

TUBAC COMMUNITY CENTER FOUNDATION, INC.

50 Bridge Road • PO Box 4625, Tubac, AZ 85646 • 520-398-1800 • www.TubacCommunityCenter.org

Facility Use Policy

Welcome to the Tubac Community Center! The Center, also known as the North County Facility, is owned and maintained by Santa Cruz County to provide space for local government services and community meetings and activities. The Center is managed on behalf of the County by the Tubac Community Center Foundation (TCCF). The Foundation's mission is to "facilitate and promote leadership and coordination in providing outdoor education, social, life-learning and civic activities for the diverse economic, ethnic and multi-generational population of Northern Santa Cruz County, Arizona." The Foundation is funded by donations from the community and facility users.

Policies and Procedures

- 1. Use of the Tubac Community Center** is defined by the Santa Cruz County Board of Supervisors Resolution #2008-07 – "Policy for Use of the Sonoita and Tubac County Facilities." A copy is available upon request.
- 2. Hours:** The Center is open Monday-Thursday 9 AM-5 PM, Friday-Saturday 9 AM-1 PM, closed Sunday. A Center Volunteer is typically available at the Lobby Desk Mon-Thurs 9 AM-3 PM and Fri 9 AM-Noon. Calls received after desk hours will be answered the next business day, so please leave a message.
- 3. Meeting Space:** The Center has meeting spaces that may be used by community groups for meetings, conferences, seminars, art performances and other activities to benefit the community. The space is available on an "as requested" and "as available" basis. Currently there are no fees to use the facility. Donations to the Tubac Community Center Foundation are appreciated.
- 4. Government Facility:** The primary use of the Center is to provide space for government services. The County will be given priority use of the Center's meeting rooms. Occasionally, a scheduled community activity may need to be cancelled to accommodate County business.
- 5. Public Use Only:** All meetings, programs, classes or services conducted at the Center must be open to the public and provided free of charge. Questions as to whether an activity is allowed should be directed to the TCCF Board.
- 6. Prohibited Uses:** No commercial activities or private social functions are allowed. No partisan political or campaign-related activities are allowed.
- 7. Alcohol** is prohibited in the building and on the grounds.
- 8. Donations:** The Tubac Community Center Foundation may accept donations to support the Center. Non-profit organizations that meet at the Center may accept donations to support their organization's mission.
- 9. Meeting Rooms:** The following rooms can be reserved for public meetings and activities.

B-5/B-6	Auditorium or Long Room	capacity 120
B-1	Multi-Purpose Room	capacity 30
B-8	Multi-Purpose Room	capacity 30
B-3	Lunch Room	capacity 24
A-6	Board Room (behind desk)	capacity 12
A-5	Kitchen	capacity 8
- 10. Application:** Individuals or groups who would like to use the Center are required to submit an Event Request Application which is available from the Volunteer at the Lobby Desk. Applications will be approved by the TCCF Board. Instructors proposing to teach a class or activity are required to submit an Instructor Application instead of the Event Request Application.
- 11. Scheduling:** Please contact a Center Volunteer by phone or in person to schedule your activity and reserve space in advance. You may also leave a note at the Lobby Desk. Activities will be logged into the

Center's master calendar on a first-come, first-served basis. If you leave a voice message or note, please call to confirm that your activity has been scheduled.

- 12. Park Grounds:** The park grounds behind the Center can be reserved for events. No alcoholic beverages allowed. No overnight parking or camping is allowed. Please review the County's park rules which are posted near the fence in the north parking lot.
- 13. Keys:** A key is available in the key lock boxes located at the front main entrance and north and south side entrances. The code for the lock box may be provided to the contact person listed on the Event Request Application. Your group's contact person is responsible for submitting a Key Code Application to request the key code in advance – no one will be available after regular hours to provide the code. Please do not share the code with unauthorized users. Be sure to return the key to the lock box after opening and locking the doors.
- 14. Opening:** The front and side doors of the Center will be open during the hours noted above. If an activity is scheduled before or after regular hours, it is the responsibility of the user to obtain the code for the key lock box in advance. Center volunteers will not be available outside of regular hours to open the doors.
- 15. Closing:** The last user to leave the building is responsible for turning off all lights and locking the front and two side doors. Be sure to return the key to the lock box before leaving. To lock the front door, you may need to disengage the automatic handicap opener by using the allen wrench which is hanging near the door. Insert the wrench into the small hole on the inside bar and turn to release the bar.
- 16. Room Setup:** Applicants are responsible for setting up and taking down tables and chairs for meetings. The room must be left in clean condition. A cleaning fee may be assessed if the room is not left in good condition.
- 17. Food and beverages:** Food and beverages are allowed in rooms with solid surface flooring (no carpet). Water is allowed in all rooms. No on-site cooking is permitted, except for re-heating food in the microwave. All food waste must be removed and the room must be left in clean condition. Please refer to the "Food and Beverage Guidelines" for detailed cleaning instructions.
Long Room(B-5/6): A non-refundable \$40 fee is required to serve limited food and beverages in the Long Room due to the carpeted floor. The fee will be reserved for carpet cleaning services. Please refer to the "Food and Beverage Guidelines" for a list of acceptable foods and beverages that can be served in the Long Room.
- 18. Maintenance Requests:** Please report any facility maintenance or restroom issues to the Center Volunteer. After hours please leave a note on the Lobby Desk or call to leave a voicemail message.
- 19. Emergencies:** Call 911 for all medical and fire emergencies. An automated external defibrillator (AED) for cardiac emergencies is mounted on the wall outside the north lobby door, next to the library. Fire extinguishers are available in all rooms. If the fire alarm goes off and no fire is detected, please call Tubac Fire Department's non-emergency number 520-398-2255.
- 20. Facility Emergencies:** For facility emergencies (leaks, restroom problems, etc.) please notify the Center Volunteer during regular hours. After hours and on weekends, please call the Santa Cruz County Public Works Department:
Weekdays 3:00 to 6 PM - Office 520-375-7820
Weekdays 6 PM to 6 AM and weekends/24 hours - 520-988-0181
- 21. Questions and Concerns:** Please direct any questions or concerns to the TCCF Board by leaving a voice message at 520-398-1800, a note at the Lobby Desk or sending email to TubacCommunity@gmail.com. The Board meets on the first Wednesday of the month in Room A-6 at the Center and all are welcome to attend.