



Chaffey College

CHINO COMMUNITY CENTER
OVERSIGHT COMMITTEE

Virtual Meeting via Zoom and YouTube Live
Thursday, June 18, 2020
1:00-2:30 p.m.

In Attendance:

City of Chino

Paul Rodriguez
Linda Reich

Chaffey College

Henry Shannon
Teresa Hull

Members Absent

Lee McDougal
Matt Ballantyne

Guests

Rita Elias, Event Coordinator

Thomas Tucker, Information Technology
Services, Chaffey College

Recorder

Eva Ramirez, Executive Assistant,
Chaffey College

Summary Notes

- I. **Welcome and Introductions** – Henry Shannon called the meeting to order at 1:02 p.m. Self-introductions took place.
- II. **Public Comments** – None
- III. **Update from Event Coordinator** – Rita Elias shared the documents, “Chaffey College Chino Community Center Event Schedule” for the months of June 2020 – December 2021, and “Revenue Projection Form” for the months of June 2020 – November 2020 (see attachments 1 and 2). Ms. Elias reported that all rentals for June 2020 were canceled due to COVID-19; rentals for July and onward are pending a decision by this Committee. October is very strong, with eight events currently scheduled. Many clients have rescheduled their events to next year; therefore, there are already numerous events booked in 2021.

Ms. Elias shared a video of a virtual tour of the Community Center, which she has been sending to potential clients and will have placed on the Community Center webpage.
- IV. **Coronavirus COVID-19 Response** – Ms. Elias shared a document containing COVID-19 event information, including number of events canceled, rescheduled, and booked (see attachment 3). She added that she has been connecting with clients virtually and has booked six new events during the quarantine.
 - a) **Proposal for COVID-19 Refunds** – Ms. Elias shared a proposal for COVID-19 refunds (see attachment 4). At this Committee’s previous meeting, approval was given to issue full refunds to clients that had to cancel their event due to COVID-19; however it was only for the immediate future, and clients are now asking to cancel events that are scheduled towards the end of 2020. Ms. Elias proposed offering full refunds to clients that wish to cancel and that have an event through December 2020. For cancellation of events that are scheduled in

2021, Ms. Elias proposed that clients lose their deposit, but receive a refund of any money that was paid towards the rental balance. Clients may petition for a full refund in special cases. On a motion by Linda Reich, second by Paul Rodriguez, the Proposal for COVID-19 Refunds was unanimously approved as presented.

- b) **Proposal to Add a COVID-19 Disclaimer to the Facility Reservation Terms and Conditions** – Ms. Elias mentioned that she worked with the College's legal counsel on disclaimer language to be added to the Facility Reservation Terms and Conditions form (see attachment 5). On the motion of Teresa Hull, second by Linda Reich, the Proposal to Add a COVID-19 Disclaimer to the Facility Reservation Terms and Conditions was unanimously approved as presented.
 - c) **Proposal to Modify the Facility Reservation Terms & Conditions Form and A Force Majeure Clause** – Ms. Elias mentioned that she worked with the College's legal counsel on force majeure language to be added to the Facility Reservation Terms and Conditions form (see attachment 6). Linda Reich noted that the language does provide protection for the City of Chino, as well as Chaffey College. On the motion of Teresa Hull, second by Linda Reich, the Proposal to Modify the Facility Reservation Terms & Conditions Form and A Force Majeure Clause was unanimously approved as presented.
- V. **Proposal for Reopening of the Community Center after COVID-19** – Ms. Elias presented a proposal for reopening of the Community Center after COVID-19 (see attachment 7). Linda Reich mentioned that the City of Chino is allowing church services, ceremonies, and smaller events at 25% of room capacity. The Committee discussed the latest guidelines from health and government officials, and also discussed that users will need to accept responsibility for their group. Moved by Linda Reich, seconded by Teresa Hull, phases 1 and 2 of the Proposal for Reopening of the Community Center after COVID-19 were unanimously approved as presented. Teresa Hull mentioned she would work with the College's maintenance department on cleaning protocols.
- VI. **Capital Equipment** – Ms. Elias shared a document regarding the capital equipment replacement plan (see attachment 8). She mentioned that items in red have been completed, some of the cleaning items were completed by Chaffey College maintenance staff (thereby saving money), and some items were moved from replacement in 2020-21 to replacement in 2021-22 due to the minimal use expected this year.
- VII. **Financial Statement Update** – Dr. Shannon shared the Balance Sheet and Income Statement for the period ending December 31, 2019 (see attachment 9). Total Capital is \$306,390, and the total net loss is \$48,754. The loss is the result of planned projected expenses such as the courtyard project, which was paid from a re-allocation of cash reserves from last fiscal year. Future losses are expected due to COVID-19.
- VIII. **2020-2021 Tentative Budget** – Dr. Shannon shared the 2020-2021 Tentative Budget (see attachment 10). Moved by Linda Reich, second by Teresa Hull, the 2020-2021 Tentative Budget was unanimously approved as presented. Dr. Shannon thanked Kim Erickson and her team for their continued good work on the financials.
- IX. **WiFi Service and Audio/Visual Equipment Update** – Ms. Elias reported that the installation of new audio/visual equipment is going well and should be completed next week. The WiFi Service installation has been more problematic, and there has been another cost overrun of \$1,800. The installation is expected to be completed in approximately 60-90 days.
- X. **2020-2021 Meeting Schedule (9/17/2020, 12/10/2020, 3/18/2021, 6/17/2021)** – On the motion of Teresa Hull, second by Paul Rodriguez, the 2020-2021 meeting schedule was unanimously approved as presented.

- XI. **Comments, Requests, Future Agenda Items** – None
- XII. **Adjourn** – The open session was adjourned at 1:55 p.m.
- XIII. **Event Coordinator and Event Assistant Contracts** – Teresa Hull provided information regarding the event coordinator's work performance over the past year, which she stated has been excellent. Dr. Hull also provided information regarding the event coordinator's current contract. On a motion by Teresa Hull, second by Linda Reich, the Committee unanimously approved continuing the event coordinator's contract for 2020-2021 under the same terms as the 2019-2020 contract.
- On a motion by Teresa Hull, second by Linda Reich, the Committee unanimously approved not renewing the event assistant contract at this time. Renewal of the event assistant contract will be revisited when the Community Center reopens and there are sufficient events and revenue to support this position.
- XIV. **Adjourn** – The closed session was adjourned at 2:07 p.m. The next meeting is scheduled to be held on September 17, 2020 at 1:00 p.m. and will be held via videoconference.

Chaffey College Chino Community Center Event Schedule
June 2020 - December 2021

Day	Date	Time	Event	Alcohol	AV	Status	New Date	Attendees
Friday	7/10/2020	2:00pm - 12:00am	Carolina Henao Quinceanera	Yes	No	Pending		165
Friday	7/17/2020	3:00am - 1:00am	Barbara Mazariegos Quinceanera	No	No	Pending		205
Saturday	7/18/2020	2:00pm - 11:00pm	Jackie Ayala Wedding Reception	Yes	No	Pending		250
Saturday	7/25/2020	2:00pm - 12:00am	Cindy Gonzalez Quinceanera/Sweet 16	Yes	No	Pending		160
Wednesday	8/5/2020	8:00am - 6:00pm	City of Chino Staff Training	No	Maybe			300
Thursday	8/6/2020	8:00am - 6:00pm	City of Chino Staff Training	No	Maybe			300
Friday	8/7/2020	7:00am - 6:00pm	Chaffey College Management Retreat	No	Maybe			75
Saturday	8/8/2020	3:00pm - 12:00am	Nelson Peralta Wedding Anniversary	No	No	Pending		150
Saturday	8/8/2020	3:00pm - 1:00am	Ariana Govea Quinceanera	Yes	No			160
Friday	8/14/2020	8:30am - 5:00pm	3CSN Co-Sponsorship Rental	No	Maybe			
Saturday	8/15/2020	8:30am - 5:00pm	3CSN Co-Sponsorship Rental	No	Maybe			
Saturday	8/22/2020	11:00am - 7:00pm	Mellisa Cardenas Baby Shower	No	No			100
Monday	8/24/2020	8:00am - 11:00pm	City of Chino Mark Miller Event	No	Maybe			
Sunday	8/30/2020	2:00pm - 11:00pm	Anna Cruz Wedding Reception	Yes	No			90
Friday	9/4/2020	12:00pm - 10:00pm	Claire Garcia Wedding Ceremony & Reception	Yes	No			80
Saturday	9/5/2020	3:00pm - 1:00am	Teresa Salahuddin Quinceanera	Yes	No			150
Friday	9/6/2020	3:00pm - 1:00am	Sara Gabbedon Wedding Anniversary	Yes	No			160
Saturday	9/12/2020	2:00pm - 1:00am	Gilberto Calderon Wedding Reception	Yes	No			250
Wednesday	9/16/2020	2:00pm - 6:00pm	Inland Gateway Elevate Conference Set Up	No	No			N/A
Thursday	9/17/2020	7:00am - 5:00pm	Inland Gateway Elevate Conference	No	No			300
Tuesday	9/22/2020	7:30am - 4:30pm	City of Chino - State of the City Set- up	No	Maybe			30
Wednesday	9/23/2020	7:30am - 4:30pm	City of Chino - State of the City	No	Maybe			320
Thursday	9/24/2020	9:00am - 4:00pm	MADD Awards Dinner 2020	No	Yes			300
Saturday	9/26/2020	1:00pm - 11:00pm	Cody Belcher Wedding Ceremony & Reception	No	No			106
Friday	10/2/2020	3:00pm - 12:00am	Ruth Mendez Wedding Reception	Yes	No			120
Saturday	10/3/2020	1:00pm - 11:00pm	Cassandra Solorzano Wedding Ceremony & Reception	Yes	No			150
Friday	10/9/2020	4:00pm - 1:00am	Frank Camargo Birthday Party	Yes	No			160
Saturday	10/10/2020	3:00pm - 1:00am	Diana Alvarado Wedding Ceremony & Reception	Yes	No			122
Saturday	10/16/2020	3:00pm - 12:00am	Brianna Ortega Wedding Reception	Yes	No			300
Saturday	10/24/2020	1:00pm - 1:00am	Nicole Bond Wedding Ceremony & Reception	Yes	No			182
Friday	10/30/2020	2:00pm - 1:00am	Erik Ramirez Wedding Reception	Yes	No			
Saturday	10/31/2020	2:00pm - 1:00am	Ciera Muniz Wedding Ceremony & Reception	Yes	No			230

Yellow=Rentals, Pink=Co-Sponsored events, White=City of Chino street closures, Orange= Blocked out date Bold=Package events
Revised June 17, 2020 R.E.

Chaffey College Chino Community Center Event Schedule
June 2020 - December 2021

Monday	11/2/2020	6:00am - 9:30pm	San Bernardino County Polling place	No	No		1-300
Tuesday	11/3/2020	6:00am - 9:30pm	San Bernardino County Polling place	No	No		1-300
Saturday	11/7/2020	3:00pm - 12:00am	So Cal Gas Company Annual Gala	Yes	No		160
Friday	11/20/2020	4:00pm - 1:00am	Damaris Ortega Wedding Reception	Yes	No		150
Saturday	11/21/2020	2:00pm - 1:00am	Mayra Murillo Quinceanera	Yes	No		261
Saturday	11/28/2020	2:00pm - 1:00am	Gabriella Segoviano Quinceanera	Yes	No		250
Saturday	12/5/2020	6:00am - 1:00pm	Chino YMCA 5K Street Closure	No	No		N/A
Saturday	12/5/2020	12:00pm - 10:00pm	Lisbeth Diaz Wedding Ceremony & Reception	Yes	No		90
Friday	12/11/2020	2:00pm - 12:00am	Janette Aragon Wedding Ceremony & Reception	Yes	No		124
Saturday	12/12/2020	2:00pm - 11:00pm	Elva Quintero Wedding Reception	Yes	No		200
Wednesday	12/16/2020	2:00pm - 8:00pm	City of Chino Employee Recognition Luncheon Set Up	No	Maybe		20
Thursday	12/17/2020	7:00am - 5:00pm	City of Chino Employee Recognition Luncheon	No	Maybe		250-300
Friday	12/18/2020	4:00pm - 6:00pm	El & El Woods Holiday Party Set up	No	No		N/A
Saturday	12/19/2020	6:00am - 4:00pm	El & El Woods Holiday Party	No	No		290
Saturday	1/9/2021	1:00pm - 12:00am	Anice Aynes Wedding Ceremony & Reception	Yes	No		140
Saturday	1/23/2021	12:00pm - 10:00pm	Stephanie Peura Wedding Ceremony & Reception	Yes	No		145
Saturday	1/30/2021	1:00pm - 12:00am	Riverside Poly Winter Formal	No	No		200
Saturday	2/6/2021	1:00pm - 1:00am	Gina Camacho Quinceanera	Yes	No		250
Saturday	2/13/2021	3:00pm - 12:00am	Ernest Cobarrubias Wedding Reception	Yes	No		160
Saturday	2/20/2021	3:00pm - 1:00am	Angelica Samano Wedding Reception	Yes	No		160
Saturday	2/27/2021	2:00pm - 1:00am	Sandy Garcia Wedding Reception	Yes	No		300
Saturday	3/6/2021	6:00am - 12:00pm	Chino YMCA 5K Street Closure	No	No		N/A
Saturday	3/6/2021	3:00pm - 1:00am	Kristina Fernandez Quinceanera	Yes	No		200
Friday	3/12/2021	2:00pm - 1:00am	Rosalyn Mendoza HOLD				
Saturday	3/13/2021	2:00pm - 12:00am	Mayra Marban Quinceanera	Yes	No		200
Saturday	3/20/2021	2:00pm - 1:00am	Alexander Jauregui Wedding Ceremony & Reception	Yes	No		142
Saturday	4/10/2021	3:00pm - 1:00am	Juan Alvarado Sweet 16	Yes	No		180
Saturday	5/1/2021	2:00pm - 11:00pm	Claudia Barajas Quinceanera	Yes	No		80
Friday	5/7/2021	12:00pm - 12:00am	City of Chino Corporate Challenge Ceremonies	Yes	No		N/A
Saturday	5/15/2021	2:00pm - 1:00am	Lea Fukutaki Wedding Ceremony & Reception	Yes	No		160
Saturday	5/22/2021	1:00pm - 12:00am	Esmeralda Chavez Wedding Ceremony & Reception	Yes	No		150
Saturday	5/29/2021	2:00pm - 1:00am	Claudia Ardon Wedding Ceremony & Reception	Yes	No		170
Friday	6/4/2021	3:00pm - 12:00am	Silvia Vargas Quinceanera	No	No		160
Saturday	6/5/2021	1:00pm - 11:00pm	Janahe Luman Wedding Ceremony & Reception	Yes	No		150

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Chaffey College Chino Community Center Event Schedule
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Saturday	6/12/2021	2:00pm - 11:00pm	Melissa Davila Graduation Party	Yes	No			80
Saturday	6/19/2021	2:00pm - 1:00am	Darlene Yem Wedding Ceremony & Reception	Yes	No			160
Friday	6/25/2021	6:00am - 12:00am	City of Chino Fireworks Spectacular Parking	No	No			N/A
Saturday	6/26/2021	6:00am - 12:00am	City of Chino Fireworks Spectacular Parking	No	No			N/A
Saturday	7/10/2021	2:00pm - 1:00am	Lisette Flores Quinceanera	Yes	No			250
Saturday	7/17/2021	2:00pm - 1:00pm	Kyle Pennett Wedding Reception	Yes	No			140
Saturday	7/24/2021	3:00pm - 1:00am	Martha Serrato 50th Birthday Party	Yes	No			160
Saturday	7/31/2021	2:00pm - 11:00pm	Josie & David Rosas Wedding Reception	Yes	No			140
Saturday	8/7/2021	3:00pm - 1:00am	Elizabeth Garry Retirement Party	Yes	No			160
Saturday	8/14/2021	1:00pm - 12:00am	Sandra Martinez Quinceanera	Yes	No			250
Saturday	8/21/2021	2:00pm - 1:00am	Yvonne Pinedo Quinceanera	Yes	No			200
Friday	8/27/2021	3:00pm - 1:00am	Franzetta Dorsey Wedding Ceremony & Reception	No	No			150
Saturday	9/4/2021	1:00pm - 1:00am	Brenda Arteaga Wedding Ceremony & Reception	Yes	No			250
Saturday	9/18/2021	2:30pm - 12:30pm	Monique Cruz Wedding Reception	Yes	No			118
Saturday	10/2/2021	2:00pm - 1:00am	Andrew Garcia Wedding Ceremony & Reception	Yes	No			160
Saturday	10/9/2021	11:00am - 9:00pm	David Slater Wedding Ceremony & Reception	Yes	No			150
Saturday	10/16/2021	4:00pm - 1:00am	Mayra Gutierrez 50th Birthday Party	Yes	No			160
Saturday	10/23/2021	2:00pm - 1:00am	Karla Ramos Wedding Reception	Yes	No			150
Friday	11/12/2021	2:00pm - 12:00am	Erica Elias Wedding Ceremony & Reception	Yes	No			100
Saturday	12/4/2021	6:00am - 12:00am	Chino YMCA 5K Street Closure	No	No			N/A

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CHAFFEY COLLEGE CHINO COMMUNITY CENTER REVENUE PROJECTION FORM
Month of June 2020 Events - COVID-19

EVENT REVENUE	
June Room Rentals	
A. Franzetta Dorsey Wedding Ceremony & Reception (Event rescheduled)	\$ -
B. Amber Cervantes Wedding Ceremony & Reception 6/6 (Event cancelled)	\$ -
C. Andrea Govea Quinceanera 6/13 (Event Rescheduled)	\$ -
D. Vanessa Franco Wedding Ceremony & Reception 6/19 (Event cancelled)	\$ -
E. Darlene Yem Wedding Ceremony & Reception 6/20 (Event rescheduled)	\$ -
Gross Rental Sales	\$ -
EVENT EXPENSES - DEPOSITS RETURNED	
Security	\$ -
Clean Up Service	\$ -
Audio Visual Services	\$ -
Other (Package Vendors)	\$ -
Deposits Returned	\$ -
TOTAL EVENT EXPENSES	\$ -

Net Rental Sales	\$ -
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DEPOSITS RECEIVED	
Damage Deposit:	\$ -
Alcohol Deposit:	\$ -



CHAFFEY COLLEGE CHINO COMMUNITY CENTER REVENUE PROJECTION FOR
Month of July 2020 Events

EVENT REVENUE	
July Room Rentals	
A. Carolina Henao Quinceanera 7/10	\$ 5,115.00
B. Barbara Mazariegos Quinceanera 7/17	\$ 7,553.86
C. Jackie Ayala Wedding Reception 7/18	\$ 10,325.15
D. Cindy Gonzalez Sweet 16 7/25	\$ 2,916.00
Gross Rental Sales	\$ 25,910.01
EVENT EXPENSES - DEPOSITS RETURNED	
Security	\$ 874.00
Clean Up Service	\$ 1,334.00
Audio Visual Services	\$ -
Other (Package Vendors)	\$ 4,025.00
Deposits Returned	\$ 4,500.00
TOTAL EVENT EXPENSES	\$ 10,733.00
Net Rental Sales	\$ 15,177.01
DEPOSITS RECEIVED	
Damage Deposit:	\$ 3,250.00
Alcohol Deposit: A, B, C and D	\$ 1,250.00



CHAFFEY COLLEGE CHINO COMMUNITY CENTER REVENUE PROJECTION FORM
Month of August 2020 Events

EVENT REVENUE	
August Room Rentals	
A. Nelson Peralta Wedding Anniversary 8/8	\$ 2,644.00
B. Mellisa Cardenas Baby Shower 8/22	\$ 2,152.00
C. Anna Cruz Wedding Reception 8/30	\$ 6,490.00
Gross Rental Sales	\$ 11,286.00
EVENT EXPENSES - DEPOSITS RETURNED	
Security	\$ 634.00
Clean Up Service	\$ 508.00
Audio Visual Services	\$ -
Other (Package Vendors)	\$ 2,089.00
Deposits Returned	\$ 1,750.00
TOTAL EVENT EXPENSES	\$ 4,981.00
Net Rental Sales	\$ 6,305.00
DEPOSITS RECEIVED	
Damage Deposit:	\$ 1,500.00
Alcohol Deposit: C	\$ 250.00



CHAFFEY COLLEGE CHINO COMMUNITY CENTER REVENUE PROJECTION FORM
Month of September 2020 Events

EVENT REVENUE	
September Room Rentals	
A. Teresa Salahudding Quinceanera 9/5	\$ 3,640.00
B. Sara Gabbedon Wedding Anniversary 9/6	\$ 6,766.12
C. Gilberto Calderon Wedding Reception 9/12	\$ 10,518.38
D. Inland Gateway Association Conference 9/17	\$ 6,300.00
E. Cody Belcher Wedding Ceremony & Reception 9/26	\$ 6,796.00
Gross Rental Sales	\$ 34,020.50
EVENT EXPENSES - DEPOSITS RETURNED	
Security	\$ 1,016.00
Clean Up Service	\$ 936.00
Audio Visual Services	\$ -
Other (Package Vendors)	\$ 8,612.38
Deposits Returned	\$ 5,000.00
TOTAL EVENT EXPENSES	\$ 15,564.38
Net Rental Sales	\$ 18,456.12
DEPOSITS RECEIVED	
Damage Deposit:	\$ 4,250.00
Alcohol Deposit: A, B and C	\$ 750.00



CHAFFEY COLLEGE CHINO COMMUNITY CENTER REVENUE PROJECTION FORM
Month of October 2020 Events

EVENT REVENUE	
October Room Rentals	
A. Ruth Mendez Wedding Reception 10/2	\$ 5,508.00
B. Cassandra Solorzano Wedding Ceremony & Reception 10/3	\$ 8,287.00
C. Frank Camargo Birthday Party 10/9	\$ 4,677.00
D. Diana Alvarado Wedding Ceremony & Reception 10/10	\$ 6,876.00
E. Brianna Ortega Wedding Reception 10/16	\$ 3,916.00
F. Nicole Bond Wedding Ceremony & Reception 10/24	\$ 8,459.00
G. Erik Ramirez Wedding Reception 10/30	\$ 6,566.00
H. Ciera Muniz Wedding Ceremony & Reception 10/31	\$ 10,667.00
Gross Rental Sales	\$ 54,956.00
EVENT EXPENSES - DEPOSITS RETURNED	
Security	\$ 1,672.00
Clean Up Service	\$ 2,436.00
Audio Visual Services	\$ -
Other (Package Vendors)	\$ 15,665.00
Deposits Returned	\$ 9,250.00
TOTAL EVENT EXPENSES	\$ 29,023.00

Net Rental Sales	\$ 25,933.00
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DEPOSITS RECEIVED	
Damage Deposit:	\$ 7,250.00
Alcohol Deposit: A, B, C, D, E, F, G, and H	\$ 2,000.00



CHAFFEY COLLEGE CHINO COMMUNITY CENTER REVENUE PROJECTION FORM
Month of November 2020 Events

EVENT REVENUE	
November Room Rentals	
A. So Cal Gas Annual Gala 11/7	\$ 3,512.00
B. Damaris Ortega Wedding Reception 11/20	\$ 6,851.00
C. Mayra Murillo Quinceanera 11/21	\$ 13,424.00
D. Gabrielle Segoviano 11/28	\$ 9,171.00
Gross Rental Sales	\$ 32,958.00
EVENT EXPENSES - DEPOSITS RETURNED	
Security	\$ 1,088.00
Clean Up Service	\$ 928.00
Audio Visual Services	\$ -
Other (Package Vendors)	\$ 11,900.00
Deposits Returned	\$ 4,250.00
TOTAL EVENT EXPENSES	\$ 18,166.00
Net Rental Sales	\$ 14,792.00
DEPOSITS RECEIVED	
Damage Deposit:	\$ 3,250.00
Alcohol Deposit: A, B, C, E, and F	\$ 1,000.00



Chaffey College Chino Community Center

COVID – 19 Event Information

The last event at the Community Center was on Saturday, March 14, 2020. Since March 14th we have cancelled or rescheduled many events due to COVID-19. Below is detailed information regarding changes that have occurred March 14, 2020 – June 18, 2020.

Number of events that have been cancelled: 11 Events

Month	# of Events Cancelled
March 2020	1
April 2020	1
May 2020	6
June 2020	2
August 2020	1

Number of events that have rescheduled: 24 Events

Month	# of Rescheduled Events
March 2020	2
April 2020	7
May 2020	3
June 2020	3
July 2020	2
August 2020	3
September 2020	1
October 2020	2
November 2020	1



Number of new bookings: 6 new bookings (3 more new bookings pending)

Erica Elias Wedding Ceremony & Reception	November 12, 2021
Mellisa Cardenas Baby Shower	August 22, 2020
Erick Ramirez Wedding Reception	October 30, 2020
Josie & David Rosas Wedding Reception	July 31, 2021
Yvonne Pinedo Quinceanera	August 21, 2021
Karla Ramos Wedding Reception	October 23, 2021

Number of inquiries:

Emails	74
Phone Calls	32
Marketing Outlets (Wedding Wire & YELP)	62
Social Media	14

Proposal for COVID-19 Refunds

Submitted by: Rita Elias

Submitted: June 18, 2020

Chaffey College Chino Community Center (CCCCC)

Request: Approval to continue to allow full refunds due to COVID-19. Please see questions below:

Questions:

1. How far out should we be allowed to give full refunds? Do we refund all clients that have been affected by COVID-19 regardless of when their event is? We have clients scheduled towards the end of the year that prefer to cancel.
2. What refund policy should we follow for the clients that are booking during COVID-19.

Refund Policy Recommendation:

For Reservations scheduled through December of 2020

Event Date Change: Reservations may be postponed at any time with no penalty – regardless of when the reservation is.

Cancellation: The Chaffey College Chino Community Center will provide a full refund (including deposits and all prepaid amounts) to the licensee that has been affected by COVID-19.

For Reservations scheduled January 2021 through December 2021 - SUBJECT TO CHANGE

Event Date Change: Reservations may be postponed at any time with no penalty – regardless of when the reservation is.

Cancellation: Reservations scheduled in 2021 will no longer be eligible for a full refund.
Reservations may be postponed at any time with no penalty.

If the licensee cancels a reservation, a refund of all monies paid will be issued, minus the reservation deposit, regardless of when the cancellation was made. The Chaffey College Chino Community Center will only honor a refund of monies paid during the life of the COVID-19 pandemic. After the pandemic is completely over, the regular refund policy will apply.

Licensee can file a petition for a full refund for the following reasons:

1. If the licensee wants to postpone a date but Saturdays are no longer available.
2. If the licensee is not satisfied with the new social gathering guidelines.

If COVID-19 returns in 2021 and the state requires the Chaffey College Chino Community Center to close, the disclaimer is subject to change.

Rationale: Questions were raised about how long we were going to provide full refunds.

Benefits: This language will protect the Community Center against issues related to cancellations and refunds due to COVID-19. We currently do not have COVID-19 language in our Facility Reservation Terms and Conditions.

Recommendation: Approval for Event Coordinator, Rita Elias to continue issuing full refunds.

Supporting Documents

Current Cancellation Policy

CANCELLATION: Cancellation of any approved reservation will result in the loss of the cleaning/damage deposit (Event Deposit) of two hundred and fifty dollars (\$250.00). Cancellations made 90 days or more prior to the event will receive a refund of rental fees minus the event deposit of \$250.00. Cancellations received within (30) days of the event will be subject to full contract fees. Reservations with unpaid fees are subject to cancellation. Any fees paid prior to the cancellation may be forfeited.

EVENT DATE CHANGE: Reservations may be postponed if needed. Any reservation that is postponed must be made by email to the Event Coordinator written by the Licensee. If a new event date is not requested in writing within thirty (30) days of the email correspondence, the Licensee is subject to losing their approved reservation along with the “Event Deposit” of \$250.00. A new event date is not guaranteed until confirmed by the Event Coordinator.

Packages:

CANCELLATION: Cancellation of any approved reservation will result in the loss of the cleaning/damage deposit (Event Deposit) of one thousand dollars (\$1000.00). Cancellations made 90 days or more prior to the event will receive a refund of rental fees minus the event deposit of \$1000.00. Cancellations received within (30) days of the event will be subject to full contract fees. Reservations with unpaid fees are subject to cancellation. Any fees paid prior to the cancellation may be forfeited.

EVENT DATE CHANGE: Reservations may be postponed if needed. Any reservation that is postponed must be made by email to the Event Coordinator written by the Licensee. If a new event date is not requested in writing within thirty (30) days of the email correspondence, the Licensee is subject to losing their approved reservation along with the “Event Deposit” of \$1000.00. A new event date is not guaranteed until confirmed by the Event Coordinator.

Research on other venues

Chino Hills Community Center (Information provided on May 20, 2020)

Officially closed through July 5, 2020. The Chino Hills Community Center is calling their clients scheduled through July 5, 2020 and are giving them the option to cancel or reschedule their event. If they cancel, they get a full refund including rental fees and deposits. If a client calls to cancel or reschedule an event, the Chino Hills Community Center is allowing it and are providing a full refund regardless of when their event is. Including events in 2021. They will eventually stop providing full refunds, but they do not have an exact date. They are waiting on the state to allow for re-open and guidelines pertaining to masks and social distancing guidelines.

Ontario Gateway Hotel (Information provided on May 20, 2020)

The Ontario Gateway Hotel has cancelled all events through August 2020. They are providing clients the option to cancel or reschedule their event even if we get lifted before August. If the client cancels, they are providing a full refund. Only for events through August of 2020. For clients that have events September – December 2020 and call to cancel, the hotel is asking them to hold until June 30th, which is when they are scheduled to revisit their policies. They are not allowing any changes for 2021 events.

The Ontario Convention Center and the Toyota Arena have also cancelled and refunded all clients through August 2020. The Ontario Gateway Hotel, Ontario Convention Center, and Toyota Arena are under the same policies and guidelines.

Eastvale Community Center (Information provided on 5-28-2020)

The Eastvale Community Center is closed until July 6th. They are providing clients the option to cancel or reschedule. They are providing full refunds depending on the event. If the Community Center cancelled on the client, the client has the right to request a full refund or reschedule the event. If the Community Center did not cancel on them, they have the option to reschedule or get a refund to their account. They are also being flexible with application fees and deposits. When the Community Center opens, they will only refund clients if the Community Center needs to cancel on them. Normal policies will apply. However, they will be flexible per case/event. The Community Center will open on July 6th. They will require temperature checks and masks to be worn in the Community Center (Community Center department). Special events will only be permitted for groups with 50 guests or less. They will not require masks for private parties that remain in the event location/areas. If the guests venture out to other parts of the facility, they will be required to wear a mask.

Diamond Bar Center (Information provided on 6-1-2020)

The Diamond Bar Center is closed through July 31st. They are offering full refunds or the option to change the event date at no cost for all events cancelled by the City. Any cancellation requests made on behalf of the renter past the city closure are reviewed on a case-by-case basis through our variance request process. The Diamond Bar Center does not have a set date for reopening for “social events.” The City is closely following the recommendations of the LA County Public Health Department. They are reviewing and discussing a phased approach that will follow the guidelines of the County and CDC. Guidelines are currently under review with our City Manager.

Proposal to add a COVID-19 disclaimer to the Facility Reservation Terms and Conditions

Submitted by: Rita Elias

Submitted: June 18, 2020

Chaffey College Chino Community Center (CCCCC)

Request: Request to add a COVID-19 disclaimer regarding cancellations and refunds to the Facility Reservation Terms and Conditions form. An updated version will be provided to clients that have already signed the Facility Reservation Terms and Conditions form.

COVID-19 Disclaimer:

For Reservations scheduled through December of 2020

Event Date Change: Reservations may be postponed at any time with no penalty – regardless of when the reservation is.

Cancellation: The Chaffey College Chino Community Center will provide a full refund (including deposits and all prepaid amounts) to the licensee that has been affected by COVID-19.

COVID-19 Disclaimer:

For Reservations scheduled January 2021 through December 2021

SUBJECT TO CHANGE

Event Date Change: Reservations may be postponed at any time with no penalty – regardless of when the reservation is.

Cancellation: Reservations scheduled in 2021 will no longer be eligible for a full refund. Reservations may be postponed at any time with no penalty.

If the licensee cancels a reservation, a refund of all monies paid will be issued, minus the reservation deposit, regardless of when the cancellation was made. The Chaffey College Chino Community Center will only honor a refund of monies paid during the life of the COVID-19 pandemic. After the pandemic is completely over, the regular refund policy will apply.

Licensee can file a petition for a full refund for the following reasons:

1. If the licensee wants to postpone a date but Saturdays are no longer available.
2. If the licensee is not satisfied with the new social gathering guidelines.

If COVID-19 returns in 2021 and the state requires the Chaffey College Chino Community Center to close, the disclaimer is subject to change.

Rationale: The disclaimer above will be provided to clients that have already signed the Facility Reservation Terms and Conditions as the cancellation and refund policy has changed due to COVID-19.

Benefits: This language will protect the Community Center against any issues related to cancellations and refunds due to COVID-19. We currently do not have COVID-19 language in our Facility Reservation Terms and Conditions.

Recommendation: Approval to modify the Facility Reservation Terms and Conditions forms to include disclaimer above.

Proposal to modify the Facility Reservation Terms & Conditions Form and a Force Majeure Clause

Submitted by: Rita Elias

Submitted: June 18, 2020

Chaffey College Chino Community Center (CCCCC)

Request: Approval to modify to the Facility Reservation Terms & Conditions form to reflect language on force majeure.

Force Majeure. Neither the City of Chino or Chaffey Community College District is responsible for any failure to perform its obligations hereunder if it is prevented or delayed in performing those obligations by an event of force majeure, which includes, but is not limited to fires, floods, earthquakes, civil disturbances, pandemics, government shutdowns, regulation or directive by any public authority, and other causes beyond the City of Chino or Chaffey Community College District's control. Licensee waives any right of recovery against the City of Chino and Chaffey Community College District, along with their officers, employees, agents, and volunteers for disruptions to service due to any force majeure event.

Rationale: The information above is important language for reducing the risk of liability associated with cancelling or scaling back a planned event in response to a catastrophic event out of our control.

Costs: 0.00

Benefits: This language will protect the Community Center against liability. We currently do not have this language in our Facility Reservation Terms and Conditions.

Recommendation: Approval to modify the Facility Reservation Terms & Conditions form.

Proposal for the Re-Opening of the Community Center after COVID-19
Submitted by: Rita Elias
Submitted: June 18, 2020
Chaffey College Chino Community Center (CCCCC)

Request: Approval to open the Community Center after the COVID-19 pandemic. The Community Center will re-open in two phases. The first phase will be a soft opening, meaning the facility will only open for client tours, client meetings, and vendors meetings. Events will not be allowed to take place until phase two. Please reference the following pages for details regarding the re-opening phases.

Rationale: As COVID-19 regulations continue to lift, clients are eager to visit the Community Center and learn more about the future of the Community Center, including the new regulations and guidelines. The approval of the re-opening plan will help the Event Coordinator, Rita Elias, provide guidance and direction to clients.

Costs: Minimal costs will be required for the purchase of sanitation products and standing markers, if applicable.

Benefits: The re-opening of the Community Center will allow clients the opportunity to visit the space in person. It will allow for clients to meet with the Event Coordinator in person and obtain as much information as possible. The re-opening will eventually allow for the space to open for events and generate revenue.

Recommendation: Approval for the Community Center to re-open upon approval from the Chaffey College District and the City of Chino.

COVID-19 Re – Opening Plan

Phase 1

Soft Opening

Soft Opening – tours, client meetings, and vendor meetings ONLY

The soft opening will begin when approved by the state, Chaffey College, City of Chino, and the Oversight Committee. Guidelines are required and subject to change per state regulations and guidelines.

Social Distancing Guidelines

1. Entry into the Community Center will be by appointment only.
2. All groups entering the Community Center must sign a liability waiver prior to entry.
3. Only groups of three people or less will be allowed into the facility.
4. Anyone coming into the facility will be required to wash hands and use sanitizer upon arrival.
5. Face coverings are required for everyone coming into the facility.
6. Groups are required to stay at least 6 feet away from the Event Coordinator.
7. Restrooms will be off limits (unless FMA's can help with sanitation on regular basis)
8. Groups will meet with Event Coordinator inside the banquet hall. Only the Event Coordinator is allowed in the Event Coordinator's office or kitchen.
9. One table will be designated for all group meetings.
10. The designated table used by the group will be cleaned/sanitized each time before a new group comes in. Event Coordinator will sanitize.
11. Restrooms will be sanitized after every group that comes into the facility. If approved.
12. COVID-19 signs with guidelines will be printed and distributed on site.
13. Groups not following guidelines will be asked to leave the facility.

COVID-19 Re – Opening Plan

Phase 2

Events

Events will resume with social distancing guidelines when approved by the state, Chaffey College, City of Chino, and the Oversight Committee. Guidelines are required and subject to change per state regulations and guidelines.

Social Distancing Guidelines

1. Licensee must sign a liability waiver as part of the reservation process.
2. Vendors working the event must sign a liability waiver before the event.
3. Anyone coming into the facility will be required to wash hands and use sanitizer upon arrival.
4. Face coverings are optional but highly recommended for event guests.
5. Face coverings will be required for all vendors and event staff.
6. Groups are recommended to stay at least 6 feet away from each other.
7. Standing markers will be placed on the ground to help with social distancing in the restrooms.
8. Standing markers will be placed on the ground to help with social distancing at the bar and the buffet line.
9. Guests are not allowed to touch any items at the bar and buffet line. Vendors will be required to wear face coverings and gloves.
10. Only the Event Coordinator is allowed in the Event Coordinator's office.
11. Only Chaffey staff and event vendors will be allowed in the kitchen.
12. Guest tables will be set at least 6ft apart.
13. Receptions in the banquet hall will be limited to 100 guests (SUBJECT TO CHANGE)
14. The guest count will be vary depending on the type of event.
15. A max of 4 - 6 guests per table (60" round tables). Only families sitting together can have side by side seats.
16. Ceremonies in the courtyard will be limited to 50 – 70 guests (SUBJECT TO CHANGE)
17. Bridal Party, Quinceanera court, etc. will need to stand/sit at least 6 feet away from each other.
18. Restrooms will be closed and sanitized every two hours by event facility maintenance assistants.
19. The number of people and vendors in the facility will be limited. Please refrain from doing hair and makeup in the facility.
20. We are encouraging people to limit the number of children due to the difficulty of them understanding the social distancing guidelines.
21. Tables and chairs will be sanitized after each event.
22. COVID-19 signs with guidelines will be printed and distributed on site.
23. Groups not following guidelines will be asked to leave the facility.



WAIVER AND RELEASE

I, _____ (FULL NAME), fully understand that my participation in or attendance at the _____ (“Event”), which is taking place at the Chaffey College Chino Community Center (“Center”), may expose me to the risk of personal injury, death, communicable diseases, illnesses, viruses, or personal property loss or damage. I hereby acknowledge that I am voluntarily attending or participating in this Event and I agree to assume any such risks.

I hereby voluntarily waive and release Chaffey Community College District, City of Chino, and their agents, successors, representatives, and employees for any injury, death or damage to or loss of personal property arising out of, or in connection with, my attendance at or participation in the Event. This waiver and release extends to any injury, death, or damage to or loss of personal property that is caused by the negligence of Chaffey Community College District, the City of Chino, the host of the Event, or any other participants in or attendees of the Event. The parties to this AGREEMENT understand that this AGREEMENT is not intended to release Chaffey Community College District or the City of Chino from injuries sustained due to the willful misconduct or gross negligence of Chaffey Community College District or the City of Chino.

I HAVE CAREFULLY READ THIS WAIVER AND RELEASE AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT IT IS A FULL RELEASE OF LIABILITY AND SIGN IT ON MY OWN FREE WILL.

Date: _____



Financial Cycles

Revised 6/17/2020

2017- 2018	
Dance Floor (Complete)	\$ 3,542.16
Chair Cleaning (Complete)	\$ 3,850.00
Stage Skirt (Complete)	\$ 1,061.55
Lobby Floor Wax (Moved Item to 2018 - 2019)	\$ -
Total Expenses	\$ 8,453.71
2018 2019 - 2020	
Lobby Décor Rugs (Complete)	\$509.98
13 - 60" Round Tables (Moved Item to 2020 - 2021)	\$ -
2 - 6ft Tables (Moved Item to 2019 - 2020)	\$ -
Lobby Floor Wax (Complete)	\$ 1,825.00
Interior & Exterior Paint (Complete)	\$ 19,290.00
Courtyard Electrical & String Lights (Complete)	\$ 17,900.00
Courtyard Demo, Tree, and Color Concreate (Complete)	\$ 56,575.00
Full Carpet Replacement (Complete)	\$ 40,000.00
Total Expenses	\$ 136,099.98
2019 - 2020	
New Audio Visual Equipment + 3 Year Maintenance Plan (In Progress)	\$ 140,000.00
Firewall Hardware (In Progress)	\$ 2,000.00
Firewall Annual Support (In Progress)	\$ 850.00
Spectrum Internet Construction (One Time Fee) (In Progress)	\$ 17,255.55
Spectrum Internet Monthly Fee	\$ 324.98
Lobby Furniture Cleaning (Moved to 2020 - 2021)	\$ -
Banquet Chair Cleaning (Moved to 2020 - 2021)	\$ -
13 - 60" Round Tables (Complete)	\$ 3,300.00
5 - 8ft Tables (Complete)	\$ 1,100.00
2 - 6ft Tables (Complete)	\$ 400.00
2 Chair Carts (Complete)	\$ 500.00
2 Table Carts (Complete)	\$ 720.00
Total Expenses	\$ 166,450.53
2020 - 2021	
9 - 60" Round Tables (Moved to 2021 -2022)	\$ -
4 - 8ft Tables (Moved to 2021 -2022)	\$ -
4 - 6ft Tables (Moved to 2021 -2022)	\$ -
2 Table Carts (Moved to 2021 -2022)	\$ -
1 Chair Cart (Moved to 2021 -2022)	\$ -
Guest Parking Signs	\$ 632.00
Lobby Furniture Cleaning (\$800) Completed by Chaffey FMA	\$ -
Carpet Cleaning (\$1, 600) Completed by Chaffey FMA	\$ -
Banquet Chair Cleaning (\$4,500) Completed by Chaffey FMA	\$ -
Miscellaneous	\$ 2,000.00

Total Expenses	\$ 2,632.00
2021 - 2022	
9 - 60" Round Tables	\$ 2,750.00
4 - 8ft Tables	\$ 1,000.00
4 - 6ft Tables	\$ 850.00
2 Table Carts	\$ 820.00
1 Chair Cart	\$ 350.00
Staining Large Wooden Doors	\$ 7,500.00
Stage Cart	\$ 900.00
Carpet Cleaning	\$ 1,600.00
2 Table Carts	\$ 820.00
Miscellaneous	\$ 2,000.00
Total Expenses	\$ 18,590.00
2022 - 2023	
New Lighting Equipment	TBD
Wall Painting	\$ 20,000.00
Lobby Furniture Cleaning	\$ 850.00
Carpet Cleaning	\$ 1,600.00
Banquet Chair Cleaning	\$ 4,700.00
Lobby Floor Maintenance	\$ 2,400.00
Miscellaneous	\$ 2,000.00
Total Expenses	\$ 31,550.00



* = Cost was part
of the Community
Center purchase
Red = Schedule

Capital Replacement Plan - Lobby

Equipment	Initial Purchase Date	Quantity	Unit Price	Tax	Shipping	Total Price	Replace Equipment	Due Date
Wooden Round Table	10/1/2009	1	*	*	*	*	As needed	
Rectangular Wood Table	10/1/2009	1	*	*	*	*	As needed	
Couch	10/1/2009	1	*	*	*	*	As needed	
Sofa Chairs	10/1/2009	1	*	*	*	*	As needed	
Facility Entrance Rug	9/27/2017	1	\$523.40	N/A	N/A	\$523.40	As needed	
Lobby Décor Rug	10/1/2009	1	*	*	*	*	As needed	Purchased
Lobby Side Tables	2/8/2017	7	Vary	Vary	N/A	\$450.00	As needed	
Décor Lamps	10/1/2019	2	*	*	*	*	As needed	
Pillows	10/1/2009	10	*	*	*	*	As needed	
Large Décor Plant	10/1/2009	1	\$79.00	Vary	N/A	\$79.00 + tax	As needed	
Small Décor Plant	10/1/2019	1	\$59.00	Vary	N/A	\$59.00 + tax	As needed	
Light Fixtures	10/1/2019	24	*	*	*	*	As needed	
Water Fountain	10/1/2019	2	*	*	*	*	As needed	

CHAFFEY COLLEGE
CHINO COMMUNITY CENTER BALANCE SHEET
March 31, 2020

ASSETS:

Cash - Citizens Business Bank	\$407,511
Cash Reserve - Citizens Business Bank	\$100,000
Accounts Receivable	<u>8,538</u>

TOTAL ASSETS: \$516,049

LIABILITIES:

Accounts Payable	18,282
Deferred Revenue	111,877
Security Deposits	<u>79,500</u>

TOTAL LIABILITIES: \$209,659

CAPITAL:

Fund Balance	355,144
YTD Retained Earnings	<u>(48,754)</u>

TOTAL CAPITAL: \$306,390

TOTAL LIABILITY AND EQUITY: \$516,049

CHAFFEY COLLEGE
CHINO COMMUNITY CENTER INCOME STATEMENT
FOR THE PERIOD ENDING MARCH 31, 2020

	Annual Adopted Budget	Quarterly Actuals	Quarterly % of Budget	YTD Actuals	YTD % of Budget
CHINO COMMUNITY CENTER RENTAL OPERATIONS					
Income:					
Sales	\$15,000	\$7,141	47.61%	\$12,987	86.58%
Rentals	335,000	106,681	31.85%	286,292	85.46%
<i>Total Income</i>	350,000	113,822	32.52%	299,279	85.51%
Expenses:					
Contract Salaries	28,000	7,915	28.27%	21,000	75.00%
Benefits	2,674	756	28.27%	2,006	75.02%
<i>Salary & Benefit Subtotal</i>	30,674	8,671	28.27%	23,006	75.00%
Supplies	1,500	0	0.00%	7,085	472.33%
Contracted Services	115,000	26,075	22.67%	72,582	63.11%
Advertising	7,000	0	0.00%	621	8.87%
Other Services	210,000	42,112	20.05%	170,264	81.08%
<i>Other Operating Expenses</i>	333,500	68,187	20.45%	250,552	75.13%
Other Expenses:					
Capital Outlay	80,000	0	0.00%	74,475	93.09%
Contingency	15,826	0	0.00%	0	0.00%
<i>Total Other Expenses</i>	95,826	0	0.00%	74,475	77.72%
<i>Total Rental Operations Expenses</i>	460,000	76,858	16.71%	348,033	75.66%
CHINO COMMUNITY CENTER RENTAL OPERATING INCOME/LOSS	(\$110,000)	\$36,964	-	(\$48,754)	-
CHINO COMMUNITY CENTER GENERAL OPERATIONS					
Income:					
District Support	44,012	8,520	19.36%	30,813	70.01%
Chino City Support	14,670	2,840	19.36%	10,271	70.01%
Chino Community Ed Support	5,753	1,114	19.36%	4,028	70.02%
<i>Total Income</i>	64,435	12,474	19.36%	45,112	70.01%
Expenses:					
Contract Salaries	6,856	1,353	19.73%	4,397	64.13%
Benefits	2,006	396	19.74%	1,287	64.16%
<i>Salary & Benefit Subtotal</i>	8,862	1,749	19.74%	5,684	64.14%
Supplies	2,265	566	24.99%	1,698	74.97%
Insurance	208	52	25.00%	156	75.00%
Maint./Repair	1,000	0	0.00%	0	0.00%
Utilities	52,100	10,107	19.40%	37,574	72.12%
<i>Other Operating Expenses</i>	55,573	10,725	19.30%	39,428	70.95%
<i>Total General Operations Expenses</i>	64,435	12,474	19.36%	45,112	70.01%
CHINO COMMUNITY CENTER GENERAL OPERATIONS INCOME/LOSS	\$0	\$0	-	\$0	-
TOTAL CCCCC NET INCOME/LOSS	(\$110,000)	\$36,964		(\$48,754)	

Note:

The \$48,754 loss includes planned project expenses, which will be covered by the budgeted prior-year balance re-allocation of \$110,000.

**Chaffey College Chino Community Center
2020-2021 Budget Worksheet**

		Adopted Budget 2019-2020	Current Budget 2019-2020	Tentative Budget 2020-2021
INCOME				
Prior Year Savings for current year programs		110,000	270,000	0
55-0000-6930-48500-000	Sales	15,000	15,000	7,500
55-0000-6930-48550-000	Rental Fees	335,000	335,000	167,500
55-0000-6930-48560-000	Interest	0	0	0
55-0000-6930-48570-000	District Support	44,012	44,012	44,139
55-0000-6930-48575-000	City Support	14,670	14,670	14,713
55-0000-6930-48580-000	Community Ed Support	5,753	5,753	5,770
Total Income		\$524,435	\$684,435	\$239,622
Salaries & Benefits**				
55-0000-6930-52110-250	Classified Contract	6,856	6,856	6,856
55-0000-6930-53220-250	Pers	1,352	1,352	1,563
55-0000-6930-53320-250	Fica	425	425	425
55-0000-6930-53346-250	Medi	99	99	99
55-0000-6930-53420-250	H & W	0	0	0
55-0000-6930-53520-250	Sui	3	3	3
55-0000-6930-53620-250	W/C	127	127	103
Total Salaries & Benefits		8,862	8,862	9,049
Operational Expenses**				
55-0000-6930-54500-250	Supplies	2,265	2,265	2,265
55-0000-6930-54700-250	Food	0	0	0
55-0000-6930-55110-250	Personal Services	0	0	0
55-0000-6930-55120-250	Contractual Services	0	0	0
55-0000-6930-55410-250	Insurance	208	208	208
55-0000-6930-55510-250	Gas	8,500	8,500	8,500
55-0000-6930-55520-250	Electricity	34,000	34,000	34,000
55-0000-6930-55530-250	Water	9,600	9,600	9,600
55-0000-6930-55620-250	Maintenance Repair	1,000	1,000	1,000
55-0000-6930-55660-250	Fixed Cost	0	0	0
55-0000-6930-55820-250	Advertising	0	0	0
55-0000-6930-55840-250	Other Services	0	0	0
Total Operational Expenses		55,573	55,573	55,573
Other Expenses				
55-0000-6930-55665-250	Commission	0	0	0
55-0000-6930-56410-250	New Equipment	0	0	0
55-0000-6930-56420-250	Equipment Replacement	0	0	0
55-0000-6930-57300-250	Interfund Transfer	0	0	0
55-0000-6930-57900-250	Contingency	0	0	0
Total Other Expenses		0	0	0

**Chaffey College Chino Community Center
2020-2021 Budget Worksheet**

		Adopted Budget 2019-2020	Current Budget 2019-2020	Tentative Budget 2020-2021
Civic Ops. - Salaries & Benefits**				
55-1300-6930-52110-250	Classified Contract	28,000	28,000	12,000
55-1300-6930-53220-250	Pers	0	0	0
55-1300-6930-53320-250	Fica	1,736	1,736	744
55-1300-6930-53346-250	Medi	406	406	174
55-1300-6930-53520-250	Sui	14	14	6
55-1300-6930-53620-250	W/C	518	518	180
Total Civic Ops. - Salaries & Benefits		30,674	30,674	13,104
Civic Ops. - Operational Expenses				
55-1300-6930-54500-250	Supplies	1,500	6,750	1,000
55-1300-6930-55110-250	Personal Services	100,000	100,000	70,000
55-1300-6930-55120-250	Contractual Services	15,000	15,000	7,500
55-1300-6930-55620-250	Maintenance/Repairs	30,000	30,000	2,500
55-1300-6930-55625-250	Maint Agreements	0	12,500	5,000
55-1300-6930-55660-250	Fixed Cost**	5,000	5,000	5,000
55-1300-6930-55820-250	Advertising	7,000	7,000	3,500
55-1300-6930-55840-250	Other Services	175,000	196,400	62,000
Total Civic Ops. - Operational Expenses		333,500	372,650	156,500
Civic Ops. - Other Expenses				
55-1300-6930-55856-250	Interest	0	0	0
55-1300-6930-56120-250	Site Improvement	75,000	82,000	0
55-1300-6930-56410-250	New Equipment	5,000	0	0
55-1300-6930-56415-250	New Equipment - Capital	0	124,000	0
55-1300-6930-56450-250	Computer Equipment	0	0	0
55-1300-6930-57900-250	Contingency	15,826	10,676	5,396
Total Civic Ops. - Other Expenses		95,826	216,676	5,396
TOTAL EXPENSES		\$524,435	\$684,435	\$239,622

Total Profits/(Loss) \$0.00 \$0.00 \$0.00

Note: In the current year, the Oversight Committee approved a one-time transfer from prior year savings of \$160,000 to pay for new Audio Visual Equipment, Internet and Wi-Fi.