



# COUNTY OF HUMBOLDT

For the meeting of: 3/22/2022

---

File #: 21-1858

---

**To:** Board of Supervisors

**From:** Public Works

**Agenda Section:** Consent

**SUBJECT:**

Rental Agreement for Future Use of the Garberville Campus Complex Conference Room at 715 Cedar Street, Garberville

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Approve the Rental Agreement for future use of the Garberville Campus Complex Conference Room at 715 Cedar Street, Garberville; and
2. Authorize the Public Works Director to execute the Rental Agreement.

**SOURCE OF FUNDING:**

Capital Project Reserve (3562)

**DISCUSSION:**

On Oct. 13, 2021, the Garberville Campus Complex at 715 Cedar Street in Garberville opened for the Garberville Sheriff Substation, Garberville Branch Library, and multipurpose conference room. To make the conference room available for the general public requires a Rental Agreement that denotes conditions of use. Attached is the proposed Rental Agreement for future use (Attachment No. 1 - Rental Agreement), along with a floor plan denoting the location of the room in the complex (Attachment No. 2 - Floor Plan). Administration of the Rental Agreement will be managed by Public Works Facilities Management, and use of the room will be scheduled by the County Administrative Office.

**FINANCIAL IMPACT:**

A two (2) hour minimum use rental fee of \$80 is proposed. Attached are comparables for similar uses, with the average fee slightly higher. (Attachment No. 3 - Comparables). Fees will be administered by Public Works and deposited into the Capital Project Reserve (3562) to be used for maintenance of the Garberville Campus Complex.

**STRATEGIC FRAMEWORK:**

This action supports your Board's Strategic Framework by providing community appropriate levels of

---

**File #:** 21-1858

---

service and providing for and maintaining infrastructure.

OTHER AGENCY INVOLVEMENT:

N/A

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Your Board could choose not to approve the Rental Agreement. However, this is not recommended as public use of the conference room must have a Rental Agreement to indemnify the county and make the user accountable for use.

ATTACHMENTS:

Attachment No. 1 - Rental Agreement

Attachment No. 2 - Floor Plan

Attachment No. 3 - Comparables

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A