

# **TWAIN HARTE COMMUNITY SERVICES DISTRICT Park and Recreation/Citizens' Committee Meeting**

**Chair:** *Eileen Mannix*

**Co-Chair:** *Charlotte Bohlman*

**Citizen Members:** *Julie Cowell & John Kinsfather*

**THCSD CONFERENCE ROOM  
22912 VANTAGE POINTE DR., TWAIN HARTE  
June 5, 2024 12:30 p.m.**

## **NOTICE: Public May Attend this Meeting In-Person.**

The meeting will be accessible via ZOOM for anyone that chooses to participate virtually:

- Videoconference Link: <https://us02web.zoom.us/j/84973714969>
  - Meeting ID: 849 7371 4969
  - Telephone: (669) 900-6833
- ❖ Board Teleconference Location (Director Bohlman): 18998 Lizzie Lane, Twain Harte, CA 95383

## **AGENDA**

- 1. Review/discuss draft Fiscal Year 2024-25 Park Fund Budget, Capital Outlay Plan.**
- 2. Review/discuss 5-Year Park Fund revenue and expense projections.**
- 3. Review park facility fees set forth in Policy #1065 – Facility Rental Fee Schedule.**
- 4. Discuss Twain Harte Meadows Park Project and discussion regarding planning for the ribbon cutting ceremony.**
- 5. Discuss Community Center Project and grand opening celebration.**
- 6. Discuss Pickleball Courts Improvement Project.**
- 7. Adjourn.**

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**HOW TO VIRTUALLY PARTICIPATE IN THIS THIS MEETING**


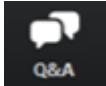
The public can virtually observe and participate in a meeting as follows:

- **Computer:** Join the videoconference by clicking the videoconference link located at the top of this agenda or on our website. You may be prompted to enter your name and email. Your email will remain private and you may enter “anonymous” for your name.
- **Smart Phone/Tablet:** Join the videoconference by clicking the videoconference link located at the top of this agenda OR log in through the Zoom mobile app and enter the Meeting ID# and Password found at the top of this agenda. You may be prompted to enter your name and email. Your email will remain private and you may enter “anonymous” for your name.
- **Telephone:** Listen to the meeting by calling Zoom at (4669) 900-6833. Enter the Meeting ID# listed at the top of this agenda, followed by the pound (#) key.

\* NOTE: your personal video will be disabled and your microphone will be automatically muted.

### **SUBMITTING PUBLIC COMMENT**

The public will have an opportunity to comment before and during the meeting as follows:

- **Before the Meeting:**
  - Email comments to [ksilva@twainhartecsd.com](mailto:ksilva@twainhartecsd.com), write “Public Comment” in the subject line. In the body of the email, include the agenda item number and title, as well as your comments.
  - Mail comments to THCSD Board Secretary: P.O. Box 649, Twain Harte, CA 95383
- **During the Meeting:**
  - Computer/Tablet/Smartphone: Click the “Raise Hand” icon and the host will unmute your audio when it is time to receive public comment. If you would rather make a comment in writing, you may click on the “Q&A” icon and type your comment. You may need to tap your screen or click on “View Participants” to make icons visible.  
  
Raise Hand Icon:  Q&A Icon: 
  - Telephone: Press \*9 if to notify the host that you have a comment. The host will unmute you during the public comment period and invite you to share comments.
  - In-Person: Raise your hand and the Board Chairperson will call on you.

\* NOTE: If you wish to speak on an item on the agenda, you are welcome to do so during consideration of the agenda item itself. If you wish to speak on a matter that does not appear on the agenda, you may do so during the Public Comment period. Persons speaking during the Public Comment will be limited to five minutes or depending on the number of persons wishing to speak, it may be reduced to allow all members of the public the opportunity to address the Board. Except as otherwise provided by law, no action or discussion shall be taken/conducted on any item not appearing on the agenda. Public comments must be addressed to the board as a whole through the President. Comments to individuals or staff are not permitted.

### **MEETING ETIQUETTE**

Attendees shall make every effort not to disrupt the meeting. Cell phones must be silenced or set in a mode that will not disturb District business during the meeting.

### **ACCESSIBILITY**

Board meetings are accessible to people with disabilities. In compliance with the Americans with Disabilities Act, those requiring accommodations for this meeting should notify the District office 48 hours prior to the meeting at (209) 586-3172.

**WRITTEN MEETING MATERIALS**

If written materials relating to items on this Agenda are distributed to Board members prior to the meeting, such materials will be made available for public inspection on the District's website:

[www.twainhartecsd.com](http://www.twainhartecsd.com)

Twain Harte Community Services District  
2024-2025 Budget - DRAFT

	WATER			SEWER			FIRE			PARK			ADMIN			TOTAL
	FY 23/24	Proposed	% Diff	FY 23/24	Proposed	% Diff	FY 23/24	Proposed	% Diff	FY 23/24	Proposed	% Diff	FY 23/24	Proposed	% Diff	PROJECTED
<b>Revenue</b>																
Service Charges	\$ 1,506,217	\$ 1,632,581	8%	\$ 1,189,867	\$ 1,358,123	14%	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ 2,990,704
Fees	18,800	18,800	0%	13,800	13,800	0%	-	-	0%	7,100	10,000	41%	-	-	0%	42,600
Taxes & Assessments	41,382	42,623	3%	-	-	0%	1,329,463	1,373,715	3%	152,245	157,091	3%	-	-	0%	1,573,429
Grants & Donations	1,506,007	-	-100%	25,000	-	-100%	301,251	218,775	-27%	2,869,979	461,452	-84%	-	-	0%	680,227
Other Revenue	53,850	46,000	-15%	23,150	20,000	-14%	290,106	48,000	-83%	3,500	3,500	0%	1,000	1,000	0%	118,500
<b>Total Program Revenue</b>	<b>\$ 3,126,256</b>	<b>\$ 1,740,004</b>	<b>-44%</b>	<b>\$ 1,251,817</b>	<b>\$ 1,391,923</b>	<b>11%</b>	<b>\$ 1,920,820</b>	<b>\$ 1,640,490</b>	<b>-15%</b>	<b>\$ 3,032,824</b>	<b>\$ 632,043</b>	<b>-79%</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>0%</b>	<b>\$ 5,405,460</b>
Admin Revenue Allocation	470	470	0%	250	250	0%	180	180	0%	100	100	0%	(1,000)	(1,000)	0%	-
<b>GRAND TOTAL REVENUE</b>	<b>\$ 3,126,726</b>	<b>\$ 1,740,474</b>	<b>-44%</b>	<b>\$ 1,252,067</b>	<b>\$ 1,392,173</b>	<b>11%</b>	<b>\$ 1,921,000</b>	<b>\$ 1,640,670</b>	<b>-15%</b>	<b>\$ 3,032,924</b>	<b>\$ 632,143</b>	<b>-79%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 5,405,460</b>
<b>Operating Expenses</b>																
Salaries	\$ 335,849	\$ 352,518	5%	\$ 179,875	\$ 189,603	5%	\$ 699,386	\$ 619,077	-11%	\$ 20,299	\$ 19,942	-2%	\$ 426,891	\$ 406,988	-5%	\$ 1,588,129
Benefits	200,538	204,182	2%	109,650	112,095	2%	346,968	385,061	11%	18,072	9,428	-48%	219,242	233,600	7%	944,366
Equip, Auto, Maint, & Repairs	166,200	137,700	-17%	85,700	69,700	-19%	165,550	120,800	-27%	24,370	31,050	27%	14,700	12,000	-18%	371,250
Materials & Supplies	49,400	51,200	4%	6,000	6,100	2%	10,300	10,800	5%	1,500	1,900	27%	3,900	4,300	10%	74,300
Outside Services	460,650	43,200	-91%	27,850	28,000	1%	25,700	26,200	2%	4,500	4,500	0%	64,900	99,300	53%	201,200
Other (Utilities, Prop/Liab Ins, TUD)	254,100	255,200	0%	611,400	700,300	15%	104,700	120,600	15%	29,300	34,700	18%	77,350	85,900	11%	1,196,700
Debt Service	110,684	110,539	0%	16,958	16,939	0%	-	-	0%	-	-	0%	-	-	0%	127,478
<b>Total Program Expenses</b>	<b>\$ 1,577,420</b>	<b>\$ 1,154,539</b>	<b>-27%</b>	<b>\$ 1,037,433</b>	<b>\$ 1,122,737</b>	<b>8%</b>	<b>\$ 1,352,604</b>	<b>\$ 1,282,538</b>	<b>-5%</b>	<b>\$ 98,041</b>	<b>\$ 101,520</b>	<b>4%</b>	<b>\$ 806,983</b>	<b>\$ 842,088</b>	<b>4%</b>	<b>\$ 4,503,422</b>
Administrative Cost Allocation	379,282	395,781	4%	201,746	210,522	4%	145,257	151,576	4%	80,698	84,209	4%	(806,983)	(842,088)	4%	-
<b>GRAND TOTAL OPERATING EXPENSES</b>	<b>\$ 1,956,702</b>	<b>\$ 1,550,320</b>	<b>-21%</b>	<b>\$ 1,239,179</b>	<b>\$ 1,333,259</b>	<b>8%</b>	<b>\$ 1,497,861</b>	<b>\$ 1,434,114</b>	<b>-4%</b>	<b>\$ 178,739</b>	<b>\$ 185,729</b>	<b>4%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 4,503,422</b>
<b>TOTAL OPERATING BALANCE</b>	<b>\$ 1,170,024</b>	<b>\$ 190,154</b>		<b>\$ 12,888</b>	<b>\$ 58,914</b>		<b>\$ 423,139</b>	<b>\$ 206,556</b>		<b>\$ 2,854,185</b>	<b>\$ 446,414</b>		<b>\$ -</b>	<b>\$ -</b>		
<b>Capital Expenses</b>																
Capital Outlay	1,789,850	798,000	-55%	316,800	393,000	24%	450,900	328,000	-27%	2,940,427	552,000	-81%	-	-	0%	2,071,000
<b>Total Capital Expenses</b>	<b>\$ 1,789,850</b>	<b>\$ 798,000</b>	<b>-55%</b>	<b>\$ 316,800</b>	<b>\$ 393,000</b>	<b>24%</b>	<b>\$ 450,900</b>	<b>\$ 328,000</b>	<b>-27%</b>	<b>\$ 2,940,427</b>	<b>\$ 552,000</b>	<b>-81%</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ 2,071,000</b>
<b>GRAND TOTAL EXPENSES</b>	<b>\$ 3,746,552</b>	<b>\$ 2,348,320</b>	<b>-37%</b>	<b>\$ 1,555,979</b>	<b>\$ 1,726,259</b>	<b>11%</b>	<b>\$ 1,948,761</b>	<b>\$ 1,762,114</b>	<b>-10%</b>	<b>\$ 3,119,166</b>	<b>\$ 737,729</b>	<b>-76%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 6,574,422</b>
<b>Transfer To/(From) Reserve</b>	<b>\$ (619,826)</b>	<b>\$ (607,846)</b>		<b>\$ (303,912)</b>	<b>\$ (334,086)</b>		<b>\$ (27,761)</b>	<b>\$ (121,444)</b>		<b>\$ (86,242)</b>	<b>\$ (105,586)</b>		<b>\$ -</b>	<b>\$ -</b>		<b>\$ (1,168,962)</b>

Twain Harte Community Services District

2024-2025 Budget

PARK - REVENUE

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	23/24 Approved	24/25 Proposed	\$	%	
<b>Fees</b>					
Facility/Ground Usage Fees	7,100	10,000	2,900	41%	Trending higher + New Facilities/Rates
<b>TOTAL FEES</b>	<b>\$ 7,100</b>	<b>\$ 10,000</b>	<b>\$ 2,900</b>	<b>41%</b>	
<b>Taxes &amp; Assessments</b>					
Secured & Unsecured Taxes	\$ 33,046	\$ 34,365	\$ 1,319	4%	
Property Assessments	119,199	122,727	3,528	3%	Projected Assessment Increases
<b>TOTAL TAXES &amp; ASSESSMENTS</b>	<b>\$ 152,245</b>	<b>\$ 157,091</b>	<b>\$ 4,846</b>	<b>3%</b>	
<b>Grants &amp; Donations</b>					
Grant Revenue	2,851,479	442,952	\$ (2,408,527)	-84%	Large portion of grant project completed last FY
Donation Revenue	18,500	18,500	-	0%	
<b>TOTAL GRANTS &amp; DONATIONS</b>	<b>\$ 2,869,979</b>	<b>\$ 461,452</b>	<b>\$ (2,408,527)</b>	<b>-84%</b>	
<b>Other Revenue</b>					
Sale of Assets	-	-	\$ -	0%	
Interest Revenue	3,500	3,500	-	0%	
<b>TOTAL OTHER REVENUE</b>	<b>\$ 3,500</b>	<b>\$ 3,500</b>	<b>\$ -</b>	<b>0%</b>	
<b>GRAND TOTAL REVENUE</b>	<b>\$ 3,032,824</b>	<b>\$ 632,043</b>	<b>\$ (2,400,781)</b>	<b>-79%</b>	
Admin Transfer Out	\$ 100	\$ 100	\$ -		
<b>GRAND TOTAL WITH ADMIN</b>	<b>\$ 3,032,924</b>	<b>\$ 632,143</b>	<b>\$ (2,400,781)</b>		

Twain Harte Community Services District  
2024-2025 Budget  
**PARK - EXPENSES**

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	23/24 Approved	24/25 Proposed	\$	%	
<b>Salaries - 51XXX</b>					
Regular Time	\$ 18,820	\$ 19,108	\$ 288	2%	
Overtime	250	250	-	0%	
Sick Leave/Vacation Pay	500	250	(250)	-50%	
Uniform Allowance	729	334	(395)	-54%	
Cell Phone Stipend	-	-	-	0%	
<b>TOTAL SALARIES</b>	<b>\$ 20,299</b>	<b>\$ 19,942</b>	<b>\$ (357)</b>	<b>-2%</b>	
<b>Benefits - 52XXX</b>					
Health & Vision Insurance	\$ 8,782	\$ 3,900	\$ (4,882)	-56%	Personnel changes
HRA Reimbursement	5,473	1,607	(3,866)	-71%	Personnel changes
CALPERS Retirement	1,678	1,779	100	6%	
FICA	1,259	1,236	(22)	-2%	
Medicare	294	289	(5)	-2%	
Workers Comp	444	551	107	24%	
Unemployment Ins/ETT	142	65	(77)	-54%	
<b>TOTAL BENEFITS</b>	<b>\$ 18,072</b>	<b>\$ 9,428</b>	<b>\$ (8,644)</b>	<b>-48%</b>	
<b>Equipment, Automotive, Maintenance &amp; Repairs</b>					
Equipment Maintenance & Repair	\$ 500	\$ 500	-	0%	
Facilities Maintenance & Repair			-	0%	
Community Center	1,150	1,150	-	0%	
Baseball Field	3,500	3,200	(300)	-9%	
Park	6,700	20,200	13,500	201%	Parking lot needs to be resealed
Tennis Courts	2,000	2,000	-	0%	
Landscaping Services	1,140	-	(1,140)	-100%	Now covered by District staff
Janitorial/Cleaning Services	1,430	-	(1,430)	-100%	Now covered by District staff
Equipment Under \$5,000	7,950	4,000	(3,950)	-50%	Less equipment needed than last FY
<b>TOTAL EQUIP, AUTO, MAINT &amp; REPAIRS</b>	<b>\$ 24,370</b>	<b>\$ 31,050</b>	<b>\$ 6,680</b>	<b>27%</b>	

**Twain Harte Community Services District**  
**2024-2025 Budget**  
**PARK - EXPENSES**

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	23/24 Approved	24/25 Proposed	\$	%	
<b>Materials &amp; Supplies - 54XXX</b>					
Janitorial Supplies	\$ 1,500	\$ 1,900	\$ 400	27%	
<b>TOTAL MATERIALS &amp; SUPPLIES</b>	<b>\$ 1,500</b>	<b>\$ 1,900</b>	<b>\$ 400</b>	<b>27%</b>	
<b>Outside Services - 55XXX</b>					
Engineering Services	\$ 4,500	\$ 4,500	\$ -	0%	
<b>TOTAL OUTSIDE SERVICES</b>	<b>\$ 4,500</b>	<b>\$ 4,500</b>	<b>\$ -</b>	<b>0%</b>	
<b>Other - 56XXX</b>					
Utilities					
Community Center	2,400	2,600	200	8%	
Baseball Field	8,600	7,800	(800)	-9%	
Park	8,500	10,300	1,800	21%	Addition of TH Meadows Park
Phone/Communications	600	600	-	0%	
Computer Licenses & Maintenance	-	-	-	0%	
Property/Liability Insurance	5,000	8,100	3,100	62%	SDRMA projected 13% increase + Add new park
Advertising & Public Education	4,200	5,300	1,100	26%	Additional outreach for park facilities
<b>TOTAL OTHER</b>	<b>\$ 29,300</b>	<b>\$ 34,700</b>	<b>\$ 5,400</b>	<b>18%</b>	
<b>GRAND TOTAL EXPENSES</b>	<b>\$ 98,041</b>	<b>\$ 101,520</b>	<b>\$ 3,479</b>	<b>4%</b>	
Admin Transfer Out	\$ 80,698	\$ 84,209	\$ 3,511		
<b>GRAND TOTAL WITH ADMIN</b>	<b>\$ 178,739</b>	<b>\$ 185,729</b>	<b>\$ 6,990</b>	<b>4%</b>	
<b>Capital Outlay - 57XXX</b>					
Community Center Improvements	\$ 66,900	\$ 12,000	\$ (54,900)	-82%	Rollover plus addition for ADA fire doors
TH Meadows Park	\$ 2,563,527	\$ 300,000	\$ (2,263,527)	-88%	Anticipated Rollover
Tennis/Pickleball Court Expansion	\$ 310,000	\$ 225,000	\$ (85,000)	-27%	Anticipated Rollover
Skate Park Improvements		\$ 15,000	\$ 15,000		
<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ 2,940,427</b>	<b>\$ 552,000</b>	<b>\$ (2,388,427)</b>	<b>-81%</b>	

Twain Harte Community Services District  
 2024-2025 Budget  
**PARK - EXPENSES**

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	23/24 Approved	24/25 Proposed	\$	%	
<b>GRAND TOTAL WITH CAPITAL</b>	\$ 3,119,166	\$ 737,729	\$ (2,381,437)	-76%	



**5-YEAR CAPITAL OUTLAY PLAN**

**Park Fund - FY 24/25**

	Previously Expended	Projected FY 23-24	Requested FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	Out Years 6 to 10	Total
Community Center Improvements <sup>4</sup>	\$ 14,140	\$ 66,900	\$ 12,000						\$ 93,040
T.H. Meadows Park <sup>4,5</sup>	\$ 489,385	\$ 2,257,824	\$ 300,000						\$ 3,047,209
Tennis/Pickleball Court Expansion <sup>4,6</sup>		\$ 85,000	\$ 225,000						\$ 310,000
Skate Park Improvements		\$ -	\$ 15,000						\$ 15,000
Bleacher Replacement					\$ 25,000				\$ 25,000
Reseal Park Parking Lot								\$ 15,000	\$ 15,000
<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ 503,525</b>	<b>\$ 2,409,724</b>	<b>\$ 552,000</b>	<b>\$ -</b>	<b>\$ 25,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 15,000</b>	<b>\$ 3,505,249</b>

**NOTES:**

- 1 Vehicle/Equipment replacement items match the THCS D Vehicle/Equipment Replacement Plan.
- 2 An inflation factor of 3% per year has been applied to future capital costs.
- 3 Project completed or anticipated to be completed in previous fiscal year.
- 4 A portion of the project was budgeted in previous fiscal year. New budget requests represent anticipated unspent funds and will be adjusted to reflect actuals at mid-year.
- 5 Grant funded project - Stormwater Grant & Rural Recreation/Tourism Grant: \$3,047,209 Grant / \$428,033 in-kind match (not shown in CIP budget)
- 6 Grant funded project - Per Capita Grant/SAF Grant: \$227,952 Grant / \$82,048 Monetary Match

Twain Harte Community Services District PARK FIVE YEAR PROJECTIONS							
	22/23	23/24	24/25	25/26	26/27	27/28	28/29
	Actuals	Budget	Projections	Projections	Projections	Projections	Projections
<b>Revenue</b>							
Service Charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fees	8,591	7,100	10,000	10,000	10,000	10,000	10,000
Taxes & Assessments	147,807	152,245	157,091	161,804	166,658	171,658	176,808
Grants & Donations	314,070	2,869,979	461,452	18,500	18,500	18,500	18,500
Other Operating Revenue	112,185	3,500	3,500	3,500	3,500	3,500	3,500
<b>Total Program Revenue</b>	<b>\$ 582,653</b>	<b>\$ 3,032,824</b>	<b>\$ 632,043</b>	<b>\$ 193,804</b>	<b>\$ 198,658</b>	<b>\$ 203,658</b>	<b>\$ 208,808</b>
Administrative Cost Allocation	214	100	100	100	100	100	100
<b>GRAND TOTAL REVENUE</b>	<b>\$ 582,867</b>	<b>\$ 3,032,924</b>	<b>\$ 632,143</b>	<b>\$ 193,904</b>	<b>\$ 198,758</b>	<b>\$ 203,758</b>	<b>\$ 208,908</b>
<b>Expenses</b>							
Salaries	\$ 4,631	\$ 20,299	\$ 19,942	\$ 21,434	\$ 23,045	\$ 24,855	\$ 25,575
Benefits	2,441	18,072	9,428	9,917	10,433	11,002	11,422
Equip, Auto, Maint, & Repairs	31,076	24,370	31,050	18,772	19,523	20,304	21,116
Materials & Supplies	846	1,500	1,900	1,976	2,055	2,137	2,222
Outside Services	4,357	4,500	4,500	4,680	4,867	5,062	5,264
Other	49,436	29,300	34,700	34,008	35,368	36,783	38,254
Debt Service	-	-	-	-	-	-	-
<b>Total Program Expenses</b>	<b>\$ 92,787</b>	<b>\$ 98,041</b>	<b>\$ 101,520</b>	<b>\$ 90,787</b>	<b>\$ 95,290</b>	<b>\$ 100,143</b>	<b>\$ 103,853</b>
Administrative Cost Allocation	76,392	80,698	84,209	87,362	91,165	94,342	97,992
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 169,179</b>	<b>\$ 178,739</b>	<b>\$ 185,729</b>	<b>\$ 178,149</b>	<b>\$ 186,455</b>	<b>\$ 194,485</b>	<b>\$ 201,845</b>
<b>TOTAL OPERATING BALANCE</b>	<b>\$ 413,688</b>	<b>\$ 2,854,185</b>	<b>\$ 446,414</b>	<b>\$ 15,755</b>	<b>\$ 12,303</b>	<b>\$ 9,273</b>	<b>\$ 7,063</b>
<b>Capital Expenses</b>							
Capital Outlay	\$302,897	\$2,940,427	\$552,000	\$0	\$25,000	\$0	\$0
<b>TOTAL CAPITAL EXPENSES</b>	<b>\$302,897</b>	<b>\$2,940,427</b>	<b>\$552,000</b>	<b>\$0</b>	<b>\$25,000</b>	<b>\$0</b>	<b>\$0</b>
<b>GRAND TOTAL EXPENSES</b>	<b>\$472,076</b>	<b>\$3,119,166</b>	<b>\$737,729</b>	<b>\$178,149</b>	<b>\$211,455</b>	<b>\$194,485</b>	<b>\$201,845</b>
<b>TRANSFER TO/(FROM) RESERVE</b>	<b>\$110,791</b>	<b>-\$86,242</b>	<b>-\$105,586</b>	<b>\$15,755</b>	<b>-\$12,697</b>	<b>\$9,273</b>	<b>\$7,063</b>
<b>Capital Reserve Balance</b>	<b>\$366,939</b>	<b>\$283,319</b>	<b>\$173,850</b>	<b>\$193,301</b>	<b>\$176,354</b>	<b>\$181,513</b>	<b>\$184,793</b>
<b>Rate/Revenue Stabilization Reserve</b>	<b>\$12,235</b>	<b>\$5,905</b>	<b>\$6,292</b>	<b>\$6,386</b>	<b>\$6,483</b>	<b>\$6,583</b>	<b>\$6,686</b>
<b>Operating Reserve Balance</b>	<b>\$85,661</b>	<b>\$89,369</b>	<b>\$92,865</b>	<b>\$89,075</b>	<b>\$93,228</b>	<b>\$97,242</b>	<b>\$100,922</b>
<b>GRAND TOTAL RESERVES</b>	<b>\$464,835</b>	<b>\$378,593</b>	<b>\$273,007</b>	<b>\$288,762</b>	<b>\$276,065</b>	<b>\$285,338</b>	<b>\$292,401</b>

**NOTES/ASSUMPTIONS**

- 1) Assessment are assumed to increase by its maximum COLA increase each year (3%).
- 2) Tax revenue assumed to increase by 3% per year, which is the average over last 10 years.
- 3) Fee revenue is projected to not increase to create a conservative revenue projection.
- 4) Other revenue (interest, etc.) predicted not to increase to create a conservative projection.
- 5) Salaries and benefits based on actual projections with approved COLA's, step increases, and adopted PERS rates for existing personnel.
- 6) Expenses are assumed to increase by 4% per year, except that major one-time projects planned for FY 24-25 are removed from FY 25-26.
- 7) Administrative costs are based on 5-Year Admin Fund projections.
- 8) Capital Outlay is based on 5-year CIP plans.

**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  
**LAST AMENDED:** November 10, 2021

**1065.10 PURPOSE**

The purpose of this policy is to provide guidelines to govern the Board's desire to make certain District facilities available and affordable for residents, organizations and other local agencies.

This policy also establishes a facility use fee structure that reflects the actual cost 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 reservation and 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 of the District facilities that are available 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 PERMIT AND INSURANCE**

A User Permit, attached to this policy, shall be submitted with a certificate of insurance all event reservations. The District’s Park Ordinance sets forth the minimum insurance amounts and requirements for reservation of facilities. If an insurance certificate is not submitted, the User may not rent the facility.

**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 occur 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 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 <sup>1</sup>	RESIDENT or NON-PROFIT	NON-RESIDENT or FOR-PROFIT
<b>Community Center</b>		
Short Meeting <sup>2</sup>	\$25 /meeting	\$50 /meeting
Individual Event	Mon-Thurs	\$100 /day
	Fri-Sun	\$150 /day
<b>Eproson Park<sup>3</sup></b>		
Picnic Area	\$50 /day	\$75 /day
Stage/Dance Floor	\$50 /day	\$100 /day
Parking Area <sup>4</sup>	\$50 /day	\$100 /day
Large Event (Stage, Picnic & Parking Area) <sup>5</sup>	\$150 /day	\$250 /day
<b>Twain Harte Meadows Park<sup>3</sup></b>		
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) <sup>5</sup>	\$500 /day	\$750 /day
<b>Baseball Field<sup>3</sup></b>		
Individual Event	\$50 /day	\$100 /day
Large Event (field, lights, concession) <sup>5</sup>	\$150 /day	\$250 /day
Use of Lights	\$40 /day	\$40 /day
Concession Stand	\$25 /day	\$40 /day
Field Preparation <sup>6</sup>	\$50 /each	\$50 /each
Organized Sports (field, lights, concession) <sup>7</sup>	\$1,000 /season	N/A
<b>Bocce Courts</b>		
Pavilion + Both Courts	\$50 half day	\$75 half day
	\$100 /day	\$150 /day
<b>Tennis and Pickleball Courts</b>		
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 deposit is \$500 for large events and \$100 for 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 Dragging field and chalking lines. Requires 24-hour notice. During Normal work hours only.
- 7 Assumes no comparable donation or servicing of facilities.

**TWAIN HARTE COMMUNITY SERVICES DISTRICT**  
**Fire Facility Rental Fee Schedule**

<b>FIRE/EMERGENCY TRAINING FACILITIES<sup>1</sup></b>	<b>RESIDENT or NON-PROFIT</b>	<b>NON-RESIDENT or FOR-PROFIT</b>
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**

- <sup>1</sup> 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**

P.O.BOX 649  
Twain Harte, CA 95383

**\*\*Call (209) 588-5558 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)	<b>DISTRICT USE ONLY (FEES)</b>

<b>DESCRIPTION OF USE:</b>	<b>TOTAL FEES</b>	
	<b>CLEANING DEPOSIT (REFUNDABLE)</b>	
	<b>GRAND TOTAL</b>	
	<b>AMOUNT PAID</b>	
	Cash <input type="checkbox"/> Check <input type="checkbox"/>	
	<b>BALANCE DUE</b>	

**Is alcohol involved in the event?** No  Served only  Sold

**ALCOHOL PERMIT YES  NO**

**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:

# 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  
**LAST AMENDED:** November 10, 2021

## 1065.10 PURPOSE

~~It is the intent of the Board of Directors to make~~ The purpose of this policy is to provide guidelines to govern the Board's desire to make certain District facilities available and affordable for residents, organizations and other local agencies.

This policy also establishes a facility use fee structure that reflects the actual cost 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 reservation and 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. ~~Facility rental fees are due at the time of reservation.~~ 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 of the District facilities that are available 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 PERMIT AND INSURANCE

A User Permit, attached to this policy, shall be submitted with a certificate of insurance to the District for all event reservations. The District's Park Ordinance sets forth the minimum insurance amounts and requirements for reservation of facilities. If an insurance certificate is not submitted, the User may not rent the facility.

### 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 Recurring Meetings/Use Short Meeting rate, meetings/use must meet the following requirements:

1. Must consist of a minimum of 4 separate meetings/uses per year (under one reservation). Duration of the meeting/use cannot exceed three hours, including set up and clean up time.
2. Each meeting/use must last no longer than 3 hours. Meetings must occur only occur between Monday and Thursday. Meetings/uses may only be scheduled Sunday through Thursday.

~~1065.52 The tables and chairs contained at the Community Center are for use within that facility only and their use is included in the rental fee.~~

~~1065.53 Use of the tables and chairs outside the Community Center is only allowed with written authorization provided by the District in advance and additional table/chair rental fees and deposits paid as detailed in this fee schedule. The Community Center must also be reserved for chairs and/or tables to be used outside the building.~~

**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 – COMMUNITY 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 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.

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**TWAIN HARTE COMMUNITY SERVICES DISTRICT**  
**Facility Rental Fee Schedule**

<b>FACILITY<sup>1</sup></b>	<b>RESIDENT or NON-PROFIT</b>	<b>NON-RESIDENT or FOR-PROFIT</b>
<b><u>Community Center</u></b>		
<u>Short Meeting<sup>2</sup></u>	<u>\$25 /meeting</u>	<u>\$50 /meeting</u>
<u>Individual Event</u>	<u>Mon-Thurs</u> <u>\$100 /day</u>	<u>\$150 /day</u>
	<u>Fri-Sun</u> <u>\$150 /day</u>	<u>\$200 /day</u>
<b><u>Eproson Park<sup>3</sup></u></b>		
<u>Picnic Area</u>	<u>\$50 /day</u>	<u>\$75 /day</u>
<u>Stage/Dance Floor</u>	<u>\$50 /day</u>	<u>\$100 /day</u>
<u>Parking Area<sup>4</sup></u>	<u>\$50 /day</u>	<u>\$100 /day</u>
<u>Large Event (Stage, Picnic &amp; Parking Area)<sup>5</sup></u>	<u>\$150 /day</u>	<u>\$250 /day</u>
<b><u>Twain Harte Meadows Park<sup>3</sup></u></b>		
<u>Small Picnic/BBQ Area</u>	<u>\$50 /day</u>	<u>\$75 /day</u>
<u>Large Picnic/BBQ Area</u>	<u>\$75 /day</u>	<u>\$100 /day</u>
<u>Pavilion and BBQ Island</u>	<u>\$200 /day</u>	<u>\$300 /day</u>
<u>Large Event (Entire Park)<sup>5</sup></u>	<u>\$500 /day</u>	<u>\$750 /day</u>
<b><u>Baseball Field<sup>3</sup></u></b>		
<u>Individual Event</u>	<u>\$50 /day</u>	<u>\$100 /day</u>
<u>Large Event (field, lights, concession)<sup>5</sup></u>	<u>\$150 /day</u>	<u>\$250 /day</u>
<u>Use of Lights</u>	<u>\$40 /day</u>	<u>\$40 /day</u>
<u>Concession Stand</u>	<u>\$25 /day</u>	<u>\$40 /day</u>
<u>Field Preparation<sup>6</sup></u>	<u>\$50 /each</u>	<u>\$50 /each</u>
<u>Organized Sports (field, lights, concession)<sup>7</sup></u>	<u>\$1,000 /season</u>	<u>- N/A</u>
<b><u>Bocce Courts</u></b>		
<u>Pavilion + Both Courts</u>	<u>\$50 half day</u>	<u>\$75 half day</u>
	<u>\$100 /day</u>	<u>\$150 /day</u>
<b><u>Tennis and Pickleball Courts</u></b>		
<u>One Court</u>	<u>\$15 per hour</u>	<u>\$25 per hour</u>
<u>All Courts - Tennis</u>	<u>\$150 /day</u>	<u>\$250 /day</u>
<u>All Courts - Pickleball</u>	<u>\$300 /day</u>	<u>\$400 /day</u>

**Notes**

- 1 A refundable deposit in the amount of the rental fee is required – minimum deposit is \$500 for large events and \$100 for 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 Dragging field and chalking lines. Requires 24-hour notice. During Normal work hours only.
- 7 Assumes no comparable donation or servicing of facilities.

**TWAIN HARTE COMMUNITY SERVICES DISTRICT**

**Fire Facility Rental Fee Schedule**

<b><u>FIRE/EMERGENCY TRAINING FACILITIES<sup>1</sup></u></b>	<b><u>RESIDENT or NON-PROFIT</u></b>	<b><u>NON-RESIDENT or FOR-PROFIT</u></b>
<u>Classroom Facilities</u>	<u>\$150 /day</u>	<u>\$150 /day</u>
<u>Vertical Ventilation Prop</u>	<u>\$250 /day</u>	<u>\$250 /day</u>
<u>Fire Behavior Prop</u>	<u>\$600 /day</u>	<u>\$600 /day</u>
<u>Fire Suppression/Tactical Development Prop</u>	<u>\$600 /day</u>	<u>\$600 /day</u>

**Notes**

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

# TWIN HARTE COMMUNITY SERVICES DISTRICT

## Facility Rental Fee Schedule

FACILITY <sup>1</sup>	RESIDENT or NON-PROFIT	NON-RESIDENT or FOR-PROFIT
<b>Community Center</b>	-	-
Recurring Meeting/Use <sup>2</sup>	-	-
-Daily (>1 per week)	\$20 per meeting	\$30 per meeting
-Once Weekly	\$15 per meeting	\$25 per meeting
-Once Monthly	\$10 per meeting	\$20 per meeting
Individual Event	\$50 per day	\$75 per day
Table and/or Chair Rental	\$300 per week	\$450 per week
	\$50 per day	\$75 per day
<b>Eproson Park<sup>3</sup></b>	-	-
Stage Area	\$40 per day	\$80 per day
Community Events (Stage Area & Parking Lot) <sup>4</sup>	\$100 per day	- N/A
Parking Area <sup>5</sup>	\$40 per day	\$80 per day
<b>Baseball Field</b>	-	-
Individual Event (no lights)	\$50 per day	\$75 per day
Individual Event (with lights)	\$75 per day	\$100 per day
Community Event (field, lights, concession) <sup>4</sup>	\$100 per day	N/A
Organized Sports (field, lights, concession) <sup>6</sup>	\$500 per season	- N/A
Concession Stand	\$15 per day	\$30 per day
<b>Becce Courts</b>		
Pavilion + Both Courts	\$40 half day	\$50 half day
	\$75 per day	\$100 per day
<b>Tennis Courts</b>	-	-
One Court	\$15 per hour	\$25 per hour
	\$90 per day	\$150 per day
<b>Fire/Emergency Training Facilities<sup>7</sup></b>		
Classroom Facilities	\$150 per day	\$150 per day
Vertical Ventilation Prop	\$250 per day	\$250 per day
Fire Behavior Prop	\$600 per day	\$600 per day
Fire Suppression/Tactical Development Prop	\$600 per day	\$600 per day

### Notes

<sup>1</sup> A refundable \$100 deposit is required for facility rental; \$500 is required for community events. Recurring Meeting/Use—3 hour maximum, at least 4 meetings per year, Sunday-Thursday

<sup>2</sup> only.

<sup>3</sup> Playground and skate park must be open for public use at all times

<sup>4</sup> For large community events that require use of most of the parking lot area (separate parking lot rental is not required). Porta-potties may be required depending on event size.

<sup>5</sup> Includes seven parking spaces in front of the stage area (does not include handicap space).

<sup>6</sup> Assumes no comparable donation or servicing of facilities.

<sup>7</sup> 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**

P.O.BOX 649  
Twain Harte, CA 95383

**\*\*Call (209) 588-5558 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)

<b>DESCRIPTION OF USE:</b>	<b>TOTAL FEES</b>
	<b>CLEANING DEPOSIT (REFUNDABLE)</b>
	<b>GRAND TOTAL</b>
	<b>AMOUNT PAID</b>
	Cash <input type="checkbox"/> Check <input type="checkbox"/>
	<b>BALANCE DUE</b>

**Is alcohol involved in the event?** No  Served only  Sold

**ALCOHOL PERMIT YES  NO**

**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:

**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  
**LAST AMENDED:** November 10, 2021

**1065.10 PURPOSE**

It is the intent of the Board of Directors to make certain District facilities available and affordable for residents, organizations and other local agencies. This policy also establishes a facility use fee structure that reflects the actual cost 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, bocce courts, Eproson Park area and fire/emergency training facilities have inherent on-going expenses that require fees to cover the specific cost of providing reservation and 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. Facility rental fees are due at the time of reservation. 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 of the District facilities that are available at the established Resident rate. All other rules stated in this policy apply.

**1065.30 RESERVATIONS**

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.
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 PERMIT**

A User Permit, attached to this policy, shall be submitted to the District for all event reservations. The District's Park Ordinance sets forth the minimum insurance amounts and requirements for reservation of facilities.

#### **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** In order to qualify for the Community Center's Recurring Meetings/Use rate, meetings/use must meet the following requirements:

1. Must consist of a minimum of 4 separate meetings/uses per year (under one reservation).
2. Each meeting/use must last no longer than 3 hours. Meetings/uses may only be scheduled Sunday through Thursday.

**1065.52** The tables and chairs contained at the Community Center are for use within that facility only and their use is included in the rental fee.

**1065.53** Use of the tables and chairs outside the Community Center is only allowed with written authorization provided by the District in advance and additional table/chair rental fees and deposits paid as detailed in this fee schedule. The Community Center must also be reserved for chairs and/or tables to be used outside the building.

**1065.62e**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 – COMMUNITY 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 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 <sup>1</sup>	RESIDENT or NON-PROFIT	NON-RESIDENT or FOR-PROFIT
<b>Community Center</b>		
Recurring Meeting/Use <sup>2</sup>		
Daily (>1 per week)	\$20 per meeting	\$30 per meeting
Once Weekly	\$15 per meeting	\$25 per meeting
Once Monthly	\$10 per meeting	\$20 per meeting
Individual Event	\$50 per day \$300 per week	\$75 per day \$450 per week
Table and/or Chair Rental	\$50 per day	\$75 per day
<b>Eproson Park<sup>3</sup></b>		
Stage Area	\$40 per day	\$80 per day
Community Events (Stage Area & Parking Lot) <sup>4</sup>	\$100 per day	N/A
Parking Area <sup>5</sup>	\$40 per day	\$80 per day
<b>Baseball Field</b>		
Individual Event (no lights)	\$50 per day	\$75 per day
Individual Event (with lights)	\$75 per day	\$100 per day
Community Event (field, lights, concession) <sup>4</sup>	\$100 per day	N/A
Organized Sports (field, lights, concession) <sup>6</sup>	\$500 per season	N/A
Concession Stand	\$15 per day	\$30 per day
<b>Bocce Courts</b>		
Pavilion + Both Courts	\$40 half day \$75 per day	\$50 half day \$100 per day
<b>Tennis Courts</b>		
One Court	\$15 per hour \$90 per day	\$25 per hour \$150 per day
<b>Fire/Emergency Training Facilities<sup>7</sup></b>		
Classroom Facilities	\$150 per day	\$150 per day
Vertical Ventilation Prop	\$250 per day	\$250 per day
Fire Behavior Prop	\$600 per day	\$600 per day
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### Notes

<sup>1</sup> A refundable \$100 deposit is required for facility rental; \$500 is required for community events. Recurring Meeting/Use - 3 hour maximum, at least 4 meetings per year, Sunday-Thursday

<sup>2</sup> only.

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<sup>5</sup> Includes seven parking spaces in front of the stage area (does not include handicap space).

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# User Permit

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**TWAIN HARTE CSD**

P.O.BOX 649  
Twain Harte, CA 95383

**\*\*Call (209) 588-5558 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)

<b>DESCRIPTION OF USE:</b>	<b>TOTAL FEES</b>
	<b>CLEANING DEPOSIT (REFUNDABLE)</b>
	<b>GRAND TOTAL</b>
	<b>AMOUNT PAID</b>
	Cash <input type="checkbox"/> Check <input type="checkbox"/>
	<b>BALANCE DUE</b>

**Is alcohol involved in the event?** No  Served only  Sold

**ALCOHOL PERMIT YES  NO**

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

Other District Permitted Conditions:

## MEADOWS PARK RENTAL COMPARISONS

THCSD EPROSON PARK				
Stage Area	\$40	per day	\$80	per day
Community Events (Stage Area & Parking Lot) <sup>4</sup>	\$100	per day		N/A
Parking Area <sup>5</sup>	\$40	per day	\$80	per day

TH Meadows Park				
Pavilion and Large BBQ				
Large Picnic Area w/small BBQ				
Small Picnic Area & BBQ near Water Play				
Pavilion, Large BBQ, Meadow				
Community Event (whole park)				
<b>**Ability to add CC for kitchen use</b>				

Murphys Park	
Gazebo, Large BBQ and 11 Tables (\$450 + \$450 Deposit = \$900)	
Wishing Well Picnic Area and BBQ ( \$85 + \$85 Deposit = \$170)	
Helen's Hut Picnic Area and BBQ ( \$50 + \$50 Deposit = \$100)	
Entire Park excluding Helen's Hut (\$600 + \$600 Deposit = \$1200)	
Helen's Hut ( \$150 + \$150 Deposit = \$300 )	
Equipped with a refrigerator, freezer, stove and microwave	

Columbia State Park	
Fallon Rose Garden - \$300 per day	
Burns Cottage Garden - \$300 per day	
School House Grounds - \$300 per day	
Gazebo - \$300 per day	
Mocine Barn Area - \$300 per day	

Twain Harte Lake	
Off season Rental \$100/hour, \$500 deposit	
Angels Camp - Utica Park	
Park Reservation - \$55.30/day	
Park Kitchen - \$221.21/day + \$442.43 deposit	

Douglas County NV - Parks	
Group Picnic Areas	
	- SMALL \$25/hour, (2 hr min.) \$100 deposit
	- LARGE \$50/hour, (2 hr min.) \$100 deposit
	Entire Facility \$1000/day, \$1,000 deposit

Riverbank Parks		
	Resident	Non Resident
	\$100 deposit	\$100 deposit
	\$100 rental fee	\$150 rental fee



## MEADOWS PARK RENTAL COMPARISONS

### TH Tree Farm (Wedding Venue)

# People*	Wedding Only	Reception Only	Wedding & Reception
50	\$1,800.00	\$2,200.00	\$3,500.00
100	\$2,300.00	\$3,000.00	\$4,500.00

### Modesto Rose Garden and Pavillion

Park - 2 hour rental	100 Seated			
	250 Standing		\$90.(2 hr min.)	\$45 (ea. Add. Hr.)
Tables not provided				

### Modesto - Park Rentals

	Capacity	Rental Fee	BBQ's	8 ft Tables
Blue Section - Shade Covered Area	64	\$100.00	1	8
Yellow Section - Shade Covered Area	72	\$100.00	1	9
Red Section - Shade Covered Area	96	\$100.00	1	12

### San Andreas - Turner Park

<b>Public Rental</b>	
Front Half of Park and Gazebo without Kitchen \$100.00	
Front Half of Park and Gazebo with Kitchen \$150.00	
(includes the picnic tables and gazebo area only)	
<b>Non Profit Organizations &amp; All Governmental Agencies</b>	
Front Half of Park and Gazebo without Kitchen \$50.00	
Front Half of Park and Gazebo with Kitchen \$75.00	
(includes the picnic tables and gazebo area only)	
Hourly Rental. \$25.00 per hour (2 hour minimum – 4 hour max)	
Hourly Rental time includes set up and clean up.	
***All rentals are subject to a security deposit of \$100.00	

### Oakdale - Kerr Park

Large Picnic Area	\$50/day
Small Covered Picnic Area	\$50/day
Medium Picnic Area	\$50/day
<b>Mariposa - Park Pavillion</b>	
Rental Fee	\$50.00
Damage/Security Deposit	50

<b>City Of Hughson</b>	Rental	Deposit
------------------------	--------	---------

Entire Park	\$150.00	\$100.00
Lg. Covered area	\$50.00	\$100.00
Sm. Covered Area	\$35.00	\$100.00
Uncovered area	\$30.00	\$100.00

<b>City of Ripon - Parks</b>	Rental	Deposit	Appl. Fee
Gazebo Rental	\$150.00	\$100.00	\$50.00
<b>City of Escalon - Park</b>			
	<50 ppl.	>50 ppl.	
Park & BBQ Area - Res.	\$55.00	\$110.00	
Park & BBQ Area - Non-Res.	\$110.00	\$165.00	