

**Finance and Administrative Services**

**AP 6700 OTHER FACILITIES USE (CIVIC CENTER ACT)**

References:

- Education Code Sections 82537 and 82542;
- Public Resources Code Section 42648.3

**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 Chief Business Officer. 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 Chief Business Officer is responsible for the coordination and implementation of these procedures. The Chief Business Officer 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 District employees would otherwise be available to perform that function as a part of their normal duties;
- the cost of a District 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 custodial services, if the services are necessary and would not have otherwise been performed as part of the custodian’s normal duties; and

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*(This is a new procedure recommended by the CC League and the League’s legal counsel)*

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

35 Except as provided herein, other groups shall be charged an amount not to exceed the  
36 direct costs of District facilities. Direct costs shall include costs of supplies, utilities,  
37 janitorial services, services of any other District employees, and salaries paid District  
38 employees necessitated by the organization's use of District facilities.

39 The following shall be charged fair rental value for the use of District facilities:

- 40 • Any church or religious organization for the conduct of religious services for  
41 temporary periods where the church or organization has no suitable meeting  
42 place for the conduct of such services.
- 43 • Entertainments or meetings where admission fees are charged or contributions  
44 are solicited and the net receipts of the admission fees or contributions are not  
45 expended for the welfare of the students of the District or for charitable purposes.

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

51 **Rules for Facilities Use**

52 Requests for use of District facilities must be made at least thirty (30) days in advance  
53 of the first date of use being requested. Requests shall be on forms provided by the  
54 District. Permission to use facilities shall be granted by the Chief Business Officer.

55 Permission to use District facilities shall not be granted for a period to exceed one fiscal  
56 year. No person or organization may be granted a monopoly on any facility.

57 All charges for the use of District facilities will be billed accordingly after the conclusion  
58 of the event.

59 Any persons applying for use of District property on behalf of any groups shall be a  
60 member of the groups and, unless he or she is an officer of the group, must present  
61 written authorization to represent the group. Each person signing an application shall,  
62 as a condition of use, agree to be held financially responsible in the case of loss or  
63 damage to District property.

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

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

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

70 No alcoholic beverages, intoxicants, controlled substances, or tobacco in any forms  
71 shall be brought onto the property of the District. Persons under the influence of  
72 alcohol, intoxicants, or controlled substances shall be denied participation in any  
73 activity.

74 No structures, electrical modifications, or mechanical apparatus may be erected or  
75 installed on District property without specific written approval by the Chief Business  
76 Officer.

77 **Recycling** (Education Code Section 82542(a))

78 The Palomar Community College District provides its own campus recycling services  
79 through the Facilities Office. Contact that office for further details.

80 Office of Primary Responsibility: Finance and Administrative Services