



DATE: July 23, 2014

MEMO TO: Board of Directors

THROUGH: Steve Abbors, General Manager

FROM: Michael Williams, Real Property Manager and Elaina M. Cuzick, Real Property Specialist

SUBJECT: Event Center, Facilities Use Agreement

On December 11, 2013, the District entered into a Lease and Management Agreement with Peninsula Open Space Trust (POST) to manage the former Driscoll Ranches Apple Orchard and Event Center properties (R-13-106). At this meeting, the Board authorized the General Manager to “Develop a Facilities Use Agreement and work with equestrian user groups to formalize their role in the maintenance of the equestrian facilities and to supplement the repair and maintenance work”. In addition, the Board agreed to continue the following uses at the Event Center:

- a) Livestock staging and processing to support conservation grazing at the Preserve (via the grazing lease)
- b) Staging for organized/group rides and access to the tunnel and Preserve roads and trails (via District use permit)
- c) Agricultural and environmental education events (via District use permit)
- d) Equine/Livestock Clinics and Trainings (via Facility Use Agreement)
- e) Team Roping (via Facility Use Agreement)
- f) LGBT Rodeo for a period of up to two years (via Facility Use Agreement)

Accordingly, the District has developed a Facilities Use Agreement and is working with equestrian user groups to formalize their role in the maintenance of the equestrian facilities at the Event Center to reduce the repair and maintenance costs for managing the Event Center.

This memorandum informs the Board as to the progress in developing a Facilities Use Agreement, and the approach to ensuring the Event Center is maintained during the above mentioned uses with minimal impacts to District staff and resources.

Facilities Use Agreement

As part of the research for preparing a Facilities Use Agreement, staff surveyed the agreements of similar equestrian event facilities located in the Bay Area. The Woodside Horse Park agreement offered the best model for the District. From these examples, the District has prepared an agreement that addresses use, insurance, indemnity, applicable dates, types of fees, rules for use of the various areas of the event center, and licensee responsibilities.

The agreement also includes an interim fee schedule in lieu of a Board-approved fee schedule to allow events to occur as early as this summer and during the District’s two-year interim lease arrangement for the Event Center. Should this property return to the Board at a later date for consideration of its purchase and fee title ownership, the General Manager would also include an Event Center fee schedule for Board consideration and approval. The interim fee schedule that would apply during the leasehold is consistent with prior Board direction to minimize the impacts to District staff and fiscal resources resulting from use of the Event Center by special user groups. The interim fee schedule includes a refundable deposit and fees to reimburse the direct costs for site preparation and ongoing maintenance, as further described below.

Deposits

- A cleaning and/or damage deposit, which is refunded if the Event Center is left in clean and undamaged condition at the conclusion of the event. The cleaning and/or damage deposit is based on the nature of the event, and the number of days of use of the facility.

Facility Use Fee

- The use fee is commensurate with the number of days of use of the facility.
- For uses that provide a public benefit, such as environmental or agricultural education, only a facility deposit is charged.
- Equestrian training events that provide a valuable public benefit and serve to further District goals, such as mounted search and rescue groups who provide training to assist in the search for members of the public who are lost or injured on District trails, may also qualify for a waived facility use fee.

Event Center Fee Schedule

Cleaning and/or Damage Deposit	
Environmental & Agricultural Education Organizations	\$0
Trail Ride/Ranch Event/Equestrian Single Day	\$125
Equestrian Multi Day	\$175
Facilities Use Fee	
Environmental & Agricultural Education Organizations	\$0
Trail Ride/Ranch Event	\$100
Equestrian Single Day	\$350
Equestrian Multi Day	\$450

Managing a recreational center such as the Event Center is new to the District. The General Manager anticipates that modifications will be made over time to the Facility Use Agreement to better address new issues as they emerge. A revised agreement and updated fee schedule would be brought to the Board at a later day as part of a future purchase should the District desire to purchase the property.

Tentative Schedule of Events for 2014

Currently, three equestrian groups have indicated an interest in using the Event Center this year with one confirmation. The Bay Area Savvy Players have signed a Facilities Use Agreement to use the Event Center on July 25, 26, and 27. The San Mateo County Sherriff’s Mounted Search & Rescue group is interested in using the Event Center for one day in September, and the San Mateo County Horseman would like to hold a multi-day training in the fall.

Next Steps

The District, with the assistance of the Driscoll Ranch grazing tenant, will prepare for the first Bay Area Savvy Players event at the facility later this month. This will be a multi-day event with a maximum number of fifty (50) attendees. Operations and Real Property staff will monitor and evaluate this event and make any appropriate changes for future events. A brief update of this event will be included in a future biweekly report. A fee schedule would be brought to the Board for consideration as part of the proposed purchase of the Event Center, which may occur in 2015.