



**COMPTON COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURES**

**AP 6701A Civic Center Permit and
Other Facilities Use**

**ISSUED: April 16, 2009
REVISED:**

1. All requests are processed on a first-come, first-service basis contingent upon room availability, requested use, and when appropriate, staffing requirements. The instructional program and college-sponsored activities have priority over other events.
2. **Pre-Event Review Meeting:** Based on the complexity of an event, a meeting between the requestor (District employee) or applicant (proposed renter) and District staff (Event Coordinator, Campus Police, Facilities/Operation, Information Technology, etc.) may be held to determine staffing and service needs. Subsequent meetings may be held as the event date approaches.
3. **In-House Use (Official District Use)**
 - A. **Timelines:** Event type, group size, event time, and set-up/tear down requirements determine timeline.
 - 1) The guidelines shown in Table AP-6701A-1, Recommended Reservation Timelines, below, are developed to ensure District-sponsored events receive priority over outside group events, maximize facility usage, minimize scheduling conflicts, and allow the timely scheduling of event staff.
 - 2) Reservations may be on a tentative or finalized basis. Tentative reservations are to be changed to finalized reservations within five (5) working days or less. In either event, the requestor is responsible for canceling a reservation whenever plans change and the facility is no longer needed.

TABLE AP 6701A-1 RECOMMENDED RESERVATION TIMELINES		
ACTIVITY TYPE	EXAMPLE	TIMELINE
Routine meetings	Minimal number of attendees requiring parking	5 days in advance of requested date whenever possible.
Recurring meetings	Board meeting, club meeting, etc.	As soon as schedule is known.
Large Groups (over 300 attendees)	Job fair; graduation, etc.	4 – 6 weeks prior to event.
Facility use for over 5 days	Staff development, accreditation, etc.	Far enough in advance to facilitate arranges; 4 – 6 weeks prior to event recommended.

- 3) The procedure shown in Table AP 6701A-2, In-House Room Reservations, below, is to be used for reserving rooms by employees performing official business.



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- 4) District employees not acting in their official capacity may be charged fees when reserving facilities for non-official use. Depending upon the event and group size, be supplemental documents such as insurance certification may also be required. See Table AP 6701A-6, District Employee Facility User Groups, for details.

TABLE AP 6701A-2 IN-HOUSE RESERVATION PROCEDURE			
FACILITY	EXAMPLE	RESERVATION METHOD	COMMENTS
Conference Rooms		Outlook-Based Reservation System ¹	Outlooks scheduling features are used to denote meeting, activity, or event status, e.g., tentative, busy (finalized), etc.
Inter-Department Use Rooms	Board Room Student Lounge Staff Lounge	Outlook-Based Reservation System	
Departmentally-Assigned Rooms	Classrooms Laboratories Athletic Areas	In-House Facility Use Request	The Event Coordinator contacts Academic Affairs, Student Services, or Athletics as appropriate and, when appropriate, will post the event on the Outlook-Based Reservation System. ²
Open Areas	Mall Building Lobby Walkways Parking Lots	In-House Facility Use Request	

¹ Employees without access to this program should contact the Event Coordinator who will enter the reservation into the system.

² Events requiring parking for attendees should be posted; Campus Police are to be notified of the event.

- B. District Sponsored Events:** The sponsoring department is responsible for paying extra costs that are associated with an event. These departments should budget expected costs as part of their regular budget.
- C. Support Staff Overtime Costs:** When an event is scheduled outside regular support staff hours, the requestor is required to cover the costs of any support staff required for set-up/tear-down, monitoring, etc. Exceptions to this requirement are made for the specific pre-planned annual college events shown in Table AP 6701A-3, Annual and Bi-Annual Event Support Staff Overtime Budget Planning, below, where the department is required to include overtime costs as part of the annual budget preparation process.



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**TABLE AP 6701A-3
ANNUAL AND BI-ANNUAL EVENT ¹
SUPPORT STAFF OVERTIME BUDGET PLANNING**

Support areas are required to include overtime costs as part of the annual budget preparation process for their department for any event listed in this table. Events where overtime hours are not listed do not normally require overtime. If, overtime is needed, a budget adjustment providing overtime funding must be prepared.

EVENT	SPONSORING DEPARTMENT	MONTH	ANNUALLY BUDGETED OVERTIME HOURS ²			
			CAMPUS POLICE	M & O	IT ³	EVENT COORD
Athletic Banquet (Football Awards)	Athletics	TBA				
Awards Tea	ASB ⁴	May	8	96		20
Black History Month	ASB ⁴	February				
CalWorks Mini Conference	CalWorks	February				
Commencement (Graduation)	Student Services ASB ⁴	June		140		20
EOPS Awards Banquet	EOPS	June				
ESL Conference	Outreach Relations with Schools	TBA		To Be Determined		
Flex Day	Academic Affairs	February August				
High School Reception	Outreach Relations with Schools	June				
HIV Awareness	Student Services ASB ⁴	March				
Male Conference	Outreach Relations with Schools	March				
Martin Luther King Celebration	ASB ⁴ Student Services	January				
Mega Career Fair	CalWorks Job Placement	March		To Be Determined		
New Student Welcome Day	Student Services ASB ⁴	August				
Nursing Pinning Ceremony	Nursing	December June	8			
Registration	Student Services	January August				
Track Meets	Athletics	TBA				
Upward Bound Graduation	Upward Bound	May or June	8	20		10

¹ Facility should be reserved as soon as event date(s) and location are identified.

² Based on FYI 2008-09 Event Coordination records. Hours indicated are total hours worked regardless of job.

³ Includes computer staff, audio visual, and reprographic staff time,

⁴ Associated Student Body



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4. **Outside Groups (Civic Center Permits)**

- A. All facility use by outside groups requires a “Facility Rental Application” to be completed and submitted to the Event Coordinator for processing. This form is available on the District’s website. There is no charge for applying.
- B. Upon receipt of the application, the Event Coordinator evaluates the event in terms of facility availability, determines the applicant’s fee classification category as shown in the appropriate rental fee schedule and provides the requestor with estimated costs.
- 1) If the requestor decides to proceed with the rental, the Event Coordinator completes the District’s “Civic Center Permit” and sends this document, along with any required contractual attachments and document return instructions to the lesser for signature. The return instructions shall include any additional information or documents needed from the requester; applicable deposit amount and payment instructions; cancellation / rescheduling instructions, and required timelines.
 - 2) If costs are not acceptable to the requestor, the requestor may either modify the request to lower costs or cancel the request. If, however, the requestor modifies his/her application by reducing the event attendance estimate and/or other equipment or service needs, the contract shall include a cost escalation clause designed to cover any additional costs the District may incur due to the revision. A deposit in the amount of the difference between the original estimate and the lowered amount may be required. The deposit is refundable if the costs do not escalate to the original estimate event size.
 - 3) First-time facility renters are required to pay a good-faith deposit of ten percent (10%) of the rental fee. This deposit is refunded after the event if additional services are not required due to “under-estimation” of attendance, when no additional event services and equipment are provided by the District during the event, and when District facilities are left as specified in the Facility Usage Rules handout.
 - a. Users shall be notified of any damages resulting from their use within a reasonable length of time after discovery.
 - b. Applicable deposit fees shall be refunded within ten (10) business days.
 - 4) ***Additional Equipment and Rental Services:*** When the District contractually agrees to provide additional equipment and services, the Event Coordinator ensures both the supplying department and the designated Event Supervisor are notified of the additional requirements
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- 5) *Additional Support Staff Costs* required for services beyond the pre-determined rental fee schedules are handled in the same manner occurs for Support Service Overtime Costs for In-House Use (above).

C. Document Requirements and Submission Timelines

TABLE AP 6701A-4 DOCUMENT REQUIREMENTS AND TIMELINES	
DOCUMENT	DUE
Facility Use Application	Four (4) to six (6) weeks prior to event
State or Federal Certification of Non-Profit Organization Status, If Applicable	With application submission. ¹
Certificate of Insurance	Upon approval of application.
Worker's Compensation Insurance, If Required	Worker's Compensation.
Deposit, If Required	With application submission.
Fee Payment	May be provided upon signature of permit/agreement but be provided no later than ten (10) business days prior to event. ²
Floor plan if special set-up is required.	With application submission. ³
¹ When this document is not received, the organization is charged at a higher rate. ² Payments are to be directed to the Bursar's Office at the address listed above. ³ Large complicated events, or those requiring a specialized set-up, may require a planning meeting with support service department representatives before the permit/agreement is completed.	

D. Confirmation of facilities usage shall not occur until the Event Coordinator verifies the requestor has submitted a signed contract; paid all fees due; and submitted a Certification of Liability Insurance in the amount of \$1,000,000 with an additional insured endorsement naming Compton Community College District as an additionally insured and holder of the certificate.

- 1) If a non-profit group, a copy of the Federal or State certification verifying non-profit status is also required.
- 2) When the District authorizes food service sales/service, by the requestor's employees, a copy of the requestor's Workman's Compensation Insurance and appropriate Los Angeles County Health Department documents must also be submitted.

E. Cancellation

- 1) The District maintains the right to cancel a reserved event at any time with cause. Once the Civic Center Permit is signed, the District shall cancel an event only due to acts beyond its control, i.e., act of God. If the District cancels the use of its facilities all fees paid will be refunded.



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- 2) If the Requester/Renter cancels the event, a written notice of cancellation must be received by the Event Coordinator within three (3) working days (72 hours) prior to the event in order to avoid financial obligation. If the event is a very large activity, the District reserves the right to require a one (1) or two (2) week cancellation notice. The Requester/Renter is subject to pay any costs incurred by the District due to failure of the Requester/Renter to cancel within the contractually designated timeline.

F. Rental Fee Schedules

- 1) Upon receipt of an application, the Event Coordinator estimates basic event costs using the pre-determined facility rental schedules and, when applicable, additional staff charges and, as appropriate to event, routes a copy of the estimate to the appropriate support services areas, e.g., Campus Police, Facilities, Management Information Systems, Audio-Visual, for review. Each area is expected to review and return any estimate received to the Event Coordinator within two (2) business days.
- 2) The District's rental fees are shown in the following tables:
 - Table AP-6701A-5, Rental Fee Schedule, Athletic Facilities and Classrooms
 - Table AP-6701A-6, Rental Fee Schedule, Other Facilities
 - Table AP-6701A-7, Rental Fee, Personnel Charges
- 3) Rental schedules are regularly reviewed to ensure that direct and indirect costs and space fees are competitive and in accordance with District policy regarding access and consistently applied.



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TABLE AP 6701A-5 RENTAL FEE SCHEDULE ^{1,2} ATHLETIC FACILITIES AND CLASSROOMS EFFECTIVE JULY 1, 2009					
FACILITY	CAPACITY	DIRECT COSTS (\$) <i>[Update in Process]</i>		FAIR RENTAL (\$)	
		INITIAL FEE (1-3 Hours)	EACH ADDITIONAL HOUR	INITIAL FEE (1- 3 Hours)	EACH ADDITIONAL HOUR
• Athletic Facilities ³					
Athletic Field, without Rest Rooms				75	25
Athletic Field, with Rest Rooms				90	30
Dance Room, Gym				120	40
Gymnasium, Practice ³				345	115
Gymnasium, Games / Tournaments ³				840	280
Gymnasium, Floor Covered				840	280
Locker Room, Men's ⁴				150	50
Locker Room, Women's ⁴				150	50
Stadium, with Concession ⁶	2,461			1,400	633
Stadium, without Concession				1,900	467
Swimming Pool ⁵				300	100
Track				240	80
Track and Field ⁴		Track fee plus applicable athletic field fee.			
Weight Room				240	80
• Classrooms / Lecture Halls					
Classroom, Allied Health ⁵				105	35
Classroom, Large	30-50			90	30
Classroom, Standard	20-29			60	20
Classroom, Smart ⁵				120	40
Forum, Allied Health Bldg. ⁵	145			105	35
¹ Additional staff services may be required. ² Additional equipment and/or supply fees may be applicable. ³ Use of gymnasium does not include use of locker and shower rooms. ⁴ Use of locker/shower room does not include towels. ⁵ Not rented out at this time. ⁶ 24 seats are for handicapped.					



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TABLE AP 6701A-6 RENTAL FEE SCHEDULE ^{1,2} OTHER FACILITIES EFFECTIVE JULY 1, 2009					
FACILITY	CAPACITY	DIRECT COSTS (\$)		FAIR RENTAL (\$)	
		INITIAL FEE (1-3 Hours)	EACH ADDITIONAL HOUR	INITIAL FEE (1-3 Hours)	EACH ADDITIONAL HOUR
• Miscellaneous Facilities					
Board Room				300	100
Cafeteria				300	100
Conference Room, Allied Health				300	100
Conference Room, Title V				300	100
Conference Room, Voc Tech				300	100
Library Patio (<i>In-House Use Only</i>)					
Lounge, Faculty/Staff				300	100
Lounge, Student / Meetings	200			300	100
Lounge, Student / Dances	225			450	150
Lounge, Student Outdoor Quad				300	100
Theater / Performance ³				300	100
Theater / Rehearsal ³				270	90
Voc Tech Atrium				300	100
• Parking Lots (Regular Parking Stalls / Handicapped Parking)					
Lot A	204 / 8			150	50
Lot B	22 / 3			30	10
Lot C	33 / 4			60	20
Lot D	47 / 1			60	20
Lot E	51 / 7			60	20
Lot F	383 / 30			150	50
Lot CDC	77 / 2			60	20
Lot VOTEC	77 / 10			60	20
Lot Math	14 / 0			30	10
Sub-Total:	908 / 65				
Total:	973				
¹ Additional staff services may be required. ² Additional equipment and/or supply fees may be applicable. ³ Not rented out at this time.					



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TABLE AP 6701A-7 PERSONNEL CHARGES EFFECTIVE JULY 1, 2009		
SERVICE	REGULAR TIME (\$)	OVERTIME (\$)
Clerical Support		
Custodial Services	16.00 / Hour	24.00 / Hour
Groundskeeper	16.00 / Hour	24.00 / Hour
IT Support	30.00 / Hour	44.00 / Hour
Locker Room Attendant	17.00 / Hour	25.00 / Hour
Security (Campus Police)	30.00 / Hour	44.00 / Hour
Skilled Trade	25.00 / Hour	38.00 / Hour
Event Monitor	27.00 / Hour	40.00 / Hour
Event Coordinator	28.00 / Hour	42.00 / Hour

4) **Merchandise Concessions:** Concession privileges are reserved to the District. Sale of souvenirs, programs, recordings, books, etc., relative to the event is permitted with advance approval and with advance payment of appropriate Fair Rental fees. Renter is responsible for payment of all state, county, or local taxes incurred from such sales. Payment of royalties and copyright fees is the responsibility of the renter.

5) **Food Concessions:** Food concessions are reserved to the District. In the event the District's contracted concessionaire is not able to handle food concession needs, the Renter may handle their own concessions. In such event, renter will be required to provide a copy of Worker's Compensation Coverage and applicable Los Angeles County Health clearance.

G. **Categories of Users:** Facilities usage and rentals shall be handled according to the three categories of users recognized by California Educational Code Sections 82530, 83537, 82542 is shown in Tables AP-6701-8, District Employee Facility User Group Categories and Table AP 6701A-9, Outside Facility User Groups Below.



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TABLE AP 6701A-8 DISTRICT EMPLOYEE FACILITY USER GROUP CATEGORIES							
CATEGORY			REQUIREMENTS		COST RECOVERY	RENTAL FEE SCHED	
CLASSIFICATION	CRITERIA	EXAMPLE(S)	PERMIT	INSURANCE			
I	District employees acting in an official capacity and currently enrolled students.	<ul style="list-style-type: none"> No sales or other for-profit activities Conducted for benefit of District Outsiders may be present Outside services such as caterers incidental 	<ul style="list-style-type: none"> Job fairs Community meetings Student activities including free concerts, dances District-sponsored athletic events Graduation Student clubs 	No ¹	No ² Vendors may be required	No for groups up to 20 Large groups may be charged	No Reduced ³
		<ul style="list-style-type: none"> Sale activity permissible as a student activity or departmental program fund-raising activity 	Student club fundraising, i.e., bake sales, car washes ⁴	No ^{1,4}	No ²	Generally not required	No
II	District employees not acting in their official capacity	<ul style="list-style-type: none"> Sales and other for-profit activities permissible Any fund-raising on District property must benefit youth or public school activities 	Employee sponsoring a non-profit organization not associated with the District, e.g., Girl Scout meeting, etc.	Yes	May be waived for groups up to five (5) Required for larger groups	Generally not for groups up to five (5) Required for larger groups	Reduced ³
	Free speech activities	Designated free speech area	Students, employees, and outsiders.	Yes	May be waived for groups up to five (5) Required for larger groups ³	Generally not for groups up to five (5) Required for larger groups	No charge up to 20 Reduced ³
III	Any activity whether sponsored by students, employees, or outsiders not covered above.	<ul style="list-style-type: none"> Fees charged and/or sales occur 		Yes	Yes ⁵		

¹ Advance space reservation required.

² Generally covered by District's master liability policy.

³ May be waived for student organization activities.

⁴ Fundraising activities where admission fees charged or contributions solicited may require permit and insurance.

⁵ A one day/two person permit may be granted an insurance waiver.



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TABLE AP 6701A-9 OUTSIDE FACILITY USER GROUPS							
CATEGORY			REQUIREMENTS		COST RECOVERY	RENTAL FEE SCHED	
CLASSIFICATION	CRITERIA	EXAMPLE(S)	PERMIT	INSURANCE			
I	Non-Profit Organizations Which Promote Youth and School Activities	<ul style="list-style-type: none"> Located within District boundaries and no alternative location available. 	<ul style="list-style-type: none"> Girl Scouts, Boy Scouts, Explorer Scouts, Camp Fire Girls School, district, community advisory councils and/or task forces Booster groups Educational foundations Community substance abuse groups School core teams 	Yes	May be waived for groups up to five (5) Required for larger groups	Generally not for groups up to five (5) Required for larger groups	No No (Unless fees charged or sales occur)
II	Other Non-Profit Organization and Other Public Agencies	<ul style="list-style-type: none"> Located within District boundaries and no alternative location available, District employee 	<ul style="list-style-type: none"> Other public agencies Elementary school districts Artistic and cultural groups Colleges and universities Youth sports leagues and programs 	Yes	May be waived for groups up to five (5) Required for larger groups	Generally not for groups up to five (5) Required for larger groups	Fair Rental Value
III	Commercial, Profit-Making Groups and/or Religious Groups	All other groups not listed within above categories.	<ul style="list-style-type: none"> Entertainment or meetings where fees charged and/or contributions solicited Net receipts not expended for welfare of District students Dances as profit-making ventures Dealer exhibits Sporting shows Commercial sales Promotional activities 	Yes	Yes	Yes ⁵	Fair Rental Value

¹ Advance Space Reservation Required
² Generally covered by District's master liability policy.
³ May be waived for student organization activities.
⁴ Fundraising activities where admission fees charged or contributions solicited may require permit and insurance.
⁵ A one day/two person permit may be granted an insurance waiver.



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H. Civic Center Permit Categories

- 1) **Simple Permit:** This permit is used for Class I small events where no fees of any kind are required and insurance waivers will be used if required. This is a permit only and represents an informal and non-binding agreement to allow space usage. It is not a contract and can be approved by the Event Coordinator with an information copy for the Director of Fiscal Services.
- 2) **Standard Permit / Contract:** Used for all other events where any fees are collected and/or proof of insurance is required or where the number of participants falls outside of the small group definitions. The fully executed permit/contract form is a legally binding contract on both parties and must be signed by the Director of Fiscal Services on behalf of the District.
- 3) **One-Day / Two-Person Vendor Permit:** This permit is used principally for outside vendors wishing to sell goods on-campus. It is limited to a maximum of one (1) day for a maximum of two (2) people on campus concurrently. It typically is limited to a single table of no more than six feet (6') in length with two (2) chairs. No chairs, tables, or other equipment is included in the Permit/Contract. This is a legally binding contract to be signed by the Director of Fiscal Services. Fees are generally limited to a flat day rate fee including cost recovery and space rental. Use is limited to circumstances in which an insurance waiver is deemed sufficient. If food or drink is to be sold or given away the insurance waiver may not be used and proof of insurance is required.

I. Day of Event Supervision

During the event, the "Event Monitor" will provide on site supervision representing Compton Community College District. The Event Monitor will take whatever steps are necessary to ensure that both Compton staff and the Permittee comply with the terms and conditions of the permit. If issues arise regarding the permit, only the event monitor, or positions superior to the event monitor in the college district chain of command, has the authority to determine the resolution of the issues. Police staff has the direct authority to enforce the law if they believe such action is necessary.

J. Cash Collection and Accounting

- 1) All invoices are required to be paid in full to the Bursar before a permit/contract can be issued. The Events Coordinator is not allowed to collect fees or any other funds.
- 2) Proof of payment in full must be presented in order to receive the finalized Civic Center Permit / Contract.



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- 3) **Post Event Accounting:** Accounting reports are required to be prepared within 30 days of each event. Such reports are to identify the fees paid and all actual costs incurred, including time actually devoted to the event by all District employees, account(s) where the funds were deposited, and if applicable, any deposits received, and refunds processed. As much as possible, this analysis should result in a full profit and loss (P&L) statement that is used to evaluate whether these events are meeting the cost abatement or profit goals of the program and are being posted to the proper accounts.
 - 4) **Overtime:** An approved overtime sheet must be completed and submitted by support service supervisors to the Event Coordinator within five (5) working days following the conclusion of an event. The overtime sheet should include a notation that the overtime is to be charge to the Community Services Event fund. Upon processing, the Event Coordinator forwards the overtime sheet to the District Payroll Office and prepares a cost adjustment voucher for posting by the community services fund accounting staff.
- K. The Director of Fiscal Services (DFS) is responsible for ensuring that the Event Coordinator function is staffed in the event of a need for absence, illness, and vacation coverage.