



# City of San Carlos Parks & Recreation

Last Update: 1/8/18

Approved by City Council

(any prior updates are listed at  
end of policy)

## Youth Center Use Policy

The City of San Carlos (the “City”) Youth Center Use Policy has been established to ensure that City-owned, -maintained and –managed facilities, are utilized for recreational, athletic, cultural, educational, social and community service functions that meet the needs and interests of the community, and that permitted users are fully informed as to the City’s guidelines that govern their use of the Youth Center Use Policy.

### Purpose

- To ensure San Carlos youth have priority access to the Youth Center.
- To provide a safe, social, educational and recreational environment that is a safe setting for events, programs and opportunities for youth and families.
- To establish policies and procedures governing the use of City facilities managed by the City of San Carlos.
- To ensure equal and fair use of the facility based on priority status listed in the Youth Center Policy.
- To provide a variety of activities reflecting the preferences of the San Carlos community.
- To collect fees from adult use of the facility to support ongoing maintenance.

### Hours of Operation

#### Business Hours

Monday-Friday 8:30 a.m. - 5:00 p.m.

### Youth Program Hours

#### After-School Drop-In Hours

Monday-Friday 3:00 p.m. - 6:00 p.m.

Wednesday 1:00 p.m. - 6:00 p.m.

#### Summer & School Break Drop-In Hours

Monday-Friday 9:00 a.m. - 6:00 p.m.

Hours beyond these times vary depending on scheduled activities and rentals.

## **Priority Allocation**

### **Priority 1:**

Youth and family programs, activities, and events administered or co-sponsored by the City of San Carlos Parks & Recreation Department.

### **Priority 2:**

San Carlos Resident Non-Profit youth organizations (\*).

### **Priority 3:**

Adult programs, activities, and events administered or co-sponsored by the City of San Carlos Parks & Recreation Department.

*\*Adult use is limited to the school day before the youth drop-in program begins and after 6:00 p.m. when the youth drop-in program has concluded. Established youth-only program hours will be protected and any desired expansion of youth activities shall take precedence over adult activities.*

### **Priority 4:**

Resident and Non-Resident private rentals.

*\*To qualify as resident non-profit, organizations must provide a copy of their letter of non-profit status from the California Secretary of State's Office with the non-profit ID number indicated thereon, and must provide proof of at least 50% participant residency.*

## **Use Not Granted**

In accordance with general policy, the San Carlos Parks & Recreation Department shall not grant use of the facility under the following circumstances:

- A. To persons or for-profit organizations desiring such use for significant personal profit or gain.
- B. When, for any reason, as determined by the Parks & Recreation Department, such use may not be in the best interest of the City of San Carlos.
- C. Does not meet the minimum requirements set forth in policies and priorities.

## **Facility Rental Information**

Rentals are available weekdays and weekends depending on availability. Rental fees are set by City Council and identified in the current City of San Carlos Fee Schedule. Rental policies and procedures are explained in the Youth Center Rental Policy.

*Adopted: 11/27/00*