



2025-2026 ADMINISTRATIVE UNIT PROGRAM REVIEW

UNIT: Facility Requests and Rentals

Writer: Sean Brooks

*****Please submit your completed Program Review to Rajinder Samra by 5pm on Monday, June 30, 2025.*****

STATEMENT OF PURPOSE:

- Review and reflect on the support of student learning, with the goal of assessment and improvement of program effectiveness
- Provide a forum for each unit's findings to be included in institutional planning processes
- Create written records of what is working well, what can be improved, and specific plans for implementing chosen improvements
- Collect information that will contribute to institutional assessment and improvement

Timeframe: This program review reflects on the time period between spring 2024 through spring 2025 and plans through fall 2025.

I. MISSION

A. State the current program mission

The Facility Request & Rental Program manages non-instructional reservations and community rentals of LPC facilities, delivering excellent service and fiscal responsibility in a manner that prioritizes academic activities and adheres to District rules and procedures.

B. The mission of Las Positas College is the following:

Las Positas College provides an inclusive, learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting lifelong learning.

Discuss how the program/service area supports the college mission.

The Facility Request & Rental Program prioritizes instruction while equitably opening campus spaces to the community—fostering an inclusive, learning-centered environment, creating lifelong learning opportunities, and responsibly supporting resources that advance students’ transfer, degree, and career-technical goals.

C. List the major functions/duties of your unit.

1. Receive and screen Internal and External Facility Inquiry Requests; confirm alignment with District/LPC policies and academic priorities.
2. Reserve spaces in 25Live; apply academic-first priority, holidays/blackouts, campus closures, and security settings.
3. Match events to appropriate spaces; confirm capacities, ADA access, furniture, AV, and custodial needs
4. Lead site visits and pre-event briefings; provide timelines, and contact details; coordinate LPC staff (Custodial, Campus Safety, IT/AV, and Theater Technicians) to support internal and external requests; and schedule and conduct event walk-throughs as needed.
5. Prepare rental quotes using LPC fee schedules; include labor (Custodial, Campus Safety, IT, Grounds, Theater, Athletics) and equipment for all External Requestors or Internal Requests (if applicable)
6. Draft Facility Use Agreement with Invoice and Certificate of Insurance Requirements.
7. Ensure Facility Use Agreement and Certificate of Insurance has been received with 501c3 (if applicable).
8. Coordinate Day of Support with M&O, Campus Safety, IT Technicians, Grounds, Theater Technicians, Athletic Staff
9. Plan setup with layouts (tables, chairs, canopies, trash); schedule unlock/lock, wayfinding/A-frames, and coordinate day-of-support with M&O, Campus Safety, IT Technicians, Grounds, Theater Technicians, Athletic Assistant.
10. Compile and distribute a weekly facility usage report to LPC Administration, Maintenance & Operations (for HVAC/custodial scheduling), Campus Safety, and other support departments.
11. Maintain all rental forms and FAQs; keep LPC’s Facilities Rental website current with policies, procedures, forms, and fee schedules; and train LPC users on 25Live and rental procedures.

12. Track space utilization, revenue, and costs; and prepare quarterly and annual facility-use reports.

13. Ensure the LPC Facilities Rental Program complies with the California Civic Center Act when determining allowable charges for community use of college facilities and grounds, and uphold District/Board policies, campus standards, and the priority of academic activities.

II. GOALS AND OBJECTIVES

A. Since the last Administrative Unit Program Review, what objectives, initiatives, or plans have been achieved?

The Fiscal Year-End Facility Revenue & Expense Report has been achieved. Data from facility requests and invoices were compiled and categorized into seven major facility areas to calculate each area’s share of revenue. Direct support costs—such as Custodial, Campus Safety, IT, Theater, and Athletics—were also identified to quantify the effort required to support external requests and internal events, including fundraisers.

The objective to review R25 for usability within Administrative Services has been achieved. Now known as 25Live, the system has been evaluated and confirmed as a collegewide asset: its user-friendly interface enables a paperless workflow for scheduling non-instructional facilities, provides up-to-date space availability and resource requirements, and reduces effort and saves time for Requesters, Deans, M&O, Campus Safety, Technology and Theater Staff.

B. Major Goals and Objectives from Summer 2025 through Fall 2025.

Major Goals and/or Objectives	Start Date	Status: Ongoing, date completion anticipated	Need Assistance in order to complete goal or objective (reference applicable resource request page)	Educational Master Plan (EMP) Goals or Planning Priorities linked to this Goal/Objective
1. Compile a Quarterly and Fiscal Year End Facility Revenue and Expense Report	01/15/25	Ongoing		- Organizational Effectiveness - Supportive Organizational Resources

2. Create fillable College Facilities Use Agreement for external requesters	11/30/24	Ongoing		- Organizational Effectiveness
4. Fully implement 25Live Event Scheduling	11/30/24	Ongoing		- Organizational Effectiveness
5. Fully implement 25Live Event Invoicing for college facilities where revenue is collected by external users and internal users (weekend events)	11/30/24	Ongoing		- Organizational Effectiveness
6. Streamline Facility Request Process: Continue improving the 25Live scheduling process to reduce turnaround time for approvals and ensure consistency across departments.	10/03/25	Ongoing		- Organizational Effectiveness
7. Enhance Internal Coordination: Strengthen communication between Facilities, M&O, Campus Safety, Theater Tech, and IT to ensure event setup details are finalized and clearly documented before each event.	10/09/25	Ongoing		- Organizational Effectiveness
8. Enhance Communication & Transparency: Develop a clear Facility Rental Guide with step-by-step instructions, timelines, and contact points for internal and external users.	10/09/25	Ongoing		- Organizational Effectiveness
9. Customer Feedback: Implement a short post-event feedback form to gauge satisfaction and identify areas for improvement.	10/09/25	Ongoing		- Organizational Effectiveness
10. Regular Coordination Meetings: Schedule check-ins with M&O, Campus Safety, and Theater Tech to review upcoming large events and discuss workflow improvements.	10/09/25	Ongoing		- Organizational Effectiveness
11. Training & Knowledge Sharing: Provide 25Live refresher training and updated guidelines to staff who manage room and event scheduling.	10/09/25	Ongoing		- Organizational Effectiveness
12. Efficient and Campus Impact Monitoring Use of Resources: Track and evaluate event-related wear and maintenance needs to inform future planning and budgeting.	10/09/25	Ongoing		- Organizational Effectiveness

III. STAFFING

A. Staff Profile

Position	Staffing Levels for Each of the Previous Five Years					Anticipated total staff needed	
	2020	2022	2022	2023	2024	2025-2026	2026-2027
Administration	.05	.05	.05	.05	.05	.05	.05
Supervisory							
Classified Staff FT	.20	.20	.20	.20	.20	.20	.20
Classified Staff PT							
Confidential Staff FT	.75	.75	.75	.75	.75	.75	.75
Total Full Time Equivalent Staff	.95	.95	.95	.95	.95	.95	.95

B. Staffing Needs

NEW OR REPLACEMENT STAFF (Administrator, Faculty or Classified)

List Staff Positions Needed for Academic Year <u>None</u> Place titles on list in order (rank) or importance.	Indicate (N) = New or (R) = Replacement	Estimated Annual Total Cost	EMP Goals or Planning Priorities Linked to Position

<p>1. Athletic Assistant</p> <p><u>Reason:</u> The Athletic Assistant position is essential to supporting the Facility Requests and Rentals program by ensuring safe, efficient, and high-quality use of the college’s athletic facilities. This role enhances operational support, protects college resources, strengthens community partnerships, and enables the college to expand rental opportunities and revenue while maintaining excellent service to students and the public.</p>	Replacement	\$160,000	Organizational Effectiveness
<p>2.</p> <p><u>Reason:</u></p>			
<p>3.</p> <p><u>Reason:</u></p>			
<p>4.</p> <p><u>Reason:</u></p>			
<p>5.</p> <p><u>Reason:</u></p>			
<p>6.</p> <p><u>Reason:</u></p>			

IV. FACILITIES

A. Facilities Needs

FACILITIES NEEDS

List the Facilities Need and the Reason	EMP Goals or Planning Priorities Linked to Position
<p style="text-align: center;"><u>None</u></p> <p>1. Event Equipment (Tables, Canopies, Table Skirts)</p> <p><u>Reason:</u> Event equipment such as tables and canopies are essential for the Las Positas College Facility Requests and Rentals Program because it supports the setup and success of both internal and external events. These items provide the flexibility to accommodate a variety of activities—such as community events, athletic rentals, orientations, and outdoor gatherings—while maintaining a professional and organized appearance. Having college-owned tables and canopies ensures safe, consistent, and efficient event setups, reduces the need for outside vendors, and helps generate revenue through rentals. Overall, this equipment allows the program to operate smoothly, meet user needs, and enhance the overall event experience on campus.</p>	<p>Supportive Organizational Resources</p>
<p>2.</p> <p><u>Reason:</u></p>	
<p>3.</p> <p><u>Reason:</u></p>	
<p>4.</p> <p><u>Reason:</u></p>	
<p>5.</p> <p><u>Reason:</u></p>	
<p>6.</p> <p><u>Reason:</u></p>	

V. TECHNOLOGY AND EQUIPMENT

A. Technology and Equipment Needs

TECHNOLOGY AND EQUIPMENT NEEDS

<p>List the Technology and Equipment Needs <u>None</u></p> <p>Place titles on list in order (rank) or importance.</p>	<p>Indicate (N) = New or (R) = Replacement</p>	<p>Estimated Annual Total Cost of Ownership</p>	<p>EMP Goals or Planning Priorities Linked to Position</p>
<p>1.</p> <p><u>Reason:</u></p>			
<p>2.</p> <p><u>Reason:</u></p>			
<p>3.</p> <p><u>Reason:</u></p>			
<p>4.</p> <p><u>Reason:</u></p>			
<p>5.</p> <p><u>Reason:</u></p>			
<p>6.</p> <p><u>Reason:</u></p>			

VI. PROFESSIONAL DEVELOPMENT

Professional Development Needs

<p>List Professional Development Needs. Reasons might include in response to assessment findings or the need to update skills to comply with state, federal, professional organization requirements or the need to update skills/competencies. Please be as specific and as brief as possible. Some items may not have a direct cost, but reflect the need to spend current staff time differently. Place items on list in order (rank) or importance.</p>	Annual TC			<p>EMP Goals or Planning Priorities Linked to Position</p>
	Cost per item	Number Requested	Total Cost	
<p>1. CollegeNET 25Live Training</p> <p><u>Reason:</u> Providing CollegeNET 25Live training is essential to ensure efficient scheduling, prevent conflicts, and accurately coordinate all event resources. Proper training empowers staff to maintain compliance with college policies, generate actionable reports for planning and budgeting, and deliver seamless service to both internal departments and external renters, ultimately supporting smooth, professional, and well-organized campus events.</p>	1	1	\$5,000	Organizational Effectiveness - Supportive Organizational Resources
<p>2.</p> <p><u>Reason:</u></p>				
<p>3.</p> <p><u>Reason:</u></p>				
<p>4.</p> <p><u>Reason:</u></p>				

5. <u>Reason:</u>				
6. <u>Reason:</u>				