1.0 Definitions

1.1 Instructional Uses: Facility uses for (or in conjunction with) requirements of credit or non-credit classes offered by a College of the Los Rios Community College District.

1.2 District/College Uses: Facility uses for events or functions that are not part of a class or instructional program, but are requested by a District/College staff member or organizational unit for an event. Examples of such uses include:

1.2.1 Related to District/College goals and objectives, benefiting and/or including primarily students and/or staff;

1.2.2 Planned, organized, run, and actually supervised by a District/College staff member;

1.2.3 A non-profit activity that has no admission, entry, or participation fee. (Booth/space or cost-covering charges may be levied or donations accepted, but all revenues and expenses are processed through an established District/College account);

1.2.4 College-operated sports camps; and

1.2.5 Community services program.

1.3 Non-District Uses: Facility uses that do not meet the previously stated criteria;

1.3.1 Any request by a non-District/College individual or organization, or any event generating revenue for a non-District/College account/purpose will be categorized as a non-District use.

1.4 A facility, under this Administrative Regulation, is any District/College property or structure that is not an outdoor area open to the public generally. For Administrative Regulations governing the use of outdoor areas open to the public generally, see Regulation R-1413.

2.0 Use of Facilities

2.1 District/College facilities may be used by persons or individuals pursuant to provisions of the Civic Center Act (Ed. Code, § 82537 et seq.) for special conditional uses during the hours of normal facility operation. Normal District/College operational hours are Monday through Thursday, 7:00 a.m. to 10:00 p.m. and Friday, 7:00 a.m. to 5:00 p.m., with weekend and summer operating hours being determined by the individual Colleges.

2.2 Non-District/College uses shall be governed by the District’s standard facility use permit. District/College uses shall be governed by the customary procedures for each facility.
2.3 For non-District/College uses, written contracts for facility use for groups requesting regular use of facilities where the renter has sole use and/or the annual value of the rental income exceeds $10,000 shall be developed by the District General Counsel. Such contracts shall provide for such terms and arrangements as specified in this Administrative Regulation. Approved contracts shall be reviewed annually to determine renewal status and terms.

3.0 Permit Application and Approval

Permits are required for non-District/College uses of facilities.

3.1 Applications shall be available at each District/College location.

3.2 Applications shall be submitted to the appropriate office.

3.3 Applications shall not be processed unless filled out completely and signed by the authorized representative of the applicant.

3.4 For full consideration, completed applications for non-District/College use of facilities must be submitted to the College at least thirty (30) days in advance of the proposed use.

3.5 Use permits shall be issued for specified hours and dates. The user shall not arrive before the time authorized and shall leave the College premises at the permit expiration time. No permit shall be issued for use of facilities later than midnight, except by special permission granted prior to the use date.

3.6 Permits for use of any District/College facility shall be revoked when the use interferes with regular College use, when facilities are misused, or when District/College rules and regulations are violated. Permits may not be renewed when revoked for misuse.

4.0 Fees and Refunds for Non-District/College Uses

4.1 Fees are set forth in Administrative Regulation R-1412.

4.2 Uses for which payment is “in-kind” shall be subject to Los Rios Community College District Board of Trustees approval. (See P-8441)

4.3 An advance payment of fees as outlined in the fee schedule is required at the time the use application is approved in order to schedule the facility. Exact payment schedule shall be determined by the appropriate College representative. Total facility use fees and other fees must be paid/deposited in full as specified in the individual use permit, but in all cases, prior to facility use. The administrator responsible for the facility may waive the pre-payment requirement for public agencies.

4.4 Refund policy is as follows:

4.4.1 Use fee amount/deposit is fully refundable if the District/College facilities representative is notified of the activity cancellation in writing no less than
sixty (60) calendar days prior to the use, and is fifty percent (50%) refundable with notification of less than sixty (60) days.

4.4.2 If a refund is due, the College will request that the authorized amount of refund be made and distributed by the District Business Services Office. The entire refund process may take four (4) to six (6) weeks.

5.0 General Rules

5.1 The user may be required to submit a security plan for approval at least twenty (20) days prior to the date scheduled for the activity, and may be required to furnish and/or pay for security personnel, depending on the type of event and number of attendees.

5.2 The maximum time normally to be granted per permit shall be eight (8) consecutive hours under the fee policy. This limit includes the time required for setting up, practice, performance, games, setting and removal of equipment, release of personnel, etc. Time will be counted from the moment of initial use under a permit until the moment that use of the facility is no longer required.

5.3 Ticket sales, supervision requirements, security arrangements, employment of personnel, etc., must be in accordance with District/College regulations.

5.4 The user shall make no modification to the facility without the prior approval of the College President or designee.

5.5 College furniture, apparatus, and/or equipment shall not be removed, altered, or displaced without permission from an authorized District/College employee.

5.6 The user is responsible for all expenditures necessary for the removal of all waste and debris and for the restoration of property to the condition that existed prior to its use by permittee. The permittee is responsible for any costs incurred by the District/College to restore the facility to the condition that existed prior to use.

5.7 Persons or organizations using District/College facilities shall safeguard and care for the facilities, and assume responsibility for payment of any loss or damages resulting from their use of the facilities. Youth or children’s groups shall be supervised by responsible adults provided by the sponsoring organizations.

5.8 Keys to facilities shall be assigned only to employees of the District/College and buildings and facilities shall be opened only by such employees. Authorization is given for entrance to specific areas only, and use of specific facilities only, within a building.

5.9 Users are responsible for payment of all parking fees and must observe all parking regulations.

5.10 Smoking is prohibited inside all District/College facilities. Smoking is prohibited outside of District/College facilities within thirty (30) feet of any building entrance, exit, door, operable window, and/or air intake duct. The Colleges may further limit when and where smoking is permitted. Smoking is defined as
inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated tobacco or other product intended for inhalation, in any matter or in any form. Smoking also includes the use of e-cigarettes. An e-cigarette is any oral device that provides a vapor of nicotine or any other substance for inhalation. E-cigarettes do not include products approved by the United States Department of Food and Drug Administration for medical treatment.

5.11 Eating and drinking beverages is prohibited in all facilities except those specifically designated by the District or College. Possession of alcohol, drugs, firearms and other weapons, and fireworks, are not permitted in or on District/College property. Possession of alcohol is not permitted in or on District/College property except as provided in District Policy P-1414 and Administrative Regulation R-1414. It is the permit holder’s responsibility to enforce this provision.

5.12 Food and refreshments may be sold only by users with the prior approval of the College President or designee.

5.13 Fire Department regulations prohibit the use of lighted candles, torches with open flame, or fire of any type on District/College premises. Materials used for decorations shall be flameproof and must be removed from the facility after use.

5.14 Advertising materials and publicity shall clearly distinguish between the District/College and the sponsoring organization.

5.15 The District/College shall not provide information on outside events.

5.16 District/College names shall not be used by the sponsoring or promoting organization without prior approval by the District/College President or Designee.

5.17 Users and their employees and agents shall obey all laws and not discriminate because of ethnic group identification, race, color, gender, sexual orientation, religion, age (over forty), national origin, ancestry, disability, political affiliation or belief, military and veteran status, or marital status (collectively “protected characteristics”) against any person by refusing to furnish such person any accommodation, facility, services, or privilege offered to, or enjoyed by, the general public, nor shall permittee nor its employees publicize the accommodations, facilities, services, or privileges in any manner that would directly or inferentially reflect upon or question the acceptability of the patronage or any person because of those protected characteristics.

5.18 Users shall be required to obtain all necessary permits from other agencies (e.g. fire).

5.19 Users bringing food to a facility shall be responsible for compliance with all health and safety regulations.

6.0 Insurance Information/Requirements:
6.1 Users shall be required to carry appropriate insurance coverage. All non-District/College users are required to carry appropriate insurance coverage as determined by the District. In addition, all users shall indemnify and hold free and harmless and defend the District, its officers, agents, and employees of and from and against any and all claims, including, but not limited to, demands, liens, judgments or otherwise, attorney fees, for death of, or injury to, any persons or damage to any property whatsoever occurring on, in, or about the facility or the adjacent parking areas owned or occupied by the District during the term of use that arises out of, results from or occurs during the operations of permittees, its officers, directors, agents, or employees. Insurance documents shall be submitted to the designed application submittal office at the District/College at least ten (10) working days prior to the scheduled event for all District/College facilities. Certificates of insurance must name the District as an additional insured.

6.2 Authorization is given for entrance to specific areas only, and use of specific facilities only, within a building.

6.3 If an entity applying for use of a District/College facility does not have insurance coverage which satisfies the requirements set forth in Section 6.0, the entity may purchase Special Event Insurance coverage which may be facilitated through the College/District. Such coverage must be obtained at least fifteen (15) working days prior to the event.

6.4 Premium assessed for the Special Events insurance coverage is based upon the class, type of event, the number of participants, and is established by the insurance underwriters. District may charge a processing fee for insurance services.