



Greater Vallejo Recreation District

GVRD promotes wellness and healthy lifestyles
by providing safe parks and innovative and fun
recreation programs for all residents.

BOARD OF DIRECTORS

Rizal Aliga
Robert Briseño
Thomas Judt
Tom Starnes
Ward Stewart

GENERAL MANAGER

Gabe Lanusse

Policy and Personnel Committee Agenda

Directors: Briseño and Starnes

Tuesday, July 22, 2025

Administrative Office – Board Room, 401 Amador Street, Vallejo, CA 94590

1:30 p.m.

This committee shall study and recommend compensation and welfare of District staff. This committee shall include a meet and confer with the General Manager regarding the terms and conditions of the General Manager's employment by the district. This committee shall review the functions of District staff and other policies not assigned to other committees.

1. Public Comment:

Members of the public may speak on any item within the jurisdiction of the committee. Each speaker is limited to 3 minutes and a spokesperson for an organization is limited to 5 minutes.

2. Discussion Items:

2.1 Policy & RR, 3075 Use of Community Centers

- Stop serving alcohol two hours before the event ends
- Hire licensed DJ approved by GVRD
- Copy of valid picture ID required to rent facility
- No alcohol if event for person under age 21
- Parents/guardians responsible for minors
- Renters responsible for conduct of guests
- Authority for staff to cancel the event
- ADA service animal information
- Janitorial service



2.2 Policy 2130, Educational Assistance Plan

- Information about Education Assistance
- Reimbursement Request form
- Does not impact any provision governed by MOUs

3. Meeting Adjourn:

Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: Use of Community Centers
POLICY NUMBER: 3075

Community Centers under the jurisdiction of the Greater Vallejo Recreation District are intended primarily for use by the general public in conjunction with the District's recreation programs. When not in use for District programs, the facilities may be scheduled for use reserved by other groups to encourage recreational and social activities for the maximum use of the facilities.

All Community Centers will be made available to all groups and individuals for social, cultural or recreational activities regardless of race, national origin, ethnicity, religion, gender, sexual orientation, gender identification, physical disability, or age. Any activity in which the District facilities are utilized in the community Centers will must comply be be conducted according to in compliance with -Sstate and Ffederal laws, and laws and city ordinances; and will conform to the oral and written standards of the District must follow District's Rules and Regulations and, any rules established for the community center, and rules set forth the Application Request for Rental of Community Centers Facility Information and Application.

A fee schedule adopted by the Board of Directors as part of the budget process will determine the Community Centers' charge for use of rental fees the Community Center. Fees based on the type of event are classified as Bbusiness, Pprivate Pparties or Nnon-Pprofit. The Board of Directors will consider requests for a waiver of fees from Nnon-Pprofit groups and organizations that do not involve fund-raising activities on a case-by-case basis.

The District shall not be held responsible for accidents, injuries or loss of individual property at Community Centers. Individuals or groups using the facility shall be held are responsible for accidents, injuries or any loss of individual property that occur during their use of a community center and for payment of any damage or loss of District property during such use. Parents shall be held responsible for the acts of their minor children. Damage to District property shall be imputed to parents having custody or control of the minor as set forth in the Civil Code Section 1714.1.

A completed Written Facility Reservation from District is Application Request for Rental of Community Centers is required for all groups using wanting seeking to reserve Community Centers. Facility Reservations completed under false pretenses or that contain any false information will be cancelled and collected fees will be forfeited fees will be forfeited. Rules and regulations governing the use of the facility will be provided to the individual completing the Facility Reservation. Refer to RR3075 for more information.

Greater Vallejo Recreation District

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Community centers under the jurisdiction of the Greater Vallejo Recreation District are intended for use by the general public in conjunction with the District's recreation programs. When not in use for District programs, the facilities may be reserved by other groups to encourage recreational and social activities.

Community centers will be made available to all groups and individuals for social, cultural or recreational activities regardless of race, national origin, ethnicity, religion, gender, sexual orientation, gender identification, disability, or age. Activity in the community centers must comply with state and federal laws and city ordinances; and must follow District's Rules and Regulations, and rules set forth the Application Request for Rental of Community Centers.

A fee schedule adopted by the Board of Directors as part of the budget process will determine the community centers' rental fees. Fees based on the type of event are classified as business, private party or non-profit. The Board of Directors will consider requests for a waiver of fees from non-profit groups and organizations that do not involve fund-raising activities on a case-by-case basis.

The District shall not be held responsible for accidents, injuries or loss of individual property at community centers. Individuals or groups using the facility are responsible for accidents, injuries or any loss of individual property that occur during their use of a community center and for payment of any damage or loss of District property during such use. Parents shall be held responsible for the acts of their minor children. Damage to District property shall be imputed to parents having custody or control of the minor as set forth in the Civil Code Section 1714.1.

A completed Application Request for Rental of Community Centers is required for all groups seeking to reserve community centers. Facility reservations completed under false pretenses or that contain any false information will be cancelled and fees will be forfeited. Rules and regulations governing the use of the facility will be provided to the individual completing the Facility Reservation. Refer to RR3075 for more information.

Greater Vallejo Recreation District

POLICY MANUAL

POLICY NUMBER/TITLE: 3075 Use of Community Centers
Rule and Regulation: RR3075

Reservations

1. Groups, organizations, or individuals (21 years or older) must complete and submit an Application Request for Rental of Community Centers. ~~The A~~Submitting the application does not guarantee a date or approval of the activity requested.
2. The facility deposit will be refunded provided there are no damages and no violations of District's rules and regulations, or need for additional janitorial services. A refund check will be processed and mailed to the Renter up to three weeks after the reservation date.
3. A copy of a valid government-issued photo identification (e.g. driver's license, passport, state-issued ID) is required and the District will use its copy solely for the purpose of verifying the renter's identity/residency and for facility management.
- 2.4. Reservations may be ~~made~~made for a maximum of 12 months in advance. The ~~F~~facility ~~R~~reservation becomes a contract when it is approved and signed by a District representative and the Applicant.
- 3.5. Approval ~~to use of the use of~~ facilities is subject to observance of all District policies, rules, and regulations. Applications may be denied or revoked if the intended facility use or event is misrepresented or the ~~a~~Application is incomplete, inaccurate, or contains false information.
- 4.6. Additional ~~C~~city, ~~C~~county, ~~S~~state and ~~F~~federal approvals may be required based on the type of activity.
- 5.7. Facilities are rented on a ~~first come~~first-come, ~~first served~~first-served basis except for those having priority rights.
- 6.8. Groups, organizations, or individuals that have established a priority right, must maintain it. The first step to ~~establish~~establishing a priority right is to submit a letter of intent to retain the date and pay a non-refundable fee prior to the opening of booking for that month. A priority right is then established for annual events that have been held on the same day, weekend, or week of the month for a minimum of three ~~(3)~~ consecutive years.
- 7.9. ~~A~~The ~~F~~facility ~~R~~reservation ~~shall~~will be completed by a District employee and signed by an adult (21 years or older) responsible for the reservation ("rRenter").
- 8.10. Reservations ~~shall~~may not be transferred, assigned, or sublet.
- 9.11. No group, organization or individual ~~shall~~are is allowed to use a District facility for a purpose other than approved by the District.
- 10.12. ~~The applicant and/or contact person~~The rRenter must be present at the event and stay onsite for the entire time.

- 11-13. Minimum rental ~~times will be for~~ is two ~~(2)~~ hours for bBusinesses and Non-Profits, or five ~~(5)~~ hours for Private Parties.
- 12-14. Employees of a bBusiness and nNon-profit group will not be allowed to use ~~that the~~ organization's Business or nNon-profit discount rate to reserve Community Centers for personal use or celebrations, ~~such as the employee's birthday party or other personal event (discounted rates do not apply to personal and private use)~~. All events and reservations for bBusiness or Non-profit organizations must be reserved for the eat organization's ~~own~~ activities.
15. Private pParties may request ~~in advance~~ additional rooms to the fFacility Reservation ~~in advance~~. DistrictThe District will schedule additional rooms for a minimum of two hours at the bBusiness rate, if available.
- 13-16. No group, organization or individual ~~shall~~ will have a Facility Reservation approved so long as they have an outstanding debt with the District.
- 14-17. ~~Applicants understand that e~~Organized public recreation activities or those actively co-sponsored by the District have priority over other groups in the scheduling of facilities. The District reserves the right to cancel ~~any~~ use of facilities at any time.
- 15-18. No activity will be permitted ~~which that~~ is unsafe or unsuited for the purpose of the Community Center, or ~~which that~~ discriminates ~~on the basis of~~ based on race, national origin, ethnicity, religion, gender, sexual orientation~~preference~~, gender identification, age, political affiliation or social or economic status.
- 16-19. The District reserves the right to refuse any group, organization, or individual use of any District facility due to their destruction, ~~damages~~damage, abuse to District property or staff, undue rowdiness or noncompliance with District's rules and regulations.
- 17-20. There must be ~~three (3)~~ one adults (over 21 years old) in attendance for every ~~twenty-five (25)~~ ten youths (under 21) at ~~the events~~ a reserved event.
21. Minors must be supervised by a responsible adult (over 21 years old) at all times.
Parents/guardians are responsible for minors' behavior, damage to facility and their safety while on the premises. It is not the responsibility of the District staff or security guards.
- 18-22. Under no circumstances shall the number of people at an event exceed the stated maximum capacity of the community center rooms, outside areas (e.g., a balcony), or other center areas~~facilities which are the subject of the Facility Reservation~~.
- 19-23. No activity will be ~~permitted~~permitted which is in violation of local, state, or federal statutes or in violation of policies of the Facility Reservation which is deemed necessary or appropriate to assure that the activity will be in conformance with applicable laws, rules and regulations, in a manner consistent with proper facility use.Facility Reservation contract.
24. Renters are responsible for the conduct of their guests.
- 20-25. The District's representative at each community center reserves the right to eject, or cause to be ejected from the premises, any person or persons engaging in disruptive or violent behavior, harassment or mistreatment of staff, or belligerent or threatening conduct.
26. The District's representative on duty has the authority to disperse any group for failure to comply with District rules. The group facility user ~~r~~Renter will forfeit all fees paid. Should it be necessary to have law enforcement ~~to~~ disperse any group or organization, the District's representative has the authority to summon the Vallejo-Police Department to escort the said group, persons, or organization attendees from District facilities. The group or organization~~renter (individual or organization)~~ will be responsible for any charges incurred by the Vallejo-Police Department or other personnel required to respond.

27. Renters are responsible for their vendors' compliance with District rules and regulations.

~~24.~~

Fees

1. ~~For the purpose of these fees, Fee determination is based on the classification of the user – a for-profit, the type of event is classified as Bbusiness, pPrivate Pparty or Nnon-Pprofit organization.~~ A copy of the rRenter's Bbusiness license is required for Bbusiness events. A copy of ~~organization's~~the organization's section 501(c)(3) determination letter from the IRS is required for ~~the Non-Profit category-non-profits.~~
2. A reservation must be made for a continuous block of time. Reservation fees will be paid from the time the facility is entered until it is exited. Unless additional time requests are made in advance, no extra time is allotted for set-up, take-down and clean-up. If the event runs beyond the scheduled hours, the renter will be billed for overtime in 30-minute increments according to facility's rental rates.
3. The ~~Ccleaning and Ddamage~~facility Ddeposit (or total payment, depending on event date); is required when a Ffacility Rreservation is made.
4. Payment for events scheduled ten or less working days from the date of the event, ~~such as memorials, wakes, etc.,~~ shall be in the form of cash, money order, cashier's check, or credit card.
5. Full payment is required 60 days prior to the event. To be eligible for a refund, see ~~the FF~~facility RReservation change of date or cancellation policy. Check, cash, or credit cards are acceptable methods of payment. A failure to make a full payment may result in cancellation of the reservation and forfeiture of the ~~Ccleaning and Ddamage~~facility Ddeposit.
6. A 20% non-resident fee will be charged for groups, organizations and individuals that do not reside in Vallejo. A valid driver's license, identification card or other reasonable means ~~is required~~ to establish residency is required.
7. ~~Parking fees are charged~~Dan Foley Park and the Foley Cultural Center charge parking fees beginning from the first weekend in April through the and ending the second weekend in October to enter Dan Foley Park and access the Foley Cultural Center.
8. PA system, audio, and visual equipment are available for use for an additional fee. Equipment varies at ~~each Ccommunity c~~centers. It is the renter's responsibility to check their equipment compatibility with the facility's equipment.
9. Groups classified as ~~bB~~Businesses or ~~Nnon-Pp~~profits have the option of setting ~~_up and taking _down~~ tables and chairs themselves or paying an additional fee for the District to provide that service. ~~However, all groups are responsible for clean-up (in accordance with the Facility Cleaning and Damage Requirements).~~
10. The District will require Renters to pay for janitorial services, using the District's contractors. will be contracted by the District. The janitorial fee will be charged at the current GVRD contracted rate.
11. If rRenter leaves the premises in such condition that additional cleaning services are required by contractor the District, above and beyond normal janitorial services, the rRenter will be liable and billed for charges.
10. ~~The District will inspect each cCommunity Ccenter prior to use and immediately following use of the center for an activity. If the renter fails to return the facility in the same condition as it was prior to its the activity, (in accordance with the Facility Cleaning and Damage Requirements) or leaves the premises in~~

~~such condition that additional clean-up is required by District staff, the renter will be charged at the hourly rate of \$50 per hour per staff member. If the clean-up cost by custodial staff is greater than the cleaning and damage amount on deposit, the renter will be liable and billed for the balance with payment due no later than 30 days after the conclusion of the activity. the renter will be charged for the damage. (or will not receive deposit?)~~

~~11. The Cleaning and Damage facility Ddeposit will be refunded provided there are no damages and no violations of District's rules and regulations, or need for additional janitorial services. if the facility is left in a clean and satisfactory condition. A refund check will be processed and mailed to the Rrenter up to 3three weeks after the eventreservation date.~~

Cancellations

1. Facility Rreservation change of date or cancellation will forfeit the following charges:
 - More than 60 days before event - 10% of total reservation fees (see exception below)
 - 60 days to 31 days before event - 25% of total -reservation fees
 - 30 days to 8 days before event - 50% of total reservation fees
 - 7 days or less will forfeit 100% of total reservation fees.

One time only: Renters may change the event date at no charge if notification is received they have notified the District more than 60 days before the event. Additional ~~requests or requests~~ within 60 days before the event will incur the same forfeitures as shown above.

2. ~~Any Cleaning and Ddamage~~The facility Ddeposit ~~paid to reserve for~~ a date scheduled more than 60 days prior to the event will be refunded in full if notification of cancellation is received within 7 calendar days from the date the deposit is made to the District. Notice of cancellations received within 8 or more calendar days after the date the deposit is made to the District will be subject to the same forfeiture rates as shown above.
3. Other fees collected such as security guard fees and, set-up and take-down ~~fees, which that~~ were paid in ~~advance, advance~~ will be refunded 100% if written notice is given within 36 hours of ~~the payment payment of those fees to the District.~~
4. In cases of extreme emergency (e.g. immediate threat to life/health/safety, emergency responders required, immediate evacuation or shutdown of the facility, potential to cause significant harm/damage), the District reserves the right to cancel a ~~scheduled event reservation~~ prior to ~~scheduled~~ use without liability. If cancellation occurs because of the District, all payments will be refunded.
5. Force Majeure: Notwithstanding anything to the ~~contrary contrary~~, contained in this Policy, the District shall be excused from its obligations to the extent and whenever ~~of~~ the District cannot perform such obligations due to any Force Majeure Event. For purposes of this Policy, a "Force Majeure Event" includes but is not limited to fires, floods, earthquakes, pandemic, epidemic, civil disturbances, acts of terrorism, regulation of any public authority (such as COVID-19 regulations imposed by a public health authority), and other causes beyond the District's control. The ~~r~~Renter waives any right of recovery against the District if such a Force Majeure Event occurs.

Hours of Operation

1. Contact the District or ~~c~~Community ~~C~~center for office hours.

2. Community Centers reserved for evening use must be vacated no later than 12:00am.
3. Hours of operation may be amended under special circumstances by the General Manager or the General Manager's designee. Community center closing times vary with scheduled activities.

Holidays

1. Community Centers are not available for reservations on Memorial Day, 4th of July, Labor Day, Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, and New's Year's Day. ~~In addition, Foley Cultural Center is not available on Memorial Day and Labor Day.~~

Certificate of Insurance Policy

1. Proof of insurance is required for Private Parties, Non-Profit or Business events.
2. Certificates of Insurance and additional endorsements must be provided to the District after the Facility Reservation contract is signed but no later than ~~10~~ ten business days before the event.
3. Failure to provide the District with a valid Certificate of Insurance and additional endorsements will result in the cancellation of the renter's event reservation and ~~will forfeit~~forfeiture of rental fees.
4. Private parties may obtain insurance from their homeowners' insurance provider, agent, or broker. Non- Profits or Businesses may ~~contact their parent organization to utilize their~~have coverage under their umbrella insurance policy.
5. The insurance policy must be in the ~~renter's name who signed the Facility Reservation contract~~signer's name or name of business or nonprofit. The policy must not expire before the event date, and must be current as of the event date.
6. Renters must obtain a General Liability Insurance covering bodily injury, personal injury, and property damage in the amount of \$1,000,000 per occurrence (in accordance with the Certificate of Insurance Requirements).
7. The Certificate of Insurance shall name the "Greater Vallejo Recreation District, its Directors, the City of Vallejo, Officers, Agents, Volunteers and Employees, Greater Vallejo Recreation District, 395 Amador Street, Vallejo, CA 94590" as the Certificate Holder.
- ~~8.~~ A s Separate endorsements shall name the "Greater Vallejo Recreation District, its Directors, the City of Vallejo, and their eOfficers, aAgents, Volunteers and Employees" as additional insured parties.
- ~~9.8.~~ The "description" of shall list the name of the Community Center, address, date(s), and type of event.
- ~~10.9.~~ If alcohol is served, the General Liability Insurance shall include Host Liquor Liability Insurance coverage, and the coverage must be stated on the certificate.

Decorations

1. The renter shall be responsible for putting up and removing all decorations within the time specified on the Facilities Reservation.
2. The use of nails, screws, tacks, staples, duct tape, poster putty, Command strips or glue to fasten, hang or stick any objects to the ceilings, walls, floor, equipment, windows, or any surface of the interior or

exterior of the facilities is strictly prohibited.

3. Renters may ~~only~~ use only painter's tape for decorations.
4. All decorations must be free-standing. Use of ladders or standing on tables or chairs to hang decorations is strictly prohibited.
5. No birdseed, confetti, rice, or glitter may be used inside ~~/or~~ outside facilities or in parking areas.
6. Balloons filled with helium that have the potential to float to the ceiling must be ~~weighted down at all times~~ always weighted down.
7. Machines that discharge smoke, indoor sparklers/fireworks, or other elements that would compromise the health and safety of guests or activate the smoke alarms are prohibited.
8. The District reserves the right to deny décor items if it is determined the item(s) would constitute a safety hazard.
9. Fires and/or open flames, such as candles, are prohibited. Candles are permitted in a container that provides at least 2 inches of space between the top of flame and the top of the container.
10. All decorations must be fireproof ~~or efor~~ fire-retardant materials according to California Code of Regulations Title 19, Section 3.08, and shall be subject to approval by the District's representative at time of reservation approval.
11. Doorways, hallways, exit ~~exits~~ signs and fire extinguishers shall not be covered or obstructed.
12. No storage space ~~shall will~~ be provided for materials, supplies, equipment, or other physical accessories at the ~~C~~community ~~c~~enters.
13. The District is not responsible for any property loss due to destruction, theft, damage, or lost items after decorations are ~~put up, stored during~~ set-up for an event, ~~;~~ or for any items left behind at the ~~C~~community ~~C~~enters.
14. Rental equipment, decorations or catering equipment must be delivered and ~~removed~~ picked up within the time reserved.
- ~~15.1 Renters are responsible for their vendors' compliance with District rules and regulations.~~

Kitchen and Food

1. Food and beverage consumption is ~~only~~ permitted only in designated areas. ~~No food or~~ Food and beverages are not allowed on any stages.
2. Food trucks and catered barbecue grills shall be approved in advance by the District and set-up in designated areas. Approval of food trucks and catered barbecue grills shall be at the discretion of the District.
3. Charcoal grills and deep fryers are not allowed.
4. Chafing dishes ~~or and~~ food warmers must ~~be supervised at all times~~ always have someone present to prevent safety hazards.
- ~~5. Renters using the kitchen must sweep and spot mop the floors. Renters must clean all areas used, including the stove, refrigerators, counter tops, cooking appliances, and equipment.~~
- ~~6-5.~~ The District will not provide ~~r~~ Renters with any kitchen supplies for cooking, serving, or washing.

Alcohol

1. Renters must pay the Alcohol Permit fee prior to the date of the event for alcoholic beverages to be served or sold.
2. Licensed and certified bartenders must be contracted for events, ensuring compliance with all applicable state and local laws regarding alcohol services. Bartenders must provide proof of Responsible Beverage Service (RBS) certification.
- 4-3. Alcohol is not permitted at any celebration of a minor (e.g. baptism, any birthday under 21 years of age, quinceañera, bar mitzvah, cotillion, etc.). A minimum of ~~one~~1 additional security guard shall be required when alcoholic beverages are served at events designed for youth persons under twenty-one (21) years of age, such as including, but not limited to, birthday parties, baptisms/christenings, and Quinceañeras.
4. A celebratory toast, such as a "champagne" toast, is a serving of alcohol, and all alcohol rules apply.
- 2-5. Alcoholic beverages ~~may~~ must be served inside ~~G~~community ~~C~~centers. The service and consumption of alcoholic beverages must end at a minimum of ~~2~~two hours prior to the end of the ~~F~~facility ~~R~~reservation time.
- 3-6. ~~Once~~ After all alcohol has been consumed, the renter may not ~~purchase or bring in~~ additional bottles of alcohol, beer, kegs, or consumable alcoholic beverages or products into the center or on District property.
7. All alcoholic beverages must be brought ~~in to~~into the ~~G~~community ~~C~~Centers during the set-up and decoration time, and prior to the ~~event start time~~reservation event start time. No additional alcoholic beverages are allowed after ~~event~~the event startsbegins.
8. Guests are not allowed to bring any outside alcohol. Only ~~event hosts~~the ~~r~~Renter may provide alcohol.
- 4-9. Alcoholic beverages must remain in the designated area for the duration of the event, including the kitchen and refreshment center. No alcoholic beverages shall be placed as ~~center piece~~table decorations or ~~for consumption on tables for guests sitting~~placed on tables for guest consumption.
- 5-10. Any caterer, bartender or person serving alcoholic beverages must be ~~an adult~~age 21 years or older.
- 6-11. Alcohol is prohibited within 25 feet of vehicular parking areas and may not be consumed outside of the ~~G~~community ~~C~~centers ~~with the exception of~~except for the ~~V~~eranda area at the Foley Cultural Center.
- 7-12. Private ~~P~~parties ~~may have alcohol but~~ are prohibited from selling alcohol at their event ~~unless the renters have an Alcoholic Beverage Control (ABC) license.~~
13. No alcoholic beverages shall be served to any person ~~younger~~less than 21 years of age.
- 8-14. District representatives and/or security guards will request ~~an identification cards~~ or ~~for questionable person~~those who appear to be younger than 21 years of age and are consuming alcoholic beverages.
- 9-15. Renters must obtain an Alcoholic Beverage Control (ABC) license when alcohol is to be sold at ~~N~~on-profit or ~~b~~Business-sponsored events. The license must be posted at the site of the alcohol sale.
- 10-16. The ~~d~~District shall provide a letter confirming the renter's ~~Facility R~~reservation so that the renter can obtain the ABC license. To obtain the letter for the license, the renter must pay a surcharge fee to the District.
- 11-17. A copy of ~~any~~the ABC license must be provided to the District prior to the date of the event.
- 12-18. Violation of these alcohol policies may result in immediate termination of the event.
- 13-19. The District's representative on site reserves the right and discretion to discontinue alcohol service at any time.

Security

- ~~1. Private Party, Business and Non-profit events such as fundraisers, banquets, etc. Renters must use security guard(s) at all times are required to have security guards at their events. See chart below for the number of guards required depending on attendance and alcohol consumption.-~~
- ~~2. Private Party, Business and Non-profit events such as meetings or training must have at least one security guard for 25 or more guests.~~
- ~~3.2. The hourly rate for security guards will be charged at the current GVRD contracted rate.~~
- ~~4.3. Security guards must be on duty one-half (1/2) hour before the event begins and one-half (1/2) hour after reservation time ends.~~
- ~~4. Uniformed security guards must be on duty and on the premises during events serving and/or consuming alcoholic beverages.~~
- ~~5. All renters must use at least one (1) security guard per one hundred (100) guests.~~
- ~~6. Events designed for youth under twenty one (21) years of age that serve alcohol shall require a minimum of 1-2 additional security guards. Additional security guard(s) will remain inside the center at all times.~~
- ~~7. The District reserves the right to require additional security guards based on the size and type of the event scheduled at the facility.~~
- ~~8.5. The District shall make the final decision regarding the use of security guards and the number of security guards required depending on the attendance expected and the type of event alcohol consumption. The security guards on duty also have the right to determine if an additional security additional guards are-is required needed.~~
- ~~9.6. Renters will be charged double the hourly rate for any additional security guards requested during an event.~~
- ~~10.7. All security guards will be contracted by the District. Groups cannot provide their own security guards.~~
- ~~11.8. The following security guard requirements shall apply to meetings and events, according to expected attendance:~~

Expected Attendance	Reservations without Alcohol	Reservations with Alcohol	Reservations with Alcohol (youth event)
25-100	1 guard	1 guard	2-guards
101-199	2 guards	2 guards	3-guards
200-299	2 guards	3 guards	4-guards
300-399	3 guards	4 guards	5-guards
400-500	4 guards	5 guards	6-guards

Facility Cleaning and Damage Requirements

- ~~1. The Renter is responsible for cleaning up all trash generated by their event including, but not limited to decorations, food and beverage containers, and any debris left on tables, chairs, or in rooms. All~~

waste must be properly disposed of in designated receptacles. ~~At the end of the reservation, the renter and District staff must complete a final mandatory inspection of the Community Center directly after the event is over.~~

2. Renter is responsible for all vendors' and caterers' compliance with District's policies ~~and cleaning expectations.~~
3. The District will provide cleaning supplies such as wet mops, buckets, dust mops, broom, dustpan, and extra trash liners as needed, along with paper towels and disinfectant cleaning solutions for tabletops, sinks and counters.
4. Rental set-up/decoration and clean-up must be included in reservation time. The District recommends a minimum of ~~one~~ hour ~~before the end of the reservation~~ be added before and after the event time. Overtime will be charged in 30-minute increments according to facility's rental rates.
5. Renters must turn on all lights during clean-up time. No food, beverages, ~~and/or~~ music are allowed during clean-up.
6. Renters must remove all decorations. All items left behind after the event will be discarded.
7. The Renter and District staff will inspect each community center before and after use of the facility. If the Renter fails to return the facility in the same condition as it was prior to the reservation, the Renter will be charged for the damage.
- ~~7. Renters must pick up all trash and waste inside and outside of the facility, including the Veranda (Patio) and parking lot.~~
- ~~8. Renters must sweep and spot mop spills, drag marks, and stains in all reserved rooms, kitchens, refreshment centers, and bathrooms.~~
- ~~9. Renters must remove all decorations, food, and beverages from tables and chairs.~~
- ~~10. Renters must clean and wipe down counters, sinks, stoves, and appliances in kitchens and refreshment centers.~~
- ~~11. Renters must remove all garbage bags from the facility and place them in dumpsters on site.~~

Jump Houses

1. No person shall ~~have, install, or use~~ or have on site any interactive inflatable including, but not limited to jump houses, trampolines, and slides, without a permit from the District.
2. Renters must pay the Jump House Permit Application fee prior to the date of the event. A copy of the Permit must be available during the event.
3. Renters will be provided with a list of jump house vendors approved by the District. ~~Privately owned jump houses may are not allowed to~~ Only jump houses delivered and installed by approved vendors may be used on District property.
4. Jump house vendors must be registered with the District and have current proof of insurance on file at District's office.
5. Renters may use ~~j~~Jump ~~H~~houses only in designated facilities and designated areas.
6. Water slides are not permitted at District facilities or parks.
7. A maximum of ~~two~~ jump houses or slides are allowed at the Vallejo Community Center and Foley Cultural Center, and a maximum of ~~one~~ jump house or slide is allowed at the North Vallejo Community Center and Norman C. King South Vallejo Community Center.

8. Renters must use a generator from approved vendors for ~~any~~ outdoor jump houses or slides.
9. Any jump houses or slides ~~set up inside in~~ Community centers will decrease total room capacity for attendees.

Possession of Firearms and Other Weapons

1. No person, other than law enforcement officers in the discharge of their duties, shall use, carry, or possess firearms on District property.
2. No person shall use, carry, or possess explosives or dangerous weapons on District property, including but not limited to knives, hatchets, axes, machetes, bows, crossbows, spears, air or gas weapons, or any other potentially dangerous weapon.

General Rules

1. Office telephones are for District business only; however, emergency use will be permitted.
2. No amplified music or public address systems shall be allowed outside the facilities.
- ~~3.~~ 3. No advertising/promotion shall be exhibited, no petition circulated, no sales presentations or commercial solicitations and no event post on social media (e.g. event flyer, invitation, Facebook event, etc.) are allowed for private parties. no use of social media (posting for personal consumption is ok) for private parties are not allowed to post their events during the event on social media to increase attendance events.
- ~~3.4.~~ 4. Business and non-profit events are permitted to use social media to market and promote event(s).
- ~~4.5.~~ 5. Smoking is prohibited inside the facilities and smokers must be 20 feet away from any doors or windows at the facility. Smoking is prohibited inside and outside of the Foley Cultural Center due to its location in Dan Foley Park. ~~District parks are "Smoke-~~
- ~~5.6.~~ 6. No admission fee/donation of any kind shall be charged or collected for pPrivate pParties. Non-Profit or Business ticket sales must be approved by the District and sold in advance.
- ~~6.7.~~ 7. No gambling of any kind is permitted at Pprivate Pparties. Non-Profit and Business events that include gambling, such as fundraisers, must be approved in advance by the District. Non-Profit and Business events that include gambling must comply with the requirements and regulations set forth in the current California Gambling Law, Regulations, And Resource Information publication available at www.oag.ca.gov/gambling.
- ~~8.~~ 8. Only service animals are allowed in the District facilities pursuant to the Americans with Disabilities Act but the following conditions must be met: DA regulations
 - .Permission for any other animals requires prior approval from the District. The service animal must be formally trained to do work or perform tasks for a person with a disability.
 - Only dogs and miniature horses are recognized as service animals under Title II and Title III of the ADA.
 - 7. • Service animals must be under the owner's control.
- ~~8.9.~~ 9. Any facility uses, request or activity not addressed in this Policy Rules & Regulation #3075 are prohibited without express approval by the General Manager.

Greater Vallejo Recreation District

POLICY MANUAL

POLICY NUMBER/TITLE: 3075 Use of Community Centers
Rule and Regulation: RR3075

Reservations

1. Groups, organizations, or individuals (21 years or older) must complete and submit an Application Request for Rental of Community Centers. Submitting the application does not guarantee a date or approval of the activity requested.
2. The facility deposit will be refunded provided there are no damages and no violations of District's rules and regulations, or the need for additional janitorial services. A refund check will be processed and mailed to the Renter up to three weeks after the reservation date.
3. A copy of a valid government-issued photo identification (e.g. driver's license, passport, state-issued ID) is required and the District will use its copy solely for the purpose of verifying the renter's identity/residency and for facility management.
4. Reservations may be made for a maximum of 12 months in advance. The facility reservation becomes a contract when it is approved and signed by a District representative and the Applicant.
5. Approval of the use of facilities is subject to observance of all District policies, rules, and regulations. Applications may be denied or revoked if the intended facility use or event is misrepresented or the application is incomplete, inaccurate, or contains false information.
6. Additional city, county, state and federal approvals may be required based on the type of activity.
7. Facilities are rented on a first-come, first-served basis except for those having priority rights.
8. Groups, organizations, or individuals that have established a priority right, must maintain it. The first step to establishing a priority right is to submit a letter of intent to retain the date and pay a non-refundable fee prior to the opening of booking for that month. A priority right is then established for annual events that have been held on the same day, weekend, or week of the month for a minimum of three consecutive years.
9. The facility reservation will be completed by a District employee and signed by an adult (21 years or older) responsible for the reservation ("Renter").
10. Reservations may not be transferred, assigned, or sublet.
11. No group, organization or individual is allowed to use a District facility for a purpose other than approved by the District.
12. The Renter must be present at the event and stay onsite for the entiretime.
13. Minimum rental times are two hours for businesses and non-profits, or five hours for private parties.
14. Employees of a business or non-profit group will not be allowed to use the organization's business or non-profit discount rate to reserve community centers for personal use or celebrations. All events and

reservations for business or non-profit organizations must be reserved for the organization's activities.

15. Private parties may request additional rooms to the facility reservation in advance. The District will schedule additional rooms for a minimum of two hours at the business rate, if available.
16. No group, organization or individual will have a facility reservation approved so long as they have an outstanding debt with the District.
17. Organized public recreation activities or those co-sponsored by the District have priority over other groups in the scheduling of facilities. The District reserves the right to cancel use of facilities at any time.
18. No activity will be permitted that is unsafe or unsuited for the purpose of the community center, or that discriminates based on race, national origin, ethnicity, religion, gender, sexual orientation, gender identification, age, political affiliation or social or economic status.
19. The District reserves the right to refuse any group, organization, or individual use of any District facility due to their destruction, damage, abuse to District property or staff, undue rowdiness or noncompliance with District's rules and regulations.
20. There must be one adult (over 21 years old) in attendance for every ten youths (under 21) at a reserved event.
21. Minors must be supervised by a responsible adult (over 21 years old) at all times. Parents/guardians are responsible for minors' behavior, damage to facility and their safety while on the premises. It is not the responsibility of the District staff or security guards.
22. Under no circumstances shall the number of people at an event exceed the stated maximum capacity of the community center rooms, outside areas (e.g., a balcony), or other center areas.
23. No activity will be permitted which is in violation of local, state, or federal statutes or in violation of facility reservation contract.
24. Renters are responsible for the conduct of their guests.
25. The District's representative at each community center reserves the right to eject, or cause to be ejected from the premises, any person or persons engaging in disruptive or violent behavior, harassment or mistreatment of staff, or belligerent or threatening conduct.
26. The District's representative on duty has the authority to disperse any group for failure to comply with District rules. The Renter will forfeit all fees paid. Should it be necessary to have law enforcement disperse any group or organization, the District's representative has the authority to summon the Police Department to escort the attendees from District facilities. The renter (individual or organization) will be responsible for any charges incurred by the Police Department or other personnel required to respond.
27. Renters are responsible for their vendors' compliance with District rules and regulations.

Fees

1. Fee determination is based on the classification of the user – a business, private party or non-profit organization. A copy of the Renter's business license is required for business events. A copy of the organization's section 501(c)(3) determination letter from the IRS is required for non-profits.

2. A reservation must be made for a continuous block of time. Reservation fees will be paid from the time the facility is entered until it is exited. Unless additional time requests are made in advance, no extra time is allotted for set-up, take-down and clean-up. If the event runs beyond the scheduled hours, the renter will be billed for overtime in 30-minute increments according to facility's rental rates.
3. The facility deposit (or total payment, depending on event date) is required when a facility reservation is made.
4. Payment for events scheduled ten or less working days from the date of the event shall be in the form of cash, money order, cashier's check, or credit card.
5. Full payment is required 60 days prior to the event. To be eligible for a refund, see the facility reservation change of date or cancellation policy. Check, cash, or credit cards are acceptable methods of payment. A failure to make full payment may result in cancellation of the reservation and forfeiture of the facility deposit.
6. A 20% non-resident fee will be charged for groups, organizations and individuals that do not reside in Vallejo. A valid driver's license, identification card or other reasonable means to establish residency is required.
7. Dan Foley Park and the Foley Cultural Center charge parking fees beginning the first weekend in April and ending the second weekend in October.
8. PA system, audio, and visual equipment are available for use for an additional fee. Equipment varies at each community center. It is the renter's responsibility to check their equipment compatibility with the facility's equipment.
9. Groups classified as businesses or non-profit have the option of setting up and taking down tables and chairs themselves or paying an additional fee for the District to provide that service.
10. The District will require Renters to pay for janitorial services, using the District's contractors. The janitorial fee will be charged at the current GVRD contracted rate.
11. If Renter leaves the premises in such condition that additional cleaning services are required by the District, above and beyond normal janitorial services, the Renter will be liable and billed for charges.

Cancellations

1. Facility reservation change of date or cancellation will forfeit the following charges:
 - More than 60 days before event - 10% of total reservation fees (see exception below)
 - 60 days to 31 days before event - 25% of total reservation fees
 - 30 days to 8 days before event - 50% of total reservation fees
 - 7 days or less will forfeit 100% of total reservation fees.

One time only: Renters may change the event date at no charge if they have notified the District more than 60 days before the event. Additional requests within 60 days before the event will incur the same forfeitures as shown above.

2. The facility deposit for a date scheduled more than 60 days prior to the event will be refunded in full if notification of cancellation is received within 7 calendar days from the date the deposit is made to the District. Notice of cancellations received within 8 or more calendar days after the date the deposit is made to the District will be subject to the same forfeiture rates as shown above.

3. Other fees collected such as security guard fees and set-up and take-down fees that were paid in advance will be refunded 100% if written notice is given within 36 hours of payment.
4. In cases of extreme emergency (e.g. immediate threat to life/health/safety, emergency responders required, immediate evacuation or shutdown of the facility, potential to cause significant harm/damage), the District reserves the right to cancel a reservation prior to use without liability. If cancellation occurs because of the District, all payments will be refunded.
5. Force Majeure: Notwithstanding anything to the contrary contained in this Policy, the District shall be excused from its obligations to the extent and whenever the District cannot perform such obligations due to any Force Majeure Event. For purposes of this Policy, a "Force Majeure Event" includes but is not limited to fires, floods, earthquakes, pandemic, epidemic, civil disturbances, acts of terrorism, regulation of any public authority (such as COVID-19 regulations imposed by a public health authority), and other causes beyond the District's control. The Renter waives any right of recovery against the District if such a Force Majeure Event occurs.

Hours of Operation

1. Contact the District or community center for office hours.
2. Community centers reserved for evening use must be vacated no later than 12:00am.
3. Hours of operation may be amended under special circumstances by the General Manager or the General Manager's designee. Community center closing times vary with scheduled activities.

Holidays

1. Community Centers are not available for reservations on Memorial Day, 4th of July, Labor Day, Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, and New Year's Day. .

Certificate of Insurance Policy

1. Proof of insurance is required for private parties, non-profit or business events.
2. Certificates of Insurance and additional endorsements must be provided to the District after the facility reservation contract is signed but no later than ten business days before the event.
3. Failure to provide the District with a valid Certificate of Insurance and additional endorsements will result in the cancellation of the renter's reservation and forfeiture of rental fees.
4. Private parties may obtain insurance from their homeowners' insurance provider, agent, or broker. Non-profits or businesses may have coverage under their umbrella insurance policy.
5. The insurance policy must be in the contract signer's name or name of business or nonprofit and must be current as of the event date.
6. Renters must obtain a General Liability Insurance covering bodily injury, personal injury, and property damage in the amount of \$1,000,000 per occurrence (in accordance with the Certificate of Insurance Requirements).

7. The Certificate of Insurance shall name the "Greater Vallejo Recreation District, its Directors, the City of Vallejo, Officers, Agents, Volunteers and Employees, 395 Amador Street, Vallejo, CA 94590" as the Certificate Holder.
8. Separate endorsements shall name the "Greater Vallejo Recreation District, its Directors, the City of Vallejo, Officers, Agents, Volunteers and Employees" as additional insured parties. The "description" of shall list the name of the community center, address, date(s), and type of event.
9. If alcohol is served, the General Liability Insurance shall include Host Liquor Liability Insurance coverage, and the coverage must be stated on the certificate.

Decorations

1. The renter shall be responsible for putting up and removing all decorations within the time specified on the facilities reservation.
2. The use of nails, screws, tacks, staples, duct tape, poster putty, Command strips or glue to fasten, hang or stick any objects to the ceilings, walls, floor, equipment, windows, or any surface of the interior or exterior of the facilities is strictly prohibited.
3. Renters may use only painter's tape for decorations.
4. All decorations must be free-standing. Use of ladders or standing on tables or chairs to hang decorations is strictly prohibited.
5. No birdseed, confetti, rice, or glitter may be used inside or outside facilities or in parking areas.
6. Balloons filled with helium that have the potential to float to the ceiling must be always weighted down.
7. Machines that discharge smoke, indoor sparklers/fireworks, or other elements that would compromise the health and safety of guests or activate the smoke alarms are prohibited.
8. The District reserves the right to deny décor items if it is determined the item(s) would constitute a safety hazard.
9. Fires and/or open flames, such as candles, are prohibited.
10. All decorations must be fireproof or fire-retardant materials according to California Code of Regulations Title 19, Section 3.08, and shall be subject to approval by the District's representative at time of reservation approval.
11. Doorways, hallways, exit signs and fire extinguishers shall not be covered or obstructed.
12. No storage space will be provided for materials, supplies, equipment, or other physical accessories at the community centers.
13. The District is not responsible for any property loss due to destruction, theft, damage, or lost items after decorations are set-up for an event; or for any items left behind at the community centers.
14. Rental equipment, decorations or catering equipment must be delivered and removed within the time reserved.

Kitchen and Food

1. Food and beverage consumption is permitted only in designated areas. Food and beverages are not allowed on any stages.
2. Food trucks and catered barbecue grills shall be approved in advance by the District and set-up in designated areas. Approval of food trucks and catered barbecue grills shall be at the discretion of the District.
3. Charcoal grills and deep fryers are not allowed.
4. Chafing dishes and food warmers must always have someone present to prevent safety hazards.
5. The District will not provide Renters with any kitchen supplies for cooking, serving, or washing.

Alcohol

1. Renters must pay the Alcohol Permit fee prior to the date of the event for alcoholic beverages to be served or sold.
2. Licensed and certified bartenders must be contracted for events, ensuring compliance with all applicable state and local laws regarding alcohol services. Bartenders must provide proof of Responsible Beverage Service (RBS) certification.

Alcohol is not permitted at any celebration of a minor (e.g. baptism, any birthday under 21 years of age, quinceañera, bar mitzvah, cotillion, etc.).

3. A celebratory toast, such as a “champagne” toast, is a serving of alcohol, and all alcohol rules apply.
4. Alcoholic beverages must be served inside community centers. The service and consumption of alcoholic beverages must end at a minimum of two hours prior to the end of the facility reservation time.
5. After all alcohol has been consumed, the renter may not bring additional alcoholic beverages or products into the center or on District property.
6. All alcoholic beverages must be brought into the community centers during the set up and decoration time and prior to the event start time. No additional alcoholic beverages are allowed after the event begins.
7. Guests are not allowed to bring any outside alcohol. Only the Renter may provide alcohol.
8. Alcoholic beverages must remain in the designated area for the duration of the event, including the kitchen and refreshment center. No alcoholic beverages shall be placed as table decorations or placed on tables for guest consumption.
9. Any caterer, bartender or person serving alcoholic beverages must be age 21 years or older.
10. Alcohol is prohibited within 25 feet of vehicular parking areas and may not be consumed outside of the community centers except for the veranda area at the Foley Cultural Center.
11. Private parties are prohibited from selling alcohol at their event.
12. No alcoholic beverages shall be served to any person younger than 21 years of age.
13. District representatives and/or security guards will request identification cards for those who appear to be younger than 21 years of age and are consuming alcoholic beverages.
14. Renters must obtain an Alcoholic Beverage Control (ABC) license when alcohol is to be sold at non-profit or business-sponsored events. The license must be posted at the site of the alcohol sale.

15. The District shall provide a letter confirming the renter's reservation so that the renter can obtain the ABC license. To obtain the letter for the license, the renter must pay a surcharge fee to the District.
16. A copy of the ABC license must be provided to the District prior to the date of the event.
17. Violation of these alcohol policies may result in immediate termination of the event.
18. The District's representative on site reserves the right and discretion to discontinue alcohol service at any time.

Security

1. Renters are required to have security guards at their events. See chart below for the number of guards required depending on attendance and alcohol consumption.
2. The hourly rate for security guards will be charged at the current GVRD contracted rate.
3. Security guards must be on duty one-half (1/2) hour before the event begins and one-half (1/2) hour after reservation time ends.
4. Uniformed security guards must be on duty and on the premises during events serving and consuming alcoholic beverages.
5. The District shall make the final decision regarding the use of security guards and the number of security guards required depending on the attendance expected and alcohol consumption. The security guards on duty also have the right to determine if additional guards are needed.
6. Renters will be charged double the hourly rate for any additional security guards requested during an event.
7. All security guards will be contracted by the District. Groups cannot provide their own security guards.
8. The following security guard requirements shall apply to meetings and events, according to expected attendance:

Expected Attendance	Reservations without Alcohol	Reservations with Alcohol	
25-100	1 guard	1 guard	
101-199	2 guards	2 guards	
200-299	2 guards	3 guards	
300-399	3 guards	4 guards	
400-500	4 guards	5 guards	

Facility Cleaning and Damage

1. Renter is responsible for cleaning up all trash generated by their event including, but not limited to decorations, food and beverage containers, and any debris left on tables, chairs, or in rooms. All waste must be properly disposed of in designated receptacles.
2. Renter is responsible for all vendors' and caterers' compliance with District's policies.

3. The District will provide cleaning supplies such as wet mops, buckets, dust mops, broom, dustpan, and extra trash liners as needed, along with paper towels and disinfectant cleaning solutions for tabletops, sinks and counters.
4. Rental set-up/decoration and clean-up must be included in reservation time. The District recommends a minimum of one hour be added before and after the event time. Overtime will be charged in 30-minute increments according to facility's rental rates.
5. Renters must turn on all lights during clean-up time. No food, beverages, or music are allowed during clean-up.
6. Renters must remove all decorations. All items left behind after the event will be discarded.
7. Renter and District staff will inspect each community center before and after use of the facility. If the Renter fails to return the facility in the same condition as it was prior to the reservation, the Renter will be charged for the damage.

Jump Houses

1. No person shall use or have on site any interactive inflatable including, but not limited to jump houses, trampolines, and slides, without a permit from the District.
2. Renters must pay the Jump House Permit Application fee prior to the date of the event. A copy of the Permit must be available during the event.
3. Renters will be provided with a list of jump house vendors approved by the District. Only jump houses delivered and installed by approved vendors may be used on District property.
4. Jump house vendors must be registered with the District and have current proof of insurance on file at District's office.
5. Renters may use jump houses only in designated facilities and designated areas.
6. Water slides are not permitted at District facilities or parks.
7. A maximum of two jump houses or slides are allowed at the Vallejo Community Center and Foley Cultural Center, and a maximum of one jump house or slide is allowed at the North Vallejo Community Center and Norman C. King South Vallejo Community Center.
8. Renters must use a generator from approved vendors for outdoor jump houses or slides.
9. Any jump houses or slides in community centers will decrease total room capacity for attendees.

Possession of Firearms and Other Weapons

1. No person, other than law enforcement officers in the discharge of their duties, shall use, carry, or possess firearms on District property.
2. No person shall use, carry, or possess explosives or dangerous weapons on District property, including but not limited to knives, hatchets, axes, machetes, bows, crossbows, spears, air or gas weapons, or any other potentially dangerous weapon.

General Rules

1. Office telephones are for District business only; however, emergency use will be permitted.
2. No amplified music or public address systems shall be allowed outside the facilities.
3. No advertising/promotion shall be exhibited, no petition circulated, no sales presentations or commercial solicitations and no event post on social media (e.g. event flyer, invitation, Facebook event, etc.) are allowed for private parties.
4. Business and non-profit events are permitted to use social media to market and promote event(s).
5. Smoking is prohibited inside the facilities and smokers must be 20 feet away from any doors or windows at the facility. Smoking is prohibited inside and outside of the Foley Cultural Center due to its location in Dan Foley Park.
6. No admission fee/donation of any kind shall be charged or collected for private parties. Non-profit or business ticket sales must be approved by the District and sold in advance.
7. No gambling of any kind is permitted at private parties. Non-profit and business events that include gambling, such as fundraisers, must be approved in advance by the District. Non-profit and business events that include gambling must comply with the requirements and regulations set forth in the current California Gambling Law, Regulations, And Resource Information Publication available at www.oag.ca.gov/gambling.
8. Service animals are allowed in District facilities pursuant to the Americans with Disabilities Act but the following conditions must be met:
 - The service animal must be formally trained to do work or perform tasks for a person with a disability.
 - Only dogs and miniature horses are recognized as service animals under Title II and Title III of the ADA.
 - Service animals must be under the owner's control.
9. Any facility uses, request or activity not addressed in this Rules & Regulation #3075 are prohibited without express approval by the General Manager.

Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: Educational Assistance Plan
POLICY NUMBER: 2130

Employees of the District are encouraged to pursue educational opportunities ~~which that~~ are related to their ~~present wcurrent positions ork~~ or ~~which~~ will prepare them for ~~foreseeable~~ future opportunities within the District. To assist employees in achieving their educational goals,

~~The District will reimburse 50% of full-time employees' expenses up to \$1,500 (\$2,500 for unrepresented employees) in a calendar year upon earning a grade "C" or better, regular employees for out of pocket tuition and required class materials expenses for passing approved courses of study. The total amount of reimbursement which will be paid to an employee is limited to 50% of the expenses up to a maximum of \$1500.00 in any calendar year.~~

~~To be eligible for reimbursement, To be eligible for reimbursement of course costs, the eeemployees must first request and receive approval for the class(es) from the General Manager. Requests for reimbursement should be submitted in writing complete Part I of the Education Reimbursement Request form and with documentation of the expenses claimed receive approval from the Department Director and General Manager before courses begin. The employee will be notified of final approval.~~

Upon completion of the class(es)course(s), the employee is responsible for completing Part II of the Education Reimbursement Request form and attaching sending copies of the grade slip(s)transcripts and expense receipts(s) for eligible expenses. The to the General Manager form must be submitted to finance for reimbursement and a copy to human resources for the employee's HR file. The employee must receive a passing grade in the class(es) wherein reimbursement is requested.

This Policy 2130 is separate from and shall not affect any educational or training opportunities provided through a Memorandum of Understanding between the District and a union that represents the District's employees.

Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: Educational Assistance Plan
POLICY NUMBER: 2130

Employees of the District are encouraged to pursue educational opportunities that are related to their current positions or will prepare them for future opportunities within the District. To assist employees in achieving their educational goals, the District will reimburse 50% of full-time employees' expenses up to \$1,500 (\$2,500 for unrepresented employees) in a calendar year upon earning a grade "C" or better.

To be eligible for reimbursement, employees must complete Part I of the Education Reimbursement Request form and receive approval from the Department Director and General Manager before courses begin. Upon completion of the course(s), the employee is responsible for completing Part II of the Education Reimbursement Request form and attaching copies of transcripts and receipts for eligible expenses. The form must be submitted to finance for reimbursement and a copy to human resources for the employee's HR file.

This Policy 2130 is separate from and shall not affect any educational or training opportunities provided through a Memorandum of Understanding between the District and a union that represents the District's employees.