

**E-4 COUNTY EVENTS CENTER  
Public Use Policies and Procedures**



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Last Revision Date: 6/9/15  
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**1.1.0 INTRODUCTION**

- 1.1.1 The Solano County Events Center (CEC) is located at 601 Texas Street, Fairfield, CA 94533. The CEC is a two-story, 10,964 square foot 1930s vintage building with conference rooms on the first floor and office spaces on the second floor. A modern kitchen facility and outdoor patio also complement the conference rooms on the first floor.
- 1.1.2 While the second floor office spaces have been reserved for use by a designated County department, first floor conference rooms are intended to be used by all County departments, and to the extent that they are not being used by County departments, the County intends to make the space available to the community for social, educational, recreational, and cultural activities.

**1.2.0 PURPOSE**

- 1.2.1 The purpose of the policy is to establish guidelines that allow for the CEC, when not in use for County purposes, to be utilized for recreational, cultural, educational, social, and community service functions that meet the needs and interests of the community as well as to set clear policies and procedures, regulations, and rental fees for such use.

**1.3.0 CEC FACILITIES AVAILABLE**

- 1.3.1 **Conference Room A** -- Accommodates up to 193 people seated in audience configuration (chairs only, no tables); 120 people in classroom configuration (2 per table); 160 people in banquet/round table configuration (10 per table); or 108 people in pod-style table configuration (6 per table).

**Conference Room B** -- Accommodates up to 81 people seated in audience configuration (chairs only, no tables); 40 people in classroom configuration (2 per table); 48 people in banquet/round table configuration (8 per table); or 36 people in pod-style table configuration (6 per table).

**Conference Room C** -- Accommodates 25 people seated in audience configuration (chairs only, no tables), and is only available with the rental of Conference Room A or B.

**Kitchen** -- Food preparation space with range, refrigerator, warming ovens, and commercial dishwasher.

**Patio** -- Elevated concrete patio overlooking plaza fountain.

**CEC Grounds** -- Areas adjacent to the CEC along Texas Street and Union Avenue landscaped with flower gardens, trees, and lawn areas.

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**Plaza** – Concrete walk area with the water fountain feature at the southeast corner of Texas Street and Jefferson Street adjacent to the CEC and County Administration Center (CAC).

**Annex Lawn** – Lawn area across Texas Street from the CEC at the northeast corner of Texas Street and Jefferson Street.

**1.4.0 POLICY**

1.4.1 In accordance with Chapter 19 of the County Code, it is the intent of the Department of General Services to provide a uniform method that allows for the rental and use of the CEC. All requests for conference room usage for meetings or events pertaining to the CEC shall be routed to the Department of General Services. All applicable County policies shall be adhered to for all events occurring on County property.

1.4.2 The County reserves the right to refuse use of the CEC for any activity that is deemed in violation of federal, state, city and county laws, codes or ordinances, or for past failure to comply with any of the rules or regulations associated with the use of County properties.

1.4.3 The County is not responsible for damage or loss to any merchandise, articles, or valuables of the User, or the User's guests or attendants located in or around the CEC, before, during or following the event.

**1.5.0 USE PRIORITY**

1.5.1 When reserving the facilities for use, Priority 1 shall be given the highest priority and Priority 3 shall be given the lowest:

A. **Priority 1** -- Programs and activities administered and sponsored by the County, as well as meetings of groups, agencies, or organizations with which the County is partnering to accomplish specific goals, and uses by non-profit organizations for the purpose of supporting County programs and activities.

B. **Priority 2** -- Programs and activities for which there is no entry fee for participation or attendance offered by local non-profit organizations (County schools, churches, youth groups, clubs, sports leagues, adult clubs, service groups and organizations), meetings or trainings by other governmental agencies that are not open to the public, and fundraising events supporting County programs or County public schools.

C. **Priority 3** -- Private, business or commercial meetings, seminars, parties, auctions, fundraisers, or other events where an entry fee may or may not be collected/charged, or funds are raised. Private meetings, groups, parties, banquets, and social events (such as wedding receptions, anniversary or birthday parties, cultural events, etc.) for

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which there are no entry fees for participation or attendance, as well as fund-raisers or events involving an entry fee sponsored by non-profit organizations (where a limited number of tickets are sold in advance).

- 1.5.2 To qualify for non-profit rates, Users shall provide a copy of their letter of non-profit status from the California Secretary of State's office with their non-profit ID number indicated, and shall pay with an organization check or credit card. The organization's name shall be on the letter of non-profit status, check or credit card, and the CEC Use Agreement application.
- 1.5.3 Businesses renting the facilities for the purpose of merchandise sales shall obtain and provide proof of an appropriate business license in accordance with Chapter 14 of the County Code.
- 1.5.4 Applications for the following types of uses will not be accepted:
  - A. Dances or parties advertised and open to the general public.
  - B. Events offering gambling and/or games of chance.

**1.6.0 HOURS AVAILABLE FOR USE**

- 1.6.1 The CEC, Plaza, and Annex Lawn are available for use as follows:
  - A. Sunday – Thursday: 7:30 a.m. to 10:00 p.m.
  - B. Friday - Saturday: 7:30 a.m. to 12:00 midnight.

\*County staff is **NOT** available outside of normal business hours (8:00 a.m. to 5:00 p.m., Monday through Friday).

- 1.6.2 The Director of General Services, or his/her designee, may allow modifications on a case by case evaluation.

**1.7.0 RESERVATION PROCEDURE**

- 1.7.1 Requesting a Reservation
  - A. Contact the Department of General Services at (707) 784-7900 to check availability.
  - B. Users must be 18 years of age or older.
  - C. Advance scheduling of conference rooms – Users can make reservations up to 12 months in advance of the event date. Events requiring more than 12 months' advance

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reservation may be requested in writing to the Department of General Services for consideration.

- D. To reserve one or more of the available facilities, a CEC Use Agreement application must be completed and submitted to the Department of General Services at least 48 hours (two (2) business days) in advance of the event date. The CEC Use Agreement application can be obtained by contacting the Department of General Services at 707-784-7900, or it can be downloaded from the County's web site at [www.solanocounty.com/depts/eventscenter](http://www.solanocounty.com/depts/eventscenter). The reservation is not confirmed until all applicable fees are paid in advance, all required documentation is received, and the User is issued a receipt/confirmation.

- 1.7.2 The CEC Use Agreement is not transferrable. The individual submitting the application will be held responsible for the proper use of the facilities.

**1.8.0 FEES AND CHARGES**

- 1.8.1 Users are charged fair market rental fees based on rates at similar rental facilities. All fees for the CEC facilities are listed in the CEC Fee Schedule, currently adopted or as amended by the Solano County Board of Supervisors, which can be downloaded from the County's web site at [www.solanocounty.com/depts/eventscenter](http://www.solanocounty.com/depts/eventscenter).

- 1.8.2 County staff does not have authority to waive or adjust fees.

**1.9.0 INSURANCE REQUIREMENTS**

- 1.9.1 Proof of insurance coverage is required prior to reservation confirmation and must meet the requirements established by the County Risk Manager.

- 1.9.2 At a minimum, Users will provide evidence of commercial general liability insurance naming the County of Solano, its Elected Officials, Officers, Employees, Agents and Volunteers as additional insured with respect to the activities authorized by the Use Agreement prior to approval of the Use Agreement.

- 1.9.3 The County offers access to event insurance coverage. Contact the Department of General Services for information regarding the program details and amount of coverage needed.

**1.10.0 ROOM CONFIGURATIONS**

- 1.10.1 Tables and chairs can be pre-arranged in the configurations as described in section 1.3.1 and as shown on the County's web site at [www.solanocounty.com/depts/eventscenter](http://www.solanocounty.com/depts/eventscenter).



### **1.11.0 CANCELLATION AND RESCHEDULING PROCEDURES**

1.11.1 To cancel or reschedule a reservation, contact the Department of General Services at 707-784-7900.

1.11.2 Cancellations are subject to pre-determined deadlines. Acceptance of the CEC Use Agreement binds the User to these terms:

- A. Cancellations made 60 days or more before the reservation date will result in 100% of the security deposit being refunded to the User.
- B. Cancellations made 30 to 59 days before the reservation date will be subject to forfeiture of 50% of the security deposit.
- C. Cancellations made less than 30 days before the reservation date will result in 100% forfeiture of the security deposit.
- D. Failure to pay all fees at the time due will be considered a cancellation.

1.11.3 Reservations may be rescheduled up to 48 hours (two (2) business days) prior to the event.

- A. A new CEC Use Agreement application must be submitted for each rescheduled event date. All attempts will be made to reschedule the event as requested, but no guarantee can be made as to availability due to other existing reservations.
- B. The rescheduled event date must be within 12 months of the original application date (not event date) in accordance with section 1.7.1; otherwise, it will be deemed a cancellation.
- C. The security deposit collected for the original reservation will be applied to the rescheduled reservation and can only be refunded after the rescheduled event has occurred. Should the rescheduled event be cancelled at any time, the security deposit shall be forfeited 100%.

### **1.12.0 AUDIO/VISUAL (A/V) SERVICES**

1.12.1 Conference Room A has an LCD projector with an automated drop down screen, laptop PC connectivity, PA/sound system, and internet service. The room is equipped with automated shades for use, which provide varied degrees of light.

1.12.2 Conference Room B has similar attributes and equipment, with the exception of no automated shades. This room requires the use of manual draw strings or wands. Audio/Visual can be linked to Conference Room A.

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1.12.3 Conference Room C has no Audio/Visual equipment or services.

**1.13.0 ADDITIONAL REQUIREMENTS**

**1.13.1 Conditions of Use**

- A. Users may use the facilities for the hours approved. All set-up and clean-up must be accomplished within the reserved time.
- B. Users must keep a copy of the approved Use Agreement with them during the event.
- C. Candles may be used as part of a centerpiece or decoration. All candles must be contained in a holder (e.g., votive holder, hurricane glass). Birthday candles in a cake are the **only exception** to this rule. All other flame/fire is prohibited.
- D. Smoking in all areas of the CEC and on County grounds is prohibited.
- E. No signs, posters, displays, or decorations may be put up without permission of the Director of General Services. Use of nails, screws, tape, staples, etc. on doors, walls, floors, and ceilings is prohibited.
- F. The User must provide supplies and equipment for serving food. The conference room(s) and kitchen must be cleaned and cleared of all items brought in before vacating.
- G. No furniture or equipment shall be removed from the CEC.
- H. No indoor furniture is to be used outside the CEC.
- I. The facilities are not available for commercial activities unless otherwise authorized by appropriate permit, license, or agreements with the County.
- J. Any activity in the conference room that is deemed in violation of federal, state, or local laws, codes, or ordinances is prohibited.
- K. Public parking is available on-street, and on the 1<sup>st</sup> and 2<sup>nd</sup> floors of the County parking garage.
- L. Conference room capacities must be observed at all times.
- M. Failure to comply with any of the stated rules and regulations will result in the immediate cancellation of the reservation.

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**1.14.0 SPECIAL EVENT ALCOHOL POLICY**

- 1.14.1 The County has adopted an Alcohol and Drug Free Workplace Policy. Special events that include the use of alcohol must be approved by the County Administrator or his/her designee.
- 1.14.2 For events that are authorized to sell alcohol, it is the User's responsibility to obtain the appropriate license from Alcohol Beverage Control (ABC) prior to the event. A copy must be provided prior to the reservation being confirmed.
- 1.14.3 All alcohol shall remain within the specific reserved and permitted area only.

**1.15.0 CUSTODIAL SERVICES AND PROCEDURES**

- 1.15.1 The Department of General Services will provide normal cleaning services at the CEC, which include cleaning restrooms, dusting, vacuuming, and stocking of paper products.
- 1.15.2 A security deposit may be required for non-County related functions at the County's sole discretion. This deposit may be forfeited for any necessary additional cleaning and any repairs to damage of the facility created during the event.
- 1.15.3 Clean-up Procedures
  - A. After an event, the User shall ensure that the facility is returned to the original condition before the beginning of the event, which includes, but is not limited to, returning all tables and chairs to their original, pre-arranged configuration as received for the event, which shall be completed prior to vacating the room(s).
  - B. All garbage shall be placed in the receptacles provided in the CEC or removed from the grounds by the User at the end of the event. Excessive garbage that will not fit in the interior receptacles shall be bagged and placed in the kitchen area. For questions regarding garbage disposal, please contact the Department of General Services during normal business hours.
  - C. All tables, chairs, and equipment shall be properly cleaned prior to vacating the facility. If there are any spills during normal business hours that require immediate attention, contact the Department of General Services. Users are solely responsible for cleaning up all spills outside of normal business hours. Failure to clean up prior to vacating the room will result in additional charges.
- 1.15.4 Kitchen Procedures
  - A. Use of the kitchen facilities shall be in accordance with the food handling procedures established by Solano County Environmental Health.



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- B. Users serving unpackaged food to the general public are required to obtain a temporary Food Facility Permit from the County Department of Resource Management, Environmental Health Services.
- C. All food and beverage items shall be removed from the CEC after the event has concluded.
- D. Kitchen appliances, inside and outside, and surfaces shall be wiped clean and dried after use.
- E. Kitchen floor shall be swept and left clean after use.

**1.16.0 LOAD-IN AND LOAD-OUT PROCEDURES**

- 1.16.1 **NO** vehicles are allowed on the Plaza or landscaped areas for any purpose. There are designated loading/unloading zones located at the Union Street entrance to the CEC.
- 1.16.2 Any dollies, hand trucks, or carts that are brought into the CEC shall have non-marking rubber tires and protective rails to avoid damaging floors, walls, and interior finishes.
- 1.16.3 The County does not provide dollies, hand trucks, or carts.

**1.17.0 SECURITY REQUIREMENTS**

- 1.17.1 Security is required for events according to attendance and as required by the Department of General Services, in consultation with the Sheriff's Office. Security will be arranged through the County Sheriff's Office or designated security contractor and will be the responsibility of the User to pay for as part of the fees for the use of the facility.

**1.18.0 EMERGENCY PROCEDURES**

- 1.18.1 Below are phones numbers that should be called immediately in case of emergency:
  - A. 911: Fire or Medical assistance. The CEC address is 601 Texas Street, Fairfield, CA 94533.
  - B. 707-421-7090: Sheriff's Dispatch for law enforcement assistance. Since the CEC is located on County property, the CEC is under the jurisdiction of the Solano County Sheriff's Office - not the City of Fairfield Police Department. 911 can also be called, but the City of Fairfield Police Dispatch will transfer the call to the Sheriff's Dispatch.



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- C. 707-421-7090: Sheriff's Dispatch for any non-life threatening emergency or facility emergency, such as flooding, broken glass, non-operable doors, HVAC problems, electrical problems, or other issues that may cause damage to the facility, or render the facility unsecure. The Sheriff's Dispatch will contact the appropriate County Facilities Operations personnel for immediate attention.
- 1.18.2 In the event the building needs to be evacuated due to life threatening emergencies such as fire, gas leaks, terrorist threats, or the adjacent County Administration Center is ordered to evacuate, all Users must follow the instructions on the evacuation plan maps located next to the main entrances/exits.