



Las Positas College
3000 Campus Hill Drive, Livermore, CA 94551



LPC Facility Rentals Contact
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<http://www.laspositascollege.edu/facilities/index.php>

Athletic Facilities

LPC's Athletic Facilities include:

- **Gymnasium**
- **Synthetic Field**
- **Turf Field & Track**
- **Aquatic Center**
- **Men's and Women's Locker Rooms**
- **Activity Rooms**
- **Classrooms**
- **Hospitality Suite/Storage Room/Student Athletic Testing Room
(w/computers)**
- **Team Room**
- **Private Changing Room for Officials**



Gymnasium

The Physical Education Complex is a state-of-the-art athletic facility with instructional and exercise areas, an indoor track, locker rooms, team rooms, two Fitness Centers, and an athletic training room. The Las Positas College Gym, affectionately known as "The Nest", is the home court for the Men's and Women's Basketball teams.

Specifications:

Total square footage: 9,981

Basketball courts: 2 full basketball courts or 6 baskets

Volleyball: up to 3 nets; nets adjustable

Badminton: up to 6 courts

2 separate score boards

1 referee stand

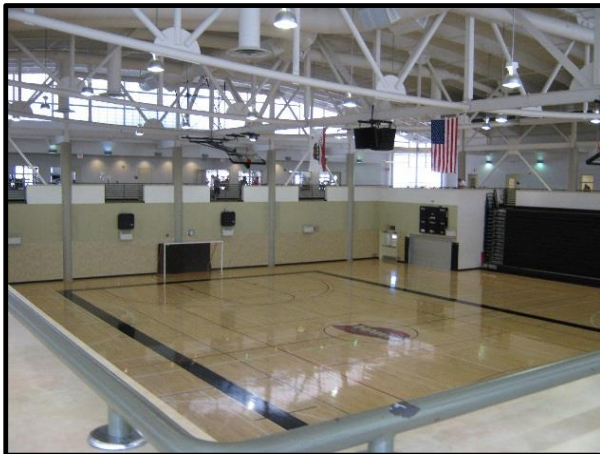
Wifi, speakers, portable stereo

2 sets of bleachers; each bleacher seats up to 600

Entrance to bleachers from 1st and 2nd floor

Elevator access to 2nd floor of Athletic Building

Snack Bar/Ticket Booth available on 1st floor.



Synthetic Soccer Field

The FIFA sized 110 yards long by 75 yards wide, 2,800 square foot all-weather soccer field with synthetic turf provides a high-quality venue for competitive, instructional, and recreational soccer, lacrosse, and rugby programs. Installed in 2009.



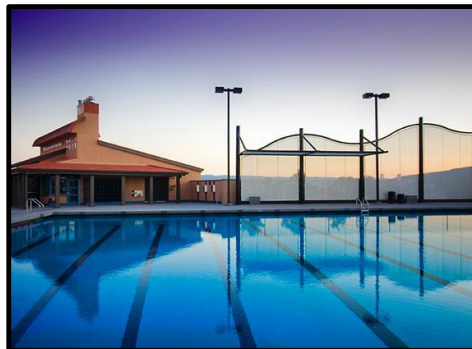
Turf Field & Track

Official competition lighted synthetic running track with high jump area, long jump pit, pole vault area, and shot-put and discuss throw. Ten laps equals one mile. Inside the track is a Bermuda grass soccer field with dimensions that fall within FIFA guidelines for width and length. The spectator area features a natural grass hill and one set of small bleachers.



Aquatic Center

The Aquatics Complex has two pools: a 12-lane competition pool (75' x 108') and a 7-lane instructional/recreational Pool (75' x 45'), and a Pool House with restrooms. LPC has hosted 13-15 teams at a time.



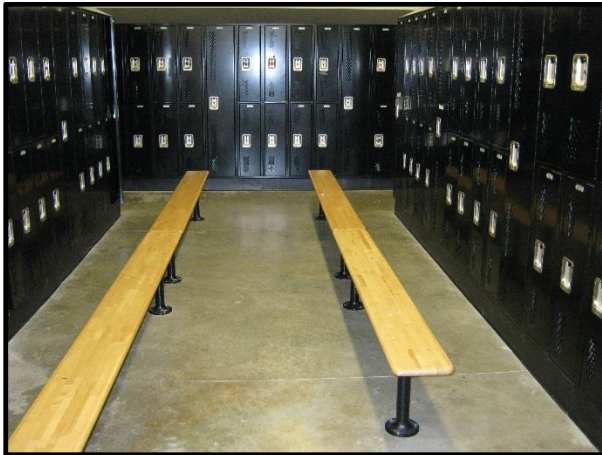
Activity Rooms

The Activity Rooms, with or without mats, are the perfect location for instruction in yoga, pilates, aerobics, jujitsu, fencing, etc.



Men's and Women's Locker Rooms

Both men's and women's locker rooms with full shower facilities are available.



Parking

Las Positas College has over 2,000 parking spaces.

Las Positas College facility rental information is available open Las Positas College web site at: <http://www.laspositascollege.edu/facilities/index.php>.

Facility Rental Process

1. Applications for LPC Facilities Rentals should be submitted 4-6 weeks before the event to allow sufficient time to consider the request, reserve the facility, prepare the billing, and allow the requester sufficient time to pay the bill.
2. If you are a new requester of LPC Facilities, please complete a College Facilities Use Agreement form. If you have already complete the Agreement form and need to request additional dates, please complete an External Supplemental Facility Request form. Both forms can be found on the [Facilities Forms web site](#).

Completed forms can be e-mailed to: smoore@laspositascollege.edu

Or faxed to: 925-449-1221, Attn: LPC Administrative Services - Facilities Rentals.

3. Certificates of Liability are required before formal confirmation will be made. LPC requires the furnishing of a Certificate of Liability insurance from the applicant in the amount of one million dollars (\$1,000,000.00) naming Las Positas College as the Certificate Holder. Once the Certificate of Liability has been received, the event will be confirmed with the requester via e-mail. At that time, an invoice will be submitted to the requester.
4. Facility rental fees must be paid upon receipt of the invoice unless prior arrangements are made with the Administrative Services Office.
5. Cancellations must be received **10 business days prior to the event**.

Guidelines for Rental of Facilities

Schedule and Priorities

- PLEASE NOTE: Facility Rental is dependent upon the availability of the facilities at LPC and the availability of LPC personnel to support the event.
- Applications for LPC Facilities Rentals should be submitted four to six weeks before the event to allow sufficient time to consider the request, reserve the facilities, prepare the billing detail, and allow the client sufficient time to pay. An application may be denied if it is not submitted sufficiently before the event.
- First priority for facilities is given to Las Positas College's educational program, College events, and LPC's Community Education program. Therefore, rental requests for future semesters **cannot be considered until that semester's Class Schedule and Community Education Program is finalized**. Requesters will be

notified if there is a delay in processing their facility rental request due to Class Scheduling and Community Education Scheduling.

- After LPC educational program, College events, and LPC's Community Education program priority will be given to:
 - Student clubs and organizations;
 - Fundraising entertainment or meetings where admission fees charged or contributions solicited are expended for the welfare of the students of the District;
 - Parent-teachers' associations;
 - School-community advisory councils.

Cancellation

- LPC reserves the right to cancel facilities reservations for LPC instructional needs.
- Cancellation by the client requires a notice of 10 business days prior to the event. Refunds and/or credits will not be given if event is cancelled less than 10 business days before the event.
- Clients will be denied future facility use on grounds including, but not limited to, abuse or misuse of district property, failure to pay promptly for any damage to District property or failure to pay promptly for facility use.

Fees

- Clients will be provided with cost of facilities during the reservation process.
 - Fees will be charged for facility rental.
 - Fees will be charged for equipment usage.
 - Fees may also be charged for event oversight, theater technicians, I.T. support, campus safety officers, janitorial services, maintenance, and repair.
- Clients will receive an invoice once the rental has been confirmed.
- Payment for all rentals is due upon receipt of invoice (unless other arrangements are made with the Administrative Services Department) or the event will be cancelled. Accepted methods of payments are cash, check, or cashier's check (**no credit cards**).
- Facilities must be vacated by the end time indicated on the Facilities Request form or additional fees will apply.

Liability

- Las Positas College may require a client to furnish a "Hold Harmless and Indemnification Agreement."
- Las Positas College also requires the client to furnish a Certificate of Liability (COL) from the applicant in the amount of one million dollars (\$1,000,000.00).

Smoking/Alcohol

- No alcoholic beverages, intoxicants, controlled substances, or tobacco in any form shall be brought onto the property of the College. Persons under the influence of alcohol, intoxicants, or controlled substances shall be denied participation in any activity.

General Guidelines

- To ensure quality and a successful event and to reduce potential technical issues, if equipment (such as microphones, sound boards, monitors, etc.) will be used during the client's event, clients will be required to rent LPC equipment unless prior approval for external usage has been given in writing by Las Positas College.
- No structures, electrical modifications, facility modifications, or mechanical apparatus may be erected or installed on District property without specific written approval by the Director of Maintenance & Operations.

Parking

- Parking is strictly enforced. Clients are required to have a parking permit for each vehicle on campus for an event with the exception of Sundays. One-day parking permits are available for \$2.00 at the kiosks located in the parking lots.
- Handicapped/Disabled Parking stalls are enforced 7 days a week and 24 hours a day. No exceptions.
- Clients will not be allowed to park vehicles, trailers, or containers overnight per Chabot-Las Positas Community College District policy.

Campus Safety

- Campus Safety receives notification of all rentals and will be responsible for unlocking facilities.
- Clients must contact Campus Safety upon arrival and departure to allow Campus Safety to secure the facility. Campus Safety can be reached at 925-424-1690 or Building 1700.

Catering

- LPC has exclusive contracts for food service/catering and pouring rights:
 - **Food Service/Catering:** Catering for LPC Facilities Rentals must be offered to Fresh and Natural Food Service Group. Jenny Chhay, Catering Manager, may be reached at 925-424-1820 or 916-798-8580. If Fresh and Natural indicates that they are not able to support the event, the renter may use a different caterer.
 - **Pouring Rights:** Contact Christine Longero at Pepsico, (510) 750-7535.
- All food and beverage vendors must comply with all applicable laws, ordinances, rules and regulations, including without limitation, the laws of the State of

California, County of Alameda, and the City of Livermore relating to the storage, handling, preparation, and service of food/beverages.

Athletics

- Storage is not available either before, during or after the event unless special arrangements are made with the Office of Administrative Services.
- **Only athletic shoes** may be worn on activity floors. Street shoes are not permitted. Cleats are prohibited inside the athletic building.
- Food and drink are **not allowed** in the athletic facility. Only water may be brought into the activity areas.
- Food must be consumed OUTSIDE the facility.
- Containers of ice may not be placed in any of the activity areas.
- The consumption, serving and/or selling of alcoholic beverages is not permitted.
- Bleachers, Basketball Backstops, Volleyball Nets, and other Standard equipment will be set up and taken down by CLPCCD staff unless previous arrangements are made with the Office of Administrative Services.
- Separate fees may be required for bleacher use.
- Separate fees will apply for covering the gym floor.
- The grass soccer field is not available for outside rental during soccer season and other seasons as deemed by CLPCCD.
- The scoreboards are available for official games only and by advance permission.
- Bleachers must not be pulled on or moved by the user. CLPCCD staff will be responsible for setting up the bleachers.
- All exit doors must be operable and no part of any hallway, corridor or exit may be used in a way that obstructs its use as an exit.
- The capacity of the rooms must be observed. Overcrowding is forbidden and will result in cancellation of an event.
- Tickets may not be sold at the door unless an admission fee was approved in advance.
- The use of decals, stickers, glitter, wax, paint, etc., is prohibited.

- Children observing the event must have adult supervision at all times. Running in the halls and being in areas or around equipment not pertaining to the event is not permitted.

