



# **ADMINISTRATIVE** **PROCEDURE**

**6700**

**DESERT COMMUNITY COLLEGE DISTRICT**

## **CIVIC CENTER AND OTHER FACILITIES USE**

### **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, Business Affairs or designee. 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 Vice President, Business Affairs or designee is responsible for the coordination and implementation of these procedures. The Vice President, Business Affairs or designee 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;
- the cost of a college employee's presence during the organization's use of the facilities 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 janitorial services, if the services are necessary and would not have otherwise been performed as part of the janitor's normal duties; and

- the cost of utilities directly attributable to the organization's use of the facilities.

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, janitorial services, services of any other district employees, and salaries paid community college district employees necessitated by the organization's use of 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.
- Entertainments 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 affect 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. Permission to use facilities shall be granted by the Vice President, Business Affairs 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 facilities are payable in advance.

Any persons applying for use of District property on behalf of any groups shall be a member of the groups and, unless he or she is an officer of the group, must present written authorization to represent the group.

Each person signing an application shall, as a condition of use, agree to be held financially responsible in the case of loss or damage to District property.

The District may require security personnel as a condition of use whenever it is deemed to be in the District's best interests.

No person applying for use of District property shall be issued a key to District facilities.

Future facility requests may be denied on grounds including, but not limited to, abuse or misuse of District property and failure to pay promptly for any damage to District property.

No alcoholic beverages, intoxicants, controlled substances or tobacco in any forms shall be brought onto the property of the District. 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, Business Affairs or designee.

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.

The following is required to assure that the groups identified in EC Section 82542(a) are properly charged for usage:

**Priority for the Use of District Facilities**

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

1. The first priority shall be granted to students, staff and the Board of Trustees of College of the Desert. Such groups may request the free use of the college facilities for an activity when the activity involves only their group. In the event a community program such as lectures, films, noncredit classes, recreation, concerts, etc. is college sponsored or cosponsored, these groups may be assessed a fee to cover expenses related to the activity. In order for an organization to be eligible for the status of co-sponsorship, the organization shall be nonprofit and noncommercial in nature and the activity shall not be for the sole purpose of fund raising.
2. The second priority for the use of facilities shall be granted to public educational institutions and governmental agencies. Such groups shall include College affiliated organizations, professional teachers' associations and nonprofit educational groups within the college expenses depending upon the nature of the request.
3. The third priority for the use of facilities shall be granted for community groups eligible under the Civic Center Act of the State of California. Groups or individuals of this category who are granted permission to use college facilities will be assessed direct costs and other expenses depending on the nature and complexity of the request and the expressed needs of the user.
4. The fourth priority is assigned to all other groups. Rental charges at fair market value shall apply.

After the above organizations, priority for use shall be determined by the District on a case by case basis.

The Purchasing Department shall be responsible for developing and maintaining the cost for use of facilities as described in this procedure. The cost shall be updated annually.

**Reference: Education Code Sections 82537, 82542. Public Resources Code Section 82648.3**

Approved by College Council: June 14, 2005  
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Administrator: VP Business Affairs