Palo Verde College

New Administrative Procedures # 6700

As approved by College Council on May 21, 2013 after constituent dissemination.

CIVIC CENTER RENTALS

[Sources include Civic Center Rental materials from El Camino College, Citrus College, and Mt. San Antonio College]

In compliance with California Education Code Sections 82530, 82542, 82537, 82542(a), (b), (c); 82544, and 82548, the Palo Verde Community College District complies with Education Codes and establishes the Civic Center Office under the following procedures>

Education Code §82537

a) There is a civic center at each and every community college within the state where the citizens, Camp Fire Girls, Boy Scout troops, farmers' organizations, school-community advisory councils, senior citizens' organizations, clubs, and associations formed for recreational, educational, political, economic, artistic, or moral activities of the public school districts may engage in supervised recreational activities, and where they may meet and discuss, from time to time, as they may desire, any subjects and questions which in their judgment appertain to the educational, political, economic, artistic, and moral interests of the citizens of the communities in which they reside.

   Governing boards of the community college districts may authorize the use, by citizens and organizations of any other properties under their control, for supervised recreational activities.

(b) The governing board of any community college district may grant the use of college facilities or grounds for public, literary, scientific, recreational, educational, or public agency meetings, or for the discussion of matters of general or public interest upon terms and conditions which the board deems proper, and subject to the limitations, requirements, and restrictions set forth in this article.

(c) No use shall be granted in a manner that constitutes a monopoly for the benefit of any person or organization.

(d) The use of any community college facility and grounds for any meeting is subject to reasonable rules and regulations as the governing board of the district prescribes, and shall not interfere with the use and occupancy of the community college facilities and grounds, as is required for the purposes of the community colleges of the state.

(e) The management, direction, and control of the civic center is vested in the governing board of the community college district.

(f) The governing board of the community college district shall make all needful rules and regulations for conducting the civic meetings and for such recreational activities as are provided for in this chapter and which aid, assist, and lend encouragement to the activities.

Education Code §82542 (a)

Except as provided in subdivision (b), the governing board of any community college district shall grant without charge the use of any college facilities or grounds under its control, pursuant to the requirements of this article, **when an alternative location is not available**, to non-profit organizations and clubs and associations organized for general character building or welfare purposes, such as:

(1) Student clubs and organizations.
(2) Fundraising entertainments or meetings where admission fees charged or contributions solicited are expended for the welfare of the students of the district.
(3) Parent-teachers' associations.
(4) School-community advisory councils.
(5) Camp Fire Girls, Girl Scout troops, and Boy Scout troops.
(6) Senior citizens' organizations.
(7) Other public agencies.
(8) Organizations, clubs, or associations organized for cultural activities and general character building or welfare purposes (such as folk and square dancing).
(9) Groups organized for the purpose specified in subdivision (g).

Education Code §82542 [costs associated with staffing and janitorial services]

(b) [applies to all classifications] The governing board may charge those organizations and activities listed in subdivision (a) an amount not to exceed the following:

(1) 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.

(2) The cost of a college employee's presence during the organization's use of the facilities, if the governing board determines that the supervision is needed, and if that employee would not otherwise be present as part of his or her normal duties.

(3) 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.

(4) The cost of utilities directly attributable to the organization's use of the facilities.

Education Code §82542 (c)

The governing board may charge an amount not to exceed its direct costs or not to exceed fair rental value of college facilities and grounds under its control, and pursuant to the requirements of this article, for activities other than those specified in subdivision (a).

Each governing board which decides to levy these charges shall first adopt a policy specifying which activities shall be charged an amount not to exceed direct costs and which activities shall be charged an amount not to exceed fair rental value.

(1) As used in this section, "direct costs" [applicable to non-profit] to the district for the use of college facilities or grounds means those 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 the college facilities and grounds of the district.

(2) As used in this section, "fair rental value" means the direct costs to the district, plus the amortized costs of the college facilities or grounds used for the duration of the activity authorized.

(d) The governing board of any college district which authorizes the use of college facilities or grounds for the purpose specified in subdivision (e) shall charge the church or religious denomination an amount at least equal to the fair rental value of the facilities or grounds.

(e) The governing board of any community college district may grant the use of college facilities or grounds to 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 these services upon the terms and conditions as the board deems proper, and subject to the limitations, requirements, and restrictions set forth in this article. The governing board shall charge the church or religious organization using the property for the conduct of religious services a fee as specified in subdivision (d).

(f) In the case of 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, a charge shall be made for the use of the college facilities, property, and grounds, which charge shall not be less than the fair rental value for the use of the college facilities, property and grounds, as determined by the governing board of the district.

The governing board may, however, permit the use, without charge, by organizations, clubs, or associations organized for senior citizens and for cultural activities and general character-building or welfare purposes, when membership dues or contributions solely for the support of the organization, club, or association, or the advancement of its cultural, character-building or welfare work, are accepted.

(g) The governing board of a community college district may grant the use of college facilities, grounds, and equipment to public agencies, including the American Red Cross, for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare, and may cooperate with these agencies in furnishing and

maintaining services deemed by the governing board to be necessary to meet the needs of the community.

Education Code §82544

Lighting, heating, janitor service, and the services of the person when needed, and other necessary expenses, in connection with the use of community college buildings and grounds pursuant to this article, shall be provided for out-of-the-county or special school funds of the respective community college districts in the same manner and by the same authority as similar services are provided for.

Education Code §82548

The Governing Board of any community college district may require any person, group, or organization granted the use of community college property pursuant to this article for the purposes of athletic activities to obtain a certificate of insurance from a liability insurance carrier and to submit such certificate to the district for approval prior to using any district property. The certificate shall evidence a minimum coverage of one million ($1M) for any liability for injury or damage to property which may arise out of such use of community college property. The governing board of any community college may require more than such minimum coverage.

I. GENERAL PROVISIONS AND DEFINITIONS

1. **CANCELLATION:** The District maintains the right to cancel any confirmed event at any time with cause. If the District cancels or rejects the application for the use of the facilities, all fees paid will be refunded.

2. **CERTIFICATE OF INSURANCE:** A Certificate of Insurance for property and liability coverage in the amount of $1,000,000.00 (minimum) naming Palo Verde Community College District as additional insured with a sixty (60) day cancellation clause. Renter may be required to provide a copy of worker's compensation coverage. The District at its discretion may determine that additional coverage is required due to the nature of the event (concert, soccer match, etc.).

3. **CLASSIFICATION:** The designation for purposes of determining rental fees.
   In accordance with Board Policy # 6700 and consistent with applicable Education Codes, Palo Verde College is available for public, private, for-profit, and not-for-profit use as a Civic Center rental per the classifications noted below:

CLASSIFICATIONS	GUIDELINES/PROVISIONS	RENTAL FEE	OTHER FEES
I Non-Profit Organizations which promote youth and school activities within the District service area. [Must provide proof of non-profit tax status.]	The SCCD Governing Board shall grant, without charge, the use of school facilities or grounds under its control when an alternative location is not available, to non-profit organizations, clubs or associations which are located and operated within the boundaries of the District and are organized to promote youth and school activities; provided that the use of school property for fund-raising activities shall be of benefit to the youth or public school activities of the District, as determined by the Board. Groups in this category include, but are not limited to: • girl scouts, boy scouts, explorer scouts, camp fire girls • parent-teachers associations	None	Applicable to all Rentals: Charges for labor, direct costs (custodial, maintenance, etc.), technical staff, equipment (ladders, lifts, tables, chairs,

	• school/district/community advisory councils and or task forces • booster groups • educational foundations • community substance abuse groups and/or school core teams.		podiums, etc.), copying/printing/faxing, supplies, etc., as needed for the event.
II Other Non-Profit Organizations and other Public Agencies [Must provide proof of non-profit tax status.]	The Governing Board shall charge an amount not to exceed its direct costs for activities where the user group is located and operates within or outside the boundaries of the District and is a non-profit organization organized for purposes other than to promote youth and school activities. Users be charged an amount not to exceed direct costs include: (1) other public agencies (2) elementary school districts (3) artistic and cultural groups (4) colleges and universities; (5) youth sports leagues and programs.	None	
III Commercial and/or Profit-making Groups [Churches, retail, for-profit]	The Governing Board shall charge at least the fair market rental value or commercial rate to all other groups not otherwise qualified under the provisions of Classifications I or II for use of the District's facilities or grounds. Users within these categories include, but are not limited to: • Purpose of entertainment or meetings where admission fees are charged or contributions are solicited and the net receipts are not expended for the welfare of the pupils of the District. • Functions such as dances as profit-making ventures, dealers' exhibits, concerts, sporting shows, commercial sales, promotional activities, and religious/church groups. • Private parties as deemed appropriate by the District.	Fair Market Rental Value rate	
IV Personal/Private Use for non-income generating purposes [Meeting, family event, wedding, receptions, etc.]		Fair Market Rental Value rate	
V Major Profit or Non-Profit Event [Movie taping, commercial, exhibition, conference, convention, tournament, etc.]		To Be Determined based on type of event	

4. **CONCESSIONS:** The sale of food, souvenirs, programs, DVDs, CDs, books, T-shirts, etc.
    a. **Food:** For inside building events, the sale of food is limited to bottled water and pre-packaged snacks.
    b. **Food Concessions:** Food concessions are reserved to the District. In the event that the District is not able or chooses not to handle food concessions, the Renter may handle their own concessions as approved. A *Food Worker's Permit* may be required depending on the type of food/beverage served.
    c. **Merchandise Concessions:** Sale of souvenirs, programs, t-shirts, records, books, etc., relative to the event is permitted with advance approval. Renter will be responsible for payment of all state, county, federal, or local taxes incurred from such sales. Payment of royalties and copyright fees is the responsibility of the Renter.

5. **DAMAGE TO FACILITIES:** The groups or organizations using the facilities under these rules are liable for any damage to, graffiti, or destruction of college property beyond that caused by ordinary wear and tear as determined by the District. Negligence will result in the withdrawal of consideration of future requests.

6. **DEPOSIT FEE:** 10% of the estimated cost of the event is required at the time of final approval of the application. The reserved date/s are confirmed only upon receipt of the deposit. The deposit will be credited towards the overall costs associated with the event. If the event is cancelled within 20 days of the event (or 1st day of usage), the deposit is fully refunded; otherwise, the deposit is non-refundable.

7. **DISTRICT LOGO:** Use of the District logo or name is reserved to the District and may not be used in any advertising or promotional materials.

8. **FACILITIES AVAILABILITY:** Facilities are available during vacation periods and other times when the District is closed only if their use does not conflict with District policy, construction, scheduled maintenance, and activities. Necessary personnel must be available for supervision. Under some circumstances, facilities are not available for rent when classes are in session, even if the room is available, so as not to interfere with instructional, student support, or operational services.

9. **GOVERNING BOARD CONTRACT APPROVAL:** The Palo Verde Community College District Governing Board approves all Civic Center Rental Contracts exceptions to rental fees prior to the event taking place.

10. **KEYS:** Keys are not issued to organizations or individuals using the facilities.

11. **LAWS AND ORDINANCES:** Organizations using District property and facilities shall conform to all state, county, and District rules, regulations and ordinances including, but not limited to those pertaining to fire, health, and safety.
    a. Alcoholic beverages or drugs in any form will not be permitted on District property.
    b. Smoking is PROHIBITIED inside all areas of District facilities and within 20 feet of any door or entryway. Consumption of food and beverages is permitted in designated areas only.

12. **MAJOR EVENTS:** Major events include, but are not limited to sport or exhibition, movie taping, concert, carnival or fair, etc., or when the complexity of the rental is such that unusual preparation occurs (i.e. Presidential debate). Alternative fee options in lieu of the standard rental fees may occur.

13. **MONOPOLIZATION:** No use of facility shall be granted in such a manner as to constitute a monopoly for the benefit of any person or organization (Ed. Code Sec. 82537c). Requests for use of facilities for regularly scheduled rehearsals and practices will not normally be granted.

    Statutes prohibit monopolization of any facility. The PVCCD defines monopolization to be the use of a facility more than five events in one year, unless waived.

14. **PARKING FACILITIES:** The Palo Verde College reserves the right to determine the parking areas for all events and the cost associated with the use of these parking areas.
    - All users renting District's facilities may be subject to a parking fee.
    - The District's Security will patrol the parking lots.

15. **PERSONNEL:** The District reserves the right to employ, at Renter's expense, such ~~District~~ personnel as it deems necessary to secure District property and facilities and to operate District equipment. Such personnel are authorized to enforce all District regulations and report any violations and emergencies. Final decisions concerning any emergency, e.g. earthquake, ~~air raid~~, emergency siren, bomb scare, power outage, altercation, threat of any nature, etc. are those of the District.

16. **PROMOTIONAL AND ADVERTISING MATERIALS:** Promotional and advertising materials used or distributed on campus and not initiated by the Civic Center Office must be approved in advance by the Office of the Student Activities and must be removed by the Renter at the end of the rental period. Cost may be assessed to Renter if such advertising or promotional materials are not removed in accordance with this section. Renter must present a copy of the contract to the Student Activities Coordinator. The Office of Student Activities has the right to refuse approval of any promotional and advertising materials.

    If the District handles ticket sales, all advertising materials must be reviewed and approved by the Student Activities Coordinator and the appropriate rental Manager prior to distribution of materials.

17. **POLICE/SECURITY PERSONNEL:** The District's Security personnel, in consultation with the College representative on duty for the event, reserves the right to determine the number of security personnel / police officers needed for any event. If it is determined that security personnel / police officers are required for any event, only security personnel / police officers employed by the Palo Verde College may be used. The use of "private" security officers employed by an outside security firm shall not be used without the written permission of the District.

18. **REQUESTS FOR ADVANCE DATES:** Applications for the use of facilities for dates in the following academic year may be made at any time during the current year but may not be confirmed until after July 1.

19. **RIGHT TO WAIVE:** The District reserves the right to waive any of the provisions stated herein. Reference: Education Code Sections 82537, 82542. Fee waivers must be approved by the Governing Board in advance of the event.

22. **TICKETS SALES:** Arrangements for the sale of tickets may be available with the approval of the Chief Business Officer.

II. PALO VERDE COLLEGE CIVIC CENTER RENTAL FEES

ATHLETICS FACILITIES

Rental Fees (Hours: 5 hours or less)			
Facility	**Seating Capacity 600**	**Class I, II Non Profit**	**Class III, IV, V For Profit**
Gymnasium ☐Option 1: Up to 4 hours/day ☐Option 2: 5 to 12 hours/day ☐Option 3: Tarp added to rental fee (covers set-up & removal ☐ Locker Room ☐ PA System added to rental fee ☐ Score Board added to rental fee ☐ Locker Room use added to rental fee ☐ Custodial Service required minimum 2 hours @ $24/hr. ☐ Utilities - TBD ☐ Other support staff as needed at time ½ hourly rate for a minimum of 2 hours Announcer to be provided by the renter.		0 0 $288.00 0 $28.00 $28.00 $6.00 $24.00	$300.00 $1,250.00 $288.00 $150.00 $28.00 $28.00 $6.00 $24.00
☐ Dance Studio ☐ Field: Up to 4 hours/day ☐ Field: 5 - 12 hours/day		0	$150.00

- Additional rental hours are prorated
- For field preparation, supplies, utilities, equipment rental, and labor cost estimate, please contact Office of Student Activities
- DAMAGE TO FACILITIES: The groups or organizations using the facilities under these rules are liable for any damage to, graffiti, or destruction of college property beyond that caused by ordinary wear and tear as determined by the College. Negligence will result in the withdrawal of consideration of future requests.

FINE & PERFORMING ARTS FACILITIES

Fine & Performing Arts Facility	**Performance** 6hrs. or less		**Meeting** 4hrs. or less		**Rehearsal** 3hrs. or less	
	Non-Profit Fee	For-Profit Fee	Non-Profit Fee	For-Profit Fee	Non-Profit Fee	For-Profit Fee
☐ PAC Theater & Back Stage area ☐ Green Room incl ☐ Rehearsal Room ☐ Other	0 0 0 0	$2,000**◆ $150	0 0 0 0	$1,500**◆ $400	0 0 0 0	$1,000**◆ $300
CL 101 Auditorium	0	$500**◆	0	$400**◆	0	$250**◆

Weekend = Friday, Saturday, Sunday, Holidays and when the College is closed.
* Covers the cost of utilities
** Or 20% of gross ticket revenue, whichever is greater.
◆Additional rental hours will be prorated.
NOTE: DAMAGE TO FACILITIES: The groups or organizations using the facilities under these rules are liable for any damage to, graffiti, or destruction of college property beyond that caused by ordinary wear and tear as determined by the College. Negligence will result in the withdrawal of consideration of future requests.

FINE ARTS FACILITIES ADDITIONAL EXPENSES are separate from rental fees and may include but are not limited to:

- Security deposit of $200.00 (Non-profit) or $600 (For profit) is required to cover damages and non-payment of fees and is applicable toward final billing.
- Technical Equipment, Supplies, and Staff Support
- Ticketing/Box Office Support Staff
- College Security, Police, and/or Parking Assistance
- Custodial, set-up, and/or clean-up

Other Fine Arts Rental Provisions:

- Renter shall not arrive before the time authorized and will clear the stage of all equipment and scenery, returning all equipment to its proper place before leaving the building at the close of the event. The District will not be responsible for any equipment or scenery left following the performance.
- All performers will be allowed entrance only through designated or posted performer's entrance. No guests will be allowed backstage before the end of the performance without permission of the College Representative (or designee). All guests who go back-stage after the show will have to enter from designated doors and not through the main curtain.

OTHER FACILITIES

Facility: All use of facilities may include fees associated with set-up, take-down, clean-up, etc. costs if needed.	**Non Profit Fee**	**For Profit Fee**
Classrooms in Blythe or Needles: Rental is based on 5 hours or less		
Classrooms, meeting rooms with 1-50 seats CS 123 and 124 Parking Lots: TBD based on the event Grounds: TBD based on the event PAC Courtyard Portico (outside CS123/124)	$0	$150.00
• Additional rental hours will be prorated • For utilities, supplies, equipment rental, and labor cost estimate, please contact the Civic Center Rental Office.		

III. CIVIC CENTER RENTAL PROMOTIONAL AND ADVERTISING MATERIALS

1. Use of District logo or college name is reserved to the District and may not be used in any advertising or promotional materials.

2. Promotional and advertising materials used or distributed on college sites and not initiated by the College must be approved in advance by the Office of Student Services and must be removed by the Renter at the end of the rental period. Cost may be assessed to Renter if such advertising or promotional materials are not removed in accordance with this section.

3. Renter must present a copy of the agreement to the Chief Student Service Officer. The Office of Student Activities has the right to refuse approval of any promotional and advertising materials displayed on campus.

4. If the District handles ticket sales, all advertising materials must be reviewed and approved by the appropriate manager **prior** to distribution of the material.

5. Displays may be located in the lobbies or use areas only with the advance approval of the Office of Student Activities. Such displays must be in good taste and may not be fastened to any part of the building. These displays may be limited and must be located so as not to interfere with crowd movement, fire regulations, or in such a manner as to cause the lobbies or areas appear to be cluttered.

IV. COLLEGE SECURITY/POLICE SERVICES

The Superintendent/President or designee reserves the right to determine the number of security or police officers needed for any event. If it is determined that security/police officers are required for any event, only officers employed by Palo Verde College may be used. The use of "private" security officers employed by an outside private security firm shall not be used without permission of PVCCD.

V. Alcohol: Not permitted (except as permitted by applicable Education Code provisions)

VI. PERSONNEL RATES

1. Time and a half will be charged on weekends, after work hours, and after 8 hours consistent with labors laws and union contracts.
2. Personnel & Support Staff Work Rules:
   - Four (4) hour minimum labor call.
   - There must be a meal break of one (1) hour after each five (5) hour work period. There will be a fifteen (15) minute break within each four (4) hour period.
   - Crews will work at straight time for the first eight (8) hours, time and one-half after (8) hours and double-time after 12 hours.
   - Any work done after 12:00 am (midnight) or before 8:00 am will be charged at the time and one-half rate.

VII. EQUIPMENT RENTAL RATES (Note: *The Fine Arts list was taken from El Camino's fee rate as a sample of what PVC would need to consider.)*

FINE ARTS EQUIPMENT / SUPPLIES RENTAL FEES	Charges (per day)
Scenery Item: TBD at the time of the rental	
☐Risers and Platforms	$15.00
☐Musical Instrument:	$
☐Lectern and Easels - Up to Three (3)	No Charge
☐Each additional	$6.00
☐Piano (Piano must be tuned at renter's expense by college contracted tuner if needed. Arrangement must be made with Production Manager. Payment for tuning is the responsibility of the Renter.)	$125
☐Tables (Cafeteria type approx. 6'x30"), 6 tables available in Auditorium	No Charge
☐Each additional	$6.00
☐Shell	$15.00
☐Music Stands	$.50
☐Straight Back, non folding chairs	$
☐ Equipment moving charge applies when equipment is moved to any building other than Auditorium	$60.00
☐ Dance Floor, per day	$120.00
☐Follow Spot (2 avail.) per rehearsal or performance period, each	$30.00
☐Portable Stage	$120.00
Audio Visual Equipment	**Charges**
Projectors (equipment maintenance charge)	
☐ A. LCD Video Projector	$75.00
☐B. 9' x12' Fast Fold Screen	$65.00
☐**Sound** -Normally this is a sound reinforcement (P.A.) system, one microphone, cassette deck, DAT, CD Player	$30.00
☐Microphones, each additional	$15.00
☐ Movable Speakers (4 available in Auditorium), each	$10 - $60*
☐*Musical Instruments, each as available	
☐ Other - TBD	

MEETING/ SPECIAL EVENT EQUIPMENT / SUPPLIES RENTAL FEES			
	Charge/Day		**Charge/Day**
☐Tables	$5/table	☐Mats	$200 incl set-up
☐Chairs, etc.	$1.00/chair	☐Floor Liner	$450 incl set-up
☐Easy- Ups	$50.00	☐Thermos / coolers	$ TBD
☐Easels	$5.00/easel	☐Tape	$ 2.00/roll
☐Pens / pencils	$3.00/25	☐Decorations	$TBD
☐Tablets	$0.50/tablet	☐Other	$ TBD
☐Post-its	$0.50/item		