

RESOLUTION NO. 2025-48

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, ADOPTING A FACILITY USE POLICY AND FEE SCHEDULE FOR CITY FACILITIES

WHEREAS, the City of Canyon Lake owns and operates public facilities used for civic meetings, public workshops, and other City-related or community-benefit purposes; and

WHEREAS, the City of Canyon Lake owns and operates public facilities used for civic meetings, public workshops, and other City-related or community-benefit purposes; and

WHEREAS, the City of Canyon Lake desires to support civic engagement and community use of City facilities in a way that promotes equitable access and fiscal responsibility; and

WHEREAS, the City Council recognizes the importance of supporting community-led efforts that provide public benefit, including those organized by nonprofit organizations, other government agencies, and informal neighborhood groups; and

WHEREAS, the City desires to provide clear, transparent, and consistent guidelines for the public use of City-owned facilities, while maintaining a reasonable cost recovery framework for facility maintenance, staffing, and operations; and

WHEREAS, the City has developed a Facility Use Policy to standardize the process for reserving and using City facilities, and to identify eligibility, usage limitations, scheduling expectations, and fee structures; and

WHEREAS, the proposed fee schedule includes a minimum two-hour rental rate, a refundable security deposit, and a discounted rate for IRS-recognized 501(c)(3) nonprofit organizations, as well as the ability for Qualified Community Groups to request a fee waiver.

WHEREAS, the Facility Use Policy also clarifies that a non-refundable cleaning fee shall only be assessed if food or beverage service is approved by the City Manager or designee, to offset the cost of janitorial services; and

WHEREAS, Council Members and City staff may utilize City facilities for City-related meetings or official committee functions without charge, provided they are physically present and acting in their official capacity; and

WHEREAS, the City Council finds the proposed Facility Use Policy and Fee Schedule to be fair, reasonable, and necessary to ensure community access while safeguarding City resources.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF CANYON LAKE DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. The above recitals are true and correct and are incorporated herein by reference.

Section 2. The City Council hereby adopts the updated Facility Use Policy, establishing uniform standards for facility reservations, usage, scheduling priorities, and administrative review.

Section 3. The following fees are hereby adopted as the official City of Canyon Lake Facility Use Fee Schedule, effective immediately upon approval:

Fee Type	Amount
Minimum Facility Rental (2 hours)	\$100.00
Additional Hourly Rate	\$50.00 (no partial hours allowed)
Cleaning Fee (if food/beverage approved)	\$150.00 (non-refundable)
Security Deposit	\$50.00 (refundable, if no damages or violations occur)
501(c)(3) Nonprofit Discount	50% off standard rental rates (deposit still applies)
Qualified Community Group Waiver	Eligible for full or partial fee waiver, subject to City Manager approval
Council/Staff Official Use	Fee waived if the host is present and acting in official capacity

Section 4. A Qualified Community Group shall be defined as any organized or informal group that provides a demonstrable public benefit within the City of Canyon Lake. This includes, but is not limited to:

- IRS-recognized 501(c)(3) nonprofit organizations;
- Unincorporated associations or cultural collectives;
- Neighborhood-based or volunteer-led civic efforts; and
- Other community-oriented groups determined eligible by the City Manager.

Qualified Community Groups may request a fee waiver or reduction by submitting a written request demonstrating public benefit, financial need, and alignment with the City’s goals of civic engagement and community enrichment.

Section 5. The City Manager shall have the authority to administer and interpret the Facility Use Policy and Fee Schedule, to evaluate eligibility for fee waivers or discounts, and to impose reasonable conditions on facility use as necessary to protect City property and operation

Section 6. The provisions of this Resolution are severable and if any provision, clause, sentence, word or part thereof is held illegal, invalid, unconstitutional, or inapplicable to any person or circumstances, such illegality, invalidity, unconstitutionality, or inapplicability shall not affect or impair any of the remaining provisions, clauses, sentences, sections, words or parts thereof of the Resolution or their applicability to other persons or circumstances.

Section 7. That the City Clerk shall certify to the adoption of this Resolution and that the same shall be in full force and effect.

Section 8. This Resolution shall take effect immediately upon its adoption.

PASSED, APPROVED AND ADOPTED this 12th day of November 2025.

Mark Terry, Mayor

ATTEST:

Sheryl L. Garcia, MMC, CPM
City Clerk