

**CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
USE OF LAS POSITAS COLLEGE FACILITIES**

GENERAL POLICY

The Board of Trustees of the Chabot-Las Positas Community College District recognizes that the availability of its facilities is an important service to the residents of the District's communities. While it is the policy of the Board to encourage full use of College facilities by community groups at such time as they are not required for the educational program, it is also the policy of the Board that such usage is on a cost-reimbursement basis. It is the responsibility of lessee to obtain any and all permits that maybe required by law. The College reserves the right cancel any event that does not have proof of proper permits. Any expenses incurred by the College for cancelled events shall be reimbursed by the lessee.

The use of District facilities by community groups shall be granted under the provisions of the Education Code Sections 82537-8248, and the Education Code Sections 10900-10915 in accordance with Administrative Rules and Procedures which implement this policy.

It is the responsibility of applicant to obtain any and all permits that maybe required by law. The College reserves the right to cancel any event that does not have proper permits. Any expenses incurred by the College for cancelled events shall be reimbursed by the applicant.

ADMINISTRATIVE RULES AND PROCEDURES

Applications for use of College facilities may be obtained from the College Business Office. The Business Office and the Office Academic Services will approve the dates and times the facilities are to be used and issue the permit.

Applications for use of College facilities should be filed at least four weeks in advance of the time the use of the premises is desired. Unless unusual scheduling problems are involved, the College will not schedule use of facilities for more than six months in advance. Permits shall not be issued for a period exceeding one year.

The College may limit or deny applications that require scheduling a series of dates for facility use.

When a rental or service fee is to be charged, the date of payment shall be upon receipt of invoice.

The application and the Technical and Equipment Request must include a description of all requested facilities, technical requirements and equipment. The College will make arrangements for personnel to operate equipment and services will not be accepted less than 48 hours in advance of use.

Permits to use District facilities are for the dates and time specified. The District assumes no obligation in the event that a change of either dates or times is requested.

SPECIAL REQUIREMENTS AND CONDITIONS

Applications shall be accepted only from established and responsible organizations of good reputation. Groups not qualifying as community organizations but making an application for non-commercial purposes may also qualify for use of facilities. Applications from individuals for personal, private or commercial use and gain will not be considered.

The laws of the State contain restrictions against the use of school property for sectarian purposes. State law specifies that no entertainment shall be permitted which reflects in any way upon persons because of race, color, national origin, religion, sex, age, handicap.

Whenever a College facility is being used, a District employee shall be on duty and shall be fully in charge of the facility being used.

At no time will the possession or use of alcoholic beverages or illegal drugs be permitted on College property. Any person under the influence of intoxicating liquor or illegal drugs shall be denied opportunity to participate in any way.

Groups or organizations using College facilities shall conform to all city and county ordinances and fire regulations.

Decorations must be flame-proof and shall be erected and taken down in a manner not destructive to property. The use of any material device which constitutes a hazard is expressly prohibited.

Announcement materials must be approved and posted as directed by the Office of Student Services. Such materials shall not be posted longer than two weeks and must be removed immediately after the event. Materials which advertise off campus commercial programs or events will not be approved for posting. Unauthorized materials are subject to removal without notice.

Groups with minors in attendance shall provide their own chaperons. The number required may be determined by the District.

The District may require, as condition for approval of an application, District employed security officers on a cost-reimbursement basis.

The lessee is liable for the care and protection of College property and facilities and will be charged for any damages sustained to the premises, furniture or equipment because of the occupancy of the College premises by the lessee.

The lessee shall be held responsible for any and all loss, accident, neglect, injury or damage to person, life or property, which may be a result of, or caused by the lessee's occupancy of the facilities or premises, and for which the District might be held liable.

The lessee shall protect and identify the District, the Board and/or any officer, agent or employee of the District and save them harmless in every way from all suits or actions at law that may arise or be occasioned in any way because of the occupancy of the facilities or premises, regardless of responsibility or negligence.

The District may require, at it's discretion except when the use is as defined in Sections 109900-10915 of the Education Code, and as related to the intended use of facilities or premises, the furnishing of a certificate of liability insurance by the lessee in an amount appropriate to the intended use.

Video taping, sound recording or photographing of any performance or the possession of any device for such purposes inside the theater, without the written permission of the management is prohibited by law. Violations may result in cancellation of the program and may render the offender liable for money damages.

It is the responsibility of the applicant to enforce the terms of this policy.

Cancellation of the event due to the violation of this policy will not entitle the applicant to any reduction in fees owed to the College.

FEES

The use of all College facilities requires payment of fees in an amount sufficient to cover all the costs to the District.

Public tax supported agencies, schools and Colleges may use College facilities with payment of actual cost only unless admission fees, tuition or course fees or contributions are collected for other than educational, cultural, or recreational activities, or they shall be subject to a percent of gross profits assessment.

When admission fees, tuition or contributions are collected for other than educational, cultural or recreational purposes the organization will pay rental costs plus actual costs and a percent of gross receipts.

The actual sum to be paid is to be determined by the College in accordance with a fee use schedule and after review of actual cost as related to the particular usage. These fees may be revised as costs to the College change.

Each use shall be controlled by the specific authorization for equipment and services granted in the Technical and Equipment Use Request. Only those services and equipment requested and authorized will be provided for a given program.

In an effort to prevent the serious health risks associated with exposure to smoking and environmental tobacco smoke, Las Positas College will allow smoking in parking lots and designated areas ONLY. Food and drinks are permitted in specified areas.

College employees and/or student technicians will be provided at established hourly rates to operate College owned equipment; no other person shall be authorized to operate equipment.

College personnel shall not be used for loading or unloading any vehicle, moving scenery, or curtain operation, unless requested on the Technical and Equipment Use Request and reimbursed accordingly.

Nothing shall be placed on the floors, walls, or ceilings which might cause damages, nor shall any activity be permitted which might cause damages. Decorations, other than for tables, shall be specifically approved in advance.

No painting shall be done on the stage nor shall scenery or props with wet paint be moved onto the stage.

All materials not owned by the College shall be removed, by appointment, from the building immediately following use.

No entry shall be allowed into facilities not specifically applied for and authorized by the College.

Scheduled dates and times shall be followed strictly.