



COMPTON COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE REGULATIONS

AR 6701 Civic Center and
Other Facilities Use

ISSUED: April 16, 2009
REVISED: June 16, 2009

The CEO directs that the following regulations apply to the Compton Community College District:

1. The Chief Business Officer shall have the authority to issue procedures and authorize standard forms for the implementation of this regulation.
2. Once a Civic Center Permit is signed by all parties, the document constitutes a legal and binding agreement. Any changes to the contract shall be made in writing as contract addendum signed by both parties.
3. For purposes of this regulation:
 - A. Facilities means any interior or exterior space owned by the District and not used for the purpose of delivering regularly scheduled instruction, e.g., classrooms, non-classroom interior spaces, exterior courtyards, lawns, parking lots, etc.
 - B. The term “event” is used interchangeably to denote appointment, meeting, or event.
4. There are two categories of facilities use: Official District Use and Civic Center Permit.
 - A. **Official District Use:** A room reservation is required whenever an individual or department wishes to use facilities for Compton Community College District purposes which are not assigned to their department’s normal operating roles or which, by the rooms design, are expected to have inter-departmental use, i.e., conference room, student center, etc. This category includes District employees acting in an official capacity and currently enrolled students.
 - B. **Civic Center Permit:** A permit that is required to be issued whenever an outside group or organization requests use college facilities for five (5) continuous days or less. (When the use is greater than five (5) continuous days, the Lease Agreement process must be used.) Rental charges are based group or organization’s classification (non-profit, youth and school activities; other non-profit and other public agencies, and commercial/profit making) as specified in Education Code Sections 82537 – 82548. Outside groups fall under this category. This category includes non-profit organizations which promote youth and school activities; other non-profit organizations and other public agencies; commercial, profit-making groups and/or religious groups; District employees not acting in their official capacity, free speech area activities, and any sponsored by students, employees, or outsiders not covered above where the event charges fees or sales occur. All events or activities involving the collection of funds must have a civic center permit unless the event is college sponsored and the funds are remitted to the bursar’s office as prescribed in Administrative Regulation 6301, Cash Receipt and Handling. Employees or other individuals soliciting funds for any private purpose must obtain a civic center permit and pay fair rental value and are subject to the time, place, and manner restrictions of the civic center permit.



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- 1) The amount of the fee is determined by a group classification schedule discussed in Administrative Procedure AP 6701A Civic Center and Other Facilities Use.
- 2) Table AR-6701, Civic Center Permit Categories, below, identifies which organizations may use District facilities without charge and summarizes permissible Civic Center permit charges after the governing board adopts a policy specifying which activities shall be charged direct costs and which activities shall be charged fair rental value.
- 3) The authority to issue Civic Center Permits in accordance with these regulations is assigned to the Director of Fiscal Services under the supervision of the Chief Business Officer.
- 4) **Limitations on Use**
 - a. **No Monopoly of Use:** No facility use shall be granted in such a manner as to constitute a monopoly for the benefit of any person or organization as required under Education Code 82537(c). Requests for use of facilities for regularly scheduled rehearsals and practices are not normally granted.
 - b. **Risk to District Assets:** The District is legally prohibited from placing its assets and/or revenues at risk by acting as a sponsoring organization for events that are not clearly related to the educational mission of the District.
 - c. **Risk to District Related Entities:** Entities related to the District such as a foundation, associated student body, or student club may sponsor events if the entity has the financial resources available to cover any risks and/or costs the District may incur. The test for financial competence is generally met if the organization can pay the required fees and provide the required proof of insurance.
- 5) **Denial of Civic Center Permits**
 - a. A Civic Center Permit shall be denied whenever it is determined that District facilities or grounds are required for educational purposes prior to the issuance of the completed permit.
 - b. The District, at its discretion, shall have the right to cancel and terminate a Civic Center Permit immediately and without notice upon its discovery of a violation of any term, conditions, or provisions of the permit or practice of discrimination on the part of the permittee. Should any such violation occur, the District, at its discretion, shall have the right to deny any future requests by the permittee for the use of any other District property or facilities.



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**TABLE AR-6701
EDUCATIONAL CODE 92542
CIVIC CENTER PERMIT CATEGORIES¹**

I. NON-PROFIT / DIRECT CHARGE²

- A. “. . .the governing board of any community college district shall grant without charge [see section "B" below] the use of any college facilities or grounds under its control, pursuant to the requirements of this article, when an alternative location is not available, to nonprofit organizations and clubs and associations organized for general character building or welfare purposes, such as:
- 1) Student clubs and organizations
 - 2) Fundraising entertainments or meetings
 - 3) Parent-teachers' associations
 - 4) School-community advisory counts
 - 5) Camp Fire Girls, Girl Scout troops, and Boy Scout troops
 - 6) Senior citizens' organizations
 - 7) Other public agencies
 - 8) Organizations, clubs, or associations organized for cultural activities and general character building or welfare purposes (such as fold and square dancing)."
- B. "The governing board may charge those organizations and activities listed (above) an amount not to exceed:
- 1) The cost of opening and closing the facilities, if no employees would otherwise be available² to perform that function as part of their normal duties.
 - 2) The cost of a college employee's presence during the organization's use of the facilities, if the governing board determines that the supervision is needed, and if that employee would not otherwise be present² as part of his or her normal duties.
 - 3) The cost of janitorial services, if the services are necessary, and would not have otherwise been performed as art of the janitor's normal duties.
 - 4) The cost of utilities directly attributable to the organization's use of the facilities."

II. OTHER NON-PROFITS, PUBLIC AGENCIES AND COMMERCIAL GROUPS / FAIR RENTAL³

- **Religious Services**
"The governing board of any college district which authorizes the use of college facilities or grounds for (for the conduct of religious services for temporary periods where the church or organization has no suitable meeting place for the conduct of these services) shall charge the church or religious denomination the fair rental value of the facilities or grounds."
- **Entertainment/Meetings with Admission Fees**
"In the case of 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, a charge shall be made for the use of the college facilities, property, and grounds, which shall not be less than the fair rental value. . . ."

¹ The material quoted in this table is from Education Code 95542. This code section also authorizes governing boards to grant the use of college facilities, grounds, and equipment to public agencies, including the American Red Cross, for mass care and welfare shelters during disasters or other emergencies affecting public boards. Depending upon the nature and extent of the emergency, some or all of the college's expenses may be reimbursable. Consequently, college personnel must maintain accurate records of all expenses the District incurs.

² The phrase "if no employees would otherwise be available [present]" means that the direct charges apply if extra staff must be hired or regular staff performs the duties related to the event on an overtime basis.

³ Fair Rental and Direct Charges for staff or other expenses may apply even if during normal operations.



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5. **Cancellation by Permittee:** Facilities shall be held available for the permittee until one-half (1/2) hour after the time designated in the permit for the event to begin.
 - A. Notification of cancellation for which there is a service charge, must be received at least two (2) business days prior to the time for scheduled use, if advance payments are to be refunded in whole or in part. Any refund shall be at the discretion of the District.
 - B. All cancellations, whether a charge was levied or not, shall be reported to the Facility Coordination Office.
6. District facility use that is not directly related to the educational activities of the District is not allowed without a reservation and, when applicable, a Civic Center permit in order to:
 - A. Ensure classrooms and District-sponsored activities take priority over facility use by outside groups.
 - B. Ensure space is assigned fairly, not-double-booked, and appropriate to the activity for which the space is requested;
 - C. Ensure that District is appropriately protected from liability that may occur from the proposed usage;
 - D. Coordinate the required activities of police, maintenance, facilities, management information services (MIS), and others whose support may be required.
 - E. Recoup and correctly account for charges arising from labor or materials supplied by the District.
7. The following roles have been established to implement this regulation:
 - A. **Academic Affairs** is responsible for scheduling classrooms and other facilities used in the instructional program and providing instructional program room usage information to the Event Coordinator.
 - B. **Athletics Department** is responsible for scheduling facilities associated with the Athletic Program and for providing athletic program room usage information to the Event Coordinator.
 - C. **Student Activities** is responsible for scheduling associated student body and student club activities in the student center and for posting these activities to



- D. **Event Coordinator** is the individual serving as the central scheduler for all non-classroom activities on campus including the reservation of conference rooms and other designated facilities employees use to conduct District business and used in the normal course of business and for facilities use by outside groups.
1. The Event Coordinator ensures non-instructional event requests from District employees, students and outside groups/individuals are properly contracted and coordinated, that appropriate insurance coverage for the District is provided, and that direct and indirect costs are properly recovered and accounted.
 2. The Event Coordinator is not authorized to make exceptions to this policy based on perceived “worthiness” of the organization or activity and is required by law to ensure “no use shall be granted in a manner that constitutes a monopoly for the benefit of any person. (Section 82537(c).” Exceptions to this policy, if any, must be approved in writing by the CEO prior to the event taking place.
 3. All coordination communication from the Event Coordinator to the requester and/or District personnel on event services to be provided shall be in writing. Email and copies of letters, forms, contracts, and related documents are acceptable. A record of communications and responses in an appropriately formatted file available for audit shall be maintained.
- E. **Event Contact** is the individual representing the Event Sponsor with decision making authority to work with the Event Coordinator during the contract/reservation process. The Event Contact may be the same person as the Event Sponsor. A designated Event Contact may not sign contracts.
- F. **Event Sponsor** is the individual wishing to use facilities designated as the responsible party. The legal obligations of responsible party and the organization the responsible party represents must be written and described in the appropriate permit or contract documents authorizing the event.
- G. **Event Monitor** is the on-sight Compton Community College District person responsible for on-site supervision of the event while it is in progress. This person shall exercise direct supervision and make the determination to terminate an event if necessary.
1. The primary responsibility for monitoring may lie with campus police, as either part of their normal patrol or, if additional budget has been established for security, as additional staffing or overtime.



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2. In general, all events of more than five (5) people can be monitored by Campus Police as part of their normal patrol responsibilities.
3. In addition to monitoring by campus police, any night or weekend activity, or any activity involving more than 10 people requires in-person event oversight by a designated responsible party.
4. ***Waiver of in-person oversight requirement:*** Some outside-sponsored events are conducted on a recurring basis and have proven over time that their behavior does not create a risk exposure to the District, e.g., classroom space permitted over several weeks by organizations such as Alcoholics Anonymous. Such groups may, with the approval of the Director of Fiscal Services, be designated for no in-person oversight by the Event Coordinator. In these instances, the periodic patrols of campus police are judged sufficient.

8. Rental Fees and Cost Recovery

- A. The District may recoup costs and, in the case of Civic Center Fair Rental Value permits, may make a profit as authorized by law. The District may not, however, participate in any potential profit or revenue related to the success or failure of an event or sale.
- B. Rental fees are to be based on standard personnel, equipment, and incidental costs for standard set-ups and events expected attendance. These schedules are to be reviewed and updated annual each April and published July 1st of each year.
- C. All rental fees collected shall be deposited in a separate community service account.
- D. Failure to collect fees according to the approved fee schedule is an illegal gift of public funds.

9. Equipment: In conjunction with a facilities rental, the District may agree to supply additional rental equipment such as tables, chairs, platforms, bunting, electrical hooks-ups that the District may own. When such items are contracted, a separate and binding “Additional Equipment Rental Contract” is required in addition to the primary permit/contract.

- A. When equipment is available from the District, it may not be provided by an outside vendor without the express authorization of the District.
- B. The District will not enter into a contract with any outside vendor to provide additional equipment on behalf of the applicant for a fee or for “no charge.” If the applicant is an employee operating in an official capacity and with budgetary authority they may contract separately for needed equipment and services through the normal purchasing process. When outside rental services or equipment is used, the designated Event Coordinator shall serve as the coordination point which those vendors may contact for on-site access and set-up.



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- C. The Event Coordinator may supply contact information for rental companies that are approved vendors to the District with whom the applicant may independently contract for additional equipment and services not available from the District. When equipment is available from the District, the list may not be provided.

10. Services

- A. Outside labor that competes with an existing District job such as clean-up, police, set-up or tear-down of District-owned property is not allowed without the express authorization of the District.
- B. District employees are prohibited from accepting gratuities from individuals or organizations contracting to use District facilities and/or equipment.

11. Insurance Requirements

- A. The amount of insurance varies according to the number of participants and event risk profile. In general, a Certificate of Insurance from a carrier licensed to do business in California for general liability coverage in the amount of one million dollars (\$1,000,000
- B.) with Compton Community College District listed as an “also insured” is required. Larger or higher risk events may require higher insurance limits.
- C. The Event Coordinator may prepare a single sheet flyer with the names of insurance brokers who are authorized vendors to the District, and provide these referral sheets to applicants upon request.
- D. **Insurance Waivers:** Based upon an evaluation of liability risk to the District, the Event Coordinator may waive insurance under one of the following conditions:
 - 1. When an event/activity involves an employee acting in an official capacity and invites outsiders onto campus for the benefit of the District;
 - 2. For enrolled students acting individually in a District-authorized capacity, e.g., attending a meeting or performance;
 - 3. Entertainers invited by an employee or student acting in their official capacity to provide free concerts;
 - 4. For small groups, generally five (5) or fewer based on the Event Coordinator’s evaluation of liability risk.
 - 5. In conjunction with one-day/two-person permit/contracts where food and/or drink is not sold or given away.



12. Events Involving Food

- A. **Food Permits:** Permission for the use of cafeteria and other facilities for the serving of food may be issued in connection with Civic Center Permits only with the consent of the District. In the context of a Civic Center Permit, the District's food service operations shall be given the first option of serving any food product. Permit holders shall be liable for any loss, breakage, or damage to cafeteria equipment.
- B. **Catering, Concession, Sale or Free Provision of Food:** Due to the exceptionally high liability accompanying events with food and drink, higher insurance limits and formal proof of insurance and health clearance are generally required for events where food and/or drink is sold or given away.
1. Food or drink sold by outside groups is to be strictly limited to commercially prepared and packaged food product of the type available in commercial grocery stores and must be sold only in unopened containers.
 2. The Events Coordinator shall make a listing of the specific food items proposed to be sold by the vendor or organization. If approved for sale, that listing becomes part of the permit/contract and sales will be strictly limited to those pre-identified and pre-approved items.
- C. **District-related groups sponsoring events involving food:** Whenever a District-entity such as a student club or employee group desires to sell or give-away pre-packaged food and/or beverages to students, faculty, staff, and/or visitors, a Food Concession Approval Form is required in addition to a room reservation/permit.
1. If the event involves homemade food, a barbeque, or food cooked on campus by a club member, adviser, or employee, representatives from the club (advisor and at least one club member) or employee group, must meet with a representative from the District's food service operation to discuss safe food preparation and handling.
 2. Any utility hook-ups associated with a temporary food service facility shall be handled by facilities staff.
 3. If a barbeque or gas stove is used, a fire extinguisher is to be readily available.

13. **Promotional and Advertising Materials:** The use of the District / College name and logo is reserved to the District and may not be used by any outside group or organization in any advertising or promotional materials without the express advance permission of the District. The only exception to this requirement is when the college name and address are used to identify the location where an event is to be held.



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14. **Erection of Structures:** No structures may be erected or assembled on District premises nor may any electrical, mechanical, or other equipment be brought to the District without the prior written approval of the District.
15. **Signs:** Signs may be posted on District premises only with the permission of the District and in manners designated by the District. Unless authorization prior written authorization is obtained, signs shall not be posted more than one hour prior to the event and shall be removed immediately after the event.
 - A. In the case of a Civic Center Permit, a sign may not state or otherwise suggest that the event is sponsored or endorsed by the District or that the District either sponsors or endorses a particular individual/organization/event.
 - B. Use of the District and/or college name is prohibited unless permission is granted by the District in advance.
 - C. The District is not obligated to advertise events through District and/or College media.
16. **Safety Regulations:** The user of a District facility shall, at all times during the use and occupancy of the premises, thoroughly comply with all state and local fire, health, and safety ordinances, laws, and regulations affecting the use and occupancy of District facilities.
17. **Fire Hazards:** Except for professional firework events approved by the District, lighted candles, any devices having any form of flame and/or any material or device which constitutes a fire hazard is expressly prohibited.
18. **No Smoking:** Smoking is prohibited within any building and in any and in any other District place if such place is designated as non-smoking.”
19. **Weapons:** The possession and carrying of firearms and weapons of any kind on District premises shall be prohibited, except for peace officers and police officers.
20. **Alcohol:** The use and sale of alcoholic beverages on District premises is strictly prohibited.
21. **Gym Floor:** No person wearing street shoes of any type shall be permitted to walk on the gym floor when so specified and/or when participating in basketball, volleyball, badminton, and similar types of activities.
22. **Spectators:** All spectators must be limited to designated areas while watching an event.
23. **No Extension of Closing Time:** Teams using District athletic facilities must finish the activities, including showers, within the time designated in the permit.



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24. **Closing Time:** College premises shall not be used later than 11 PM unless prior permission of the District is obtained.
25. **Damages to Property:** The permittee, licensee and/or lessee shall be responsible for and shall pay for any repairs or replacement of District property which are made necessary by reason of negligence or misuse of said premises. Damages occasioned by acts of God are excepted.
26. **Political Campaigns:** District premises shall not be used as political campaign headquarters. All candidates running for a given election shall be given equal access to the use of District facilities as appropriate.
27. **Associated Student Body Organization Equipment:** Arrangements and payments for use of any equipment belonging to an Associated Student Organization shall be made separately with the Associated Student Organization in accordance with District rules and administrative procedures.

Reference:

Board of Trustees Policy: BP 6700 Civic Center Permits and Other Facility Use