

**LAKE SOLANO NATURE CENTER  
USE POLICY**



Inception Date: March 25, 2011  
Last Revision Date: April 8, 2011  
By: General Services  
Parks and Recreation Division  
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1.1.0 INTRODUCTION

1.1.1 The Lake Solano Nature Center (Nature Center) is a modern glass-walled building, containing the 2,200-square foot (SF) Exhibit Room and adjacent administrative offices and storage, located in Lake Solano County Park. Complementing the Exhibit Room are restrooms, a combined kitchen/storage room, and three attractive wall aquariums. Adjoining the Nature Center are a 1,135-SF covered patio, 114-SF paved outdoor education circle, the Shoreline Nature Trail and the beautiful natural and landscaped setting of Lake Solano County Park.

1.1.2 The administrative offices and storage are reserved for County use, while the exhibit room is intended for multiple uses that interpret, celebrate or otherwise focus on the natural, water, historical and recreational resources of Lake Solano, the Putah Creek Watershed and Solano County Parks. When not being used by the County for exhibition purposes, the County intends to make the Exhibit Room, patio and outdoor circle area available for exhibitions and educational and park-related recreational activities (related to camping, fishing, hiking, boating and similar activities) that embrace the themes of nature, water use and conservation, local history and outdoor recreation. Fees will be charged to cover operating and administration costs of the facility.

1.2.0 PURPOSE

1.2.1 The purpose of the policy is to establish guidelines that allow for the Nature Center, when not in use for County purposes, to be utilized for exhibitions and educational and park-related recreational activities (related to camping, fishing, hiking, boating and similar activities) that meet the needs and interests of the community, as well as to set clear policies and procedures, regulations and rental fees for such use.

1.3.0 FACILITIES AVAILABLE

1.3.1 **Exhibit Room** -- Accommodates up to 150 standing and 96 seated/dining. A number of folding tables and chairs in the storage room are available for use during rentals. If additional tables and chairs are required, they are the responsibility of event organizer.

**Small Kitchen** – Residential-grade range, sink, refrigerator, oven, microwave and dishwasher. (Refer to use limitations for the kitchen in Section 1.14.4)

**Outdoor Patio** -- Covered concrete patio (1,135 SF) adjoining landscaped park setting.

**Outdoor Circle and Lawn Area** -- Landscaped pathway and paved circle (114 SF) with seating wall, native landscaping, shade trees and lawn area

**Note: Adjacent Public Areas not available for exclusive use/rental** – This includes the Shoreline Nature Trail and other landscaped, paved and natural grounds directly adjacent to the Nature Center that are part of the park's campground.

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1.4.0 POLICY

1.4.1 In accordance with Chapter 19 of the County Code, it is the intent of the Department of General Services, Parks and Recreation Division (County Parks) to provide a uniform method that allows for the rental and use of the Nature Center. All requests for meetings or events pertaining to the Nature Center will be made with the Park Ranger Supervisor and routed to the County Parks Services Manager and other County Departments as necessary for approval. All applicable County Policies must be adhered to for all events occurring on County Property.

1.4.2 The County reserves the right to refuse use of the Nature Center for any activity that is deemed in violation of federal, state, city and county laws, codes or ordinances or for past failure to comply with any of the rules or regulations associated with the use of County properties.

1.4.3 Solano County is not responsible for damage or loss to any merchandise, artwork, exhibits, articles or valuables of the patron or the patron's guests or attendants located in or around the Nature Center, during or following the event.

1.5.0 NATURE CENTER USE PRIORITY

1.5.1 All fees and charges are based on room rental rates, administrative costs, utility costs, preparation and set-up, staff supervision of event, and clean-up.

1.5.2 User Priority -- When reserving the facilities for use, Priority 1 shall be the highest priority and Priority 3 shall be the lowest.

A. **User Priority 1** -- Programs, exhibitions and activities administered and sponsored by the County, as well as meetings of groups, agencies, or organizations with which the County is partnering to accomplish specific goals, and uses by non-profit organizations for the purpose of supporting County programs and activities. There is no charge for the use of the facilities, except for expenses incurred by the County beyond basic operating costs.

B. **User Priority 2** – Private, non-profit organization, public agency, or commercial activities consistent with the uses specified in Section 1.1.2 above, for which there are no entry fees for participation or attendance, as well as fund-raisers or events involving an entry fee (where a limited number of attendees are pre-registered or tickets sold in advance). See Fee Schedule, attached.

1.5.3 To qualify for non-profit rates, customers must provide a copy of their letter of non-profit status from the California Secretary of State's office with their non-profit ID number indicated and must pay with an organization check or charge card. Organization name

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on letter of non-profit status, check/charge card, and permit must all be in the same name.

1.5.4 Businesses renting the facilities for the purpose of merchandise sales must obtain and provide proof of a Solano County Parks Vendor Permit and an appropriate Business License in accordance with Chapter 14 of the County Code.

1.5.5 Applications for the following types of uses will not be accepted:

- A. Parties advertised and open to the general public.
- B. Events advertised over the Internet or social network where advance registration is not required.

1.6.0 RESERVATION PROCEDURE

1.6.1 Requesting a Reservation

- A. Contact Lake Solano County Park at (530) 795-2990 to check availability and to request a reservation form.
- B. Advance Scheduling – Users can make a reservation up to 12 months in advance of the meeting/event date. Priority 1 users shall be able to reserve the facility up to 13 months in advance of the meeting/event date. Events requiring more than the previously stated advance reservation time may be requested in writing to the attention of the County Parks Services Manager for consideration.
- C. If the room is available, please complete the reservation form and fax to the attention of: Park Ranger Supervisor, Lake Solano County Park at (530) 795-1408. If there is a scheduling conflict, the meeting/event requester will be contacted directly. All reservations must identify a single reservation contact (with phone number) who will be responsible for coordinating use of the space, including room configuration and clean-up.
- D. In order to hold a reservation for the requested date and time, all security/damage deposits must be paid at the time the reservation is submitted.

1.7.0 HOURS OF OPERATION

1.7.1 The hours of operation are as follows:

- A. Monday – Sunday: 8:30 am to 3:30 pm (Normal Business Hours)



- B. After Hours Usage. Any events that require early set-up or close-up outside of Normal Business Hours will be charged the Ranger Staff Services Fee on an hourly rate.
- C. Events (including take-down) that extend beyond the scheduled end time will be charged the hourly Ranger Staff Services Fee for the first hour, and double the fee for each hour thereafter.

#### 1.8.0 FEES AND CHARGES

- 1.8.1 The fees and charges set forth on the Fee Schedule have been approved by the Solano County Board of Supervisors. County staff does not have authority to waive or reduce fees.
- 1.8.2 For a complete list of fees, please see the attached Fee Schedule.

#### 1.9.0 INSURANCE REQUIREMENTS

- 1.9.1 Proof of insurance coverage is required prior to reservation confirmation.
- 1.9.2 Insurance coverage must meet the requirements established by the County Risk Manager. Current insurance requirements will be provided by the County.
- 1.9.3 The County offers special event insurance coverage. Contact the Lake Solano Park Ranger Supervisor for information regarding availability details.

#### 1.10.0 ROOM CONFIGURATIONS

- 1.10.1 Parks Staff offers several possible room set-up configurations depending on the event, including classroom-style, dining, meeting, and exhibition configurations.

#### 1.11.0 CANCELLATION PROCEDURES

- 1.11.1 If the meeting/event is cancelled or needs to be rescheduled; please update the reservation by contacting the Lake Solano Park Ranger Supervisor at (530) 795-2990. This will release the room(s) for use by others.
- 1.11.2 Failure to cancel a reservation will result in charges in accordance with the established fee schedule.

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1.11.3 Cancellations will be subject to pre-determined deadlines. Acceptance of the use agreement binds the patron to these terms:

- A. Cancellations made 30 days or more prior to the event date will not be charged the room cancellation fee.
- B. Cancellations made less than 30 days prior to the event date will be subject to paying the room cancellation fee.

1.12.0 ADDITIONAL REQUIREMENTS

1.12.1 No decorations, tape or wall-hangings of any kind may be placed on the interior or exterior walls, windows or attached to the aquarium or exhibits at the Nature Center. The only exceptions to this are displays that are part of an exhibition approved by the Lake Solano Park Ranger Supervisor, and with the condition that they cause no permanent damage or marks.

1.12.2 Candles may be used as part of a centerpiece or decoration. All candles must be contained in a holder (e.g. votive holder, hurricane glass).

1.13.0 SPECIAL EVENT ALCOHOL POLICY

1.13.1 Solano County has adopted an Alcohol and Drug Free Workplace Policy. Special events at the Nature Center that include the use of alcohol must be approved by the County Administrator or her/his designee. (Additional fees may apply)

1.13.2 For events that are authorized to serve alcohol, it is the user's responsibility to obtain the appropriate license from Alcohol Beverage Control (ABC) prior to the event.

1.14.0 CLEAN UP AND KITCHEN PROCEDURES

1.14.1 Cleaning Deposit will be required for non-County related functions. See current Fee Schedule.

1.14.2 The Parks and Recreation Division will provide normal cleaning services for the Nature Center. Normal cleaning services include: sweeping the Exhibit Room, dust mopping, cleaning restrooms, stocking of paper products and aquarium maintenance.

1.14.3 Clean-up Procedures

- A. No furniture or equipment shall be removed from the Nature Center, except for tables and chairs used on the patio, when the patio has been rented for the event.



- B. All litter is to be picked up and garbage placed in the receptacles provided in the facility. Excessive garbage that will not fit in the interior receptacles must be bagged and placed in the kitchen area. For questions regarding garbage disposal, please contact Lake Solano County Park staff during normal business hours.
- C. All tables, chairs and equipment should be properly wiped down and neatly stacked in the storage area prior to vacating the room. If there are any spills during normal business hours that require immediate attention, please contact on-site Lake Solano Park staff. Failure to clean up prior to vacating the room will result in clean up charges for County departments and outside users up to and including the forfeiture of the deposit.
- D. If food is prepared or served on the patio, the patio must be swept clean of any food remains and wrappers.

#### 1.14.4 Kitchen Procedures

- A. Use of the kitchen facilities shall be in accordance with the food handling procedures established by Solano County Environmental Health.
- B. Kitchen is primarily intended for temporary storage and staging of pre-prepared or catered food to be served at events, and for employee use. Kitchen is not a commercially permitted facility.
- C. The kitchen is not permitted for preparation of food intended for retail sale or free distribution to the general public.
- D. No preparation or serving of unpackaged food is allowed on the premises (including in the kitchen, Exhibit Room or barbecue cooking on the patio) unless it is a private, exclusive (invitation-only) or County employee-only event.
- E. All food items shall be removed from the Nature Center after the event is complete
- F. If the kitchen is used during an event, kitchen appliances and surfaces shall be wiped clean and dried after use, spills on the floor shall be cleaned up, and the kitchen floor swept.
- G. Garbage and food waste shall be placed in the designated waste receptacles.

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1.15.0 LOAD-IN AND LOAD-OUT PROCEDURES

- 1.15.1 **NO** vehicles are allowed on the front plaza, back patio or landscaped areas for any purpose. All loading and unloading shall be done from the bus loop in the front of the Nature Center.
- 1.15.2 Any dollies, hand trucks, or carts that are brought into the facility shall have non-marking rubber tires and protective rail to avoid damaging walls and interior finishes.
- 1.15.3 Lake Solano Park does not provide dollies, hand trucks, or carts for event use.

1.16.0 SECURITY REQUIREMENTS

- 1.16.1 Security by a licensed security provider may be required for events, depending on attendance and alcohol use, at the discretion of the County Administrator or designee.