

HARTNELL COMMUNITY COLLEGE DISTRICT

Regulations and Procedures for Community Use of College Facilities
Issued According to Governing Board Policy 2100

A. Scheduling of Facilities-- Application Process

1. The Application for Use of college Facilities

B. Priorities for Use of Facilities

The following priorities are established to provide maximum use of college facilities with minimal potential for conflict:

1. First priority for use is reserved for the college instructional program and other related college activities.
2. Second priority shall be given to public agencies, schools, and colleges when the purpose of the use is educational.
3. Third priority shall be assigned to the following district groups: youth groups, civic and service groups, and other groups organized for cultural, educational, or recreational activities.
4. In-district organizations will have priority over those from outside the district.
5. Priorities shall be maintained in such a way that no group will monopolize a facility.
6. Groups that are not generally classified as non- will receive the lowest priority when requesting facility use.
7. Once the college has approved a request for use and enters into an agreement to provide facilities, equipment, or services, that request shall have priority over any other requests except when a need of the property for college purposes has subsequently developed, or in an emergency as determined by the College.

C. Regulations of Use

1. The official representative of the organization or group using the

D. Classification of Groups

Group I No Facility Fees, Personnel or Equipment Costs

Non-profit groups and public agencies are allowed use of campus facilities without direct costs, fair rental costs, equipment costs, or personnel costs when all the following conditions are met:

1. No set-up, special clean up or supervision is required.
2. No special equipment or personnel are required.
3. The use takes place during the college's normal hours of operation Monday through Thursday, 8 am to 10 p.m., Friday, 8 am to 5 p.m. when the college is in session.
4. No admission fee or money is collected. Money collected includes the following: admission charge, solicitation of a donation, freewill offering tuition payment, registration fee, entry fee, charge for class supplies or payment of a speaker, or sale of literature or any other material or service.
5. The use does not interfere with educational or other activities conducted by the college.

Group II Direct Costs

Non-profit groups and public agencies not meeting the above conditions will be billed for the appropriate direct costs, personnel costs, and/or equipment costs. In certain situations, when a facility use is of considerable benefit to the college, its students, or the community, direct costs may be reduced or waived and only personnel and equipment costs assigned as determined by the College.

Group III Fair Rental Value

Private organizations not qualifying as non-profit organizations may apply for a permit to use college facilities not to exceed twelve (12) rentals each fiscal year provided the use is to present events of an educational, cultural or recreational nature which otherwise would not be available to the community. The twelve-use limitation may be exceeded only if the proposed use is recreational or will involve matters of general or public interest and is open to all citizens of the district. Charges shall be based on the fair rental value of the facilities, equipment, and personnel costs.

Religious organizations using facilities for religious purposes shall be charged fair rental value and shall not exceed twelve (12) rentals in each fiscal year. Charges shall be based on the fair rental value of the facilities, equipment, and personnel costs.

Long-Term Use

Groups qualifying as I or II may be considered for long-term use of facilities if the use is for educational or recreational purposes. Such a contract will not extend beyond ()JTJETBT1 0 0 1 364.39y()JTJETBTD.

E. Fee Schedule

Facility Rental (minimum of four hours per day)

Facility	Group II Direct Costs Cost Per Hour*	Group III Fair Rental Value Cost Per Hour*
Athletic Facilities		
Auxiliary Gym	\$ 48	\$ 120
Main Gym	\$ 136	\$ 340
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