



SAN DIEGO BOTANICAL GARDEN FOUNDATION, INC.

Casa Del Prado, Room 104
2125 Park Blvd.
San Diego, CA 92101-4792

THE USE OF CASA DEL PRADO BY AFFILIATE MEMBERS

The San Diego Botanical Garden Foundation, Inc. and as its Affiliate Members have a "Preferential Non-exclusive Use and Occupancy Permit" from the City of San Diego to use Casa Del Prado facilities for meetings, shows and sales. Non-horticultural groups also use Casa Del Prado. All users are scheduled by the San Diego Park and Recreation Department in Balboa Park.

Procedures for the use of Casa del Prado are outlined below:

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|------|------------------------|------|--------------------|
| I. | STATE and FEDERAL LAWS | V. | SAFETY PRECAUTIONS |
| II. | SCHEDULING | VI. | KITCHEN FACILITY |
| III. | FINANCES | VII. | SALES |
| IV. | PROPERTIES | | |

I. STATE and FEDERAL LAWS:

By state and federal law and according to the Brown Act, you can not discriminate in your policies, procedures or practices on the basis of race, religion, color, national origin, gender, marital status, sexual orientation, age, veteran status, handicap or medical condition.

II. SCHEDULING:

1. Scheduling for use of the facilities is the function of our Foundation, working with the San Diego Park and Recreation Department in Balboa Park.
2. The reservation calendar is made up twenty-four (24) months in advance.
3. Reservation forms are available at the Foundation Office and are to be returned to the Foundation Office.
4. A Room Diagram must accompany the Request for Room Reservation form if a special room setup is desired.
5. The facilities commonly used are Rooms 101, 102, 103, 104, Patio A, Patio B and the kitchen.

III. FINANCES:

1. As required by the City of San Diego, the Foundation carries liability and property insurance for its Affiliate Members using Casa Del Prado.
2. Fees for an Affiliate Member are set by the Trustees of the Foundation to cover the cost of insurance.
3. Fees for an Affiliate Member are due January 1. Upon paying dues, each Affiliate Member is required to send the Foundation a list of its Officers, contact information for its President and Representative, and a count of membership. (Profile Sheet)
4. Affiliate Member must be prepared to submit an annual financial report to the Balboa Park District Manager, when requested.

IV. PROPERTIES:

1. Furnishings and equipment in Room 104 and in the Foundation office are the property of the Foundation and shall not be removed without permission. The equipment in Room 101 is the property of the City of San Diego and shall not be removed..
2. The Foundation's Property Manager assigns the lockers in Room 101, Room 104 and the cabinets in the kitchen.
3. Protective coverings must be used on all tables
4. Green Carts used to transport plant or other materials must be cleaned and returned to Room 101 Storage Room, all other carts must be put in Room 104 the storage area.
5. Affiliate Members' property stored in the storage areas in Room 101 or Room 104 storage must be legibly identified with affiliate name and stored neatly in assigned spaces.
6. Affiliate Members' property stored in Room 104 must be used more than once a year or stored elsewhere.
7. To use materials that do not belong to your group, please get permission from the owner and return the materials to the owner's storage area.

V. SAFETY PRECAUTIONS:

1. No open flame or candles are to be used in the building.
2. No paint spraying or painting is to be done in the building, including on floral or botanical arrangements.
3. No staples, tacks, nails, glue or tapes other than blue masking tape is to be applied to Casa Del Prado or equipment. Nothing is to be fastened to the interior or exterior surfaces of the building.
4. Plant preparation shall be done at the Floral Stations in Room 101 and not in the kitchen. All areas must be left as clean as when you arrived. Put down floor coverings to catch debris.
5. Arranging and moving furniture in Room 101 is the function of the City's Building Custodian. If you move the furniture in Room 104, you must return it as found.

VI. KITCHEN:

1. The kitchen is for light food preparation. It is not a dining room. Other groups may have use of the kitchen at the same time.
2. Counters, stove and sink are to be wiped clean. Floor spills are to be mopped up. Your refrigerator contents are to be removed. Leaving an un-clean kitchen may cause the privilege to use it to be taken away.

VII. SALES:

1. The Foundation's "Occupancy Permit" states, "All funds collected by the permittee from the operations on the premises shall be used to further the purpose of the permittee in a manner beneficial to the premises or programs offered on the premises."
2. The Balboa Park District Manager states, "Under no circumstances may a private individual or business receive any of the proceeds from sale of items." Plants should be sold or donated to the organization, which may then sell them and keep the proceeds to further benefit their organization. Plants may be purchased on consignment.
3. Any sale open to the public is subject to Sales Tax. Sales within an organization or between members is not subject to Sales Tax. If an organization has less than three sales a year open to the public, a Temporary Sellers Permit must be obtained from the STATE BOARD OF EQUALIZATION - 1350 FRONT - SAN DIEGO CA. Request for a Temporary Seller's Permit must be made two weeks in advance of a sale. For an organization having three sales a year, inquire at the State Board of Equalization.

Reviewed and approved by Balboa Park District Manager _____

Penny Scott Date 11-29-01

ALL COMPLAINTS CONCERNING CASA DEL PRADO ARE TO BE ADDRESSED TO
The S.D.B.G.F., Inc. OFFICE. 11-1-2000