

## HARTNELL COMMUNITY COLLEGE DISTRICT

AP 6700 Civic Center and Other Facilities Use

References: Education Code Sections 82537; 82542, Accreditation Standard III.B.

### 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 Vice President of Administrative Services but shall be sufficiently frequent and available on specific dates and times so as to allow meaningful use by outside groups. Except as provided in these regulations, no organizations shall be denied the use of District facilities because of the content of the speech to be undertaken during the use. The District Superintendent/President reserves the right to deny access to any group or organization.

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

### Civic Centers

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;

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if it is determined that the 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

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, services of any other District employees, and salaries paid District employees necessitated by District facilities.

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.

Entertainment 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.

The American Red Cross or other public agencies may use District facilities, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare, and the District will cooperate with these agencies in furnishing and maintaining services mutually deemed necessary to meet the needs of the community.

#### Rules for Facilities Use

Requests for use of District facilities must be made at least thirty (30) days in advance of the first date of use being requested. Requests shall be on forms provided by the District (see Appendix B). Permission to use facilities shall be granted by the College President or designee.

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.

All charges for the use of District

through the Hartnell Community College District Foundation. Persons under the influence of alcohol, intoxicants, or controlled substances shall be denied participation in any activity.

No structures, electrical modifications, or mechanical apparatus may be erected or installed on District property without specific written approval by the Vice President of Administrative Services.

All decorative materials, including but not limited to draperies, hangings, curtains, and drops shall be made or treated with flame-retardant processes approved by the State Fire Marshall.

#### Priority for the Use of District Facilities

Priority for the use of District facilities will be as follows:

1. Academic program/direct instruction
2. Student clubs and organizations
3. Fundraising entertainment or meetings where admission fees charged or contributions solicited are expended for the welfare of the students of the District
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## APPENDIX A

