

## **RULES AND REGULATIONS CONCERNING MENDOCINO COUNTY VETERANS MEMORIAL BUILDINGS**

The citizens of the County of Mendocino, as well as the congressionally chartered (see Appendix 1) veterans' organizations, have constructed over the years Veterans Memorial Buildings throughout the County. These buildings were provided to the memory and for the use of those who served their country honorably. When possible, the Veterans Memorial Buildings may be used to a limited extent as described below to serve all citizens on a request basis when veterans' needs are not thereby hampered.

### **1. USE OF BUILDINGS**

- a. Primary use of Veterans Memorial Buildings (hereafter "Buildings") shall be for congressionally chartered veterans organizations and their auxiliaries for regularly scheduled meetings, fundraisers, special gatherings, parties, and functions of these organizations, memorial services for veterans with an Honorable discharge and auxiliaries. This use shall be at no charge and takes precedence over all other usage.

Fees for (historically) recognized groups sponsored by a veterans' organization or auxiliary may be waived as authorized by the Veterans Service Office (hereafter the VSO). Sponsored groups must be covered under the congressionally chartered veterans' organizations insurance policies or provide other proof of insurance acceptable to the VSO. The VSO shall compile and maintain a list of historically sponsored groups and specific events currently held by them during "prime time" (Friday, Saturday and Sunday). There will be No additional groups and no additional prime time usage may be added to this listing (unless approved by the Board of Supervisors). Sponsored groups may not use the buildings during prime time (Friday, Saturday, and Sunday) unless they have an existing exemption.

- b. All county departments and agencies of joint powers shall have use of the Buildings for official functions without charge. There will also be no charge for use of the Buildings as court facilities in accordance with the county requirements to provide such facilities.
- c. Recognized county employee groups (as authorized by the VSO) and Non-profit veteran related groups (as recognized by the Board of Supervisors), may use Buildings at a charge of \$90.00 per day.
- d. Other non-Profit organizations and governmental agencies including schools, city, state, and federal agencies may use Buildings at a charge of \$350.00 per day.
- e. Public use of Buildings for private and or public functions, (which may include profit making, political and religious activities), will be authorized at a charge of \$500.00 per day.

- f. All requests for use of the Buildings will be made through the VSO. Checks for deposit and use of the Buildings will be made to the County of Mendocino and submitted to the VSO.
- g. The City of Point Arena is expressly authorized to schedule the use of the Veterans Building in Point Arena in accordance with procedures described herein.
- h. The Anderson Valley Seniors Inc. is expressly authorized for use of the Boonville Buildings under separate agreement with the County.
- i. Nothing in these Rules and Regulations shall prohibit the Board of Supervisors from making a separate agreement with any group or organization as long as doing so does not conflict with the use and enjoyment of the Buildings by the congressionally chartered veterans' organizations.

**2. CLEANING/DAMAGE DEPOSIT:** A \$500.00 deposit will be required for all groups or individuals and recognized county employee groups using Buildings. In the event that the Building, its furnishings, or its contents is damaged, not properly cleaned, or is not returned to its original condition, the user will be billed appropriately. Under no circumstances are items to be removed or displaced with exception of approved tables and chairs. Tables and chairs which may be used for their intended purpose must be cleaned and put back to their original condition. Prospective renters are advised that some pictures and memorabilia are irreplaceable and loss or damage may result in forfeiture of the deposit in its entirety. Charges for loss, damage and cleaning will be deducted from the cleaning/damage deposit. If charges exceed the total of the cleaning/damage deposit, the renter will be billed for the additional amount of damages incurred.

**3. BUILDING COMMITTEE:** Buildings with multiple veterans service organizations will appoint two representatives from each organization to serve as a building committee. Building committees will consist of Commanders and Adjutants or President of each organization, or their designated representative, and the VSO. Meetings will be held monthly in order to discuss issues related to the buildings.

#### **4. SCHEDULING MEMORIAL BUILDINGS**

- a. An annual calendar will be prepared by the VSO and mailed to each organization by August 15th of each year.
- b. Each organization that wishes to continue using the Buildings for the upcoming year will indicate on the annual calendar all meetings and events that it wishes to schedule for the year. It will be the responsibility of the requesting organization to include ALL events that it desires to be placed on the master calendar on a priority basis.

- c. The completed annual calendar will be returned to the VSO by October 1st of every year. Upon receipt of the completed calendar, the VSO will consolidate all annual calendars on a master calendar for each Building. A copy of the completed master calendar will be mailed to the organizations by October 31st.
- d. During the August 15th to October 1st time period, the VSO will not schedule any new events on the upcoming annual calendar without coordinating with the local building committee or organization.
- e. When consolidating the master calendar, if there is a conflict of dates by different organizations priorities will be decided as follows.
  - 1) The event is an annual recurring event by the organization that was scheduled the previous year and is scheduled on the same day of the year or time frame as the previous year.
  - 2) The event is for use by a resident veteran organization.
  - 3) The events sponsored by a resident veteran organization.
  - 4) VSO will try to resolve all conflicts by contacting the commanders or executive officers of the organizations involved.
  - 5) If a resolution cannot be made, the VSO shall refer the matter to the local building committee. In the event the building committee can not resolve the matter, or if there is no building committee, then the VSO will make the final decision.

**5. ADDITION TO CALENDARS DURING THE YEAR:** Any person or organization requesting use of the Buildings after the annual calendar is finalized will use the following procedures.

- a. **VETERANS SERVICE ORGANIZATIONS, AUXILIARIES AND COUNTY DEPARTMENTS AND AGENCIES FOR OFFICIAL FUNCTIONS:** A fully completed Memorial Building Request Form will be forwarded to the VSO for consideration. Upon receipt, the VSO will check the calendar to see if the requested date is open. If the date is open then the building will be booked for the organization requesting use. In the event of a conflict in dates, the VSO will attempt to resolve the conflict or schedule an alternate date.

## **b. OTHER GROUPS AND INDIVIDUALS**

- 1) A fully completed Memorial Building Request Form will be forwarded to the VSO for consideration. Upon receipt, the VSO will check the calendar to see if the requested date is open. If the date is open then it will be temporarily held for that event. Once the deposit has been received the building will be booked for the event.
- 2) Once an event is booked, that date is not available to any other organization/individual regardless of priority. The official calendar will be maintained by the VSO.

## **6. PRIORITIES**

- a. Congressionally chartered veterans' organizations and auxiliaries who have provided a completed calendar and have on file with the VSO a valid certificate of insurance.
- b. Groups historically sponsored by a veterans' group as verified by the VSO.
- c. All county departments and agencies for official functions.
- d. Recognized county employee groups and non-profit veterans' organizations.
- e. All other groups and individuals requesting use of the building in accordance with existing policies.

## **7. NOTIFICATION BY VSO OF BUILDING USE.**

- a. If a change occurs to the master calendar, the VSO will provide updated calendar information to the Commander or Executive Officer of the organizations at the monthly building committee meeting.
- b. It should not be assumed by any organization that because no event is scheduled on the calendar that Buildings are available. Any and all use of Buildings will be requested through and approved by the VSO. Additional events may be scheduled by the VSO for any open date. When time does not permit, veterans' organizations and county departments may request use via telephone.

## **8. INSURANCE**

- a. Each veterans' organization that uses Buildings is required to maintain liability and liquor liability (if dispensing liquor on premises) insurance coverage at a minimum level of \$1,000,000 combined single limit with such policies naming the County of Mendocino as additionally insured. Certificates of insurance shall be provided to the VSO to evidence such insurance.
- b. Individuals and other organizations desiring to use the Buildings shall be required to provide the VSO a Certificate of Insurance that provides evidence of \$1,000,000 liability and liquor liability (if dispensing liquor on premises) combined single limit for the time period they use the Buildings with such certificates naming the County of Mendocino as additionally insured.

## **9. EATING AND COOKING UTENSILS AND APPLIANCES:**

- a. Each veteran's organization will be responsible for their own cooking and eating utensils.

Individuals, clubs or other organizations using the Buildings will supply their own cooking and eating utensils.

Use of the range and dishwasher in the Fort Bragg Veterans Building is to be used by the recognized veterans groups only.

Any appliances being brought into the building must be approved beforehand.

## **10. NOISE:**

- a. Users of the Veterans Halls will be required to comply with the noise ordinances of the local jurisdiction. Should the function fail to comply with the applicable ordinance, said function may be terminated without refund of the rental fee and as well as the ability to rent the Veterans Memorial Building for future events may be denied.

## **11. CLEAN-UP/DAMAGE REPAIR RESPONSIBILITIES:**

- a. After any special affair or event held by or sponsored by any veterans organizations or auxiliary, it shall be the responsibility of such organization or auxiliary to see that Buildings are cleaned to the satisfaction of the VSO or designee immediately after the event. Any organization violating this requirement will have to pay the actual cost to have the Buildings cleaned.
- b. It shall be the responsibility of all other authorized users of the Buildings to see that the building is restored to its original condition and left clean. Any authorized users violating this requirement will forfeit their deposit and may be charged additional fees to have the building repaired.
- c. Excess garbage resulting from large dinners and parties will be hauled away by the user. Any excess garbage not removed will be hauled away and fees will be deducted from the individual or organizations deposit.

**12. KEYS:**

- a. Commanders and executive officers of the veterans' organizations, the VSO, and the janitor of the Buildings shall be the only persons authorized to have keys to the Memorial Buildings.
- b. Each commander will be issued up to 4 keys to the Buildings to distribute between his/her staff and the auxiliaries and shall be responsible for providing access to their sponsored groups. The commander will be responsible for all keys issued to them.
- c. Individuals and organizations other than congressionally chartered veterans' organizations using the Buildings for special events will return the key to the VSO the following business day.
- d. In the event the key cannot be secured from the janitor of the following Buildings, an extra key will be picked up in these specific areas:

- 1) Point Arena - City of Point Arena
- 2) Fort Bragg - Police Department
- 3) Willits - Police Department
- 4) Ukiah - Police Department
- 5) Hopland - Fire Department

**13. MAINTENANCE:** All requests for maintenance or repairs to Buildings will be sent to the VSO. The VSO will prepare a Maintenance Work Order and forward it to the County Building and Grounds Department.

**14. APPEALS:** Any building use denied by the VSO, may be appealed to the Mendocino County Department of Social Services in accordance with its existing appeal/complaint procedures.

**EFFECTIVE DATE:** The above Rules and Regulations shall become effective upon approval of the Board of Supervisors, County of Mendocino.

**The revised Rules and Regulations are to be reviewed again in 1 year.**

Appendix 1. Mendocino County Chartered Veterans' Organizations:

- American Legion Post 76
- American Legion Post 96
- American Legion Post 174
- American Legion Post 385
- American Legion Post 529
- American Legion Post 676
- American Legion Post 795
- American Legion Post 815
- Veterans of Foreign Wars Post 1900
- Veterans of Foreign Wars Post 11166

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