

SANTA FE COUNTY

RESOLUTION NO. 2007- 159

A RESOLUTION AMENDING POLICIES AND PROCEDURES FOR COUNTY OWNED OR LEASED COMMUNITY AND SENIOR CENTERS

Whereas, under the provisions of Section 4-38-13 and 4-38-18, NMSA 1978 (1876), the Santa Fe Board of County Commissioners (the Commission) is charged with the duty and responsibility to manage all property owned by the County; and

Whereas, Santa Fe County owns or leases and manages nine community/senior centers located throughout Santa Fe County, to wit:

Abedon Lopez Center
Santa Cruz, New Mexico

Edgewood Senior Center
Edgewood, New Mexico

Bennie J. Chavez Community Center
Chimayo, New Mexico

Ken & Patty Adam Senior Center
Santa Fe, New Mexico

Chimayo Head Start
Chimayo, New Mexico

La Cienega Community Center
La Cienega, New Mexico

Rio en Medio Community Center
Rio en Medio, New Mexico

Nancy Rodriguez Community Center
Santa Fe, New Mexico

El Rancho Community Center
El Rancho, New Mexico

Whereas, on November 14, 1995, the Commission adopted Resolution 1995-73 which established the policies and procedures for County-owned or leased senior centers and community centers; and

Whereas, Santa Fe County desires to revise such policies and procedures, as set forth in the attached policies and procedures, and apply the policies to the existing centers as well as to any new centers that may be included in the County property inventory at a future date.

NOW, THEREFORE, BE IT RESOLVED that the attached policies and procedures shall apply to all County Senior Centers and Community Centers and that Resolution 1995-73 is hereby rescinded and replaced in its entirety.

SFC CLERK RECORDED 10/03/2007

APPROVED, ADOPTED AND PASSED this 25 day of September, 2007.

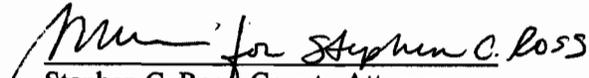
BOARD OF COUNTY COMMISSIONERS


Virginia Vigil, Chair

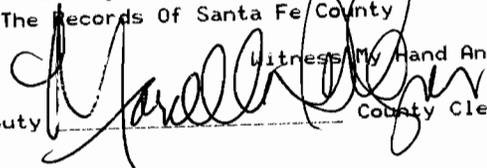



Valerie Espinoza, County Clerk

Approved as to Form:


Stephen C. Ross, County Attorney



COUNTY OF SANTA FE) BCC RESOLUTIONS
STATE OF NEW MEXICO) ss PAGES: 6
I Hereby Certify That This Instrument Was Filed for
Record On The 3RD Day Of October, A.D., 2007 at 10:23
And Was Duly Recorded as Instrument # 1501843
Of The Records Of Santa Fe County
Deputy  Witness My Hand And Seal Of Office
Valerie Espinoza
County Clerk, Santa Fe, NM

SFPC CLERK RECORDED 10/03/2007

**POLICIES AND PROCEDURES FOR THE SANTA FE COUNTY
COMMUNITY/SENIOR CENTERS**

I. General.

Community and Senior Centers ("Centers") that are owned by or leased to the County of Santa Fe are for the use of the residents of the communities in which the Centers are located, and are to be used primarily for public purposes which benefit the community. Priority for use of the Centers shall be given to public events and activities opened to and geared toward the community at large. Centers shall not be used for any business or profit making endeavors.

Commitment shall not be made to any group for standing, or regularly scheduled meetings, unless such standing meetings have been regularly scheduled for at least six months prior to the date of **Resolution 1995-73**. In the case where a non-profit or community groups requests use of a Center on a regularly scheduled basis, such use will be allowed provided no other community group requests use of the Center at such time. Absolutely no standing meetings shall be scheduled on weekends.

Scheduling of events shall be made by each Center's designated committee. Any disputes regarding scheduling shall be referred to the County Manager or his designee for resolution. Centers shall make every effort to reserve ample time for community-wide events sponsored by public service groups.

In permitting an event or activity to take place, the Committee shall have the right to take other reasonable measures to assure the proper security of the building and to insure the function or activity does not result in any damage to the facility.

II. Community/Senior Center Committees.

The Board of County Commissioners ("Board") shall appoint a Community Center Committee (the "Committee") for each center. Each Committee shall consist of not less than five (5) members. Subject to control and supervision by the Board and the County Manager, the Committee shall have authority to govern the day-to-day activities of the Center in accordance with these policies and procedures.

Each member of the Committee must reside within the area serviced by the Center. Upon initial designation by the Board, a majority of the members shall be appointed for one-year terms, and the other members shall be appointed for two-year terms. Each subsequent term for a member on the Committee shall be for two years in order to maintain the original staggering of terms of membership. Any vacancy in membership of the Committee shall be filled by the Board for the remainder of the un-expired terms.

Each member of the Committee shall serve at the pleasure of the Board and may be removed at any time, with or without cause.

Committees for each Center shall elect a Chairperson, Vice Chairperson, and Secretary during the month of January of each year. A majority of the members of the Committee

shall constitute a quorum at any meeting of the Committee, and if a quorum is present, the affirmative vote of the majority of the members present at the meeting shall be the act of the Committee.

III. Receipt of Funds.

Any funds received or generated through fees for the rental of the Center shall be immediately documented on a ledger book that will be maintained by the Secretary of the Committee and promptly submitted to the County Finance Director for proper accounting. All cleaning and damage deposits shall be immediately documented in a ledger book and secured by the Committee Secretary in a lock box provided by the County. In the event that the renter fails to properly clean the facility to the satisfaction of the Committee the secretary shall then forward the deposit to the County Finance Director for proper accounting. All ledgers shall be kept current and should reconcile with all reservations kept in an appointment book (provided by the County) and all receipts submitted to the renter for fees and deposits via a receipt book (provided by the County). Santa Fe County is ultimately responsible for the proper accounting of all receipts and will occasionally audit the ledgers of the Center Committee.

All such funds received by the County Finance Director shall be credited to the budget for each Center. All funds received will be used exclusively for the benefit of the Center generating the funds.

Any funds received or generated by the Committees through raffles, donations, dinners or other activities not involved in the rental of the Center may be utilized by the Committee for the benefit of the Center for those needs as determined by the Committee and approved by the County Manager or his designee.

IV. Senior Citizen Activity Programs under Joint Services Agreement with City of Santa Fe.

Santa Fe County facilities may be used for Senior Citizen Programs as provided by adopted Joint Powers Agreement(s) between the County and the City of Santa Fe (City). Such agreements will set forth the role of the City's Senior Services Division for the provision of staffing and operation of Senior Citizen Programs at County facilities.

Senior Citizen Programs using County facilities will operate in accordance with by-laws established by the City's Senior Services Division and in a manner consistent with the Policies and Procedures governing County Community/Senior Centers.

V. Private Activities Permitted.

The following activities and events may be permitted at the Centers subject to the approval of the Committee: wedding showers, baby showers, wedding receptions, confirmation receptions, birthday receptions, Quinceanera receptions, wedding anniversaries, retirement receptions, and graduation receptions. This list is not meant to be fully inclusive. Other private uses may be permitted by each Committee, subject to approval by the County Manager or his designee.

In addition to the conditions in the Community Center Use Application, any private party using a Community Center shall agree to:

1. assume responsibility for all guests and for proper use and care of the facility and the contents of the community center;
2. replace or pay for the replacement of furniture, fixtures and other contents that are broken during or as a result of the use of the community center;
3. hold harmless and release from liability the County of Santa Fe, its employees, management, the Board of County Commissioners and the Community Center Committee responsible for the operation of this community center for any claim resulting from the use of the community center;
4. clean the facility following use; furnish all cleaning supplies include, but not limited, to rags, furniture polish, Lysol, and trash bags; and
5. remove and properly dispose of all trash after each function.

VI. Insurance; Indemnification.

If a private party (non-county) is sponsoring the activity or event, that party must provide liability insurance naming Santa Fe County as an additional insured. If the private party does not have liability insurance, it is available for purchase through A. J. Gallagher & Co., the broker for the New Mexico Association of Counties.

VII. Fee Schedule.

A \$50.00 cleaning deposit will be required for all private uses.

A \$50.00 damage deposit will be required for all private uses.

Deposits will be returned after the Center has been properly inspected for cleanliness damage, and order.

In addition to the cleaning and damage deposits, there will be a non-refundable \$50.00 activity rental fee (per day/per activity) for the use of the Center for private activities, as set forth in section V above.

There will be no activity rental fee for public service or non-profit groups.

VIII. Prohibited Activities.

All activities that are illegal under state and federal law are strictly prohibited on County property and in County owned or leased facilities. The use of alcoholic beverages is strictly prohibited. Community Centers and Senior Centers are smoke free facilities.

IX. Amendments.

These policies and procedures may from time to time be amended by the County Manager, with the approval of the Board. Such amendments to these policies and procedures shall be incorporated by reference and shall be adhered to and applied to each Center and each Committee.

SFC CLERK RECORDED 10/03/2007