

**Tuesday, June 3, 2024
11:00 a.m.**

***ADMINISTRATIVE COMMITTEE MEETING
(Supervisors Oneto and Crew)***

AGENDA

***Amador County Administration Center
Conference Room C
810 Court Street
Jackson, California***

AGENDA: Off-agenda items must be approved by the Committee pursuant to Section 5496.5 of the California Government Code.

PUBLIC MATTERS NOT ON THE AGENDA: Discussion items only; no action to be taken. Any person(s) may address the Committee upon any subject within the jurisdiction of the Committee; however, any matter that requires action may be referred to staff for a report and recommendation for possible consideration at subsequent Committee meeting(s). Please note - there is a three (3) minute limit per person.

MISCELLANEOUS MATTERS

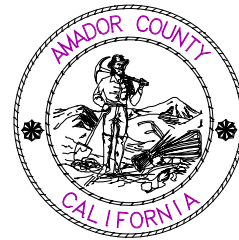
- 1) General Services Administration:** Review and possible recommendation relative to Building and Real Property Policy.

GENERAL SERVICES ADMINISTRATION

MAIL: 12200-B Airport Road, Jackson, CA 95642

LOCATION: 12200-B Airport Road, Martell, CA

PHONE: (209) 223-6759 FAX: (209) 223-0749 E-MAIL: jhopkins@amadorgov.org



Memorandum

TO: Administrative Committee

FROM: Jon Hopkins, Director *Hop*

DATE: May 23, 2024

RE: Draft Building and Real Property Policy

In 2018, County Counsel and I collaboratively developed a draft Building and Real Property Policy, accompanied by several forms that have been utilized as necessary. Despite this effort, the policy was never presented to the Board of Supervisors for full approval, primarily due to the absence of pressing issues at that time.

Recently, however, a situation has arisen where a member of the public requested the use of one of our conference rooms for a private event. This request was denied, leading to dissatisfaction and confusion on the part of the requester regarding our policy on the use of conference rooms for private purposes.

Given this incident, I am requesting a review of the existing draft policy, which was previously examined by the Administrative Committee in 2018. At that time, the Administrative Committee did not suggest any further modifications. Please reassess the draft policy to determine if any updates or additional changes are warranted.

Recommendation: Discussion and possible direction.

Attachments: Draft Building and Real Property Policy
GSA Building Usage Rules
Application and Insurance Use Permit
ABC Information

c: Chuck Iley, CAO
Greg Gillott, County counsel
File

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SECTION:	BUILDING AND REAL PROPERTY USAGE	
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PURPOSE

To identify the conditions under which certain County facilities and real property may be available for use by Non-County organizations and individuals for meetings, activities, and events.

SCOPE

This policy applies to the County Administration Building, the General Services Building, the Health and Human Services Agency Building, Veterans Hall, Scout Hut, parks, museums, Airport, and all other County owned real property. This Policy does not alter the rights of any person, group, or entity that may be entitled to use meeting or assembly space or property pursuant to a separate written agreement with the County.

POLICY

Conference and Assembly Rooms: Conference and assembly rooms in the County Administration Building, the General Services Building, and the Health and Human Services Agency Building are intended primarily for use by the Board of Supervisors and County departments, commissions, committees, agencies and employees for official County business. Governmental bodies that contain one or more members of the Board of Supervisors, who are officially representing the County, shall be considered as official County business for the purpose of this Policy.

In addition, the following non-County entities may use conference and assembly rooms, provided the use is in compliance with all of the requirements of this Policy:

Other Governmental Agencies. Conference and assembly rooms may be used by other governmental agencies conducting public business (including but not limited to federal and state agencies, counties, cities, districts, and or joint powers authorities). Such use by other governmental agencies shall not interfere with the operations of normal County business or the governmental purpose to which the facility is dedicated; shall be for a lawful purpose; and shall not create any unreasonable security, utility, custodial, or other operating problem. After hour and weekend use shall be subject to fees in accordance with the County’s adopted Fee Schedules to cover costs for overhead, cleaning, garbage removal, and utility consumption.

Quasi Governmental Agencies. Conference and assembly rooms in County buildings may be used by non-profit, quasi governmental agencies that provide

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service to the residents of Amador County (including but not limited to County agency-related nonprofit organizations such as APAL Humane Society or Friends of the Library, or entities having some legal relation or association to County government such as Abandoned Vehicle Authority (AVA) or Amador Fire Protection District (AFPD) that provide a benefit to County government. [examples?]). Such use by these quasi governmental agencies shall not interfere with the operations of normal County business or the governmental purpose to which the facility is dedicated; shall be for a lawful purpose; shall not create any unreasonable security, utility, custodial, or other operating problem; and shall be charged in accordance with the County’s adopted Fee Schedules or based on circumstances as assessed by the General Services Director or his or her designee. After hour and weekend use shall be subject fees to cover costs for overhead, cleaning, garbage removal, and utility consumption.

County employees. Conference and assembly rooms may be used by County employees for meetings and other activities that promote employee professional development, employee health and wellness, or employee morale (such as employee milestone celebrations) whenever practical. Such use by County employees shall not interfere with the operations of normal County business or the governmental purpose to which the facility is dedicated; shall be for a lawful purpose; shall not create any security, utility, custodial or other operational problems; and must not increase the County’s normal operating costs for the facility.

Veterans Hall, Scout Hut and Parks: Veterans Hall, the Scout Hut and designated areas within County parks may be used by individuals, groups, or entities for public or private events, provided the use is in compliance with all of the requirements of this Policy.

Real Property: County owned real property may be used by individuals, groups, or entities, provided that the use has been approved by either the General Services Director or the Board of Supervisors and is in compliance with all the requirements of this Policy, and any additional conditions imposed by the General Services Director or Board of Supervisors.

The granting of permission to use County facilities or real property pursuant to this Policy for other than official County business or County sponsored activities or events shall not constitute an endorsement of the event or activity by the County.

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POLICY AMPLIFICATION

A. Use of County Facilities and Real Property

1. The General Services Director, or his or her designee, shall control the use of County facilities and real property and shall be the final arbiter of any disputes under this Policy.
2. All requests for use of Conference and Assembly Rooms by the Board of Supervisors, County departments, commissions, committees, agencies, employees conducting official County business, or by County employees as otherwise provided in this Policy may be booked directly through the County's online Meeting Room Booking System. Any of these groups that do not have access to the Meeting Room Booking System should contact the designated department facility coordinator for scheduling.
3. Use by employees for other than official County business as allowed by this Policy is subject to the following additional limitations: the use shall not be for a commercial, for profit use; the use shall be open to all employees, but attendance shall be voluntary; the use shall not be for the purpose of engaging in speech or conduct that violates the County's harassment and discrimination policy; the use shall not be for a political activity; the use shall be restricted to County employees, with the exception of invited speakers; the use shall take place during normal business hours; and all County policies and rules of behavior shall apply to the employee's use of the County facility or real property.
4. All non-County, or non-County employee requests for use shall be submitted on an approved application form to the General Services Director, or his or her designee a minimum of ten (10) business days prior to the date of the requested use of the facility or property. Requests for major events (involving fifty (50) or more attendees) must be submitted a minimum of thirty (30) business days prior to the requested use of the facility or property. All activities planned to occur at a meeting or event shall be disclosed on the application.
5. Prior to the use of the facility or real property, all non-County or non-County employee applicants must agree to indemnify, defend, and hold the County harmless for any claims or loss arising from facility or property use, and provide a certificate of liability insurance naming the County of Amador as an additional insured in an amount not less than \$1,000,000 per occurrence for bodily harm and property damage, including alcohol liability coverage if alcohol is to be served in

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a form acceptable to Risk Management. Risk Management may be able to assist with obtaining appropriate Special Event Liability coverage at affordable rates. All non-County, or County employee applicants must also pay any applicable fees or deposits prior to the use of the facility or property.

6. All non-County, or non-County employee users shall comply with any additional rules and regulations established for the facility or property used. The General Services Director, or his or her designee, may develop any further rules and regulations necessary for a particular facility or property given the nature of the uses allowed, or features unique to the facility or property. Any such rules and regulations shall be consistent with this Policy.

B. Priorities for Use

Permission to use County facilities and County owned real property shall be granted on a first-come-first-served basis, subject to the following priorities:

1. County activities.
5. Other public agencies.
6. Quasi Governmental Agencies.
7. Individuals or groups.
8. Employee use for non-County business purposes pursuant to this policy.

The County's need to use its buildings and/or real property during declared states of emergency, for emergency response, or under unusual security conditions, such as a change in the Homeland Security Threat conditions, will take precedence over all of the categories listed above.

Authorization to use a County facility or real property may be cancelled if the space is needed for County business and no other appropriate space is available. The County will make all efforts to find replacement space, and, when possible, 24-hour notice will be given. However, there may be occasions when this is not possible. As previously noted, emergency situations, emergency response, or unusual circumstances could lead to cancellation with no advance notice.

C. Charges for Facility or Property Use

All non-County, or non-County employee users shall pay a fee for the use of any County facility or park. The charge shall be the fee set forth in any applicable fee

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schedule, or if no fee schedule exists, then the fee shall be in an amount necessary to cover County expenses incurred over and above the normal operating costs of the facility as a result of the use, including but not limited to special security, utilities, or other operational services. A refundable security/cleaning deposit shall also be required. Fees and deposits shall be paid at the time the application is submitted. Fees for use of real property shall be determined on a case-by-case basis by the Board of Supervisors.

Requests for waiver of use charges, fees, and/or security/cleaning deposits may only be approved by the Board of Supervisors.

By charging non-County organizations for the use of Conference Rooms for costs that exceed the normal operating costs of the County, the County can ensure that no private group will be accorded benefits at taxpayers' expense. Prior to approval for the use of Conference Rooms, a deposit shall be made with the County for the estimated cost of all expenses that would not otherwise be incurred by the County. If actual charges are less than estimated, a refund shall be provided. If actual charges are greater than estimated, the difference shall be billed to the organization using the building.

D. General

1. Use of conditioned space for official County business (heated, ventilated or cooled) during hours other than the building operating hours of 5:00 a.m. to 6:00 p.m., Monday through Friday, is charged to the department based on the cost per hour for each building. Exceptions to this charge may be made for certain public meetings or gatherings as approved by the Board of Supervisors. Charges are assessed based on the minimum operations needed to serve the request.

Departments may continue to use buildings after hours and on weekends to conduct County business without conditioned air at no charge. However, notification of occupancy is still required to alert Facilities staff for use of conference room (buildings?...see your first sentence) after business hours described above.

2. Security may be required for any use if determined necessary by the General Services Director or the Board of Supervisors. If security is required, user shall pay for all expenses and costs incurred to provide appropriate security services.

3. Cancellations made by the user shall be made at least three (3) days prior to the event will receive a full refund less a processing fee (this will be shown in our fee

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schedule). Cancellations made by the user less than three (3) days prior to the event will shall be entitled to a 50% refund of any fees;all cleaning deposits will be fully refunded. A full refund shall be given if cancellation is made by the County as a result of the County’s need to use the facility.

4. The permitted user of any County facility or real property shall be responsible for cleaning all areas utilized during the activity. All areas, including restrooms (if applicable) shall be left in the condition found. If any County property is damaged as a result of the use, or the facility, or real property is not left in its original condition, the County shall be entitled to deduct from the security deposit a reasonable amount to cover the cost of the repair or cleanup.

5. Unless for official County business, each user shall be responsible for providing any and all necessary audio-visual equipment, including equipment for the hearing impaired or disabled as required by the Americans with Disabilities Act.

6. The failure to comply with this Policy, or any additional rules and regulations adopted by the Director of General Services shall entitle the County to immediately revoke permission to use the facility or property. The County may also revoke permission to use the facility or property when necessary for the safety, health, morality, welfare, or reasonable enjoyment of the public. Any such non-compliance with may preclude future use of County buildings or property or warrant additional requirements or restrictions for future use as determined by the Director of General Services Administration or Board of Supervisors.

RESPONSIBLE DEPARTMENTS:

ADMINISTRATIVE AGENCY – Board of Supervisors
GENERAL SERVICES ADMINISTRATION – General Services Director

REFERENCES

BOS Policy Resolution No. _____

**AMADOR COUNTY GENERAL SERVICES ADMINISTRATION
12200-B Airport Rd., Martell CA 95654**

GSA Building Usage Rules – Revised May 31, 2022

Conference rooms in County buildings are intended primarily for use by County departments, commissions and committees during normal working hours. In order to minimize the maintenance, security, operating problems and costs related to county conference rooms, the following policies have been established for the General Services Administration Building and property.

Conference Room Usage Schedule

In order to utilize one of the conference rooms, you must have it reserved on the conference room calendar. To schedule a conference room, contact the Agriculture Department at 223-6487 or the GSA Department at 223-6375 between the hours of 8:00 a.m. to 5:00 p.m. Monday through Friday. Conference rooms can be reserved for a period of one calendar year (January – December). New requests for bookings need to be submitted annually.

It is preferred when scheduling your own reservations that the GSA Conference Room Calendar is used so that it can be modified/deleted by another user if necessary as opposed to using solely your personal calendar.

End your event/meeting on time. Another group may need the room right after you. Allow enough time to get the room in order for the next group.

Conference Room Storage/Personal Belongings

The conference rooms are to be utilized for meetings and/or scheduled events. There is no on-site storage in the conference rooms and/or vestibule. You must take all of your belongings with you at the conclusion of your event/meeting.

Use during regular Business hours

If the conference rooms are used during regular business hours any activity inside or outside the conference room that disrupts County business is prohibited. All users of the conference rooms must stay within common areas and not meander throughout the building. Access the conference rooms through vestibules not main lobby/entrance.

After Hour Building Use

For after hours building use, contact Agriculture Department at 223-6487 or the GSA Department at 223-6375 with the name of the person responsible for use of the building between the hours of 8:00 a.m. to 5:00 p.m. Monday through Friday.

Preemptive Use

Prospective conference room occupants need to be aware that GSA conference rooms are intended for County business only and all other scheduled uses are subject to cancellation should the County require the space for its purposes. If the need to exercise this right arises, the County will make efforts to notify, when possible, 24-hours in advance allowing time for Non-County users to reschedule. The County reserves the right to utilize its facilities at any time and may bump previously scheduled events in any conference room for the purpose to serve the County's needs.

Fees

The use of County conference rooms by outside agencies is subject to fees, if permitted. A Use Permit is required for outside agencies to use any County property and may be requested by contacting the GSA Department at 223-6375.

Food in Conference Rooms

The serving of food, except for beverages, in County conference rooms is discouraged. However, food items shall be confined to the employee break room and conference rooms. If exceptions are allowed, occupants of the facilities are responsible for cleaning and disposing of all garbage and food. Food and garbage exceeding existing trash receptacle capacities must be removed from the premises by the user. Please *do not* leave any food or drinks in the lunchroom, conference rooms or refrigerator. Sanitize and wipe off all tables until clean.

Employee Break Room

This area is meant for employees and shall remain free from any disturbance. Employee's use is from 11:00 am to 3:30 pm Monday through Friday.

Cleaning

If a spill occurs, please clean the area immediately. If the spill requires additional deep cleaning, please leave a note on the conference room door and at the GSA main counter indicating what the spill contained. Users are responsible for thoroughly cleaning the conference room tables after use and depositing all trash in the appropriate containers.

All Write-On Wipe-Off Boards are required to be cleaned after use.

Bulletin Boards & Wall Hangings

The Department of General Services is responsible for bulletin boards located in public areas with the exception of bulletin boards maintained by the Clerk of the Board of Supervisors and those buildings delegated to other Departments. Only announcements of County or County-sponsored activities are permitted. Advertisements for goods or services, political announcements and announcements for activities and programs not associated with County services or County-sponsored services are prohibited. All wall or ceiling hangings or other items attached to the facility's physical structure, either by permanent or temporary means, should be installed by Facilities Management.

Prohibited Items in Counties Facilities

The carrying, transportation, use or possession of dangerous weapons or dangerous articles is prohibited in or upon any County building or grounds. The only exceptions are firearms under the control of a peace officer or other authorized personnel.

Hazardous materials including, but not limited to, explosives or other toxic materials are not permitted in a County facility without a valid permit.

The possession and use of alcohol and controlled substances is prohibited on County premises.

Only animals that are essential for required duties will be allowed in County facilities.

Guide, signal or service dogs for the disabled are permitted.

Generally, solicitation is not permitted on County facilities or grounds. This prohibition also applies to County employees. However, under some circumstances, parties are permitted to sell products or solicit funds in County facilities or grounds. These parties must have specific written permission from the Director.

Any questions or problems related to vendors and solicitors should be directed to the Director.

Smoking is prohibited in any County facility.

No illegal activity of any kind shall be conducted in the building or on the grounds.

Equipment and Furnishings

Any arrangements for use of microphones, audio-visual equipment and other equipment must be made with the appropriate department. All users are responsible for restoring all furniture to the original configuration.

Heaters are not authorized for use in work areas of County facilities. Fire codes prohibit the use of any portable device that produces heat in a public building. If a problem exists with temperature control, contact Facilities Management at 223-6370.

Electrical multi-plugs, excluding surge protectors and multiple outlet string with built-in circuit breakers, are not permitted in County facilities. Requests for increased electrical service should be submitted to Facilities Management.

All coffee pots must be turned off or unplugged after office hours. Electrical connections of coffee pots located outside of lunchrooms must meet minimum safety requirements.

Burning candles in the work place is prohibited. The open flame creates a potential fire hazard, especially where flammable liquids and/or combustible materials are present or stored.

Fire Safety

Fire corridors and exits must be kept free of obstructions or impediments to allow instant use in case of fire or other emergency. Accumulation of equipment, furniture, combustible materials or debris in exit ways is not allowed.

Fire extinguishers are provided for all County-owned facilities. Each employee should know the location of the nearest fire extinguisher and how to operate it. If a fire extinguisher is discharged, immediately contact Facilities Management for replacement.

Lights

The interior building lights are programmed to shut off automatically at night. A master double switch is located at the main entrance under the alarm keypad and must be switched on to operate lights after normal business hours. Please turn off room lights and master light switches when exiting the building.

Energy Conservation

In order to conserve energy, please avoid opening or propping the doors/windows to avoid heat/air to escape from the conference room. If there is a need to open or prop open a door or window for ventilation, please close and secure them before exiting. Heating or air conditioning is not routinely provided in conference rooms before or after normal building operating hours because of staffing and energy use restrictions. Exceptions may be granted upon request to the Director.

Boot Cleaning

Boot cleaning facilities and a water hose if needed are located at the left hand corner of the building.

Alarming the Building

If you are going to be in the office past 5:00 PM, please write your name on the white board in the lobby. This will allow staff to know who is left in the building for security and safety reasons. When you exit the building, remove your name from the white board. The last person leaving the building must ensure the lights are off, building doors are locked and then arm the building. If you find a door that cannot be locked, please block it closed so the wind does not blow the door open and please contact Facilities Management the next day.

To alarm the building:

Press “Command” and follow the menu provided. When a “code” is requested, simply present your access card in front of the alarm control unit and respond to the prompts. Upon entering the building, you will be alerted that the system is activated by a chime. When disarming the system, you have 30 seconds before the alarm activates. When arming the system, you have 60 seconds to leave the building before the alarm activates. If the alarm is inadvertently set off, call the alarm company at 888-728-3883 and advise them of the false alarm.

Locking the Building

If you turn your outside door key all the way to the left, this will unlock the door. To release the key, rotate the key back 90 degrees and remove. If you wish to keep the door unlocked, turn the key all the way to the left and then rotate all the way to the right; you will hear a click. This indicates that the door lock has been released. This will allow the door to be closed and remain unlocked. To lock, rotate to the left and back 90 degrees, and remove the key.

Parking

Adequate parking spaces are provided in the parking lot in front of the building and in the lot across the street in the gravel lot. There is no parking (with the exception of the County mail van) in the alley between the General Services Building and the storage building next door. In addition, there is **no parking on Airport Road** in front of this facility. Blocking off any portion of the parking area is prohibited, unless permitted by the Director. There is no overnight or extended parking in the GSA parking lot.

Reporting Damage/Building Emergencies

Any damage or building emergency should be immediately report to: The GSA Department at 223-6375 or Jon Hopkins in the GSA Department at 223-6759. For an emergency after hours call 911.

Damages

Users will be charged for any damages. Failure to pay such charges will result in loss of future use privileges.

Verifiable abuses of any of these rules may result in loss of use privileges.

THANK YOU FOR YOUR COOPERATION!

**OFFICE OF
GENERAL SERVICES ADMINISTRATION**

MAIL: 12200 B Airport Road - Jackson, CA 95642

LOCATION: 12200 B Airport Road - Martell, CA

PHONE: (209) 223-6375 – FAX: (209) 223-0749



BUILDING and/or REAL PROPERTY USE PERMIT

OFFICIAL USE ONLY

Permit # _____ Issued _____ Expires _____

Cleaning Deposit \$ _____ Fee Paid \$ _____ Insurance Approval _____

Date of Request _____ Date(s) & Time(s) of Use _____

Facility and/or location to be used _____
(Attach site plan if available)

Contact Person _____ Organization _____

Phone _____ Cell _____ E-mail _____

Mailing Address _____

Description of Use/Proposed Activities/Exhibits _____

Alcohol Service Yes _____ No _____ Estimated Attendance _____

Use Permit conditions apply for the above described use related to the following areas and are by this reference made a part of the Permit; see Attachment A.

- | | |
|----------------------------------|-----------------------|
| 1. Insurance | 7. Signage |
| 2. Food | 8. Utilities |
| 3. Alcohol | 9. Safety Precautions |
| 4. Security/Crowd Control/Access | 10. Garbage/Recycling |
| 5. Staff/volunteers | 11. Clean Up/Damages |
| 6. Parking | |

At least 10 days prior to the event the applicant shall procure and maintain for the duration of the rental period insurance against claims for injuries to persons or damages to property which may arise from or in connection with the rental of the facilities and the activities of the applicant, his guests, agents, representatives, employees or subcontractors. Insurance policies shall be endorsed to name the County of Amador, its officers, officials, employees and volunteers as additional insured.

It is further understood and agreed that upon approval of this application, permittee shall indemnify, defend, and hold harmless the County, its officers, employees and against form and against any and all loss, damage, liability, claims, demands, detriments the County may incur, sustain or be subjected to on account of loss or damage to property or the loss of use thereof and for bodily injury to or death of any persons (including but not limited to the property, employees, subcontractors, agents, and invites of each party hereto) arising out of or in any way connected to the permit or occupancy, operation, maintenance, enjoyment and use of any County premises under this application and/or permit.

Applicant must submit this form to the GSA Director or designee (10) working days prior to the date of use to ensure time for processing and verifying insurance requirements.

If applicable, applicant is responsible to pay for all fees prior to the issuance of the permit.

Upon approval permittee must have in possession this permit at all times while on County property.

I, the undersigned, do hereby acknowledge that I have read and received a copy of the foregoing requirements and do hereby agree to said terms and conditions on behalf of myself and/or the above named group or organization.

Applicant's Signature _____ **Date** _____
(Signature must be from an individual having authority to sign on behalf of the organization)

OFFICIAL USE ONLY

Approved

Denied

GSA Director or designee _____ **Date** _____

You are hereby permitted access to the property for the purposes described and activities listed in your application only and, subject to the following conditions:

- Such access will be restricted to the described portion of property.
- Your right to access the property will terminate on date and time shown above. Notwithstanding such date, I retain the right to terminate your access at any time prior to that date, for any reason whatsoever, upon notice to you.
- The County, its officers and employees accept no responsibility whatsoever for any losses or damages (personal or property) which you suffer or incur as a result of using the Property, and you have agreed to indemnify the County as agreed to in your application.
- You agree to repair any damage caused to the Property as a result of your access and you will restore the accessed area to its original condition, if requested by me, within 30 days of my request.

ATTACHMENT A USE PERMIT CONDITIONS

1. INSURANCE_____

At least 10 days prior to the event the applicant shall furnish a certificate of insurance and policy endorsements satisfactory to the County Risk Manager, Lisa Hopkins, who can be reached at (209) 223-6392 or RISK@amadorgov.org. See Alliant, Exhibit 7 for insurance requirements for rental of facilities.

2. FOOD_____

Applicant is to contact the Amador County Environmental Health Department (209) 223-6439 to determine if a temporary food facility permit is required. If it is determined a temporary food facility permit is required, no less than 14 days prior to the event, the applicant shall assure that the food service coordinator and each food service provider have obtained these permits.

3. ALCOHOL_____

Alcoholic Beverage Control (ABC) Act, California Business and Professions Code, Division 9, Chapter 3, Section 23399.1. No license or permit shall be required for the serving and otherwise disposing of alcoholic beverages where all of the following conditions prevail:

1. That there is no sale of an alcoholic beverage.
2. That the premises are not open to the general public during the time alcoholic beverages are served, consumed or otherwise disposed of.
3. That the premises are not maintained for the purpose of keeping, serving, consuming or otherwise disposing of alcoholic beverages.

Provided, however, that nothing in this section shall be construed to permit any person to violate any provision of the Alcoholic Beverage Control Act.

If any of the above conditions do apply; within 30 days prior to the event the applicant shall be responsible for obtaining the appropriate California State Department of Alcoholic Beverage Control (ABC) License and complying with all ABC requirements, rules and regulations.

Local office:

2400 Del Paso Road, Suite 155

Sacramento, CA 95834

(916) 419-1319

(916) 419-3994 Fax

SAC.Direct@abc.ca.gov

ABC Website: abc.ca.gov/permits/permits.html

4. SECURITY /CROWD CONTROL/ACCESS_____

With the exception of designated park buildings, security will be required for Non-County Entities that allow members of the public into County buildings during County non-business hours. Security may be required for any other use as determined by the GSA Director or Board of Supervisors. If security is required, Non-County Entities, Businesses and Private Parties shall pay for expenses and costs incurred to provide security services. As determined by the Board of Supervisors or the Sheriff and/or his/her designee will provide security by the Office of the Sheriff or other recognized law enforcement agency for all County functions and business.

5. STAFF/VOLUNTEERS PARTICIPATING IN USE_____

6. PARKING_____

All parking shall be contained on-site in designated spaces and not block emergency access.

7. SIGNAGE/DECORATIONS _____
Event signage shall be located on site and shall not block emergency exit signs or doorways.
8. UTILITIES (e.g., restrooms, lighting, power) _____
Follow all procedures as posted in building.
9. SAFETY PRECAUTIONS _____
10. GARBAGE/RECYCLING _____
All garbage is to be removed from the premises.
11. CLEAN-UP/DAMAGES _____
It is understood and agreed that permittee is responsible for any and all damages to the building, facilities, property and for proper cleaning of all areas used in the course of the permit holder's use. A separate check of \$200.00 for a cleaning deposit is to be held by the General Services Department (GSA). Anyone using County property is required to clean and leave County property in the condition in which it was found. Any and all damages will be immediately reported to the GSA Director or designee. If the County is required to clean up after use, the cleaning deposit or portions thereof shall be forfeited and those funds will be used to pay for the cleaning of the property. If additional cleaning or repair to damages is required, extra charges may apply in addition to restricting future use as determined by the GSA Director or the Board of Supervisors.

Exhibit 7:
Insurance Requirements for Rental of Facilities

Renter shall procure and maintain for the duration of the rental period insurance against claims for injuries to persons or damages to property which may arise from or in connection with the rental of the facilities and the activities of the renter, his guests, agents, representatives, employees, or subcontractors.

MINIMUM SCOPE AND LIMIT OF INSURANCE

Coverage shall be at least as broad as Insurance Services Office Form CG 00 01, covering **Commercial General Liability (CGL)** on an “occurrence” basis, including products-completed operations, personal & advertising injury, with limits no less than **\$1,000,000** per occurrence.

Other Insurance Provisions

The general liability policy is to contain, or be endorsed to contain, the following provisions:

1. **The Entity, its officers, officials, employees, and volunteers are to be covered as additional insureds** with respect to liability arising out of liability arising out of the rental of the facility, including work or operations performed by or on behalf of the Renter and materials, parts, or equipment furnished in connection with such work or operations.
2. For any claims related to this project, the **Renter’s insurance coverage shall be primary** insurance as respects the ENTITY and any insurance or self-insurance maintained by the ENTITY shall be excess of the Renter’s insurance and shall not contribute with it.
3. The Insurance Company agrees to **waive all rights of subrogation** against the ENTITY for losses paid under the terms of any policy covering the facility rental or any activities of the Renter, his guests, agents, representatives, employees or subcontractors.

Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best’s rating of no less than A:VII, unless otherwise acceptable to the Entity.

Verification of Coverage

Renter shall furnish the Entity with original certificates and amendatory endorsements effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the Entity *at least five days* before Renter commences activities.

Liquor Liability

If Renter will be supplying alcoholic beverages, the general liability insurance shall include host liquor liability coverage. If Renter is using a caterer or other vendor to supply alcohol that vendor must have liquor liability coverage. If Renter intends to sell alcohol either the Renter or vendor providing the alcohol for sale must have a valid liquor sales license and liquor liability insurance covering the sale of alcohol.

INSTRUCTIONS FOR OBTAINING A DAILY LICENSE

FEES:	Beer	\$25.00 a day	per dispensing point
	Wine	\$25.00 a day	per dispensing point
	Beer & Wine	\$50.00 a day	per dispensing point
	General (includes beer, wine & distilled spirits)	\$25.00 a day	per dispensing point
	Special Temporary License	\$100.00	

NOTE: More than one permit may be needed based on the information provided for the event

METHOD OF PAYMENT: Cashier's check or money order made payable to the Department of Alcoholic Beverage Control.

APPLICATION REQUIREMENTS:

- Complete *Daily License Authorization* (Form ABC-221)
- Authorization from property owner is required (property owner may sign Form ABC-221 or a signed letter showing the date, time, place and type of alcoholic beverages to be served may be submitted)
- A detailed diagram of the event location may be required on outdoor events (Form ABC-253)
- Form ABC-221 must be submitted to the local ABC District Office which has jurisdiction over the event location. For a listing of ABC District Offices, please visit <http://www.abc.ca.gov/distmap.html>
- Form ABC-221 may be submitted either in person or by mail. If by mail, please include a self-addressed, postage paid, envelope.
- Form ABC-221 must be received within ten (10) days of the event, but should not be submitted more than thirty (30) days in advance

If your organization intends to make a "Casino Night" or use controlled games as part of your fundraising event, you must comply with Business and Professions Code Section 19985, which includes pre-approval from the Bureau of Gambling Control of the Department of Justice. Please visit <http://www.ag.ca.gov/gambling> for more information.

QUALIFIED ORGANIZATIONS:

- To qualify for a GENERAL license, you must be:
An organization formed for a specific charitable or civic purpose, a fraternal organization in existence for over five years, a religious organization, or a political organization
- To qualify for a BEER AND/OR WINE license, you must be:
An existing non-profit organization, including a charitable, civic, cultural, fraternal, patriotic, political, religious, social or amateur sports organization
- If this is the **first time** your organization is having an event, the organization must first be qualified by the Department. As proof, you should bring in IRS and/or Franchise Tax Board documents showing your tax exempt status with your tax I.D. number

POLICE DEPARTMENT APPROVAL:

- Police department approval may be required when any of the following apply:
 - A large number of people are attending
 - The event is being held on a public street or in a public area (i.e. - parking lot)
 - This is the first time an event is being held at the location
 - The event is a "casino night"
 - In certain other circumstances at the Department's discretion.

It is the applicant's responsibility to obtain local law enforcement's approval. This may be done via a letter from the local agency, or the official may sign directly on Form ABC-221.

"BEER GARDENS"

Beer Garden restrictions may be placed on a daily license when the District Administrator determines there is a potential problem with the issuance of a license without such restrictions or at the request of a local law enforcement agency.

CONDITIONS:

Issuance of the license may be subject to conditions relating to the sales, service, and consumption of alcoholic beverages. If conditions are imposed, a representative of the organization may be required to come into the ABC office to sign them.

If above requirements are not met, the one day license may not be approved.

DAILY LICENSE APPLICATION/AUTHORIZATION - Non Transferable

Instructions: Complete all items. Submit to local ABC District Office with required fee (Cashier's Check or Money Order) payable to ABC. Once license is issued, fee cannot be refunded. For a listing of ABC District Offices please visit <http://www.abc.ca.gov/distmap.html>

Pursuant to the authority granted by the organization named below, the undersigned hereby applies for the license(s) described below.

LICENSE NUMBER	GEO CODE
RECEIPT NUMBER	
FEE \$	

1. ORGANIZATION'S NAME	CONDITIONS REQUIRED <input type="checkbox"/> Yes <input type="checkbox"/> No	DIAGRAM REQUIRED <input type="checkbox"/> Yes <input type="checkbox"/> No
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2. LICENSE TYPE (Check appropriate license type AND organization type)

a. **Daily General (\$25.00)** *(Includes beer, wine and distilled spirits)*

<input type="checkbox"/> Political Party/Affiliate Supporting Candidate for Public Office or Ballot Measure	<input type="checkbox"/> Fraternal Organization in Existence Over Five Years with Regular Membership
<input type="checkbox"/> Organization Formed for Specific Charitable or Civic Purpose	<input type="checkbox"/> Religious Organization
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Vessel per Section 24045.10 B&P (\$50.00)

NUMBER OF DISPENSING POINTS _____

b. **Special Daily Beer (\$25.00)** **Special Daily Beer & Wine (\$50.00)** **Special Daily Wine (\$25.00)**

<input type="checkbox"/> Charitable	<input type="checkbox"/> Fraternal	<input type="checkbox"/> Social	<input type="checkbox"/> Political	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Civic	<input type="checkbox"/> Religious	<input type="checkbox"/> Cultural	<input type="checkbox"/> Amateur Sports Organization	

NUMBER OF DISPENSING POINTS _____

c. **Special Temporary License (\$100.00)** *(Different privileges depending on statute)*

<input type="checkbox"/> Television Station per Section 24045.2 or 24045.9 B&P	<input type="checkbox"/> Person conducting Estate Wine Sale per Section 24045.8 B&P
<input type="checkbox"/> Nonprofit Corporation per Sections 24045.4 and 24045.6 B&P	<input type="checkbox"/> Women's Educational and Charitable Organization per Section 24045.3 B&P

Other Special Temporary Licenses, per Section _____

License number _____ Amount \$ _____

3. EVENT TYPE

<input type="checkbox"/> Dinner	<input type="checkbox"/> Dance	<input type="checkbox"/> Wedding	<input type="checkbox"/> Lunch	<input type="checkbox"/> Picnic	<input type="checkbox"/> Barbeque	<input type="checkbox"/> Social Gathering	<input type="checkbox"/> Festival
<input type="checkbox"/> Sports Event	<input type="checkbox"/> Concert	<input type="checkbox"/> Birthday	<input type="checkbox"/> Mixer	<input type="checkbox"/> Carnival	<input type="checkbox"/> Dinner Dance	<input type="checkbox"/> Other: _____	

4. TOTAL # OF DAYS	5. ESTIMATED ATTENDANCE	6. HOURS OF ALCOHOLIC BEVERAGE SALES, SERVICE AND/OR CONSUMPTION From _____ To _____
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7. EVENT DATE(S)	8. EVENT IS OPEN TO THE PUBLIC <input type="checkbox"/> Yes <input type="checkbox"/> No
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9. EVENT LOCATION (Give facility name, if any, street number and name, and city)

10. LOCATION IS WITHIN THE CITY LIMITS <input type="checkbox"/> Yes <input type="checkbox"/> No	11. TYPE OF ENTERTAINMENT	12. SECURITY GUARDS <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many? _____
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13. AUTHORIZED REPRESENTATIVE'S NAME	14. REPRESENTATIVE'S TELEPHONE NUMBER
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15. REPRESENTATIVE'S ADDRESS

16. ORGANIZATION'S MAILING ADDRESS (If different from #15 above)

17. AUTHORIZED REPRESENTATIVE'S SIGNATURE	18. DATE SIGNED
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PROPERTY OWNER APPROVAL BY (Name), REQUIRED	PHONE NUMBER	PROPERTY OWNER SIGNATURE	DATE SIGNED
LAW ENFORCEMENT APPROVAL BY (Name), IF APPLICABLE	PHONE NUMBER	LAW ENFORCEMENT SIGNATURE	DATE SIGNED
DISTRICT OFFICE APPROVAL BY (Name)		ABC EMPLOYEE SIGNATURE	ISSUANCE DATE

The above-named organization is hereby licensed, pursuant to the California Business and Professions Code Division 9 and California Code of Regulations, to engage in the temporary sale of alcoholic beverages for consumption at the above named location for the period authorized above. This license does not include off-sale ("to-go") privileges.

This license may be revoked summarily by the Department if, in the opinion of the Department and/or the local law enforcement agency, it is necessary to protect the safety, welfare, health, peace and morals of the people of the State.