

# HEBER PUBLIC UTILITY DISTRICT

## REPORT TO BOARD OF DIRECTORS

**MEETING DATE:** April 20, 2023

**FROM:** Madeline Dessert, General Manager

**PREPARED BY:** Moises Cardenas, Office Manager

**SUBJECT:** Information Only- Recreation Center Policy Update

### INFORMATION ONLY:

Staff will bring a Resolution to the May 2023 Meeting to update to the Recreation Center Policy.

As there are many reservations being made at the Recreation Center, it is important to realize that there is a basic cost to services being provided at the Recreation Center.

There are currently 6 different categories in which Recreation Center Reservation Categories. The categories with corresponding fees are as follows:

1. Youth-Non Profit Activities- **Free with Permit**
2. Adult or Youth for profit activities between 8am-5pm - **\$15 per hour**
3. Adult or Youth for profit activities after 5pm and weekends- **\$25 per hour**
4. Non-Profit Organizations between 8am-5pm – **Free with Permit**
5. Non-Profit Organizations after 5pm and weekends – **Permit needed Charge for staff time after 5pm and weekends.**
6. Private Events- **\$300 deposit, \$50 per hour**

HPUD Staff recommends implementation of the following categories:

1. Youth- Non-Profit Activities\*- **Free with Permit**
2. Adult or Youth activities between 8am-5pm- **\$20 per hour**
3. Adult or Youth activities after 5pm and weekends- **\$30 per hour**
4. Non-Profit Organizations\* between 8am-5pm- **Free with Permit**
5. Non-Profit Organizations\* after 5pm and weekends- **\$30 per hour**
6. Private Events- **\$300 deposit, \$50 per hour, \$50 cleaning fee**

\*-Non-Profit with 501(c)(3) filing or Government agency

Additionally, Staff has prepared a separate rules and regulations for the Recreation Center to additionally support the Facility Use Policy that is in place.



# Heber Public Utility District Recreation Center Rules and Regulations

## General Conditions of Use

- 1) The applicant is responsible for leaving the public facilities in the same condition in which received and shall be responsible for any loss or damage to facilities or equipment. The applicant shall be charged for any required repair or cleanup costs incurred as a result of the applicant's use of the public facilities.
- 2) The district shall not be liable for any damage or loss to any property of the applicant from any cause whatsoever while said property is located on the premises.
- 3) The applicant shall not engage in or allow any illegal activity to occur at the public facility.
- 4) The applicant is responsible for any damage to the public facility, or any part thereof caused directly or indirectly by the applicant or his/her agents, employees, guests, or invitees. The applicant is required to indemnify the district for any claims arising from the applicant's use of the public facility.
- 5) The applicant or guests may not remove or borrow Recreation Center property without prior acknowledgement and approval of management.

## Priority for Use of Recreation Center

1. Priority is based on Facility Use Policy Number 3750, under section 3752.6.4.
2. The Priority as listed in the policy is as follows:
  - a. HPUD sponsored leagues and events
  - b. Heber Elementary School District, then other Districts working in cooperation with HPUD Events
  - c. Existing youth leagues or indoor youth activities based in Heber (*See Facility Use Policy No. 3750*)
  - d. Travel youth teams based in Heber (*See Facility Use Policy No. 3750*)
  - e. Youth indoor activities from anywhere in the County (*See Facility Use Policy No. 3750*)
  - f. Adult leagues, tournaments, and private use field and Recreation Center rentals (*See Facility Use Policy No. 3750*)

## Reservations

1. Reservations will be accepted at the Recreation Center on the second to last week of the prior month before reservations.
2. Reservations will be accepted in a first come-first served order.
3. Applicants that reserve the Recreation Center have a 10-minute grace period to arrive at their scheduled reservation. If the person listed on the reservation form is not present, after the 10-minute grace period, the Recreation Center will be closed for that scheduled reservation.
4. If applicant, "no calls, no shows" twice in one month, the remainder of the monthly reservation will be cancelled. Reservations must be canceled, in writing, 24 hours prior to start of reservation. ([heber@heber.ca.gov](mailto:heber@heber.ca.gov), [mcardenas@heber.ca.gov](mailto:mcardenas@heber.ca.gov), [mdessert@heber.ca.gov](mailto:mdessert@heber.ca.gov))
5. The applicant must be present for the entirety of the scheduled reservation.