



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT**

RESOLUTION 2015-16

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY,
A CALIFORNIA COMMUNITY SERVICES DISTRICT,
ADOPT USE OF TOWN OWNED EQUIPMENT
FOR LOCAL NON-PROFITS POLICY NO. 024**

WHEREAS, This Policy establishes procedures for the outside use of Town owned equipment and the manner in which it is made available to the community for local community events; and

WHEREAS, The Town of Discovery Bay owns and maintains a fleet of vehicles and equipment necessary to carry out the day-to-day operations of the Town; and

WHEREAS, The Town owns a variety of portable generators in various sizes, a trailerable light stand, message board, and other rolling stock and equipment; and

WHEREAS, The District will provide one piece of equipment free of charge to local (Discovery Bay based) 501(c) 3 non-profit groups for events which are open to the public and for which there is no charge to residents, subject to the operational needs of the District and conditions listed in Policy No 024.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. Policy No. 024 Use of Town Owned Equipment for Local Non-Profits is hereby adopted

SECTION 2. Policy No. 024 Use of Town Owned Equipment for Local Non-Profits is incorporated herein and is made a part of this Resolution

SECTION 3. The Board Secretary shall certify the adoption of this Resolution

PASSED, APPROVED AND ADOPTED THIS 2nd DAY OF SEPTEMBER, 2015.

Chris Steele
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting, held on September 2, 2015, by the following vote of the Board:

AYES: 5
NOES: 0
ABSENT: 0
ABSTAIN: 0

Richard J. Howard
Board Secretary



Town of Discovery Bay

Program Area: Board Policy	Policy Name: Use of Town Owned Equipment	Policy Number: 024
Date Established: September 2, 2015	Date Amended: N/A	Resolution: 2015-16

Purpose of Policy

This Policy establishes procedures for the outside use of Town owned equipment and the manner in which it is made available to the community for local community events.

General Criteria

The Town of Discovery Bay owns and maintains a fleet of vehicles and equipment necessary to carry out the day-to-day operations of the Town. The Town owns a variety of portable generators in various sizes, a trailerable light stand, message board, and other rolling stock and equipment.

The District will provide one piece of equipment free of charge to local (Discovery Bay based) 501(c) 3 non-profit groups for events which take place within Discovery Bay, are open to the public and for which there is no charge to residents, subject to the operational needs of the District and the following conditions:

- 1) Except for use of the equipment, any costs incurred by the District associated with the provision of equipment (e.g., transportation, labor, etc.) shall be the responsibility of the event organizer;
- 2) The District shall be recognized as an event sponsor through signage or inclusion in any promotional materials distributed before or during the event;
- 3) Event organizer shall furnish proof of insurance in an amount not less than one million dollars (\$1,000,000.00) and naming the District as an additional insured pursuant to Article 24 of District Policy No. 13 *Park Rules and Regulations*.
- 4) That equipment will not be transported by anyone other than a District representative authorized to transport District owned assets.
- 5) The provision of District equipment shall be at the sole discretion of the General Manager.

In the event additional equipment is requested or if the requested equipment exceeds 48 hours the following fees shall apply:

- 1) That there is a Two-Hour minimum.
- 2) Each additional piece of equipment is \$25/hour, \$25 fuel surcharge (if applicable), \$25 for delivery and \$25 for pick-up.
- 3) That equipment will not be transported by anyone other than a District representative authorized to transport District owned assets.