

EXHIBIT A

**CITY OF ROCKLIN  
PARKS AND RECREATION DEPARTMENT**

**FACILITY USER GROUP CATEGORIES, RESERVATION PERIOD, RENTAL FEE POLICY,  
AND NON-PROFIT FACILITY USE POLICY**

This policy applies to rentals of the City of Rocklin facilities as identified in this policy.

**STATEMENT OF PURPOSE**

The Facility User Group Categories, Reservation Periods, Rental Fee, and Non-Profit Facility Use Policy governs use of the Rocklin Event Center, Parks and Recreation Office, the Rocklin Community Center, and Other Facilities by community organizations, residents and non-residents. The purpose of this policy is to fairly and reasonably provide access to those City facilities for the Rocklin community and ensure uniform handling of like users to avoid disparate treatment among similarly qualified user groups. The goal is to balance the needs of local user groups to secure regular meeting spaces with the needs and expectations of residents so they will have access to City facilities for their use.

**GENERAL POLICIES**

- A. The Director of Parks and Recreation, or their designee, shall set fees for the rental of City Facilities at a level that is competitive with and responsive to market conditions.
  1. Rocklin Event Center, 2650 Sunset Blvd.
  2. Rocklin Community Center, 5480 5<sup>th</sup> St.
  3. Rocklin Parks & Recreation Office, 5460 5<sup>th</sup> St.
  4. Clark Dominguez Gym, 5035 Meyers St.
  5. Johnson Springview Park Pavilions, 5480 5<sup>th</sup> St.
  6. Margaret Azevedo Park Pavilions, 1900 Wildcat Blvd.
  7. Whitney Park Pavilions, 1801 Whitney Ranch Pkwy.
- B. The Director of Parks and Recreation or their designee, may from time to time establish reasonable rules, procedures, policies or regulations governing the use and enjoyment of any City facility to maximize the use and enjoyment of City facilities by the public (e.g., rental applications, venue use agreement conditions of use, etc.).

- C. The Director of Parks and Recreation or their designee has, upon a finding of need, the authority to make exceptions to the Facility User Group Categories, Reservation Periods, Rental Fee, and Non-Profit Facility Use Policy, on a case-by-case basis, at his/her discretion to further a public purpose and the strategic goals of the City. Upon finding a need, the Director or their designee, may approve a waiver of the standard rental fee or charge up to 100%. The following criteria will apply by Director for special fee waiver.
1. City sponsored or co-sponsored organizations, activities/events
  2. Special Joint Use organizations or purpose (Public Safety, Boards, or Work Groups)
- D. Priorities of Use
- Applications for the use of facilities will be scheduled on a first come first serve basis. When more than one complete application is received for the same date(s), the following priority order will apply.
1. City sponsored or co-sponsored organizations, activities/events
  2. Category I users
  3. Category II users

#### **FACILITY USER GROUP CATEGORIES**

**CATEGORY I: Rocklin-based Non-Profits** - (May be eligible for “Rocklin Resident Non-Profit Schedule of Fees” - may be eligible for fee waivers) - Rocklin-based non-profits. Organizations in this category must have a membership/enrollment of at least two-thirds (66%) Rocklin residents and a business address in Rocklin. The primary beneficiary of the non-profit organization must be the community/residents of Rocklin. Organizations may be required to provide documentation to verify residency. Category I users with City Council-approved Memorandums of Understanding (MOU Groups) are subject to the conditions of their respective memorandum.

The City of Rocklin recognizes the vital role of local non-profit groups and the benefit(s) received directly or indirectly within the community; therefore, the City of Rocklin has adopted the following regulations as a means of improving the accessibility of municipal facilities to local non-profit groups.

- A. Reservation Period - Groups who qualify as a Category I user may reserve a facility up to eighteen (18) months in advance.
- B. Rental Fees/Charges and Maintenance Deposits – Rental fees and charges and maintenance deposit shall be paid pursuant to the “Facility Rental Fee Schedule” or the Rocklin Resident Non-Profit Schedule of Fees. Organizations that qualify in Category I may be eligible for a maximum of three (3) rental fee waivers per calendar year, aggregate total at all facilities, as provided below:
  - 1. Rocklin Event Center - A maximum of one (1) waiver may be used for the Rocklin Event Center at a 50% rate reduction of the "Facility Rental Fee Schedule". There are no full waivers granted at the Rocklin Event Center for Category I user groups. A maintenance deposit or down payment pursuant to the "Facility Rental Fee Schedule" is required at time of reservation.
  - 2. Rocklin Community Center & Parks and Recreation Building - These City facilities are established as the facilities wherein approved non-profit entities may meet with an established non-profit rate based on a designated schedule pursuant to the “Rocklin Resident Non-Profit Schedule of Fees”. Other City venues remain available but at the prevailing rates, and upon the terms and conditions stated above. A maximum of three (3) fee waivers (at 50% or full waiver), per calendar year, may be granted for the Rocklin Community Center and/or Parks and Recreation Building. If a waiver rental is granted for the Rocklin Event Center, the maximum waivers for the Community Center and/or Parks and Recreation Building will not exceed two (2) per calendar year per organization. A maintenance deposit or down payment pursuant to the “Facility Rental Fee Schedule” is required at time of Reservation.

*Note: In the case of long-term contracts, the applicant may make quarterly or monthly payments in advance of their scheduled use as determined by the City. The City reserves the right to deny this request to any applicant who is not in good standing.*

- C. Applications/Conditions of Use – Groups in Category I must submit the appropriate current venue rental application and conditions of use prior to reservations being made.

**CATEGORY II: All other Groups or Individuals** - (Pays full rates - not eligible for fee waivers) - **All other** users.

- A. Reservation Period - Groups in Category II may reserve a facility up to eighteen (18) months in advance.
- B. Rental Fees/Charges and Maintenance Deposits - Rental fees and charges and maintenance deposit shall be paid pursuant to the "Facility Rental Fee Schedule". Fee waivers are not granted to Category II users.
- C. Application/Conditions of Use – Groups in Category II must submit the appropriate current rental application and conditions of use prior to reservations being made.