

GUIDELINES FOR PUBLIC MEETINGS

Mountains Recreation and Conservation Authority

Community meetings that are open to the public, and working meetings hosted by public agencies, may be held at MRCA facilities at no charge. If food or beverages other than water are served, a security deposit of \$250.00 is required. A Special Use Permit is not required.

If your meeting plans include over 100 attendees, catering or substantial food, party rentals, decorations, amplified music, alcoholic beverages, an admission charge, or a time period exceeding six hours, it is considered a Special Use. Special Uses, including fundraisers/banquets for non-profit organizations, and working meetings hosted by private for-profit organizations, require a Special Use Permit and fees. Please refer to MRCA's Special Use Guidelines for more information including pricing and availability.

California law prohibits the expenditure of public funds to campaign for or against candidates for public office or any other election issue, therefore meetings for such campaigns must pay full price.

AVAILABILITY AND TIME

Meetings must be held during normal park hours when the park is normally staffed. If MRCA staff are required to open or close the facility outside of normal hours to accommodate your meeting, an additional \$200.00 per hour fee is charged for this service. Public meetings may be held during the week, and on Saturdays before noon upon availability. Meetings held outside of these times require a Special Use Permit and fees. Each facility may set additional black-out dates/times.

USE OF THE PROPERTY

Meetings may be held only in certain areas of park grounds and buildings. Other areas of the property, including restrooms, may be concurrently used by the public, MRCA employees, tenants and other permittees during your meeting. All meeting attendees must follow posted park rules. All children must be supervised during the meeting, and no soft clay products or modeling wax may be used for children's activities.

The meeting host is responsible for maintaining the area(s) used and must leave them in the condition in which they were found. The replacement cost of any lost, damaged, or stolen MRCA property will be deducted from your deposit, or invoiced. MRCA will be the sole judge of the extent of damage and replacement cost.

Not all MRCA facilities are accessible. The Special Use Facilitator will discuss with you which specific facilities require additional measures for accessibility compliance. All meetings that are open to the public shall be non-discriminatory. No person may be excluded from participation in, admission or access to, denied the benefit of, or otherwise subjected to discrimination under any public meetings, meetings and programs on the basis of a qualifying disability.

SERVICES PROVIDED

MRCA employees do not staff public meetings, but will open and close the facility. The meeting host is responsible for setting up and taking down tables and chairs, and trash removal. Please contact the location's Special Use Facilitator for information about tables and chairs available. Assistance with setup and takedown of tables and chairs may be available for an additional \$200.00 per hour fee, depending on staff availability

the day of the meeting. This service must be requested at the time the reservation is requested and shall be paid in advance with security deposit.

MRCA does not provide security and assumes no liability or responsibility for personal property. Do not leave your property unattended at any time.

An insurance policy that indemnifies MRCA and covers general liability is required. The meeting host may be added to MRCA's insurance policy for the duration of the meeting for an additional fee.

MRCA can provide information of public meetings on our social media with a request least 72 hours' before meeting. The meeting host is responsible for providing text and accompanying images to the MRCA Special Use Facilitator.

APPLICATION PROCESS

All applications are approved on a first-come, first-serve basis. Applications for public meetings may be made up to two months in advance, subject to facility schedules. The MRCA reserves the right to disapprove any application at its sole discretion.

To request your reservation, submit the completed application to the MRCA Special Use Facilitator along with the security deposit, if applicable. The deposit is due 30 days prior to the meeting, or at the time of application if it is less than 30 days prior to the meeting.

Procedures for payment and refund of the security deposit, including penalties, are described in MRCA's Special Use Guidelines.

FEE WAIVER

In exchange for hosting public meetings at no cost, meeting hosts shall acknowledge MRCA's contribution and provide information on attendance. All materials promoting or advertising the meeting must list "Mountains Recreation and Conservation Authority" as a co-sponsor. Please provide a copy of these materials to the MRCA Special Use Facilitator. The following information related to attendance must also be provided:

- 1) List of the invited attendees;
- 2) Location of posted advertisement or delivery method of promotional materials advertising the meeting; and
- 3) Copies of sign-in sheets collected during the meeting, or a summary report containing the approximate number of attendees and a description of neighborhoods represented by attendees.

MRCA may decline such recognition at our discretion.

MRCA PUBLIC MEETING APPLICATION

Date: _____

MRCA PARK OR LOCATION: _____

MEETING HOST ORGANIZATION: _____

MEETING TOPIC/NAME _____

FULL MAILING ADDRESS: _____

MAIN CONTACT INFORMATION

Name: _____
 Phone: _____
 Cell: _____
 E-mail: _____

SECONDARY CONTACT INFORMATION

Name: _____
 Phone: _____
 Cell: _____
 E-mail: _____

HOST ORGANIZATION INFORMATION (if different)

Name: _____
 Phone: _____

Contact: _____
 Email: _____

MEETING INFORMATION (Provide detailed information)

Date of Meeting: _____ No. of Attendees (approx.): _____

Type of Meeting:

Open to the Public Hosted by Public Agency Other _____

Description of Meeting and Planned Activities: (attach additional page to provide details, if necessary)

MEETING SCHEDULE

Specific Area or Room Requested	Date(s) of Use	Arrival Time (includes set-up)	Departure Time (includes break-down)

FOR NON-PROFIT MEETINGS (answer if meeting is hosted by non-profit organization)

Are you a 501(c)(3) organization? Yes No Is there a fee to attend your meeting? Yes No

The Public Meeting reservation is not binding until confirmed by the facility's Event Coordinator. Consideration of the reservation requires the submittal and acceptance of a complete application, payment of all applicable deposit(s) and other fees, and compliance with the conditions herein.

Reservation Requirements, Conditions, and Meeting Rules

Applications may be made and reservations issued up to two months in advance, subject to facility schedules.

To obtain a reservation for a public meeting please submit:

- a. A completed MRCA PUBLIC MEETING APPLICATION. Please note that the MRCA reserves the right to reject the application for any reason at its sole discretion.
- b. A security deposit, if applicable, is due 30 days prior to the meeting, or at the time of application if it is less than 30 days prior to the meeting.

Cancellations:

- a. The MRCA reserves the right to cancel all reservations due to dangerous conditions including but not limited to red flag conditions, fire, and flood. The MRCA will refund the entire security deposit in this instance. The application acknowledges and agrees that the MRCA is not liable for any losses sustained by the application if the meeting has to be cancelled as a result of a dangerous condition.
- b. If the applicant cancels for any reason there is a \$50.00 cancellation fee.

Please note that a confirmed reservation for a public meeting secures only specific areas/rooms within the park and a designated period of time to host the meeting. That designated period of time must be used to set up, receive deliveries for the meeting, host the meeting, and clean up after the meeting. Please see the attached Guidelines for Public Meetings for more detailed information.

Make security deposit checks payable to: Mountains Recreation & Conservation Authority (MRCA).

I/We hereby agree that I/We have read and understand all requirements, conditions, and Guidelines for Public Meetings listed/attached on this application and will abide by them.

Signature

Date

OFFICIAL USE ONLY

Date Received: _____

Estimated Deposit: _____

Reservation Confirmed by: _____

Date of Confirmation: _____