

SANTA FE COUNTY
RESOLUTION NO. 2008- 89

**A RESOLUTION AMENDING POLICIES AND PROCEDURES FOR COUNTY OWNED
OR LEASED COMMUNITY 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 the following community centers located throughout Santa Fe County:

Abedon Lopez Center
Santa Cruz, New Mexico

County Extension Building and Grounds
Santa Fe, New Mexico

Bennie J. Chavez Community Center
Chimayo, New Mexico

La Cienega Community Center
La Cienega, New Mexico

Rio en Medio Community Center
Rio en Medio, New Mexico

El Rancho Community Center
El Rancho, New Mexico

Nancy Rodriguez Community Center
Santa Fe, New Mexico

WHEREAS, on November 14, 1995, the Commission adopted Resolution 1995-73 which established the policies and procedures for County-owned or leased 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the attached policies and procedures shall apply to all County Community Centers and that Resolution 2007-159 is hereby rescinded and replaced in its entirety.

COUNTY OF SANTA FE)
STATE OF NEW MEXICO) ss

BCC RESOLUTIONS
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I Hereby Certify That This Instrument Was Filed for
Record On The 29TH Day Of May, A.D., 2008 at 10:14
And Was Duly Recorded as Instrument # 1527204
Of The Records Of Santa Fe County

Deputy *Valerie Espinoza* Witness My Hand And Seal Of Office
Valerie Espinoza
County Clerk, Santa Fe, NM



APPROVED, ADOPTED AND PASSED this 27th day of May, 2008.

BOARD OF COUNTY COMMISSIONERS


Jack Sullivan, Chair

ATTEST:


Valerie Espinoza, County Clerk

Approved as to Form:


Stephen C. Ross, County Attorney



POLICIES AND PROCEDURES FOR SANTA FE COUNTY COMMUNITY CENTERS

I. General

Community Centers ("Centers") that are owned by or leased to the County of Santa Fe ("the County") are for the use of the residents of the County, 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.

Groups may use the Center for standing or regularly scheduled meetings with the consent of the Center's designated Committee described below. No standing or regularly scheduled meetings shall be scheduled on weekends.

Scheduling of events shall be made by each Center's Committee. Reservations shall be accepted on a first come, first serve basis. Reservations shall not be accepted more than three (3) months before the date of any function or activity. 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 take 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.

The County reserves the right to use any Center with proper notice to the Committee.

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 three (3) and no more 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. Each Committee shall determine written procedures for the operation of the Center which procedures shall not conflict with these or other County Policies and Procedures.

In the case of shared Community/Senior Centers, senior citizens may have a separate committee for senior citizen activities. Community and Senior Committees will cooperate to coordinate activities. The Senior Committee will appoint a liaison to the Community Center Committee to facilitate coordination of activities.

Each member of the Community and Senior Committees must reside within the community where the Center is located. Upon initial designation by the Board, a majority of the members shall be appointed for two (2) year terms ending June 30, 2010, and the other members shall be appointed for three (3) year terms ending June 30, 2011. Each subsequent term for members of the Committee shall be for three (3) years,

beginning on July 1st and ending on June 30th 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 term. All expired vacancies shall be advertised at the Center and in a newspaper of general circulation in the Center's geographic area at least 60 days before expiration of the term. Resumes and letters of interest shall be submitted to the Board for final determination.

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 July 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.

Committees shall be responsible for the keys to the Center.

III. Receipt of Funds

All 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 or designee for proper accounting. All cleaning and damage deposits shall be immediately documented in a ledger book and secured by the 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 or designee for proper accounting. All ledgers shall be kept current and shall reconcile with all reservations kept in an appointment book to be provided by the County. The Secretary shall provide a receipt to the renter for all fees and deposits. The County will provide a receipt book for the Center.

All such funds received by the County Finance Director or designee 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. The County is ultimately responsible for the proper accounting of all receipts and will reconcile the ledgers of the Centers semi-annually.

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. Donations

Equipment, furniture, small appliances, computers and other goods may be donated to Community and Senior Centers subject to inspection and approval of the County Risk

Manager. Upon approval by the Risk Manager, any donated items will become the property of the County.

V. Senior Citizen Activity Programs under Joint Services Agreement with City of 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 (the "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 these Policies and Procedures governing County Community/Senior Centers.

Senior Services Community kitchens housed at Community Centers are not available for public use. They are to be only used by authorized senior service staff for Senior Citizen activity programs and must be properly secured when not in use.

VI. Private Activities Permitted

The following activities and events may be permitted at the Community Centers subject to the approval of the Committee: wedding showers, baby showers, wedding receptions, confirmation receptions, birthday receptions, coming-of-age 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 prior approval by the County Manager or designee.

In particular, Community organizations may not conduct events such as fund raisers or other large group events at Community Centers without the prior approval of the County Manager or 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 including but not limited, to rags, furniture polish, and cleaning solutions; and

5. remove and properly dispose of all trash after each function.

Note: If a Center has special cleaning supply requirements, those supplies and instructions will be provided by the Center.

VII. Insurance; Indemnification

If a private party is holding an event or a community organization is sponsoring a large group 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 the broker for the New Mexico Association of Counties.

For the purpose of these policies and procedures, a large group is any group consisting of greater than twenty-five (25) total attendees. Insurance will not be required for meetings of boards of directors of non-profit or community organizations.

VIII. Fee Schedule

Each group using a Center shall be responsible for cleaning the Center, paying for repairs for any damages, and securing the Center after use, unless the Committee makes other arrangements with the group for securing the Center.

A \$150 cleaning and 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 deposit, there will be a non-refundable \$100 activity rental fee (per day/per activity) for the use of the Center for private activities, as set forth in section VI above.

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

This fee schedule does not apply to the County Extension Building and Grounds. The fee schedule for this facility is available from the County Extension agent or the Health and Human Service Department.

IX. 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. Political events are prohibited. The use of alcoholic beverages is strictly prohibited. Community Centers are smoke free facilities.

Pursuant to Ordinance No. 2004-3, public resources, including funds, facilities and personnel, may not be used to further partisan campaign purposes or to influence the outcome of an election.

X. 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.