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Administrative Regulation

**USE OF COLLEGE FACILITIES**

**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 Executive Vice President of Administrative Services or designee. Except as provided in these regulations, no organization shall be denied the use of district facilities because of the content of the speech to be undertaken during the use (subject to BP 3900).

The Executive Vice President of Administrative Services or designee is responsible for the coordination and implementation of these procedures and 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.

Events organized by college departments for the benefit of existing or prospective students are expected to comply with the rules for facilities use and may be subject to charges for security and custodial services, as determined by those respective departments. College-sponsored events are exempt from the documents required in the above paragraph.

**Community Use**

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 upon payment of the following:

- The cost of opening and closing the facilities, if no college employees would otherwise be available to perform that function as a 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 supervision is needed, and if that employee would not otherwise be present as part of his or her normal duties;
- The cost of custodial services, if the services are necessary and would not have otherwise been performed as part of the custodian's normal duties; and

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- 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, custodial services, and services of any other district employees necessitated by the organization's use of District facilities. Interested parties should obtain appropriate documents from Administrative Services for specific policies and rental rates.

Additionally, except for classroom-based programs that operate after school hours and organizations retained by the college or District to provide instruction or instructional activities to students during school hours, direct costs may also include the costs for maintenance, repair, restoration and refurbishment of college facilities and grounds used by the group.

The District shall maintain a fee schedule adopted by the Board that includes the hourly fee for each specific school facility and grounds.

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 no suitable meeting place for the conduct of such services.
- Events 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.
- Any person or group using college facilities for private purposes.

#### **Student Projects**

- Student projects must be requested and approved by the appropriate college departments.
- Any additional expenses incurred by the college must be paid by the student.
- Students may be required to complete appropriate college documents as required.

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**Rules for Facilities Use**

1. Requests for use of any District facilities, including use of the track & field, and outside athletic facilities must be made at least three weeks (15 working days) in advance of the first date of use being requested. Requests shall be made on forms provided by the District. Permission to use facilities can only be granted by the Business Services Director and/or the Executive Vice President of Administrative Services.
2. Permission to use District facilities shall not be granted for a period to exceed one fiscal year. No person or organization may be granted a monopoly on any facility.
3. Security Deposit: A separate security deposit is required to cover additional charges stemming from cleaning fees, damages or overtime use. This deposit is refunded if the event is cancelled or at the conclusion of the event if there are no damages or if no additional charges are incurred.
4. Reservation Fee: \$50 or 10% of the total rental, whichever is greater. This fee is non-refundable and is required prior to the start of the event.
5. All fees and documents are required 10 business days or as agreed, in advance of the first date of the event.
6. Overtime fees may be charged if the event exceeds the time contracted for.
7. Any person applying for use of District property on behalf of any group shall be a member of 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.
8. The District may require public safety personnel as a condition of use whenever it is deemed to be in the District's best interests. The determination will be made by the Chief of College Police or his designee. Only Glendale College Police Department employees can be assigned to provide public safety services unless determined otherwise by the Chief of College Police or his designee.
9. No person applying for use of District property shall be issued a key to District facilities.
10. 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.

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11. No alcoholic beverages shall be brought onto the property of the District without prior written approval of the Executive Vice President of Administrative Services. Approved use of alcoholic beverages must conform to Board Policy and Administrative Regulation 3560 Alcoholic Beverages. Persons under the influence of alcohol, intoxicants or controlled substances shall be denied participation in any activity. Events sponsored by the Glendale College Foundation are allowed to serve alcohol and do not require prior written approval.
12. No structures, electrical modifications or mechanical apparatus may be erected or installed on District property without specific written approval by the venue coordinator and/or the Executive Vice President of Administrative Services. All decorative materials, including but not limited to draperies, hangings, curtains,
13. and drops shall be made or treated with flame-retardant processes approved by the State Fire Marshall.
14. All use shall conform to District energy conservation policies.
15. Any permit may be canceled or revoked for any of the following reasons:
  - a. If the group fails to comply with rules and regulations established by the college.
  - b. If any youth group meets without satisfactory adult supervision.
  - c. If there are any overdue fees for rental, labor costs or damages for past use.
  - d. Incorrect or misleading information has been given on the application.
  - e. When an event, or event participant, poses a threat to the public or members of the campus community as determined by the Chief of College Police or designee. Compliance with the provisions of Board Policy 3900 Speech: Time, Place and Manner is required for this action.
  - f. If the conduct of the group is disruptive or contrary to the best interests of the college.
16. Groups with minors in attendance shall provide their own chaperones. The number required shall be determined by the college.
17. No employee of the District may accept any gift or gratuity of any kind from any group using college facilities under any circumstances.
18. The El Vaquero Racquet Club will have use of the tennis courts in accordance with their signed agreement with the Glendale College Foundation. Use of the tennis courts can be arranged through the Kinesiology Department for other requests.

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Joggers Club members will have use of the track in accordance with their signed agreement with the Glendale College Foundation.

19. Use of secured, exterior facilities such as the track & field and the outside athletic facilities can be arranged through the Kinesiology Department.
20. **Posting of signs for the event:** Signs shall not be posted on any traffic or directional signs or on any painted surfaces. Event or directional signs must be mounted on A-frames or other manner of support and must be removed at the conclusion of the event. A-frames or supports are not provided by the college. Signs and banners may not be placed in the roadways surrounding the campus or on any District property without the consent of the District.

#### **Priority for the Use of District Facilities**

College functions and student clubs will have priority for the use of District facilities. The following organizations will have access to facilities per Education Code 82542.

1. Fundraising events or meetings where admission fees are charged or contributions solicited for the welfare of the students of the district.
2. Parent-teachers' associations.
3. School-community advisory councils.
4. Camp Fire Girls, Girl Scout troops, and Boy Scout troops.
5. Senior citizens' organizations.
6. Other public agencies.
7. Organizations, clubs, or associations organized for cultural activities and general character building or welfare purposes (such as folk and square dancing).

#### **Reference:**

- Education Code Sections 82537, 82542
- Public Resources Code § 42648.3
- Accreditation Standard III.D.16 (2014)
- Title 5 Sections 59601 et seq.

See Board Policy 6700

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