



City of Hercules - Parks & Recreation Department
2001 Refugio Valley Road, Hercules, CA 94547
Phone: (510) 799-8291
www.ci.hercules.ca.us

October 10, 2017

Attention: City of Hercules Nonprofit Organizations

Enclosed is the 2018 application renewal for current Nonprofit Organizations with the City of Hercules. The purpose of the application is to allow the Community and Library Services Commission to review your recent activities and to update our records reflecting your current Board Members/Officers and authorized representatives. The Community and Library Services Commission will be considering applications at the December 12, 2017 Commission meeting.

Please note the following for the Nonprofit Recognition Program:

- Attend at least 1 regularly scheduled Community and Library Services Commission meeting during 2017 to give a status report or presentation to staff and the Commission with regards to your nonprofit's goals, objectives, and achievements for the year.

In an effort to keep this re-application process as simple as possible the only documents that need to accompany your application are:

1. Updated list of Board Members/Officers
2. Updated list of Organization Members
3. List of 2017 events volunteered at to fulfill 80 hours.
4. **Copy of California State Approved Nonprofit Recognition Certificate and number.**

If you have any questions, please feel free to contact me at (510) 799-8228 or croke@ci.hercules.ca.us. I look forward to continuing to work with you to support projects which benefit the community.

Sincerely,

Christopher Roke

Christopher Roke
Parks & Recreation Director





CITY OF HERCULES - COMMUNITY & LIBRARY SERVICES COMMISSION
NONPROFIT ORGANIZATION RECOGNITION PROGRAM RENEWAL
2018

Please complete the items for your organization. Consideration of your renewed application will reflect how accurately you are able to portray your organization's continued commitment and service to the resident of Hercules. Community Organizations may complete the information listed below or may submit a Federal 990 Form in lieu of the organizational information.

1. Name of Organization: _____
2. Mailing Address: _____
3. Current Chair or President & Term of Office: _____
4. Address: _____
5. Contact Email Address: _____
6. Daytime Phone: _____ Evening Phone: _____
7. Election of Officers Annual Schedule: _____
8. No. of Members: _____ Percentage living in Hercules: _____
9. What Month will your group be presenting their 2018 status report to the Commission?
☐ September ☐ October ☐ November

The following documents are required to process your renewal application:

1. Updated list of Board Members/Officers
2. Updated list of Organization Members
3. List of 2017 events volunteered at to fulfill 80 hours.
4. **Copy of California State Approved Nonprofit Recognition Certificate**
CA Nonprofit # _____

Authorized Organization Representatives:

1. _____ 2. _____
(President) (Vice President)

To the greatest extent permitted by law, the undersigned shall hold harmless, defend and indemnify the City of Hercules and its subordinate and affiliated agencies, officers, officials, employees, sponsors and volunteers (collectively "Indemnities") from and against any and all liability, loss, damage, expense and costs (including without limitation costs and fees of litigation) of every nature arising out of or in connection with the participation by any of the above-listed Participants in any activity for which such Participant is being registered, except such loss or damage which is caused by the sole negligence or willful misconduct of the Indemnities. Furthermore, I hereby agree that I, my successors and assignees will not make claim against, sue, attach the property of, or prosecute any of the Indemnities for any injury, liability, loss, damage, expense or costs arising out of or resulting from the participation by any of the above-listed Participants in any activity for which such Participant is being registered. If any Participant named above is a minor, I certify that I am the legal parent or guardian of the above participant or otherwise authorized to execute this form on his/her behalf that he/she is in good physical condition and I give my permission for him/her to participate in the above activities. I hereby grant permission to the City to take my or the above Participant's photo while participating in City activities or programs to use for publicity. A signature is required by each adult Participant registering on this form. One authorized parent/guardian may sign for all minors. I understand that I am authorized to sign this form on behalf of all Participants listed above. I have read the guidelines governing the Nonprofit Recognition Program and understand my responsibilities as the designated representative:

Signature of Organization Representative

Approved by Commission: _____ Notification letter sent by Secretary: _____

CITY OF HERCULES NONPROFIT ORGANIZATION RECOGNITION PROGRAM

Purpose Statement

Welcome to the City of Hercules Nonprofit Recognition Program. This program wishes to recognize and provide support to community-based nonprofit organizations, which through their design, improve and enhance the quality of life for the residents of Hercules. This policy is intended to specifically identify, define, and establish the standards and benefits, which City Recognition brings to these community organizations. Homeowner Associations and Neighborhood Watch Programs are not considered nonprofit community organizations for the purposes of this policy; however these organizations are eligible for a discounted facility rental rate through the City's Master Fee Schedule.

Goals

1. To recognize the community's nonprofit organizations, as defined by this policy, who provide valuable community service to the residents of Hercules.
2. To assist these organizations by providing special fee rates for use of City Facilities.
3. To insure that public facilities are used for the welfare of the residents of Hercules.
4. To encourage and assist nonprofit community groups to complete projects and interact socially to the benefit of the whole community.
5. To encourage ongoing community involvement with City government and to coordinate a shared vision of this community's future.

City Recognition Approval Process

Community organizations expressing an interest in recognition must submit a completed application to the Parks & Recreation Department. Staff will review the information provided to ensure that all application criteria is represented. After Staff's review, the application will be forwarded, along with a Staff recommendation, for consideration by the Community & Library Services Commission.

A representative of the organization requesting recognition must be present at the Community & Library Services Commission meeting at which their application is considered in order to answer any questions raised. Along with attending to answer any questions that are raised, a representative must also attend the approval meeting to present a 5 minute presentation of what the group has done for the City and what the group plans on participating in, in the year to come.

Benefits of Recognition to Community Organizations

1. The benefits of recognition are to encourage and foster continued community involvement, which benefit the residents of Hercules, by providing low or no cost opportunities for community organizations to utilize City facilities of which may otherwise be prohibitive.

2. All City facilities reflect a discounted “Community and Civic” rental fee schedule for recognized community organizations.
3. Approved Community & Library Services Commission Nonprofit Organizations are eligible to utilize city facilities (except Community/Swim Center) at no charge for business meetings only according to the following criteria:
 - a. Meetings can be scheduled for a minimum of 2 hours per meeting for a maximum of 8 hours per month.
 - b. Days and times available are Monday-Thursday between the hours of 6:00pm and 9:00pm.
 - c. Approved Community & Library Services Commission Nonprofit Organizations who would like to reserve a facility for their monthly or bi-monthly business meetings Monday-Thursday outside of the 6:00pm to 9:00pm hours will pay the rate of \$10.00 per hour.
 - d. Groups wishing to utilize a different facility or day (i.e. Friday, Saturday, or Sunday) for their monthly or bi-monthly business meetings will be charged the facility rental fee in the Council approved [Master Fee Schedule](#).
 - e. All meetings require 30 days’ notice for request of facility use. Meetings are scheduled on a space available basis - first come first served. Unused hours cannot be accumulated from month to month, and the community organization is fully responsible for set-up, clean up, and closing the facility.
 - f. The current approved discounted facility rental rates are listed in the [Master Fee Schedule](#) on the City’s website.
 - g. If a Nonprofit organization rental is taking place and a City program is in need of the facility space, the City run program will take precedence over the Nonprofit rental and the Nonprofit rental will be moved to a different facility for that date and time.
 - h. The Community Center/Swim Center is not available for meeting times.
4. Recognized Nonprofit community organizations are eligible to hold fundraising events at the Community/Swim Center. Facility rental rates are available in the [Master Fee Schedule](#).

Rules/Terms of Conditions:

1. All facility usage under the recognized “CLSC Nonprofit” rental category must be for the nonprofit organization’s benefit, and not for private functions such as individual member’s family celebrations.
2. With reduced fee use and/or free usage of City facilities, recognized nonprofit organizations are required to follow all City Facility Reservation Rules and Regulations. Nonprofit organizations are required to pay insurance and security amount rate for any use under policy.
3. The consequences for violation of any facility reservation rule are those identified through the Facility Rental Policies. Abuse of benefits of this policy shall be cause for

revocation of this benefit. The Community & Library Services Commission reserves the right to review the qualifications of an approved nonprofit organization at any time to ensure on-going qualification under this policy.

4. Staff, where appropriate and as time allows, may be able to assist nonprofit organizations with special programs by providing professional guidance and ideas that enhance the group's planned activities.
5. For newly forming organizations, which are a subset of an existing recognized community nonprofit organization, the City shall provide up to a maximum of six months of free facility use to assist in the organization's formation. The facility use shall be granted twice per month for a maximum of four hours per meeting. Upon the completion of the six-month probationary period, the organization must be formalized and prepared to submit a Nonprofit Recognition Application to be considered before the Community & Library Services Commission. If the organization has not been able to formalize in six months, then facility use benefits will be removed until such time the organization can gain approval through the Community & Library Services Commission. Minimum hours of usage are two hours, and meetings are scheduled on a space available basis-first come, first served. Unused hours cannot be forwarded or accumulated from year to year, and the community organization is fully responsible for set up, clean up, and closing the facility. This facility usage is limited to the Foxboro Center.

If the Nonprofit Organization fails to comply with the following requirements, the Community & Library Services Commission reserves the right to review the approved organization semi-annually to ensure fulfillment of the requirements under this policy. If a group is not compliant, they will have 30 days to correct or they will lose their benefits for the remainder of the year.

Requirements for Recognition Approval

1. **Membership:** Membership must be open to all residents of Hercules. This policy is intended to support organizations whose membership practices promote an understanding amongst the diverse segments of the community. Organizations, which practice discrimination, which may be divisive in the community, will not be approved for recognition.
2. **Residency:** The majority of active members within the organization must be a resident of Hercules, own a Hercules based business or be an employee of a Hercules based business. The percentage of members must be no less than 51%. The only exception to this ruling is Hercules Chamber of Commerce, Sister City Association, Boy Scout Troop 76, Pinole Hercules Little League, Hercules Running Rebels, and West Contra Costa Soccer League.
3. **Community Involvement:** This policy recognizes community organizations, who by their existence, improve and support the community's quality of life. Community organizations whose primary purpose is political advocacy are not eligible.

- A. **In addition to eighty (80) volunteer hours, recognized community organizations will be required to do the following:**
1. Attend at least 1 regularly scheduled Community & Library Services Commission meeting to give a status report or presentation to staff and the Community & Library Services Commission with regards to the nonprofit group's goals, objective, and achievements for the year.
Groups must indicate on the Nonprofit application which month the group will attend the Community & Library Services Commission meeting.
 2. Encourage attending the Community & Library Services Commission Workshops.
4. **Community Service*:** Community organizations seeking recognition must demonstrate through a range of programs or projects that their membership is providing an improvement to the community at large for a minimum of 80 volunteer hours per calendar year. (Volunteer hours must be scheduled and confirmed via City Parks and Recreation Director or City Staff Designee). Each organization must submit a listing of each person who volunteered and for how many hours.
- A. Examples of community service projects and programs provided by community organizations are: (but not limited to):
1. Fundraising for the following areas
 - a) Parks & Recreation Department
 - b) Library
 - c) Senior Center
 2. Graffiti removal
 3. Crossing Guard
 4. Hercules Explorers
 5. Participate in the Adopt-a-Park/Adopt-a-Trail program
 6. Historic preservation projects
 7. Volunteer service and coordination of City Events
 8. Volunteer service and program enhancements in City and school programs
 9. Improvement to City facilities
 10. Volunteer service at the Hercules Library, Hercules Senior Center, Hercules Before & After school child care programs, or other locations which coincide with the Hercules Parks & Recreation Department
 11. Volunteer service and improvement to Community Garden locations
 12. Facility Work Parties
- B. If a nonprofit group would like to organize a community event that is no longer listed or offered with the City of Hercules, members of the Nonprofit group may volunteer at the appropriate event. Events include:
1. 4th of July
 2. Clean-up Day (first Saturday in May)
 3. Holiday Tree Lighting (first Sunday in December)
5. **Required Documents:** Community organizations are required to submit the following

documents along with their application, both for the initial recognition submittal and annual renewal.

Initial Application

The following will be required to be completed on the Nonprofit Recognition Application Form for an initial application. Please be advised that your application will not be approved if the required documents are not attached.

1. Verification that the community organization has been in existence for longer than one year.
2. A copy of the community organization's Constitution or by-laws.
3. A copy of the community organization's Nonprofit Tax Identification Number.
4. A copy of the community organization's State of California Nonprofit Certificate.
5. A membership list verifying minimum 51% residency in Hercules of all members (**Membership list must be submitted and will be maintained in a confidential file and are not for public use**).
6. A current list of officers or Board of Directors.
7. Name of the organizational representative and one alternate authorized to apply for recognition and ongoing facility use.
8. A copy of the organization's annual activity report.
9. A list of past community services provided to the residents of Hercules.
10. A list of hours and events that the group fulfilled the 80 hours of volunteer service.
11. A list of the community projects/services to be completed within the upcoming year.

Renewal Application

Community Nonprofit organizations eligible for annual renewal will be contacted in November and December in order to submit all required paperwork. The Community & Library Services Commission approval review process will typically occur in December.

The following information will be required to be submitted/completed for the renewal application.

1. Updated membership list verifying minimum 51% residency in Hercules (**Membership list must be submitted and will be maintained in a confidential file and are not for public use.**)
2. A copy of the organization's annual activity report, including projects and/or programs, which were completed over the prior year, and projects and/or programs, which are planned for the upcoming year.
3. A list of hours and events that the group fulfilled the 80 hours of volunteer service.
4. Updated list of officers or Board of Directors.
5. Updated list of organizational representatives (maximum of 3), which are authorized to apply for ongoing facility use on behalf of the organization.

Appeal Process

Community nonprofit organizations that do not meet the minimum requirements or cannot provide required documents may appeal to the Community & Library Services Commission for a recommendation to the City Council for an exemption.

1. Any community organization denied recognition by the Community & Library Services Commission can present a new application to the Community & Library Services Commission after a period of six months.
2. Community organizations that are determined to be ineligible for the Nonprofit Recognition Program may reserve facilities as provided for in the Facility Rental Policies under the “Private” rental category.