

INTRODUCTION

The Redding Veterans Memorial Hall is owned, operated and maintained by the County of Shasta. The Facilities Management Division of the Department of Public Works has the responsibility for the day-to-day operation of the Hall. The primary purpose of the Hall is to serve the needs of the veteran community in Shasta County. However, the County provides funding for the operation and maintenance of the Hall, and inherent risk and liability issues accompany this responsibility, therefore, the Board of Supervisors finds it necessary to establish a policy on the use and rental of the facility.

GOALS OF THIS POLICY

1. To serve the needs of the veteran community in Shasta County.
2. To provide an income base to assist in the funding of the Redding Veterans Memorial Hall.
3. To reduce the liability of the County of Shasta.
4. To establish a uniform policy on the use and rental of the Redding Veterans Memorial Hall.

POLICY

A. General

1. The Redding Veterans Memorial Hall (“HALL”) is the sole property of the County of Shasta (“COUNTY”). The Department of Public Works (“DEPARTMENT”) is responsible for the operation and maintenance of the facility.
2. The DEPARTMENT will approve of all facility use in advance.
3. Veteran groups and veteran organizations will be given priority in reservations and use of the facility, except as provided in Paragraph B below.
4. All keys to the HALL must be registered with the County Administrative Officer (CAO). Keys will be issued to official representatives of the following veterans’ organizations and renting parties only. No copies of the keys will be made without the approval of the DEPARTMENT.

Officially recognized Veterans’ groups in addition to the Veteran Affiliated Council and the Veteran’s Service Officer are:

- American Legion Post No. 197
- American Legion Auxiliary Post No. 197
- American Veterans Post No. 1996
- Anderson Veterans
- Chosin Few
- Disabled American Veterans (DAV)
- Point Man
- Korean Veterans
- Military Order of the Purple Heart
- SCVAC
- Veterans of Foreign Wars Post No. 1934
- Veterans of Foreign Wars Auxiliary Post No. 1934

- Veterans of Foreign Wars Post No. 7169
 - Veterans of Foreign Wars Auxiliary No. 7169
 - Veterans of Foreign War # 9650
 - Vietnam Veterans Post No. 357
 - VETS (Victory Ensured Through Service)
 - Women's Army Corp
5. Additional veterans' groups may be added to this list upon approval of the CAO.
 6. No work, modification, or any other use of the facility will be allowed without the prior approval of the DEPARTMENT.
 7. Any disagreements that may arise over rental terms or conditions will be referred to the CAO or his designee for settlement. The decision of the CAO or his designee will be final.
 8. The facility is intended for day and evening use only. Overnight stays are expressly prohibited.

B. Reservation of Facility

1. The first priority on usage of the HALL will be to officially-recognized veterans' organizations. Veterans' organizations may reserve the HALL up to twelve (12) months in advance. The DEPARTMENT will maintain a reservation log on a 12-month rolling basis. Veterans' organizations are encouraged to submit requests as far in advance as possible.
2. The DEPARTMENT will, after referring to the rolling 12-month log, rent the HALL to non-veteran groups and organizations. Except in the case of disasters or emergencies, once the reservation is firm, the reservation cannot be superseded or voided by a request from a recognized veterans' organization. All prospective reservations will be considered firm upon receipt of the appropriate security deposit.
3. If one or both of the meeting rooms at the HALL is in use by a recognized veteran group, the remainder of the facility may still be rented if the DEPARTMENT determines that the second rental will not interfere with the first one.
4. All requests for use of the HALL, except by officially recognized veteran organizations and County departments, will require execution of the standard Rental Agreement form provided by the COUNTY. Prior to COUNTY's execution of the agreement, the requesting party will be required to meet all the terms and conditions outlined in the agreement.
5. The facility may be used at no charge by officially recognized veteran groups and by Shasta County departments for official County business as approved by the CAO. The CAO also has the authority to waive the rental fee for other non-profit groups. Except for veteran groups and Shasta County departments, all other users of the HALL will have insurance coverage in place and provide proof of insurance before the event takes place, as noted in Paragraph C of this Policy.
6. The Director of Public Works, a Deputy Public Works Director, or the Facility Manager will have authority to execute the Rental Agreement on behalf of the COUNTY.
7. The CAO is authorized to make minor changes to the Rental Agreement, Fee & Deposit Agreement, Rental Rules, and Cleaning Specifications.

C. Mandatory Insurance Coverage

1. Except for officially recognized veteran groups and County departments, individuals and groups renting the facility must either purchase insurance coverage through the COUNTY or provide the COUNTY with an Insurance Certificate of equal or better coverage as set forth in Section 10 of the Rental Agreement. The insurance coverage will be in addition to the daily rental fee.
2. The County Risk Manager may require additional insurance coverage of all users if alcohol will be served, if more than 100 people are expected to be in attendance, or when warranted by the type of activity planned. The County Risk Manager may waive insurance requirements on a case-by-case basis.
3. County may require veterans groups to purchase alcohol insurance or provide proof of alcohol insurance at events when alcohol is served. Standard liability insurance must be purchased in order to add the additional alcohol insurance, if purchased through the rental agreement insurance carrier.

D. Security/Cleaning Deposits

The renter will be charged a security/cleaning deposit. Facility Management's costs to clean or repair the rented facilities will be deducted from the deposit.

E. Nondiscrimination

1. The HALL will be rented without regard to race, color, creed, national origin, sex, age, marital status, sexual orientation, medical condition (including cancer, HIV, and AIDS), physical or mental disability, use of family care leave or religious affiliation.

COUNTY OF SHASTA

Date: _____

PATRICIA A. CLARKE, CHAIRMAN
Board of Supervisors, County of Shasta
State of California

ATTEST:

H. DOUGLAS LATIMER
Clerk of the Board of Supervisors

By: _____
Deputy

Attachments: Rate Schedule
Standard Rental Agreement form

CONTACT INFORMATION: 1958 Placer Street
Redding, CA 96001
HOURS: 7:00 a.m. to 3:30 p.m.
PHONE: (530) 245-6848
FAX: (530) 225-5420