

June 24, 2002

Chairperson and Members of the
Parks, Recreation and Community
Resources Advisory Commission

Regular Meeting of
July 2, 2002

**HERMOSA BEACH COMMUNITY CENTER FOUNDATION
FACILITY USE POLICY**

Recommendation

Staff recommends that the Commission:

1. Adopt the attached policy guidelines for the free use of the Community Center and Clark Building by the Hermosa Beach Community Center Foundation, dba Hermosa Arts Foundation; and
2. List the Hermosa Arts Foundation program subsidy in the monthly Activity Report; and
3. Receive and file this report.

Background

The Hermosa Beach Community Center Foundation, a non-profit organization established in 1984 supports programs and capital improvements in the Community Center. This organization has sponsored youth scholarships, supported community based arts programs for youth and adults in Hermosa Beach, and participated in fundraising activities and special events for the Community Center, including the recent telethon in June of 2002.

Currently, the Foundation is given free use of the facilities to hold monthly meetings, plan special events, sponsor local art programs, and present professional theater at the Hermosa Beach Playhouse via the South Bay Civic Light Opera. The Foundation pays all direct costs (e.g. staffing, clean up fees, deposits) for their facility use.

Analysis

The subsidized use of facilities by the Foundation has served to enhance the Community Center Building and its cultural events. With the addition of the South Bay CLO and other programs, this subsidized use has grown which has further benefited the City and Center.

For the past two Fiscal Years, the Foundation's facility use subsidy has been as follows:

Hermosa Beach Community Center Usage/ Rental				
<u>Year</u>	<u>Other Hours</u>	<u>CLO Hours</u>	<u>Total</u>	<u>Total Subsidy Amount</u>
FY 2000-2001	36.0	613.0	649.0	\$17,245.00
FY 2001-2002	97.0	456.0	553.0	\$16,437.50

The additional facility usage has made clear communication between the City and Foundation even more essential. With that in mind, staff thought it would be important to develop a policy to administer Foundation requests that would clarify in each case, which events are officially sponsored and what hours are requested.

Since maximum flexibility and taking advantage of artistic opportunities as they arise are crucial components to nurturing the arts, staff recommends that the current practice of handling the subsidy requests administratively would be optimum. In order to keep the Commission well informed, however, staff will add a section to the monthly activity report, outlining requests for Foundation events.

The Foundation has provided numerous cultural and artistic opportunities in the community. With enumerable successes behind them and many more yet to be, the Foundation has proven to be a worthwhile contributor to the arts in Hermosa Beach. Combined with substantial volunteer efforts, this subsidy has contributed to the success of the Foundation and the Theaters.

FISCAL IMPACT: NONE

Attachments:

- A. Proposed Policy
- B. Community Center Foundation By Laws

Respectfully submitted,

Concur:

 Shaunna Donahue
 Recreation Supervisor

 Mary Rooney
 Director, Community Resources

City of Hermosa Beach
Community Resources Department

**HERMOSA BEACH COMMUNITY CENTER FOUNDATION
FACILITY USE POLICY AND APPLICATION**

General Rules

1. All requests for facility rentals must be submitted in writing on Theater Rental Application or the Facility Rental Application signed by the President of the Foundation.
2. Requests must be made at least 3 weeks in advance of the date requested.
3. The Foundation is responsible to follow all facility use guidelines as they appear in the Theater Rental Policy or Facility Rental Policy as appropriate.
4. The Foundation must furnish the City of Hermosa Beach with general liability Certificate of Insurance of at least one million dollars each year covering all activities and facilities used.

Facility Fees

1. Facility Fees including hourly rental rate and maintenance fees are waived up to 600 hours per fiscal year. Foundation will pay all direct costs associated with facility usage, including but not limited to a) staff costs, b) clean up, c) damage.
2. Facility Fees may be waived **only** for Foundation events or co-sponsored Foundation events on behalf of 501c(3) non-profit organizations with a Federal Letter of Determination to be provided with application.

Payment

1. All fees are due two (2) weeks prior to event including staff fees and damage deposits.
2. All payments made later than two (2) prior to event must be in the form of a Cashiers Check, Money Order, Cash or Credit Card. Payments should be made payable to "City of Hermosa Beach"

Reservation

1. Facility reservations may be made no earlier than six (6) months in advance for all programs.

2. The Foundation may reserve space up to one year in advance of the proposed rental for Civic Light Opera performances.
3. While every effort will be made to schedule facility requests, the City reserves the right to cancel any and all reservations.

City of Hermosa Beach
Community Resources Department

HERMOSA BEACH COMMUNITY CENTER FOUNDATION
FACILITY USE APPLICATION

1. Facilities Requested: Please check appropriate box

<input type="checkbox"/> Hermosa Beach Playhouse	<input type="checkbox"/> Clark Building
<input type="checkbox"/> Pier Avenue 2 nd Story Theater	<input type="checkbox"/> Other _____
<input type="checkbox"/> Classroom # _____	

2. Dates/Times Requested:

Date _____ Time: _____

Date _____ Time: _____

Date _____ Time: _____

Date _____ Time: _____

3. Program Name _____

Contact Name: _____

Contact Day Number: _____ Evening Number: _____

Non-Profit, Tax ID # _____

Signature of Foundation President

Date

Department of Community Resources

Date