

BOARD OF SUPERVISORS OF THE  
COUNTY OF SANTA BARBARA,  
STATE OF CALIFORNIA

IN THE MATTER OF ESTABLISHING UNIFORM POLICIES AND PROCEDURES FOR THE MANAGEMENT OF THE SANTA BARBARA VETERANS' MEMORIAL BUILDING (SBVMB)	RESOLUTION NO. _____
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**WHEREAS**, the County of Santa Barbara has been operating and managing the Santa Barbara Veterans Memorial Building, located at 112 W. Cabrillo Boulevard, in the City of Santa Barbara, under varying procedures and regulations; and

**WHEREAS**, it is in the public interest of the County and the Santa Barbara Veterans' Memorial Building, and in the interest of efficient and orderly management, that uniform Policies and Procedures be adopted and kept current.

**NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED** that the Board of Supervisors of the County of Santa Barbara, State of California, hereby adopts the attached Policies and Procedures for the management of the Santa Barbara Veterans Memorial Building as follows:

1. The Santa Barbara Veterans Memorial Building (hereinafter, "SBVMB") was established by the County of Santa Barbara (hereinafter, "County"), pursuant to the California Military and Veterans Code Section 1260, for the enjoyment and benefit of war veterans and the general public.
2. The SBVMB is a designated City of Santa Barbara Historic Landmark, is located within a designated City Historic Landmark District and a nomination is pending to list it on the National Registry of Historic Places.
3. The establishment of Uniform Policies and Procedures for the SBVMB would significantly enhance the management of the facility and aid in preserving its status as a historical landmark.
4. In the administration of these Uniform Policies and Procedures, the SBVMB shall be managed by the County of Santa Barbara through the General Services Department on behalf of the Board of Supervisors. The General Services Department shall carry out the provisions of the County's policies as well as any federal, state, and/or local policies, rules and/or regulations relating to county-owned property and the SBVMB. The County Board of Supervisors shall adopt policies and procedures which in its opinion will best serve the needs of the community. The Uniform Policies and Procedures for the SBVMB are described in Exhibit "A" attached hereto and incorporated herein by reference.

5. The Schedule of Rental Fees for the areas of the SBVMB which are available for rent is attached hereto as Attachment 2, and may be revised or amended from time to time by the Board of Supervisors. Except as noted in the Uniform Policies and Procedures, all Veterans' Organizations and general public shall be required to pay according to the set rental fee schedule, which may be different for Veterans' Organizations, non-profits and the general public. Such rental fees charged are to aid in defraying the expenses of maintaining the SBVMB.
6. Except as noted in the Uniform Policies and Procedures, all Veterans' Organizations and private or public rentals shall require reimbursement of actual costs relating to adequate County facility services personnel, private security guard protection, and janitorial services during the rental of the SBVMB, as shown on the rental applications.
7. Veterans' Organizations agree to hold the County of Santa Barbara, its Board of Supervisors and all agents, contractors, and employees of the County of Santa Barbara, free and harmless from any and all claims, liability, damages, costs, including attorney fees, losses and expense in any manner resulting from, arising out of, or connected with the use or occupancy of the SBVMB. Resolution No. 79-101 is hereby rescinded as to the Santa Barbara Veterans Memorial Building.

**PASSED AND ADOPTED** by the Board of Supervisors of the County of Santa Barbara, State of California, this \_\_\_\_\_ day of \_\_\_\_\_, 2014, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAINED:**

COUNTY OF SANTA BARBARA


ATTEST:  
MONA MIYASATO  
CLERK OF THE BOARD

By: \_\_\_\_\_  
Supervisor Steve Lavagnino  
Chair, Board of Supervisors

By: \_\_\_\_\_  
Deputy Clerk

APPROVED AS TO FORM:  
MICHAEL C. GHIZZONI  
COUNTY COUNSEL

APPROVED AS TO ACCOUNTING FORM:  
ROBERT W. GEIS,  
AUDITOR-CONTROLLER

By:   
Kevin E. Ready, Sr.  
Senior Deputy County Counsel

By:   
Deputy Auditor-Controller

## Exhibit A

### Santa Barbara Veterans Memorial Building (SBVMB) Uniform Policies and Procedures

The following SBVMB Uniform Policies and Procedures shall be administered and enforced for the County of Santa Barbara (County) by the Director of the General Services Department, or designee, and for Veterans' Organizations by their respective Commander or President.

1. **Veterans' Organizations:** Veterans' Organizations are recognized as Veterans' Associations as defined in the California Military and Veterans Code (MVC) Section 1260, hereinafter referred to as Veterans' Organizations. Certain areas of the SBVMB have been dedicated to the use of Veterans' Organizations pursuant to the MVC. Veterans' Organizations that have assigned areas in the SBVMB (office space or storage space) shall adhere to the policies and procedures herein. No other group, organization, or association shall use assigned areas in the SBVMB without express written consent of County. Use of the building by all Veterans' Organizations is subject to their continued compliance with policies and procedures herein established. The list of Veterans Organizations may be added to, or deleted, only by written approval of the County's Director of General Services Department, or designee. The County reserves the right to assign or reassign assigned areas. The Veterans' Organizations that currently have an assigned area in the SBVMB are as follows:

- American Legion Post 49
- American Veterans (AM Vets) Post 3
- Disabled American Veterans Chapter 37
- Korean War Veterans
- Marine Corp League
- Military Officers Association of America
- Veterans of Foreign Wars (VFW) Post 1649

Each Veteran's Organization shall be responsible to provide appropriate veterans services to its members.

2. **Assigned Space to Veteran Organizations:** Each Veterans' Organization shall use the specific area of the SBVMB as shown and identified on Attachment 1 or as subsequently revised by County. The areas of the SBVMB that are not assigned to a Veterans' Organization, or for County use, shall be considered common areas and may only be used by Veterans' Organizations so as to not unduly interfere with the reasonable use by the public or the County pursuant to a valid rental reservation or prior written approval by County. The County reserves the right to use the SBVMB for other purposes not inconsistent with Veterans' Organizations use. The County shall have the control over the space assigned to Veterans' Organizations and of the SBVMB.

Veterans' Organizations shall not sublease, or assign their assigned areas or any portion of the SBVMB or any interest therein. Any attempt to sublease or assign, or in any other way encumber the SBVMB shall be void and without legal effect, and shall constitute grounds for immediate suspension or termination, without appropriate notice.

3. **Common Areas:** The areas in the SBVMB that are considered common areas are as follows; front patio, foyer, auditorium, Cabrillo Room, Harbor Room, Ocean View Room, Ocean View Room Kitchen, restrooms and courtyard. The County shall manage and operate these areas through the General Services Department. The Veterans' Organizations use of common areas shall not unduly interfere with the reasonable use by public and County. A Veterans' Organization using any common area is responsible for the cleanliness of that area.
4. **Insurance:** Veterans' Organizations shall provide insurance coverage sufficient to protect the County from liability arising from their use of assigned areas and any other rental, event or activity. The sufficiency, types, and limits of coverage shall be determined and approved by County's Risk Manager in accordance with County policy.
5. **Hours of Operation:** Veterans' Organizations shall have access to the SBVMB during business hours which consist of the following: Monday through Friday 8:00am to 5:00pm. The hours of access may be expanded for a particular event or occasion upon prior written notification with approval by County's General Services Director.
6. **Alcohol Use:** All Veterans' Organizations shall obtain a valid one day license issued by the California Department of Alcoholic Beverage Control, prior to a rental, event, or function in the SBVMB which involves the distribution, sale, or consumption of alcoholic beverages to Veteran's Organization members and/or guests.
7. **Locks and Keys:** County shall provide the Veterans' Organizations Commanders or Presidents with a key and/or access card accessing the SBVMB. No party other than the County shall duplicate or distribute any key or access card except as specifically authorized by the County. Any unauthorized reproduction of any such key(s) or access card shall be cause for suspension or termination as defined below.
8. **Safety, Fire Arms and Ammunition:** All firearms and ammunition are prohibited from the SBVMB and grounds without prior written approval by the County or an authorized current concealed weapons permit. Veterans' Organization may not bring firearms or ammunition into the SBVMB or its grounds without prior written approval of the County. Veterans' Organizations shall comply with all laws and regulations regarding safety, building code, non-discrimination and health laws in their use of the SBVMB and violation of this provision shall be cause for suspension of privileges. Veterans' Organizations shall make their areas available for inspection by County staff and/or official county, city or state inspection at all reasonable times.
9. **No Smoking:** In an effort to protect all users of the facility from the harmful effects of tobacco and second hand smoke, smoking is prohibited on the entire SBVMB property.
10. **No Sponsorships of Public Rentals and Events:** Veterans' Organizations are prohibited from sponsoring rentals and events for the general public at the SBVMB. The

SBVMB shall not be rented by Veterans' Organizations for personal or organizational gain to the general public, promoters, companies or individuals. Veterans' Organizations' "hosted" events are covered in Rule 13, below.

11. **Termination/Suspension:** Veterans' Organizations that fail to follow the policies and procedures as set forth by the County Board of Supervisors or other provisions of law or valid regulation may have their right of occupancy and use of their assigned area or their request for common area use of the SBVMB cease and suspended for a period of time or terminated. Suspension or termination may also be imposed for failure of Veterans' Organizations to provide appropriate insurance or liquor licensing. Suspension is defined as an individual Veterans' Organization being prohibited from reserving the front patio, auditorium, Cabrillo Room, Harbor Room, Ocean View Room, Kitchen and Courtyard or other common area and from participating in any event or function for a period of up to one year. Upon the Board of Supervisors determining that a Veterans' Organization is no longer in compliance with the use of the SBVMB, or that a Veterans' Organizations activities does not provide a community benefit, then their use and occupancy of their assigned area and common area use shall be terminated.
12. **Building Security:** Veterans' Organizations shall assist the County in maintaining the security of the SBVMB. Veterans' Organizations reserving common areas for an event or function, where the general public is invited, will be required to reserve that event through the County reservation process. The need for security at Veterans' Organizations events and the number of security guards will be determined by the County, based upon the number of individuals attending such event. If the County determines a need for security at such an event, the cost of that security will be borne by Veterans' Organization reserving the areas for the event. It is agreed that Veterans' Organizations and their related groups, when using the common areas for a members-only function, will be responsible for maintaining their own security of the building during that time.
13. **Veterans' Organizations Hosted Events:** Each Veterans' Organization having assigned space in the SBVMB shall have the right to make reservations through the General Services Department for the use of the front patio, foyer, auditorium, Cabrillo Room, Harbor Room, Ocean View Room, Kitchen, Courtyard or other common area(s), on a first come first served basis, for five free events per Veteran Organization per each calendar year at no charge. Additionally, Veterans' Organizations shall make reservations through the General Services Department for use of the auditorium for events such as, the annual Military Ball, monthly meetings, community service events related to patriotic activities, and memorial services for Veterans each calendar year at no charge. All other use of such common area(s) by Veterans' Organizations shall be reserved through the General Services Department and subject to the fees and requirements as set forth by the County Board of Supervisors.

Veterans' Organizations are responsible to provide their own equipment, tables, chairs, and janitorial services for their reserved rentals, events, and functions. With prior consent from County, Veterans' Organizations may use tables and chairs owned by County, subject to any applicable fees. Veterans' Organizations shall return all rented tables and chairs in a clean and orderly condition. If the Veterans' Organization fails to properly provide janitorial services after a free rental or event, the County shall notify

that particular Veterans' Organization and/or arrange for janitorial services. The cost of such clean up or janitorial service shall be reimbursed by that particular Veteran's Organization. Failure of a Veterans' Organization to clean up prior to close of business on the day of the event may be cause for suspension of privileges.

14. **SBVMB Reservations:** The General Services Department shall be responsible to manage the reservation application process for the Veterans' Organizations and general public's use of the SBVMB. The General Services Department shall be responsible to schedule Veterans' Organizations and general public meetings, and events. It is the intent of the County to charge fees for all reservations at the SBVMB, other than Veterans Organizations free events. The charges for the use of the SBVMB shall be established by the County Board of Supervisors from time to time. The Veterans' Organizations may only use any SBVMB common areas so as to not unduly interfere with the reasonable use by the public. All reservation fees shall be paid in full at least ten (10) days prior to the date of the rental. Failure to pay fees shall cancel the rental event.

15. **Maintenance and Repair of SBVMB:** The County, through the General Services Department, shall perform all maintenance, alteration and repair to the SBVMB. Veteran Organizations and their representatives are prohibited from performing any maintenance, alteration and repair to the SBVMB. All determinations as to the necessity of any maintenance, alteration or repair shall be at the sole discrimination of County. In the event Veterans' Organizations desire maintenance or repair to the SBVMB or within specific assigned areas, the Veteran Organization may request such repair or maintenance to the General Services Department Facilities Manager.

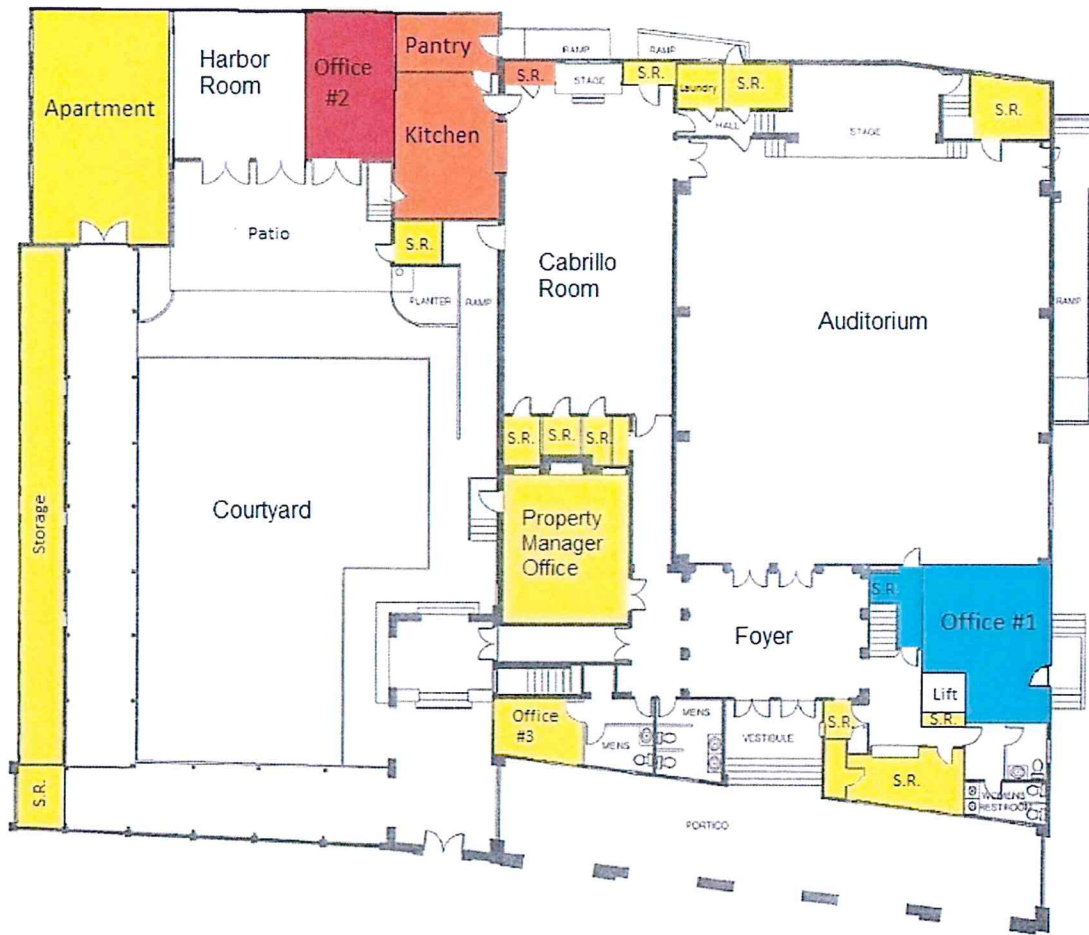
Veterans' Organizations shall keep and maintain in good condition their specific assigned areas. Upon termination or suspension, Veterans' Organizations shall return their specific assigned areas to County in good order and condition, reasonable wear and tear accepted.

The County may require a Veterans' Organization to pay the cost of repairs arising from the misconduct, error or misuse of facilities by the guests, members or invitees of a Veterans' Organization.

16. **Annual Report:** On or before July 1 of each year Veterans' Organizations shall submit to the General Services Department, an annual report listing the current Commanders and Presidents and their proposed scheduled events for the use of the common areas during the upcoming year.

# Attachment 1

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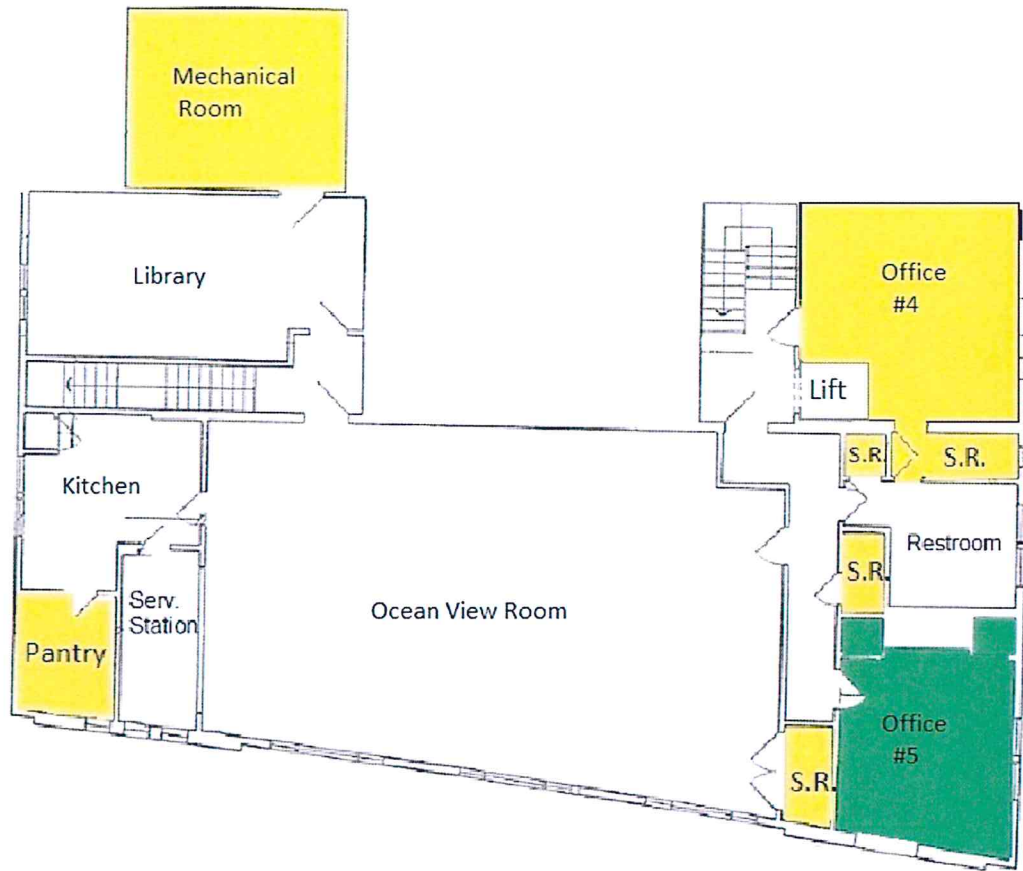
1ST FLOOR

- Disabled American Veterans
- Korean War Veterans
- American Legion Post 49
- American Veterans (AM Vets) Post 3
- County of Santa Barbara
- Proposed Organic Soup Kitchen
- Veterans of Foreign Wars (VFW) Post 1649
- Marine Corp League
- Military Officers Association of America



# Attachment 1

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## 2ND FLOOR

- Disabled American Veterans
- Korean War Veterans
- American Legion Post 49
- American Veterans (AM Vets) Post 3
- County of Santa Barbara
- Proposed Organic Soup Kitchen
- Veterans of Foreign Wars (VFW) Post 1649
- Marine Corp League
- Military Officers Association of America

## Attachment 2

# SANTA BARBARA VETERANS MEMORIAL BUILDING

## Schedule of Rental Fees Effective as of January 1, 2015

MANDATORY FEES:	Fee Amount	Payment Due
Security Deposit (refundable)	\$500 for 2 rooms or more \$250 per room	Due w/application
Cleaning fees	Please refer to chart below	Due 30 days before event
Monitor Fees	\$30 per hour	Due 30 days before event
Security Guard(s) (4 hour minimum)	\$25 per guard/hr	Due 30 days before event

Room Use Fee Schedule	Public		Non-Profit	
	Weekend	Weekday Per hour	Weekend	Per hour
Auditorium, Cabrillo Room, Kitchen and Courtyard	\$1,750	NA	\$875	NA
Auditorium	\$650	\$160	\$325	\$80
Cabrillo Room	\$400	\$100	\$200	\$30
Ocean View Room	\$400	\$100	\$200	\$30
Courtyard	\$400	\$100	\$200	\$30
Kitchen	\$300	\$75	\$150	\$35

### **Cleaning Fee:**

Auditorium, Cabrillo Rm, Kitchen & Courtyard	\$350
Auditorium	\$200
Cabrillo Room	\$100
Ocean View Room	\$125
Courtyard	\$100
Kitchen	\$75