



STANDARD OPERATING PROCEDURE

DEPARTMENT:	Business & Admin. Services	TITLE:	Use of Facilities
PURPOSE:	To inform staff, students and the public how to use college facilities when such use does not interfere with regular college programs and services.		
PROCEDURE:	<p><u>Facilities use classifications</u></p> <p>The use of facilities falls under two major categories: (1) Scheduled Use of Facilities has first priority. The Schedule of Classes is published each semester, in recent years by the PCCD district with the schedules of all course taught at Laney, Merritt, Vista and College of Alameda, (2) Non-Schedule Use of classes is second priority and use of classrooms, fields and other facilities (with the exception of the Theater) are scheduled through the Office of community and Information Services (510)464-3224 with classes receiving first priority.</p> <ol style="list-style-type: none"> 1. Use of facilities by recognized <u>student clubs or organizations</u>. College president are authorized to grant free use of college facilities to recognized student clubs or organizations organized for general character building or welfare purposes under the following conditions: The activities (1) directly supports the District or college goals, (2) is designed, planned and directed by a District-or-College-affiliated group, and (3) is schedule at times when custodial, security and other personnel are regularly on duty so that the activity does not cause additional expense for the District. Use by student clubs or organizations scheduled at times when custodial, security and other personnel are not regularly on duty shall be changed for personnel services and user changes as Preferred User. 2. Use of facilities by <u>public agencies and non-profit organizations</u>. College president are authorized to grant free use of college facilities to public agencies and non-profit organizations, club, and associations organized for cultural activities, general character building or welfare purposes, as long as the event (1) does not result in any personnel and utility expense to the District and (2) does not charge admission fees for profit-making activity. Examples of organizations that are eligible for free use include fundraising events for the welfare of students of the District, parent-teacher association, school-community advisory councils, senior citizens' organizations, cultural groups, and the American Red Cross. These organizations shall be referred to as a Preferred User. If the activity of the Preferred User is schedule at a time when custodial, security and other personnel services and user charges as a Preferred User. 3. Use of facilities by <u>other organizations</u>. College president are authorized to grant use of college facilities to an organization not qualifying as a Preferred User, above, so long as the intended use of the facilities is 		



for the public, literary, scientific, or educational matters, or matters of general interest. These organizations may apply for a permit to use the facilities for a period not exceeding five calendar days or portions of days or portion of days in a fiscal year. The five day use restriction applies on a district-wide basis and may be waived in the discretion of the College president if the proposed use will involve matters of general or public interest and is open to all citizens of the District. These organizations shall be charged for personnel services and the fair rental value for use of the facilities.

4. Organizations charging admission fees for commercial or profit-making activities or soliciting contributions that will be used for the welfare of students or charitable purposes. College presidents may authorize the use of facilities on a one-time only basis if such use will benefit the community at large. These organizations shall be charged for personnel services and a commercial rate that is [double] the fair rental value for use of the facilities.
5. Use of facilities by religious organizations. College presidents are authorized to grant use of facilities to religious organizations to conduct religious services for a temporary period not exceeding five days or portions of days in any fiscal year when the religious organizations have no suitable meeting place for the conduct of these services. Religious organizations shall be charged for personnel services and the fair rental value of the use of facilities.
6. Use of facilities for recreational purposes. College presidents are authorized to grant use of college facilities to organizations for recreational purposes.
7. Lease of District Property. Organizations not qualifying as a user of facilities under the Civic Center Act, and all religious organizations, may lease available District facilities at the discretion of and at terms agreed upon by the District.

Types of Changes

Personnel Services:

Preferred Users may be charged for personnel services where District employees are not otherwise available to perform their regularly scheduled duties. These personnel services are limited to opening and closing the facilities, supervision, and janitorial services.

Non-Preferred Users shall be charged for all personnel services necessitated by the organization's use of the facilities, including application processing, janitorial services, supervision, security, equipment operators, technicians, groundskeepers, building engineers, etc.

Charges for Personnel Services will be established annually by the District. Use charges Preferred User may be charged for utilities directly attributed to use of the facilities.

User charges will be established annually by the District.

Use of Public District Property

This procedure is applicable to all district facilities usage. It implements district policy concerning public use of district property and prescribes uniform application forms, charges, and approvals.

1.0 FUNCTION:



President:

- 1.1 Each campus president (or designee) shall be responsible for : (1) identifying those properties which may be used by the public; (2) directing public use of the properties; and (3) establishing charges for use/circumstances as defined in district policy.
- 1.2 Annually, the District Facilities Committee shall consider the revision of the rental rate schedule (policy 6.64) and shall provide commended schedule charges for submission to the chancellor and subsequent consideration by the Board of implementations during the following school year.

2.0 IMPLEMENTATION:

- 2.1 Each president shall designate an office primarily responsible to administer this program at the geographic location under his/her authority.
- 2.2 The Community Services (OCIS) office so designated shall: (1) Review applications, establish all related cost and maintain financial records for accountability purposes, (2) Obtain all necessary documentation, (3) Maintain records of public use for at least five years, (4) Coordinate public use with other campus/district offices or offices involved, and (5) Prepare annual reports on campus facilities usage.

3.0 PROPOSED ADMINISTRATIVE COST:

- 3.1 A \$25.00 application fee must be paid at time of submitting application and shall apply toward all application fees.
- 3.2 A \$200.00 security deposit may be charged depending upon the mature, scope and facility requested for planned event.
- 3.3 All groups will be required to provide liability insurance with limits of not less than \$1,000,000 per occurrence, naming the Peralta Community College District as an additional insured. The group will have the option of complying with this requirement by providing evidence of coverage or purchasing coverage through the District's special events coverage.
- 3.4 The cost of the special events coverage will vary depending on the tape of event and the number of participants. The colleges will be provided with premium calculation rate schedule that will allow them to calculate the appropriate insurance premium.
 1. All application fees (minus application fees) shall be payable 10 working days prior to the schedule event. In case of cancellation within 10 working days of vent, 25% of the fees collected will be nonrefundable. Events canceled before 10 working days of event are 100% refundable, minus the \$25.00 application fee.
 2. All applicable fees will be refunded within three weeks by the college after receiving written cancellation notice.
 3. Any problems with payments, first refer to Office of Community Services and second, refer to the Business Office.

Schedule of Charges

Charges shall include services for at least one District/College employee to open the facility, be available during the



period of use, and to close the facility. Charges also shall include time to prepare the facility and clean up after usage.

If, in the opinion of the District/College or at the request of the using organization, additional services such as technical, security, etc., are required, an additional charge for each employee shall be made. A schedule of rates is available from the College Facilities/Events Coordinator or designee.

Payment of all fees will be made to the appropriate college business office upon receipt of statement. Billing questions should be directed to the College Facilities/Events Coordinator or designee.

A certificate of insurance naming the Laney Community College as an additional insured in the amount of One Million Dollars single limit, including a "hold harmless" clause for "any acts or omissions" in favor of the Laney Community College is required and shall be presented to the College Facilities/Events Coordinator or designee at least seven days prior to the date of such property use. Organizations may obtain liability insurance over through the district accounting to the event. This information is available from the College Facilities/Events Coordinator or designee and the District Fiscal Services office.

In a case of a company or show which carries state scenery and equipment and/or which brings a state crew for purposes of staging a show, and in other cases determined by the District/College, a guarantee deposit in an amount to be determined by the District/College, depending upon the facility used, shall be placed with the District/College. Damage to District/College equipment, and/or property occurring during and by reason of the use and/or occupancy of the premises, shall be paid for from this guarantee deposit. The balance, if any, shall be returned to the organization. If the guarantee deposit is not sufficient to cover the damage, the group shall be liable for the difference.

Damages. Permittee and/or lessee shall be responsible for and shall pay for any repairs or replacement of any character whatsoever which are occasioned or made necessary by reason of the negligence or misuse of said premises. Damage occasioned by acts of God is expected.

Cancellation by Permittee. Facilities shall be held available for the permittee until one-half hour after the time designated in the permit for the meeting to begin. Notification of cancellation of usage must be received at least 36 hours prior to the time for scheduled use. All cancellations shall be reported to the permit-issuing office.

Requirements and Conditions (For Use by Permits or Lease)

- A. Application under the Civic Center Act shall originate with established and responsible organizations in the District.
- B. All meetings under the Civic Center Act shall be open to the public.
- C. No use will be inconsistent with the purpose for which the facility was designed nor inconsistent will use of facilities



- D. No use shall be granted in such a manner as to constitute a monopoly for benefit of any person or organization.
- E. No usage or entertainment shall be permitted which reflects in any adverse way on any persons because of race, color, age, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, religion, sex, gender, or national origin.
- F. District/college premises shall not be used as political campaign headquarters.
- G. Facility use permits shall not be issued for a period exceeding one semester or quarter. Long-term facility use permits are not valid on holidays unless specified when the request is made.
- H. Applications for use shall be filed at least two weeks in advance of the proposed usage.
- I. Any facility or equipment usage is limited to that listed on the application and contract. Special requirements must be requested in writing at least two weeks prior
- J. A District employee shall be fully in charge of any facility being used.
- K. No promotions or advertising materials shall be sold without prior approval.
- L. No goods or services may be sold on the college campus without prior approval
- M. Concession operation approval must be obtained from the college.
- N. Organizations shall not use the name of the District or any of its Colleges, facilities or equipment to sell a commercial product or to promote personal service to gain financial or material advantage.
- O. No group may use a College swimming pool unless a staff supervises the event.
- P. The user at all times during the use and occupancy of the premises shall thoroughly comply with all ordinances, laws, and regulations affecting the use and occupancy thereof, including all state and local fire, health, and safety laws, ordinances, and regulations.
- Q. Smoking is prohibited in all District facilities.
- R. Lighted candles and any devices having any form of open flame are prohibited; any material or device which constitutes a fire hazard is expressly prohibited
- S. The possession and carrying of firearms and weapons of any kind on District/College premises shall be subject to Procedure 2530 – Weapons on Campus.
- T. No person while in or on District/College building or grounds shall possess, consume, give or deliver any other person any alcoholic beverage, other intoxicants or narcotics. A person convicted of a violation of this section, in addition to the penalty imposed for the misdemeanor, shall be barred from further use of the facilities. (Business and Professional Code, Section 25608)
- U. No structures may be erected or assembled on District/college premises nor may any electrical, mechanical, or other equipment be brought thereon unless authorized.
- V. No activity shall be conducted which constitutes a violation of any federal, state, or local law.
- W. The District/College is not responsible for articles left on school property
- X. Use of facilities for dances shall be restricted to events sponsored or approved by the colleges
- Y. The District/College reserves the right to cancel facility use permits at any time without notice.
- Z. The District/College reserves the right to reject at any time an application for use of District/College facilities from any organization which proposes an activity which could cause potential damage or which



LANEY COLLEGE
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SOP Number: BUS.6.64.00
Previous SOP:
Page 6 of 10

the District/College determines would not be in the best interests of the District or the community.



**FACILITIES USE FEE SCHEDULE
 PREFERRED USE AND FAIR RENTAL VALUE**

Cost to rent facility for three block hours *

Facility	Preferred User Charge	Fair Rental
Classroom 35 and under	\$15	30
Classroom 36-60	25	50
Conference Room	25	60
Lecture Hall (D-200)	30	60
Forum	45	90
Theater	50	100
Music Room	30	60
Choral Room	30	60
Student Center	75	150
Parking Lot **	45	85
Hard Surface (Quad)	35	65
Turf Area	55	110
Dance Studio	45	85
Laney Bistro	75	150
Swimming Pool	75	150
Vendor Tables	Half day \$ 80 (4 hr. less)	Full day \$130 flat (more than 4 hr)

Facilities Support	Cost/Hour
Utility Engineer/Pool Operator	\$55
Groups Services	45
Custodial Services	45
Supervisor	55/80
Theater Tech	55

* Pricing is subject to change. Media equipment and rental rates are available upon request.

*All facilities are rented for a minimum of three hours.

** A \$200 Cleaning deposit is required. Authorization to refund the deposit may be granted by the Director of Physical Plant, if after inspection it is determined that the parking lot has been returned to its original condition.



**ATHLETIC FACILITIES USE
 FEE SCHEDULE**

Definitions:

Special Preferred User (SPU): Programs sponsored by middle and High School in the PCCD service area, who have students, the District want to recruit.

Preferred User (PU): Public agencies, colleges, non-profit private organized community groups such as youth track club.

Fair Rental Value (FRV): Any group that is not part of the two groups referenced above and for profit groups

	SUP/Hr.	PU/Hr.	FRV/Hr.	PERSONNEL REQUIRED
Baseball/Softball Field				
Practice	50	75	150	Supervisor
Game	150	175	350	Supervisor + Grounds
Football Field (3 hr. min)				
Practice	50	75	150	Supervisor
Game	150	175	350	Supervisor + Grounds
	Flat Fee			
Scoreboard	75	75	75	Operator
Sound System	75	75	75	Operator
Gymnasium				
Practice	35	45	85	Supervisor
Event/Game	80	90	180	Supervisor + Grounds
	Flat Fee			
Scoreboard	55	55	105	Operator
Sound System	55	55	105	Operator
Soccer: Grass Field (3 hr. min)				
Practice	35	45	85	
Match	35	45	85	
Soccer: Stadium (3hr. Min)				
Practice	55	65	125	Supervisor
Match	80	105	205	Supervisor + Grounds
	Flat Fee			
Scoreboard	75	75	150	Operator
Sound System	75	75	150	Operator
Tennis for 6 courts				
	SUP/Hr.	PU/Hr.	FRV/Hr.	



Practice	35	45	90	
Match	80	90	180	Supervisor/Grounds
Track (3 hr. min)	SUP/Hr.	PU/Hr.	FRV/Hr.	
Practice	35	55	110	Supervisor
Meet	130	155	310	Supervisor + Grounds
	Flat Fee			
Timing System	80	85	170	Operator
Sound System	80	155	255	Operator
Locker Room		30	60	



STANDARD OPERATING PROCEDURE

DEPARTMENT: Business & Admin. Services		TITLE: Use of Facilities	
KEY WORDS			
DEFINITIONS AND ABBREVIATIONS			
RESOURCES			
Last Edits:			
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