

## **AP 6700 Use of College Civic Center and Other Facilities**

Reference:

*Education Code Sections 82537; 82542; Business & Professions Code 25608*

### **General Provisions**

District facilities are available for community use when such use does not conflict with District programs and operations. *Facility use shall be limited to places and time identified by the Public Information Office. The Office of Instruction will be consulted to assure that instructional programs have priority use of space.* Except as provided in these regulations, no organizations shall be denied the use of District facilities because of the content of the speech to be undertaken.

The Public Information Office is responsible for the coordination and implementation of these procedures. The Office of the Vice President of Administrative Services shall determine all applicable fees to be charged.

All user groups shall be required to provide the District with a hold harmless and indemnification agreement acknowledging that they will be financially responsible for any losses, damages or injuries incurred by any person as a result of their use of the facilities. All user groups shall also be required to provide a certificate of insurance with limits acceptable to the District and/or other proof of financial responsibility acceptable to the District.

### **Civic Centers**

Eligible persons or groups may use district buildings or grounds for public, literary, scientific, recreational, or educational meetings, or for discussion of matters of general or public interest, subject to these rules and regulations.

The groups identified in Education Code Section 82542(a) will be permitted to use District facilities or grounds without charge, except for direct costs as described below, when an alternative location is not available. Examples of such organizations are: Student clubs and organizations; fund-raising entertainments or meetings where admission fees charged or contributions solicited are expended for the welfare of students of the district; parent-teacher associations; school-community advisory councils; boys or girls clubs or groups; senior citizens' organizations; other public agencies; organizations, clubs or associations organized for cultural activities and general character building or welfare purposes; disaster relief organizations.

Examples of direct costs are:

- the cost of opening and closing the facilities if no college employees would otherwise be available to perform that function as part of their normal duties;
- the cost of a college employee's presence during the organization's use of the facilities if it is determined that the supervision is needed, and if that employee would not otherwise be present as part of his or her normal duties;
- the cost of janitorial services, if the services are necessary and would not have otherwise been performed as part of the janitor's normal duties; and
- the cost of utilities directly attributable to the organization's use of the facilities.

Except as provided herein, other groups shall be charged an amount not to exceed the direct costs of District facilities. Direct costs shall include costs of supplies, utilities, janitorial services, services of any other district employees, and salaries paid community college district employees necessitated by the organization's use of District facilities.

The following shall be charged fair rental value for the use of District facilities:

- Any church or religious organization for the conduct of religious services for temporary periods where the church or organization has not suitable meeting place for the conduct of such services.
- Entertainments or meetings where admission fees are charged or contributions are solicited and the net receipts of the admission fees or contributions are not expended for the welfare of the students of the district or for charitable purposes.

As used in this section, "fair rental value" means the direct costs to the district, plus the amortized costs of the college facilities or grounds used for the duration of the activity authorized.

Any person, group or organization granted the use of District property for the purpose of athletic activities shall furnish a certificate of insurance from a liability insurance carrier to the district for approval prior to using any District property. The certificate shall evidence a minimum coverage of one million dollars (\$1 million) for any liability for injury or damage to property which may arise out of such use.

The American Red Cross or other public agencies may use District facilities, grounds and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare, and the District will cooperate with these agencies in furnishing and maintaining services mutually deemed necessary to meet the needs of the community.

### **Rules for Facilities Use**

Requests for use of District facilities must be made at least 10 working days in advance of the first date of use being requested. Requests shall be on "Request for Use of Facilities" forms available in the office of the Vice President of Instruction and on the Palo Verde College Website, [www.paloverde.edu](http://www.paloverde.edu).

Persons applying for use of District property on behalf of any group shall be a member of the group and, unless he or she is an officer of the group, must present written authorization to represent the group. Each person signing an application shall, as a condition of use, agree to be held financially responsible in the case of loss or damage to District property.

The District may require security personnel as a condition of use whenever it is deemed to be in the District's best interests.

No person applying for use of District property shall be issued a key to District facilities.

Future facility requests may be denied on grounds including, but not limited to, abuse or misuse of District property and failure to pay promptly for any damage to District property.

No structures, electrical modifications or mechanical apparatus may be erected or installed on District property without specific written approval by the District's Director of Facilities and Operations.

All decorative materials, including but not limited to draperies, hangings, curtains and drops shall be made or treated with flame-retardant processes approved by the State Fire Marshal.

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