

**CITY OF OJAI
RESOLUTION NO. 22-17**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF OJAI ADOPTING A POLICY AND FEE SCHEDULE
REGARDING COMMUNITY GROUP RENTAL USE OF
KENT HALL IN LITTLE HOUSE ON THE CITY HALL
CAMPUS, 111 SANTA ANA STREET**

WHEREAS, the City of Ojai now directly manages the Little House and Oak Tree House buildings on the City Hall Campus at 111 Santa Ana Street; and

WHEREAS, to help address the need for rental space for community group gatherings in the Ojai Valley, the City intends to offer Kent Hall in Little House for rental for such gatherings; and

WHEREAS, the City seeks to assign a minimal fee for such rentals, to partially offset administrative and maintenance costs for such rentals.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Ojai directs the following:

SECTION 1. The City Council hereby establishes a policy regarding rental of Kent Hall in Little House on the City Hall Campus to community organizations, included here as Exhibit A.

SECTION 2. The policy shall provide information to applicants regarding Kent Hall's availability. The policy shall state requirements, including that that upon approval of submitted applications, the facility will be made available for rental to community groups for the fee of \$50 for three hours. The policy shall further state that the facility will allow a maximum capacity of 50 people. It shall also state hours of availability to be set by staff.

SECTION 2. The fee will hereby be included in the City's Master Fee Schedule.

PASSED, APPROVED AND ADOPTED this 26th day of April, 2022, by the following vote:

AYES:	Blatz, Francina, Haney, Stix, Weirick
NOES:	None
ABSTAIN:	None
ABSENT:	None

By:

Betsy Stix

Betsy Stix, Mayor

May 10, 2022

Date signed

ATTEST:

Gail Davis

Gail Davis, Deputy City Clerk

APPROVED AS TO FORM:

Matthew T. Summers

Matthew Summers, City Attorney



Kent Hall Rental and Use Policy

Effective May 30, 2022

Kent Hall is located at 111 West Santa Ana Street in Ojai, adjacent to Ojai City Hall. The room is located on the second floor of Little House on the City Hall Campus, and is accessible by ramp. Priority is given to educational, civic, cultural, and service groups and organizations effective May 30, 2022. It is not available for commercial meetings, unless authorized by the City of Ojai.

HOURS: 8 a.m. to 8 p.m. Monday through Sunday.

CAPACITY: 50 people

EQUIPMENT AND FURNITURE:

- Folding chairs (100)
- Six-foot folding tables (8)

RESERVATIONS:

- Complete an application, available at www.ojai.ca.gov/kenthall or the front desk at City Hall.
- The City will notify the applicant by e-mail confirm/deny the request for use.
- Reservations can be made for individual events up to six months in advance, and for periodic meetings over six months.
- Applicants may schedule no more than no more than two meetings per week, except with consent of the City of Ojai.
- Automatic renewal of scheduled events is not guaranteed.
- A reservation is complete when the application has been approved, all fees have been paid in full and a cleaning and equipment deposit is on file with the City of Ojai.
- If a scheduling conflict occurs, priority goes to the earliest dated application.

FEES:

- Facility use fee is \$50 for up to three hours of use and \$50 for each additional three-hour block or part thereof payable to the City of Ojai. Fees will be refunded for cancellation received at least a week before the event. Renter may pay by phone 805-646-5581, ext. 100 or by mail.
- The City requires an additional security deposit in the amount of \$150.00. This deposit can be kept on file by the City and used for future reservations.
- For single events, the deposit will be returned within two weeks from the date of use once the City has determined that there is no damage and the rooms was left clean and orderly.

RESPONSIBILITIES OF THE ORGANIZATION/GROUP

Any group or individual using Kent Hall is responsible for maintaining the order and cleanliness of the room and its furnishings and equipment. The group or individual accepts financial liability for any damages that occur during the tenure of rental and/or as the result of failure to secure the facility after use.

- Lights must be turned off at the end of the rental period, tables and chairs returned to their original set-up.
- The room must have all building exit/entrance doors locked upon leaving the facility.
- The user must remove all trash generated when leaving the facility.
- Do not tack or tape any materials to the walls, doors or windows.
- Smoking is prohibited in City facilities and within 15 feet of any entrance to the building. The use of candles, incense and vaping are also prohibited.
- User has access to Kent Hall and the adjacent bathrooms only.
- Light refreshments are permitted. Alcoholic beverages are prohibited. Cooking is prohibited.

The person submitting this application is responsible for knowing the Use Policy (this document) governing the facility and for communicating those rules to attendees and/or other group and/or organization members. Please follow the Rules of Behavior posted in the meeting room. Misuse of Kent Hall will be grounds for cancellation of all future applications for facility use for the subsequent 12 months, forfeiture of the deposit and possible legal action.

For additional information or questions, please email events@ojai.ca.gov or call 805-546-5581, ext. 103.