

RESOLUTION NO. 2020-124

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELK GROVE
APPROVING THE CITY COUNCIL FACILITY USAGE POLICY FOR THE CENTER AT
DISTRICT56 AND ALLOCATING FUNDS FOR THIS USAGE**

WHEREAS, the Civic Center master plan was approved by the City Council in January 2016 and included the Center. The facility began construction in 2018 and opened in January 2020. The building includes a large Main Hall that is divisible into three sections, a commercial kitchen, catering pantry, conference room, and Veterans Hall; and

WHEREAS, the Center was built as a gathering place for the Elk Grove community. The City Council hosts numerous events during the year related to their offices and the Center is a natural place for them to congregate. Additionally, the City has limited locations to hold larger events due to occupancy limitations in the Council Chamber. As the Center is funded from the Laguna Ridge Community Facilities District, a policy needs to be implemented to allow the Council to use the facility and the rental fees paid from the General Fund; and

WHEREAS, this policy would allow each Council Member (including the Mayor) one free usage of the Center for an event related to his/her office each fiscal year. The usage cannot be political, or election related, and it cannot be transferred or sublet to another person or organization, including a non-profit organization. Usage would need to follow the District56 facility reservation process and guidelines; and

WHEREAS, rentals by the Council would be conducted during non-peak hours of Monday-Thursday and a maximum of six hours. The six hours includes time for set-up, the event, and clean-up of the entire Main Hall and the kitchen as well as staff support; and

WHEREAS, the costs for this usage would be \$960 per rental at an hourly rate of \$160. The recommended allocation is \$4,800 for five rentals and \$7,680 in election years for eight rentals including outgoing and incoming members. Funds would be allocated from the general fund for these uses.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Elk Grove hereby approves the City Council Facility Usage Policy, for the Center at District56 and allocates funds for this usage, attached to this Resolution as Exhibit A and incorporated herein by reference.

PASSED AND ADOPTED by the City Council of the City of Elk Grove this 10th day of June 2020



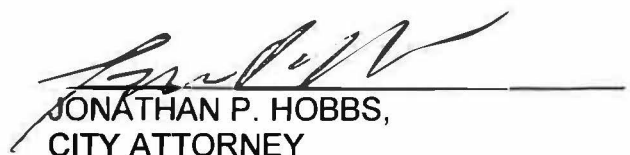
STEVE LY, MAYOR of the
CITY OF ELK GROVE

ATTEST:



JASON LINDGREN, CITY CLERK

APPROVED AS TO FORM:



JONATHAN P. HOBBS,
CITY ATTORNEY

EXHIBIT A



ELK GROVE CITY COUNCIL FACILITY USE POLICY FOR THE CENTER AT DISTRICT56

The purpose of this policy is provide guidance for City Council Member requests to use the Center at District56.

The Center is comprised of a Main Hall which is approximately 6000 square feet with a platform and state of the art audio visual equipment. The Hall is adjacent to a commercial kitchen as well as catering pantry. The Center also includes the Veterans Hall and a conference room.

The Center is part of the District56 campus located at the corner of Big Horn and Civic Center Drive. District56 also includes the Elk Grove Aquatics Center, Veterans Grove, the Avenue of the Arts, and the soon to be built Nature Area.

1. Elk Grove City Council Members (including the Mayor) shall have one use of the Center per Fiscal Year (July 1- June 30) for business associated with their office at no cost to the Council Member. The use of the facility rental will be funded through the City Council budget.
2. The one use covers a six hour rental of the Main Hall and Kitchen on a single day during non-peak hours Monday-Thursday.. The six hours should cover set-up, the event, and clean-up activities.
3. The six hours of time will be rented at the lowest hourly rate available and charged to a General Fund account.
4. The event must be open to the public, and it shall not be political or election related.
5. The use of the facility can not be transferred to another organization or subletted to any other person or organization, including a non-profit organization.
6. When feasible, reservation of the Center should be made at least sixty (60) days in advance to allow for appropriate scheduling and ensure facility availability. Reservations will be completed by using the City's facility reservation process. The process will include details including event date/time, layout, equipment needed, and other logistics.
7. All meetings and events must conclude, the room cleaned up and participants vacate the building by the time specified on the application.
8. Users shall comply with all facility guidelines outlined in the reservation process.

9. City staff assigned to the Center will conduct the set-up based on the layout given during the application process. A City staff member will be on site during the event for assistance and to ensure the event proceeds smoothly.
10. Service or consumption of alcoholic beverages will not be permitted during usage of the Center under this policy.
11. Cancellations of reservations should be made in writing no later than two (2) weeks in advance of the scheduled event.

CERTIFICATION
ELK GROVE CITY COUNCIL RESOLUTION NO. 2020-124

STATE OF CALIFORNIA)
COUNTY OF SACRAMENTO) **ss**
CITY OF ELK GROVE)

I, Jason Lindgren, City Clerk of the City of Elk Grove, California, do hereby certify that the foregoing resolution was duly introduced, approved, and adopted by the City Council of the City of Elk Grove at a regular meeting of said Council held on June 10, 2020 by the following vote:

AYES: COUNCILMEMBERS: *Ly, Detrick, Hume, Nguyen, Suen*

NOES: COUNCILMEMBERS: *None*

ABSTAIN: COUNCILMEMBERS: *None*

ABSENT: COUNCILMEMBERS: *None*


Jason Lindgren, City Clerk
City of Elk Grove, California