

COUNTY OF SISKIYOU AND SISKIYOU COUNTY FLOOD CONTROL AND WATER CONSERVATION DISTRICT POLICY AND PROCEDURES FOR FACILITY AND PROPERTY USE

**Approved by the Siskiyou County Board of Supervisors and the Flood Control and Water Conservation District on September 5, 2023.**

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1. **Introduction**

**The County of Siskiyou (County) and the Siskiyou County Flood and Water Conservation District (District) has properties, facilities and amenities that are available to be reserved and/or utilized for both public and private functions. Such use is managed by the General Services Department, and this Facility and Property Use Policy outlines specific policies associated with the permitted rental and/or use of a County or District-owned property or facility. Obtaining a permit, or authorization, to utilize such properties or facilities shall grant the user basic usage and access rights for the approved purpose and time only, as further detailed in this Policy.**

1. **General Services Authorities**

**The General Services Department is responsible for authorizing and managing public use of County and District properties and facilities. Section 7-4.01 of the Siskiyou County Code created the Department of General Services and the position of the Department of General Services, and Section 7-4.02 of the Siskiyou County Code details the duties of the Director of General Services, which includes:**

* **To handle all matters relating to County buildings, including, but not limited to, housekeeping, maintenance, repair, revisions, or remodeling of County buildings and the landscaping, care and maintenance of County grounds and County parking lots;**
* **To serve ex officio as the Executive Director**[[1]](#footnote-1) **of the District and oversee its property, including the Box Canyon Dam Project area (including Lake Siskiyou, Lake Siskiyou Campground, District-owned portions of the Mt. Shasta Golf Course and chalets, dam and hydroelectric plant and forest properties). In addition, the Director oversees the County’s Meiss Lake pump station at Sam’s Neck and the maintenance of the Canal from Sam’s Neck to the Klamath River, Butte Valley diversions I and 11, and the County’s Lake Shastina public campground and boat ramp.**
1. **General Provisions**

**All facility or property reservations, except for the Siskiyou County Museum and the Siskiyou County Library will be conducted through the General Services Department. To secure a reservation and/or utilize County or District property or facilities, users will be required to coordinate with the General Services Department and may be required to complete the appropriate application, and, if required sign an agreement. *The General Services Department can be contacted Monday through Friday from 7:00 am – 12:00 pm and 1:00 pm – 5:00 pm by calling (530) 842-8220. You may also email General Services at*** *generalservices@co.siskiyou.ca.us****.***

**Reservations for conference/event rooms at the Siskiyou County Museum (located at 910 S Main Street, Yreka CA 96097) and the Siskiyou County Library (719 4th Street, Yreka CA 96097) will be conducted through the Siskiyou County Librarian. *The Siskiyou County Librarian can be contacted Monday through Friday from 8:00 am – 5:00 pm by calling 530-842-8807. You may also email the Librarian at*** library@co.siskiyou.ca.us**.**

**The County and/or District reserves the right to cancel, revoke or suspend any and all applications, reservations, and permits, if deemed appropriate. If infractions and/or violations occur, appropriate county departments and personnel will be notified and enforcement action will be taken. As each use may differ, permits issued pursuant to this policy will contain additional requirements unique to a particular use.**

**The County and District are not responsible for personal injuries or any lost or stolen property. This policy may be modified from time to time, and facility users will be required to comply with the most current requirements.**

* 1. **Facilities/Properties Available for Rent/Use/Lease**
* **Lake Siskiyou**
* **STAGE Conference Room**
* **Siskiyou County Museum (910 S Main Street, Yreka, CA 96097)**
* **Siskiyou County Library (719 4th Street, Yreka, CA 96097)**
1. **General Use Policies**

**These general policies are for the public’s use of County or District-owned or controlled facilities and/or properties. All users shall comply with County or District’s requirements, provisions and County Code, as well as State and Federal laws. Additional provisions may apply specific to the property and/or facility being rented or leased.**

* 1. **Priority**

**County and/or District-administered events/activities will take precedence over any other properties and/or facilities requests. A County or District event/activity is defined as planned, organized, and controlled by the County or District. A County or District event is defined by the County’s or District’s involvement being limited to the lending of its name and contributing some type of financial or in-kind support. Groups and/or individuals that have reserved a facility or property in advance are subject to cancellations, in rare circumstances, to accommodate this priority. For example, as the result of an emergency event which either threatens that facility or property or requires other use of the facility or property related to the emergency event.**

**With the exception of established annual community events, permits are issued on first come, first serve basis. Priority (in the event two requests are received at the same time) shall be given to: 1. Community Partners (with a signed MOU only), 2. County residents and County based non-profit organizations, 3. Non-profit organizations not based in Siskiyou County, and non-residents, 4. For profit organizations.**

* 1. **Age Requirements**

**All users and/or renters or lessees must be a minimum of 18 year of age, and submit to the General Services Department all required materials specific to the requested facility and/or property, as detailed further in this Policy.**

* 1. **Insurance Requirements**

**All users and/or renters or lessees must abide by the insurance requirements as detailed in the respective agreement, permit, lease, agreed to document.**

* 1. **Cancellations**

**The County and/or the District reserves the right to cancel, revoke or suspend immediately any and all reservations, permits and applications if deemed appropriate. No notice is required and, in in some cases, the Sheriff’s Department will be notified and enforcement action will be taken.**

* 1. **Tobacco and Alcohol**

**As described in County Code Section 2-24.02, no person shall smoke within any enclosed County-owned or County-leased facility in the County. Per State Law GC 7597(a) “No public employee or member of the public shall smoke any tobacco product inside a public building, or in an outdoor area within 20 feet of a main exit, entrance, or operable window of a public building, or in a passenger vehicle defined Section 465 of the Vehicle Code, owned by the state”.**

**Alcoholic beverages may not be served or consumed on County or District property without an Alcohol Permit issued by the County which may result in additional requirements and fees.**

* 1. **Animals**

**Animals are not allowed in indoor facilities including adjacent patios, except service animals and police dogs. At outdoor facilities dogs must be kept on a leash and the caretaker is responsible for clean-up.**

* 1. **Subletting**

**The user and/or lessee shall not have the right to re-assign a rental agreement or any rights hereunder or sublet any County and/or District facility or property.**

* 1. **Conduct**

**Individuals/Groups using County or District property shall conduct activities that are orderly and lawful, not of a nature to incite others to disorder, and not restricted because of race, religion, sex, creed, or national origin.**

**If a user and or lessee refuses to comply with any of these policies or follow the request of a County or District staff member, the Sheriff’s Department may be contacted for assistance, and appropriate and necessary action will be taken.**

* 1. **Limitations of Use**

**The specific site identified in any permit or lease, and only that portion identified, will be available for non-exclusive use by Applicant for the purpose stated in the permit or lease and only on the date(s) and for the duration designated in the permit or lease. The authorization herein shall be only for the actual duration as detailed in the permit or lease.**

1. **County and/or District Facilities and Rooms**
	1. **STAGE Conference Room**

The General Services Department has available for rent its STAGE Conference Room, located at 190 Greenhorn Road, Yreka CA 96097. To rent the Conference Room, please contact the General Services Department. The rental Request Form and Agreement is available as Attachment A.

*Conference Room Amenities:*

* Maximum occupancy of 49 people,
* Access to the Internet,
* Restrooms,
* Tables and chairs,
* Display screen.

*Rental Rates:*

* Available weekdays from 8:00 am to 5:00 pm:
	+ Hourly Rental - $75
	+ Half Day Rental (4 hours) - $275
	+ Full Day Rental (8 hours) - $550

**5.2 Siskiyou County Museum**

The Siskiyou County Museum has available for rent a conference room with an occupancy of 40 people and an outdoor museum, both located at 910 S Main Street, CA 96097. To rent the conference room or the outdoor museum, please contact the Siskiyou County Librarian. The rental Request Form and Agreement is available as Attachment B.

*Conference Room Amenities:*

* Restrooms,
* Tables and chairs,
* Built-in screen for presentations (renter may be required to provide their own projector).

 *Rental Rates:*

* Available weekdays from 8:00 am to 5:00 pm:
	+ Hourly Rental - $75
	+ Half Day Rental (4 hours) - $275
	+ Full Day Rental (8 hours) - $550

All rentals shall be in accordance with the Memorandum of Understanding Between the Siskiyou County Museum and the Friends of the Museum.

Events hosted by the Friends of the Museum or the Siskiyou County Historical Society will be exempt from rental fees.

* 1. **Siskiyou County Library**

The Siskiyou County Library, located at 719 4th Street, Yreka CA 96097 may be available for rent for events and specials occasions located at 719 4th Street, Yreka CA 96097. To rent the conference rooms, please contact the Siskiyou County Librarian. The rental Request Form and Agreement is available as Attachment B.

*Conference Room Amenities:*

* Restrooms,
* Tables and chairs,
* Mobile Projection Screen.

*Rental Rates:*

* Available weekdays from 8:00 am to 5:00 pm:
	+ Hourly Rental - $75
	+ Half Day Rental (4 hours) - $275
	+ Full Day Rental (8 hours) - $550

All rentals shall be in accordance with the Memorandum of Understanding Regarding County Libraries and Local Communities.

Events hosted by the Friends of the Library will be exempt from rental fees.

**6.0 Lake Siskiyou Special Event Permit**

**Certain District properties at Lake Siskiyou are available for use and special events through the issuance of a Special Event Permit. Those looking to utilize the property for an event should complete the Lake Siskiyou Special Event Application and Permit (included as Attachment C) and submit it to the General Services Department. All provisions and requirements as required by the application and Permit shall be abided by, and the applicant shall provide all required material.**

**6.1 Limitations of Use**

**The specific site identified in the permit, and only that portion identified, will be available for non-exclusive use by the permit holder for the purpose stated in the permit and only on the date(s) and for the duration designated in the permit. The authorization to utilize the site shall be only for the actual duration of the approved event.**

**Permits may be limited, if applicable, by the rights provided as part of existing agreements to the Lake Siskiyou Campground. Please contact the General Services Department for additional information.**

**Those without a Permit, or those operating outside of their Permit are subject to receiving verbal and written communication from the County detailing how to rectify the situation. If the required measures are not taken, the County will be required to take appropriate measures, including removal of any material or property associated with the unauthorized use.**

**6.2 Suitability of Use**

**The District makes no representation or warranty that the District-owned property used for the event has been designed, constructed, or maintained for the purpose of conducting the event. The permit or lease holder must assume full responsibility for planning and conducting a safe and orderly event that does not expose participants or the public to any unreasonable hazards and that involves a minimal disruption of the normal uses of the District-owned property. It shall be the sole obligation of the permit holder to determine whether the site is suitable for the purpose of safely conducting the event.**

**The user is required to abide by all provisions detailed in the application and the permit or lease.**

1. See Flood District Ordinance No. 8 at Section I (“The Director of General Services shall serve as Executive Director of the District and shall be in charge of the District’s Box Canyon Project (also known as Lake Siskiyou) near Mount Shasta, California.) See Ordinance No. 8 at Section II. (“The Executive Director shall be in charge of the administration of the Box Canyon (Lake Siskiyou) Project area and shall be directly responsible to the Directors of the District for its orderly development and operation. The Executive Director shall: (a) Attend the meetings of the District Directors whenever necessary and present all plans and specifications for the development of facilities to be constructed on the Project prior to their construction. (b) Fix the policies and procedure for maintenance, operation, and development of the Project area, subject to approval of the Directors of the District. (c) Prepare an annual budget and estimated anticipated revenue and report to the Directors concerning all public funds under his control. (d) Coordinate all efforts of the District involving federal and state agencies including the preparation of all reports and returns as may be required.”) [↑](#footnote-ref-1)