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## 1.0 Definitions

1.1 Use by the Los Rios Community College District or any of its colleges of property or facilities includes scheduled and unscheduled events and activities that are:

1.1.1 Directly in support of District/College goals and objectives and primarily benefit students and/or staff; and

1.1.2 Planned, organized, administered, and directly supervised for the duration of the event or function by a District/College staff member in their official capacity as a District/College employee.

1.1.2.1 All revenue—including, but not limited to, fees from admission, participation, sponsorship or other sources, and expenses associated with a District/College use—must be processed through an established District/College account.

1.1.3 Examples of District/College use includes:

1.1.3.1 Instructional uses for classes, laboratories, and co-curricular activities required for, or in conjunction with, requirements of credit or non-credit courses offered by the Colleges.

1.1.3.2 Other uses for non-instructional meetings, events, or activities that support District/College programs and services, such as: college-operated sports camps, approved meetings, special events of officially recognized clubs, and community services programs.

1.2 Non-District facility uses include all uses that are not District/College uses. Non-District users shall be charged a fee, if applicable, according to the classifications of use as set forth below.

1.3 The property or facilities governed by this Administrative Regulation are District/College property, facilities or structures that are not outdoor areas 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 General Rules Applicable to All Users 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.) during the hours of normal facility operation.

- 2.2 Normal 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. Normal District Office operational hours are Monday through Friday, 8:00 a.m. to 5:00 p.m.
- 2.3 Generally, the maximum daily time allowed for the use of District/College property or facilities shall be eight (8) consecutive hours. This limit includes the time required for setting up, practice, performance, games, setting and removal of equipment, release of personnel, etc. If more than one (1) performance or game is held, however, a separate charge may be made for each. Time will be counted from the moment of initial use under a use permit until the moment that use of the facility is no longer required.
- 2.4 Non-District/College users shall complete and sign the District's standard Facility Use Permit form. District/College users shall follow the standard procedures for each facility.
- 2.5 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 \$20,000 shall be developed by the District General Counsel. Such contracts shall provide for such terms and arrangements as specified in this Administrative Regulation. The District's General Counsel shall also prepare or approve contracts for facility use which present unusual risks of injury, or of unusually significant publicity, and the proposed activities shall be approved by the Director of General Services. Approved contracts shall be reviewed annually to determine renewal status and terms.
- 2.6 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.
- 2.7 Ticket sales, supervision requirements, security arrangements, employment of personnel, etc., must be in accordance with District/College Administrative Regulations.
- 2.8 Users shall make no modification to the facility without the prior approval of the College President or designee.
- 2.9 College furniture, apparatus, and/or equipment shall not be removed, altered, or displaced without permission from an authorized District/College employee.
- 2.10 Users are 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.

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- 2.11 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.
  - 2.12 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.
  - 2.13 Users are responsible for payment of all parking fees and must observe all parking regulations, unless otherwise addressed in writing in the facility use permit.
  - 2.14 Eating and drinking beverages is prohibited in all facilities except those specifically designated by the District or College. Possession of 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.
  - 2.15 Food and refreshments may be sold only by users with the prior approval of the College President or designee.
  - 2.16 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.
  - 2.17 Advertising materials and publicity shall clearly distinguish between the District/College and the sponsoring organization. When the District/College is not the sponsoring organization for an event, the sponsoring organization shall make clear in all public communications concerning the event that it is the legally responsible party and the District/College is not a sponsor.
  - 2.18 The District/College shall not provide information on outside events, unless agreed to in writing in the use permit.
  - 2.19 District/College names shall not be used by the sponsoring or promoting organization without prior approval by the District/College President or Designee.
  - 2.20 Users and their employees and agents shall obey all laws and not discriminate because of ethnic group identification, race, color, sex, gender, gender identity, gender expression, pregnancy or childbirth-related condition, sexual orientation, sexual identity, religion or religious creed, age (over forty), national origin, ancestry, physical or mental disability, medical condition, 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.

- 2.21 Users shall be required to obtain all necessary permits from other agencies (e.g. fire, health departments).
- 2.22 Users bringing food to a facility shall be responsible for compliance with all health and safety regulations.
- 2.23 Smoking, vaping and the use of tobacco is prohibited on all District/College property. 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.

### 3.0 Permit Application and Approval; Insurance

- 3.1 Permits are required for non-District uses of facilities.
- 3.2 Applications to use District/College facilities shall be available at each District/College location.
- 3.3 Applications shall be submitted to the appropriate office.
- 3.4 Applications shall not be processed unless filled out completely and signed by the authorized representative of the applicant.
- 3.5 For full consideration, completed applications for non-District use of facilities must be submitted to the College at least thirty (30) days in advance of the proposed use.
- 3.6 Use permits shall be issued for specified hours and dates. Users 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.
- 3.7 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.
- 3.8 Users shall be required to carry appropriate insurance coverage as determined by the District. In addition, all users shall indemnify, defend and hold harmless the District, its trustees, 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. Users must obtain insurance coverage for the event as required in the use permit. Insurance documents shall be submitted to the designated 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.

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

3.9.1 The premium assessed for the Special Event Insurance coverage is based upon the class, type of event, number of participants, and is established by the insurance underwriters. District may charge a processing fee for insurance services.

#### 4.0 General Rules Regarding Fees

##### 4.1 Basic Rules

- 4.1.1 Class I users may use District/College property and facilities free of charge when there are no additional costs for labor (e.g. setup, cleanup, technical support, supervision, security), equipment, and other costs (e.g. supplies, repairs and maintenance, utilities) (collectively “direct costs”).
- 4.1.2 Class II users shall be charged at the cost-covering Class II rates listed below.
- 4.1.3 Class III users shall be charged not less than the Class III rates listed below.
- 4.1.4 Where there are direct costs, Class I, Class II and Class III users shall also be assessed charges for those direct costs incurred by the District/College as set forth below.
- 4.1.5 Direct costs shall be charged as follows:

Type	Charge
Equipment (e.g., A/V, tables/chairs, etc. at discretion of the College/District)	To be determined by District/College
Supplies	Cost-covering
Repairs and Maintenance	Cost-covering
Utilities (e.g., lighting, heating/cooling, refuse disposal)	To be determined by District/College

4.1.6 Any exceptions granted to the rental fee schedule shall be approved by the College President or designee. The College President shall not waive the rental fees where a fee is charged for admission for any function or event that does not primarily benefit the students.

4.1.7 Long-term usage (five or more consecutive times) by community service programs may be subject to negotiations with appropriate College personnel.

4.2 Base Rental Fees for Facilities

**CLASSROOMS**

**Type A:** General purpose classroom with no specialized equipment.

**Type B:** Classroom/lab with limited equipment used in the event (e.g., art/music labs, P.E. facilities).

**Type C:** Classroom/lab with significant specialized equipment used in the event (e.g., business, science, technical or vocational labs, P.E. fitness room).

Type	Seating Capacity	Fee for Class II (per hour)	Equipment Surcharge (per hour)	Fee for Class III (per hour)	Equipment Surcharge (per hour)
Type A	60	\$2	N/A	\$9	N/A
Type A	60+	\$12	N/A	\$43	N/A
Type B	60	\$2	\$25-50	\$9	\$50-75
Type B	60+	\$12	\$25-50	\$43	\$50-75
Type C	60	\$2	\$75-100	\$9	Generally not rented
Type C	60+	\$12	\$75-100	\$43	Generally not rented

**COMMUNITY ROOMS / THEATRES**

<b>Name</b>	<b>Seating Capacity</b>	<b>Fee for Class II (per hour)</b>	<b>Fee for Class III (per hour)</b>
ARC Ranch House	60	\$12	\$38
CRC Forum	240	\$12	\$38
SCC College Center	350	\$12	\$38
ARC Community Room	25-50	\$12	\$38
CRC Community Room	180	\$12	\$38
FLC Community Room	125	\$12	\$38
District Office Board Room <sup>1</sup>	120	\$12	N/A
ARC Theatre (technician required)	350-600	\$30	\$115
CRC Recital Hall (technician required)	300	\$30	\$115
SCC Auditorium (technician required)	612	\$30	\$115
<b>FLC Regional Performing Arts Theatre<sup>2</sup></b>			
Harris Center-Stage 1	851	\$100	\$200
Harris Center-Stage 2	207	\$50	\$100
Harris Center Recital Hall- Stage 3	95	\$36	\$72
Harris Center-Black Box	58	\$22	\$44
Harris Center-Mezzanine	?	\$55	\$110
Harris Center-Founder's Room	?	\$5	\$23

<sup>1</sup> The District Board room is restricted to meetings and conferences only and may only be rented during District Office normal business hours and until 1:00 p.m. on days of scheduled Board meetings. Equipment and additional services are not available to the public.

<sup>2</sup> Maximum base rental fee per hour. Contact Harris Center for rates based on type of use and special setup and staffing requirements.

**CAFETERIA**

<b>Name</b>	<b>Fee for Class II (per hour)</b>	<b>Fee for Class III (per hour)</b>
Main Dining Room <sup>3</sup>	\$21	\$73
Banquet Rooms (per room)	\$12	\$43

**GYMNASIUM<sup>4</sup>**

<b>Name</b>	<b>Fee for Class II (per hour)</b>	<b>Fee for Class III (per hour)</b>
Main/Spectator Gymnasium	\$54	\$108
Small Practice Gymnasium	\$34	\$68
Locker Room Use	\$50-75/event	\$100-150/event

**STADIUM AND TRACK**

<b>Name</b>	<b>Fee for Class II (per hour)</b>	<b>Fee for Class III (per hour)</b>
ARC/CRC Stadium	\$83	\$147
SCC Hughes Stadium	\$163	\$281
FLC Track	\$78	\$138

**PARKING LOTS AND OPEN AREAS<sup>5</sup>**

<b>Name</b>	<b>Fee for Class II (per hour)</b>	<b>Fee for Class III (per hour)</b>
Quad/Open area	\$16/each area	\$24/each area
Parking Lot (~500 spaces)	\$150	\$182

<sup>3</sup> Fee assessed depends on setup required, use of tables, chairs, etc.

<sup>4</sup> Use of certain athletic facilities are subject to terms and conditions of contracts which the District/College has entered into.

<sup>5</sup> Large outdoor assembly areas are not available for commercial concerts.



**ATHLETIC FIELDS<sup>6</sup> (Individual Game Area)**

<b>Name</b>	<b>Fee for Class II (per hour)</b>	<b>Fee for Class III (per hour)</b>
Baseball diamond	\$67	\$134
Softball diamond	\$29	\$58
Competition field	\$45	\$90
Practice field	\$30	\$60
Cross-country trail	\$50	\$75

**TENNIS COURTS**

Fees do not apply to non-rental/general public usage.

<b>Fee for Class II (per hour)</b>	<b>Fee for Class III (per hour)</b>
\$12/court	\$24/court

**SWIMMING POOL<sup>7</sup>**

Fees apply to all categories of users.

<b>Equipment</b>	<b>Fee for Class II (per hour)</b>	<b>Fee for Class III (per hour)</b>	<b>Equipment Surcharge (per use)</b>
None	\$5/lane	\$10/lane	N/A
Goals/Nets	\$5/lane	\$10/lane	\$5
Lane Dividers	\$5/lane	\$10/lane	\$5
Timing System	\$5/lane	\$10/lane	\$100
Starting Blocks	\$5/lane	\$10/lane	\$5
PA System	\$5/lane	\$10/lane	\$5

<sup>6</sup> Use of certain athletic facilities are subject to terms and conditions of contracts which the District/College has entered into. Includes use of scoreboard and public address system and restrooms. Additional fees will be assessed as determined by the District/College for custodial and/or technical services.

<sup>7</sup> See specific rules in section 7.0 following for swimming pool rentals.

Equipment	Fee for Class II (per hour)	Fee for Class III (per hour)	Equipment Surcharge (per use)
Other Equipment (e.g. ADA lift chair)	\$5/lane	\$10/lane	\$5

5.0 Refunds for Non-District/College Uses

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

5.2 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 District/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.

5.3 Refund policy is as follows:

5.3.1 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.

5.3.2 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.

6.0 Additional Rules for Class III Users

6.1 Use of District/College facilities for purely commercial purposes will be denied unless the public welfare is significantly served by such use because of the educational or cultural value of the event.

6.2 Tickets for events must be furnished by the using group.

6.3 Ticket sales, supervisor requirements, security arrangements, employment of personnel, etc., must be made in accordance with District/College Administrative Regulations.

7.0 Rules for Swimming Pool Use

7.1 Pool rental will be based on the following priority:

7.1.1 Instruction;

- 7.1.2 Athletics;
  - 7.1.3 Community Education (Community Services classes);
  - 7.1.4 Public Agencies (school districts, state, counties, local and other);
  - 7.1.5 Community groups.
- 7.2 Concurrent use of the swimming pool facility shall not be allowed. Concurrent use for these purposes is defined as use by the District/College for its programs and a public agency/community group at the same time or by more than one public agency and/or community group at the same time.
- 7.3 A designated District/College employee must be on site to supervise whenever the pool facility is rented to a public agency or community group. The cost of providing the site supervisor shall be an additional fee assessed the renting group. Site supervision costs may be shared if multiple activities requiring supervision are occurring on the campus simultaneously. Supervision for long term users with a proven record of activity oversight may be waived by the College Vice President of Administration.
- 7.4 The renting group must provide adult supervision throughout the time the pool facility is under contract.
- 7.5 Lifeguards must be present during all times the pool facility is contracted to an outside organization in accordance with the following:
- 7.5.1 Lifeguards are to be provided by the renting group.
  - 7.5.2 Lifeguards must be appropriately certified and copies of their certifications must be on file with the District/College prior to facility use.
  - 7.5.3 Lifeguards cannot be event participants nor have other responsibilities other than as lifeguards.
  - 7.5.4 Lifeguards are to be provided in accordance with the following ratios:
    - 7.5.4.1 Adults (age 12 and older for purpose of the lifeguard ratio only): 25 adults in the water to 1 lifeguard.
    - 7.5.4.2 Children (under age 12 for purpose of the lifeguard ratio only): 15 children in the water to 1 lifeguard.
- 7.6 Use of College locker rooms is included within the base pool rental rate.
- 7.6.1 The renting group is required to provide adult supervision of locker rooms during their use.

- 7.6.2 The renting group is required to provide a refundable deposit of \$250 for the use of the locker rooms. The deposit may be forfeited if the locker rooms are not returned to the College in the condition they were in prior to the renting group's use.
- 7.6.3 The renting group may be assessed an additional fee if locker rooms are not returned to the College in the condition they were in prior to the renting group's use if the forfeited deposit does not cover the expense of returning the locker rooms to their pre-rented condition.
- 7.7 Each activity will be evaluated to determine if there is a need to provide additional support personnel to monitor the event. If additional support personnel are deemed to be necessary (e.g. standby plumber, electrician, etc.) charges will be assessed when the event occurs on weekends, holidays or outside normal operational hours. Overtime rates will apply including a five hour minimum charge. Normal renting activities should not warrant the need for a maintenance technician (e.g. plumber, electrician, etc.); however, more continuous use by larger numbers such as a large weekend swim meet may require maintenance support.
- 7.8 Equipment charges are intended to help pay for useful life replacement costs as well as equipment set up. Any damaged equipment will require additional charges for repairs from the renter's deposit. Rental groups who contribute in-kind or other useful donations will receive recognition and consideration for an offset to equipment charges.
- 7.9 The use of diving platforms by a community group is prohibited.
- 7.10 A custodial fee at prevailing District/College rates will be assessed if facility use occurs on weekends, holidays or outside normal operational hours. The charge for custodial services will be for those hours required for the activity clean up and under normal circumstances will not be subject to the minimum five hour charge.

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LRCCD

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