



License Agreement between the City and Saddleback Church

August 18, 2026

Background

Saddleback Church has utilized City facilities since 2024 to conduct weekly rentals. In 2025, the organization began renting meeting space at the Senior Center in Central Park (Senior Center) to accommodate its growing operational and attendance needs.

Saddleback Church now seeks to formalize this ongoing arrangement through a License Agreement, ensuring continued access to the facility in a structured and consistent manner.

The City of Huntington Beach likewise seeks to formalize the agreement to establish clear terms, strengthen the existing partnership, and secure stable rental revenue for a three-year term with two (2) optional one-year extensions.



Financial Impact

The License Agreement with Saddleback Church will generate anticipated, ongoing annual revenues of \$157,500 for the City over a three-year term, with the option for two (2) additional one-year renewals.

Obligations of the City

- Providing rental space and city staff to facilitate room setups and opening and closing of the Senior Center.
- Provide Saddleback Church with at least thirty (30) days' notice if a reservation requires cancellation.
- Provide toiletries for restroom use, cleaning supplies, tables, chairs and A/V equipment.
- Invoicing Saddleback Church monthly for the previous month's facility use.



Obligations of the City Continued

The FY 2025/26 City Council approved fee schedule can be found in Exhibit B of the License Agreement. Providing a nominal discount rate ensures stable weekly use of the Senior Center while generating consistent revenue and strengthening a long-term partnership with a nonprofit that serves Huntington Beach residents.

- Rentals occurring Friday – Sunday, a discounted rental rate will be applied to the current City Council approved hourly rates.
- Rentals occurring Monday – Thursday, will be assessed the current City Council approved rates, and no discounts will be applied.



Obligations of the City Continued

- Year 1: 10% discount.
- Years 2 & 3: 7% discount.
 - At year 3, upon mutual agreement, the City and Saddleback Church will discuss and evaluate rate adjustments if a disparity exists between the market rate and Saddleback's discounted rate.
- Years 4 & 5: 5% discount.
- Late payments: the fees for that month will revert to the current, full City Council approved fee schedule, and future rentals may be subject to suspension.



Obligations of Saddleback Church

- Providing an offsite storage facility, loading all equipment in and out of the facility for each rental.
- Notify the City thirty (30) days in advance of any rental cancellation.
- Follow all City rental procedures and policies.
- Provide monthly payment fourteen (14) days after receipt of invoice for Saddleback Church's facility use from the previous month.



Recommended Action

Approve and authorize the Mayor and City Clerk to execute the 'License Agreement Between the City of Huntington Beach and Saddleback Church for Use of Space at the Huntington Beach Senior Center in Central Park.'



Questions?

