

ADMINISTRATION PROCEDURE 6700 CIVIC CENTER AND OTHER FACILITIES USE**I. Responsibilities**

Each President is responsible for the Civic Center Program at their college and the Vice Chancellor of General Services is responsible for the Civic Center Program at the District Administrative Center (DAC) by:

- A. Identifying those Civic Center Facilities which may be used by the public when such use does not conflict with District programs and operations.
- B. Directing public use of those facilities
- C. Administering appropriate charges as defined in District policy. At the close of each academic year, the college presidents shall review the facility use rate schedule and provide recommended revisions for the next school year to the Chancellor.

II. Delegation

Each president shall designate the business manager to administer the facility use program under his or her authority. The business manager (or the Vice Chancellor of General Services at the DAC) so designated shall:

- A. Provide information to prospective users of the facilities;
- B. Review applications, establish all related costs and maintain financial records for accountability purposes for each facility use;
- C. Obtain all necessary documentation related to each facility use;
- D. Coordinate scheduled uses of facilities with other appropriate campus/District offices involved;
- E. Prepare annual reports of all campus facilities uses.

III. Regulations

- A. The College and District reserves the right to deny an application or revoke any agreement at any time if actions resulting from such application or permission may be harmful to the best interest of the District/College or if there is a conflict with any previously scheduled event. The District/College, at its discretion, has the right to cancel and terminate an agreement immediately and without notice upon its discovery of a violation of any term, condition, or provision of the agreement on the part of the applicant. Should any such violation occur, the District/College, at its discretion, shall have the right to deny any future requests by the applicant for the use of any other District/College property or facilities.
- B. Except as provided by Board Policy or Administrative Procedure, no organizations shall be denied the use of District facilities because of the content of the speech to be undertaken.
- C. Alcoholic beverages and controlled substances are prohibited on all Peralta Community College District property and within the District's facilities. As provided by state law and pursuant to Administrative Procedures 3560, permission may be requested for an exemption to the prohibition against alcoholic beverages if authorized by the Chancellor or College President.
- D. The completed Civic Center application must include a certificate of insurance and a hold harmless and indemnification agreement by the user group accepting financial responsibility for

any losses, damages, or injuries incurred as a result of their use of the facilities. The approved permit must be available for inspection by security and district personnel during the event.

IV. APPLICATION AND APPROVAL PROCESS

Application fee: A \$25.00 application fee must be paid for each request before processing begins. If a Preferred User is granted free use of the facilities, the application fee will be waived or refunded. If a Preferred User is eligible for Preferred User charges, the application fee will be applied to the charges incurred. A facilities use application is not considered approved until all of the following steps have been completed.

- A Obtain an Application for Use of College Facilities form from the Business Manager at the appropriate college or the Vice Chancellor General Services at the DAC.

Berkeley City College	(510)981-2840
College of Alameda	(510)748-2211
Laney College	(510)464-3232
Merritt College	(510)434-3967
Dept. of General Serv.	(510)466-7346

- B. Pay the \$25.00 application fee at the time the completed application form is submitted. **Be sure to specify on the application form what services, equipment, and facilities setup or preparation you are - requesting.**
- C. Pay a \$200.00 security deposit if appropriate. This deposit may or may not be charged to Preferred Users, depending on the nature and scope of the event and the facility requested. All non-Preferred Users are required to pay this security deposit. If a security deposit is made, it will be refunded, or applied to total charges, if, after inspection at the conclusion of the use, it is determined that the facility is in its original condition. College presidents may increase the amount of the security deposit for profit-making activities if the number of expected attendees exceeds 200.
- D. Provide a copy of appropriate insurance certification or purchase appropriate insurance through the college where the facility is to be used.
- E. Obtain written confirmation of facility availability from the appropriate college. **Please do not publicize your event until you receive this written confirmation.**
- F. Pay all applicable charges in full at least ten working days prior to the scheduled event. This includes all personnel, user or fair rental value and equipment fees.

V. REFUND POLICY

All fees except the \$25.00 application fee are refundable if the event is canceled more than ten working days before the scheduled event. The application fee is not refundable. If an event is canceled less than ten working days before it is scheduled to occur, 75 percent of the fees will be refunded. Security deposits are fully refundable if the event is canceled, regardless of the date of cancellation. Preferred Users will be refunded all charges paid. Refunds will be paid within three weeks of written notice of cancellation.

VI. SCHEDULE OF PERSONNEL SERVICES CHARGES

Preferred Users may be charged only for personnel services when the personnel are not regularly on duty. If the event is scheduled at a time when personnel are not normally on duty (such as evenings and weekends), the Preferred User shall be charged only for personnel necessary to open and close the facility, supervision, and janitorial service. The charge for such personnel shall be that necessary to cover anticipated costs of the normal hourly rate paid for the job classification, plus overtime and benefits if applicable. A minimum of four hours of work for each employee must be charged in

accordance with contractual agreements with employees if the schedule of work involves a "call-back" (requiring the employee to report for work at a time not within or contiguous to his or her regularly scheduled shift).

Even if a user of facilities does not request District personnel, the college president may deem it necessary to have District personnel at the event, in which case the user will still be responsible for the costs incurred.

Non-Preferred Users shall be charged for all personnel services necessitated by the organization's use of the facilities if the schedule of work involves a "call-back" (requiring the employee to report for work at a time not within or contiguous to his or her regularly scheduled shift). Charge for each employee per hour is a flat \$25.00 for any type of service provided.

Civic Center Facilities Use Fee Schedule 6700
Preferred and Fair Rental Value

Preferred Users (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 groups referenced above and for profit groups.

FACILITY – COLLEGES	PU/hr. +	FRV/hr. +
Classroom (50 & under)	\$35	\$50
Classroom (51 – 100)	\$55	\$75
Conference Room/Lecture Hall (100+)	\$65	\$90
Forum	\$80	\$160
Theater	\$80	\$160
Music Room	\$40	\$80
Choral Room	\$40	\$80
Student Center	\$75	\$125
<i>Library</i>	<i>Not Available to the Public</i>	
<i>Cafeteria</i>	<i>Not Available to the Public</i>	
<i>Dining Room</i>	<i>Not Available to the Public</i>	
Gym	\$85	\$170
Weight Room	\$80	\$160
<i>Apparatus Room</i>	<i>Not Available to the Public</i>	
Locker Room	\$50	\$50
Swimming Pool	\$110	\$220
Tennis Court*	\$85	\$170
Baseball Field	\$160	\$320
Football Field	\$175	\$350
Track**	\$150	\$300
Parking Lot***	\$80	\$80
Hard Surface	\$50	\$50
Turf Area	\$100	\$100
Dance Studio	\$80	\$80
FACILITY – DISTRICT ADMINISTRATIVE CENTER	PU/Hr.	FRV/hr.
Atrium ***	\$75	\$125
Kitchen ****	\$50	\$100
Boardroom ***	\$75	\$125

- + Cost to rent facilities by the hour. All facilities must be rented for a minimum of three hours.
- * Additional tennis courts are \$15 per hour
- ** Additional \$30 per three hours of light
- *** A \$200 Cleaning deposit is required. Authorization to refund the deposit may be granted by the Director of Facilities Operations if after inspection it is determined that the parking lot has been returned to the original condition.
- **** Certificate of Liability Insurance is required.

ATHLETIC FACILITIES USE FEE SCHEDULE				
Definitions:				
Special Preferred Users (SPU): Programs sponsored by middle and High Schools in the PCCD service area, who have students the District want to recruit.				
Preferred Users (PU): Public agencies, colleges, non-profit private organized community groups such as youth track				
Fair Rental Value (FRV): Any group that is not part of the two groups referenced above and for profit groups.				
	SPU/Hr.	PU/Hr.	FRV/Hr.	PERSONNEL REQUIRED
Baseball/Softball Fields				
Practice	\$75	\$85	\$170	Supervisor
Game	\$150	\$160	\$320	Supervisor+Grounds
	Flat Fee			
Scoreboard	\$55	\$55	\$110	Operator
Sound System	\$50	\$50	\$100	Operator
	SPU/Hr.	PU/Hr.	FRV/Hr.	
Football Field (3 hr. min)				
Practice	\$100	\$125	\$350	Supervisor
Game	\$150	\$175	\$350	Supervisor+Grounds
	Flat Fee			
Scoreboard	\$75	\$75	\$75	Operator
Sound System	\$75	\$75	\$75	Operator
	SPU/Hr.	PU/Hr.	FRV/Hr.	
Gym				
Practice	\$75	\$85	\$170	Supervisor
Game	\$150	\$170	\$340	Supervisor+Grounds
	Flat Fee			
Scoreboard	\$50	\$50	\$100	Operator
Sound System	\$50	\$50	\$100	Operator
	SPU/Hr.	PU/Hr.	FRV/Hr.	
Soccer: Grass Field (3 hr. min)				
Practice	\$75	\$85	\$170	Supervisor
Match	\$75	\$100	\$200	Supervisor + Grounds
	Flat Fee			
Scoreboard	\$75	\$75	\$150	Operator
Sound System	\$75	\$75	\$150	Operator
	SPU/Hr.	PU/Hr.	FRV/Hr.	
Soccer: Stadium (3 hr. min)				
Practice	\$75	\$85	\$170	Supervisor
Match	\$100	\$125	\$350	Supervisor+Grounds
	Flat Fee			
Scoreboard	\$75	\$75	\$150	Operator
Sound System	\$75	\$75	\$150	Operator
	SPU/Hr.	PU/Hr.	FRV/Hr.	
Tennis for 6 courts				
Practice	\$60	\$70	\$140	Supervisor
Match	\$75	\$85	\$170	Supervisor/Grounds
	Flat Fee			
Timing System	\$75	\$80	\$150	Operator
Sound System	\$75	\$150	\$250	Operator
	SPU/Hr.	PU/Hr.	FRV/Hr.	
Track (3 hr. minimum)				
Practice	\$50	\$70	\$140	Supervisor
Meet	\$125	\$150	\$300	Supervisor+Grounds
	Flat Fee			
Timing System	\$75	\$80	\$150	Operator
Sound System	\$75	\$150	\$250	Operator
	SPU/Hr.	PU/Hr.	FRV/Hr.	
ATHLETIC RENTAL FEES				
	SPU/Hr.	PU/Hr.	FRV/Hr.	
*Swimming Pool (2 hr. min)				
Practice	\$45	\$55	\$110	Utility Engineer/Pool Operator
Meet (Two Teams)	\$75	\$85	\$200	Supervisor + Utility Engineer/Pool Operator
Meet (Three Teams or More)	\$100	\$110	\$220	Supervisor + Utility Engineer/Pool Operator
*Must have a lifeguard at all pool activities.				
	Flat Fee			
Scoreboard	\$50	\$50	\$100	Plus Operator
FACILITIES USAGE				
Utility Engineer/Pool Operator	\$75			
Grounds Services	\$60			
Custodial Services	\$60			
Audio Visual Technician Services	\$60			
Supervisor	\$150			
<i>*Any fee change set by the Board of Trustees</i>				

Approved by the Chancellor: May 4, 2012

Revised: October 25, 2014