
3. Events sponsored by the District.
4. Fees may be waived if renter provides donations and/or other services to the District that sufficiently offset the cost to the District for rental of the facility, as determined by the General Manager.
5. Employees of the District will be permitted to rent any available District facility at the established Resident rate. All other rules stated in this policy apply.

1065.30 RESERVATIONS

Requirements for the reservation of District Facilities are as follows:

1. Reservations of District facilities may be made up to the date of the event, except seasonal reservations for sports facilities must be made at least thirty (30) days in advance.
2. Facility rental fees are due at the time of reservation.
3. Reservations are only confirmed once the reservation application, payments and deposits are received.
4. Reservations may be cancelled eleven (11) working days or more prior to the event and a full refund of fees and deposits will be provided.
5. Reservations cancelled within ten (10) working days of the reserved event are subject to a 25% cancellation fee. In such cases, the District will return the deposit and 75% of the applicable rental fee.

1065.40 USER PERMITS, INSURANCE & LIABILITY WAIVERS

1065.41 User Permits

A User Permit shall be signed by the Renter and submitted with rental fee and deposit payment prior to renting the facility. The User Permit shall serve as the rental agreement between the District and the Renter.

The User Permit shall describe the Renter's use of the facility in detail, including but not limited to the following:

1. Estimated number of attendees
2. Days and hours of use
3. Description of activities
4. Description of any equipment that will be used (bounce houses, generators, barbecues, amplifiers, speakers, etc.)
5. Whether or not alcohol will be present during use
6. Whether or not alcohol will be served or sold at the event
7. Description of any vendors that may be present

The User Permit shall specify fees (rental and deposit) and include specific liability waiver requirements, indemnification agreements, insurance requirements, special license needs and any special rules or information related to the Renter's use. The User Permit attached to this policy may be updated by staff as needed to incorporate suggestions from the District's legal counsel and insurance provider. All such updates will be subject to General Manager approval.

1065.42 Insurance Requirements

Renters are required to submit a certificate of insurance with the District named as an additional insured for "Large" or "High Risk" uses prior to renting the facility. "Small/Private" rentals do not require a certificate of insurance unless the rental is deemed "High Risk" by District staff.

“Large” uses are defined as any rental use with 50 or more attendees or any rental use that is open to the public.

“Small/Private” uses are defined as any rental use with less than 50 people that is not open to the public.

“High Risk” uses are defined as any rental use with activities that, in the opinion of District staff, have abnormally high risk. District staff may consult its insurance provider to help determine whether activities are considered to have abnormally high risk. The following activities (not an all-inclusive list) are deemed high risk:

1. Selling or serving Alcohol.
 - A. Selling or serving alcohol requires additional liquor liability insurance.
 - B. Selling alcohol requires an ABC Permit from the Sheriff.
 - C. The District does not consider the presence of alcohol at a “Small/Private” rental to be considered “High Risk” for insurance requirement purposes. However, all rental uses with alcohol present require liability waivers with special permit rules and a \$250 deposit.
2. Bounce Houses
3. Barbecue use in areas not specifically designed for barbecues

The District’s Park Ordinance sets forth the types of insurance policies and minimum insurance amounts for rental use of facilities. “High Risk” uses may require additional insurance coverage or higher limits, as determined by the District.

1065.43 Liability Waivers

The District may require Renters and their attendees (in some cases) to sign liability waivers based on the type of rental use. Liability waivers shall be in a form provided by the District and will be developed and updated as needed by District staff based on legal counsel and insurance provider recommendations.

1065.50 FACILITY INSPECTION

District staff shall inspect facilities before and after reservations and the renting party shall be charged the cost for any damage discovered to the facilities rented or cleanup required to return the rented facility to pre-rental conditions, other than the removal of normal refuse produced and placed in appropriate containers on site.

Costs associated with District labor for cleanup and materials and labor for repairs shall be billed on a time and materials basis in accordance with the hourly rates detailed in Policy 1060, Miscellaneous Fee Schedule, plus any refuse disposal costs. The District reserves the right to contract with a third-party contractor for repairs caused by renter negligence and bill the renter the invoice cost of such repairs.

1065.60 COMMUNITY CENTER RENTAL

1065.61 Short Meetings. In order to qualify for the Community Center’s Short Meeting rate, meetings/use must meet the following requirements:

1. Duration of the meeting/use cannot exceed three hours, including set up and clean up time.
2. Meetings must occur only between Monday and Thursday.

1065.62 Volunteer Organizations. At the discretion of the General Manager, Twain Harte community volunteer organizations may reasonably use the Community Center without charge. All such organizations must make reservations and obtain permission in advance.

1065.70 BASEBALL FIELD RENTAL – LARGE EVENTS

Reservations to utilize the baseball field for community and other non-sporting events must comply with the following:

1. Events shall not last longer than 48 hours (including set up/tear down).
2. Vehicles are not allowed on the grass, except as specifically approved by District staff.
3. All measures shall be taken to protect baseball field grass. Renters will be responsible for the entire cost of repairing any damage to grass and/or irrigation.

If a renter desires to reserve the baseball field for community and other non-sporting events lasting longer than specified above or if a renter wishes to hold an event that could significantly impact field conditions, a separate agreement will be required for rental. The agreement will include specific rental conditions and may require higher rental fees and deposits to reasonably protect the District's facilities. Agreements shall be approved by the General Manager.

1065.80 BOCCE COURT RENTAL

The following requirements apply to Bocce Court rentals:

1. Rental of the bocce courts includes use of two sets of bocce balls.
2. District bocce ball sets will be available for the public to check out at the District offices during normal business hours. Use of District bocce ball sets are subject to the following rules:
 - A. A \$40 refundable deposit is required to check out each set of balls. Users will forfeit their deposit if ball sets are returned damaged, incomplete, late or not returned.
 - B. Bocce ball sets shall be returned to the District offices during normal business hours no later than 11:30 a.m. on the first business day following check out.

1065.90 FIRE/EMERGENCY TRAINING FACILITY RENTAL

Agencies reserving fire/emergency training facilities shall meet the following conditions:

1. All participants must sign a Training Release of Liability Form and instructors must attend a safety briefing before facility use.

2. Renting agency must provide a signed letter on agency letterhead from the fire chief or designee that verifies pump testing of apparatus and fit testing of all personnel has been completed within the last 12 months.
3. Renting agency shall assume full responsibility for activities and potential incidents.
4. Renting agency shall provide all instructors, apparatus, equipment and logistical support.
5. Renting agency shall comply with all current Cal OSHA and California State Fire Training instructor requirements, student ratios and personal protective equipment.
6. All training must be in compliance with most recent edition of NFPA 1403.
7. Renting agency shall identify a point of contact who will be on site at all times during facility use.
8. Renting agency shall provide or replace all consumable items needed to use facilities.
9. Renting agency will provide portable toilet facilities.
10. Renting agency will be responsible for removal and disposal of all debris.

TWIN HARTE COMMUNITY SERVICES DISTRICT Facility Rental Fee Schedule

FACILITY ¹	RESIDENT or NON-PROFIT	NON-RESIDENT or FOR-PROFIT
Community Center		
Short Meeting ²	\$25 /meeting	\$50 /meeting
Individual Event	Mon-Thurs	\$100 /day
	Fri-Sun	\$150 /day
Eproson Park³		
Picnic Area	\$50 /day	\$75 /day
Stage/Dance Floor	\$50 /day	\$100 /day
Parking Area ⁴	\$50 /day	\$100 /day
Large Event (Stage, Picnic & Parking Area) ⁵	\$150 /day	\$250 /day
Twain Harte Meadows Park³		
Small Picnic/BBQ Area	\$50 /day	\$75 /day
Large Picnic/BBQ Area	\$75 /day	\$100 /day
Pavilion and BBQ Island	\$200 /day	\$300 /day
Large Event (Entire Park) ⁵	\$500 /day	\$750 /day
Baseball Field³		
Individual Event	\$50 /day	\$100 /day
Large Event (field, lights, concession) ^{5,6}	\$150 /day	\$250 /day
Use of Lights	\$40 /day	\$40 /day
Concession Stand ⁶	\$25 /day	\$40 /day
Field Preparation ⁷	\$50 /each	\$50 /each
Organized Sports (field, lights, concession) ^{6,8}	\$1,000 /season	N/A
Bocce Courts		
Pavilion + Both Courts	\$50 half day	\$75 half day
	\$100 /day	\$150 /day
Tennis and Pickleball Courts		
One Court	\$15 per hour	\$25 per hour
All Courts - Tennis	\$150 /day	\$250 /day
All Courts - Pickleball	\$300 /day	\$400 /day

Notes

- 1 A refundable deposit in the amount of the rental fee is required – minimum deposits are \$500 for Large events, \$250 for High Risk or events with alcohol present, and \$100 for all other events.
- 2 Short Meeting - 3 hour maximum, Monday-Thursday only.
- 3 Playground, skate park, water play area and restrooms must be open to public at all times.
- 4 Includes seven parking spaces in front of the stage area (does not include handicap space).
- 5 Porta-potties may be required depending on event size.
- 6 Concession stand only available or included when not currently leased by a business.
- 7 Dragging field and chalking lines. Requires 24-hour notice. During Normal work hours only.
- 8 Assumes no comparable donation or servicing of facilities.

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Fire Facility Rental Fee Schedule

FIRE/EMERGENCY TRAINING FACILITIES¹	RESIDENT or NON-PROFIT	NON-RESIDENT or FOR-PROFIT
Classroom Facilities	\$150 /day	\$150 /day
Vertical Ventilation Prop	\$250 /day	\$250 /day
Fire Behavior Prop	\$600 /day	\$600 /day
Fire Suppression/Tactical Development Prop	\$600 /day	\$600 /day

Notes

- ¹ Fire training facilities, equipment, personnel and materials may be rented by separate agreement.

User Permit

****Keep this Permit on site with you during rental event****

TWAIN HARTE CSD

22912 Vantage Pointe Drive
Twain Harte, CA 95383

****Call (209) 586-3172 for facility problems****

Applicant Name	Organization Name
Street Address	Street Address
City State Zip	City State Zip
Contact Person Area Code Telephone	Contact Person Area Code Telephone

Facility to be Reserved (use facility name from Fee Schedule)	Date(s)	Hours: From - To	Estimated Attendance (Number)	DISTRICT USE ONLY (FEES)

DESCRIPTION OF USE:	TOTAL FEES
	CLEANING DEPOSIT (REFUNDABLE)
	GRAND TOTAL
	AMOUNT PAID
	Cash <input type="checkbox"/> Check <input type="checkbox"/>
	BALANCE DUE
Is alcohol involved in the event? No <input type="checkbox"/> Served only <input type="checkbox"/> Sold <input type="checkbox"/>	
ALCOHOL PERMIT YES <input type="checkbox"/> NO <input type="checkbox"/>	

GENERAL RULES COVERING USE OF FACILITIES

1. Alcohol is prohibited in the park and District facilities unless specifically approved in this permit. The sale of alcohol is strictly forbidden unless the User has a valid Alcoholic Beverage Permit and provides the District with: 1) Proof of coverage of insurance for the sale of alcoholic beverages and 2) an endorsement to that insurance policy naming the District as an Additionally Insured.
2. All user groups must confine their use to the area(s) for which this permit is issued and all activities must be concluded by _____ p.m.
3. Refunds of User Fees will only be refunded upon _____ days advance notice
4. Refundable User Deposits are required for clean up and/or facility damage. Clean-up is the responsibility of user groups. Rubbish, garbage and litter shall be deposited in designated receptacles. All areas used must be cleaned and returned to original condition to the satisfaction of the District prior to deposit refund. Keys must be returned within _____ days or no refund.
5. No tacks, nails, staples, tapes, etc are allowed on walls, ceilings, or woodwork. No candles are allowed in any facility.
6. Sale of any goods, wares, merchandise or food products, or their solicitation or distribution is prohibited unless specified in this permit. All vendors at Permittee's event shall be the responsibility of the Permittee. Vendors shall be covered by the Permittee's General Liability insurance.
7. Amplified sound is not permitted except as detailed in this permit.
8. All Users will provide the District with certificates of General Liability Insurance, acceptable to the District, naming the District as additionally insured. Policy endorsements may be required for events considered high risk by the District.

CERTIFICATION AND LIABILITY RELEASE

I hereby certify that I have read the rules, regulations, conditions and terms of this User Permit and that I, or the organization which I represent, will abide by them and all other directives of the District which may be communicated to the applicant.

The PERMITEE (the contact person and/or organization) agrees to be solely responsible for any and all liability, claims, losses, demands, damages and costs, including attorney fees, arising out of or resulting from any injury to person or damage to property which arise of its use, including use by vendors, of the Twain Harte Community Services District's property and/or facility/ies. The PERMITEE agrees to defend, indemnify and hold harmless the Twain Harte Community Services District, its officers, agents, employees and volunteers against any and all such claims, demands, causes of action, suits and expenses, whether or not any such claim or action is alleged to have been caused in part by the Twain Harte Community Services District as a party indemnified hereunder.

Signature of Responsible Individual :	Date
Signature of Authorized District Official	Date

Other District Permitted Conditions: