



# COUNTY OF HUMBOLDT

For the meeting of: 4/26/2022

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File #: 22-438

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**To:** Board of Supervisors

**From:** Public Works

**Agenda Section:** Consent

**SUBJECT:**

Rental Agreement for Use of the Conference Room by the Public at the Garberville Campus Complex

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Approve the Rental Agreement for the use of the Conference Room by the public at the Garberville Campus Complex located at 715 Cedar Street, Garberville;
2. Authorize the Public Works Director to execute the Rental Agreements; and
3. Authorize the use of multipurpose Conference Room by users without proof of general liability insurance, if used during normal business hours.

**SOURCE OF FUNDING:**

Capital Project Reserve (3562)

**DISCUSSION:**

On Oct. 13, 2021, the Garberville Campus Complex at 715 Cedar Street in Garberville opened to accommodate use of a Garberville Sheriff Substation, Garberville Branch Library, and multipurpose Conference Room. This Conference Room will be available for rent by the public. The scheduling of the Conference Room use will be coordinated by the County Administrative Office. Administration of the Rental Agreement will be performed by the Public Works Facilities Management Division. Staff is requesting that your Board authorize the Public Works Director to execute the Rental Agreements.

Humboldt County Risk Management has determined that use of the Conference Room during normal business hours would be a low risk and could be rented without proof of general liability insurance during those hours. Use of the Conference Room after hours would require the renter to obtain insurance through Risk Management or provide to the county a certificate or policy of general liability insurance, naming the County of Humboldt as the certificate holder, with the amount of said coverage a minimum of One Million Dollars (\$1,000,000) per occurrence.

**FINANCIAL IMPACT:**

Rent of \$40 per hour is proposed, based on comparable, with a minimum use of two (2) hours

(Attachment No. 3 - Comparable). The rent will be deposited into the Capital Project Reserve (3562) for maintenance of the Garberville Campus Complex.

**STRATEGIC FRAMEWORK:**

This action supports your Board's Strategic Framework by providing for and maintaining infrastructure.

**OTHER AGENCY INVOLVEMENT:**

Public Works, County Administrative Office

**ALTERNATIVES TO STAFF RECOMMENDATIONS:**

Your Board could choose not to approve the Rental Agreement. However, this is not recommended to avoid verbal permission for use.

**ATTACHMENTS:**

Attachment No. 1 - Rental Agreement

Attachment Np. 2 - Floor Plan

Attachment No. 3 - Comparable

**PREVIOUS ACTION/REFERRAL:**

Board Order No.: N/A

Meeting of: N/A

File No.: N/A