

Rules and Regulations Governing the Use of College Facilities for Public Purposes (Per Ed Code §82537-82548)

All use of college facilities for public purposes will be granted in conformance with the California Education Code.

As delegated by the chancellor, the college may grant the use of college facilities for public purposes in accordance with the rules adopted by the Governing Board.

Groups may not use college facilities in a manner that constitutes a monopoly for the benefit of any person or organization, or which will interfere with college operation.

Rental charges shall conform to the schedule adopted by the Governing Board. This schedule is subject to change at the will of the Board.

The use of college facilities *shall not be granted* to persons, firms, corporations, groups, clubs or associations:

1. When such use may be reasonably expected to expose the property of the district to damage through riots, mobs, or violence.
2. When such use of the property would be contrary to the best interests of the district.

Use of college property shall be under supervision of an authorized representative of the VCCCD, who shall have authority to open facilities upon presentation of the applicant's copy bearing approval of the authorized college administrator.

Smoking shall be permitted only in designated areas. Intoxicants or narcotics shall not be used, nor shall profane language, quarreling, or gambling be permitted. Violations of this or any other of these regulations during occupancy shall be sufficient cause for denying further use of college premises of the organizations.

The number of people present shall not exceed the posted seating capacity for the building. This is a FIRE REGULATION. The use of any material or device, which constitutes a fire hazard, is expressly prohibited.

College facilities will be available contingent upon appropriate supervision and security as determined by the respective college. Fees for these facilities will be assessed based upon the specific needs of the organizations requesting use. Special arrangements must be made for use of equipment, supplies, etc. and appropriate charges will be made. All additional property and/or equipment not owned by the College, but provided or rented by lessee must meet all applicable city, county, state, and federal safety requirements.

MOORPARK COLLEGE
College Business Services Office
7075 Campus Road
Moorpark, CA 93021
For information contact Leanne Colvin
Phone (805) 378-1400, ext. 1878

OXNARD COLLEGE
Civic Center Office
4000 South Rose Avenue
Oxnard, CA 93033
For information contact Judy Kleiner
Phone (805) 986-5822

VENTURA COLLEGE
Civic Center Office
71 Day Road
Ventura, CA 93003
For information contact Nora James
Phone (805) 654-6400 Ext. 2232

Use by religious groups for fundraising and other purposes, not religious in nature, shall be processed in the regular manner, with the Group 1 rate applied. Use of school buildings or grounds may be granted to any church or religious organization for the conduct religious services for temporary periods when such church or organizations has no suitable meeting place. Such use may be provided and charges at least equal to the fair rental value of the facilities or grounds must be levied.

Adequate adult supervision and sponsorship is required of all juvenile and youth groups requesting facilities.

Equipment, materials or supplies of any nature that is the property of the VCCCD is not to be loaned to outside organizations for use away from the college premises.

Any privilege granted by the VCCCD shall be revocable at any time by the chancellor or the respective college president, and such privilege shall be revoked when any application contains false statements or any organization or any member of the group willfully violates the rules and regulations governing the use of college facilities.

College property must be protected from damage and mistreatment and ordinary precautions of cleanliness maintained. Groups shall be responsible for returning any furniture or equipment, which has been moved from its proper place. In cases where college property has been damaged or abused beyond normal wear, the same shall be paid for by the organization involved.

VENTURA COUNTY COMMUNITY COLLEGE

DISTRICT Use of Facilities

As Authorized by the
California Education Code §82537-82548 at:



Moorpark College



Oxnard College



Ventura College

Use of Facilities

In accordance with the provisions of the Education Code §82537-82548 the Board of Trustees of the Ventura County Community College District may grant the use of school buildings and grounds for public, literary, scientific, recreational, educational or public agency meetings for the discussion of matters of general or public interest. The terms and conditions of such use will be determined by the board-approved administrative procedures and other applicable limitations, requirements and restrictions contained in the Education Code.

Types of Use

Group 1

Group 1 users may include nonprofit organizations, and groups and associations organized for general educational or welfare purposes, such as:

1. Off campus 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. Campfire girls, Girl Scout and Boy Scout troops.
6. Senior citizens' organizations.
7. Other public agencies with reciprocal use agreements.
8. Organizations, clubs, or associations organized for cultural activities and general character building or welfare purposes

Group 2

1. Churches or religious organizations using college facilities or grounds for the conduct of religious services (EC 82537 & 82542).
2. Commercial (profit-making) organizations.
3. Any group holding a meeting/entertainment where admission fees are charged or contributions solicited which are not expended for the welfare of VCCCD students or for charitable purposes.

Insurance Requirements

The Ventura County Community College District requires that any individual, group, or organization requesting the use of district property submit a Certificate of Insurance naming the District as an additional insured with property damage and liability limits of not less than one million dollars. Higher limits of property damage or liability may be required by the District depending upon the nature and scope of activities to be performed.

Fee Schedule

(Fees are for facilities only and are subject to change without notice.)

Facility Charge Per Hour (minimum two hours):

	Group 1	Group 2
1. Theater, 350-400 seats (MC, VC)	\$75.00	\$135.00
2. Small Theater	\$35.00	\$60.00
3. Forum/Specially Equipped Classroom	\$40.00	\$100.00
4. Amphitheater (MC, OC)	\$20.00	\$54.00
5. Observatory (MC)	\$50.00	\$75.00
6. Small Classroom (34 or less)	\$17.00	\$30.00
7. Large Classroom (35 or more)	\$22.00	\$40.00
8. Student Dining Area*	\$35.00	\$75.00
9. Choral Music Room	\$22.00	\$40.00
10. Guthrie Hall (VC)	\$40.00	\$75.00
11. Outside Quad Area	\$20.00	\$40.00
12. TV Editing Room & Equipment	\$300.00	\$600.00
13. LRC Patio/Kitchen (VC)	\$200.00	\$300.00
14. Computer/Science Labs	\$40.00	\$80.00

*Student Dining Area Does Not Include Kitchen Facilities

Physical Education/Athletic Facility Charge per Hour:

(Minimum two hours):

1. Large Gym	\$80.00	\$150.00
2. Small Gym (VC)	\$45.00	\$80.00
3. Dance Studio	\$25.00	\$40.00
4. Locker Room (each)	\$25.00	\$30.00
5. Football Practice Field (MC)	\$35.00	\$50.00
6. Track & Field	\$40.00	\$70.00
7. Baseball Field	\$35.00	\$60.00
8. Softball Field	\$35.00	\$60.00
9. Hockey/Soccer Field	\$45.00	\$80.00
10. Soccer Field (OC)	\$65.00	\$100.00
11. Griffin Stadium (MC)	\$150.00	\$325.00
12. Stadium (VC)	\$150.00	\$325.00
13. Golf Driving Range	\$35.00	\$60.00
14. Golf Putting Green	\$20.00	\$30.00
15. Basketball Courts (outside/OC)	\$15.00	\$25.00
16. Volleyball Courts (outside)	\$15.00	\$25.00
17. Aquatic Facility (VC)	\$75.00	\$150.00
18. Tennis Courts (per court)	\$12.50	\$20.00

(Lighting Outdoor Facilities is an Additional Charge)

Teleconference Fee

(In addition to room rental charge) \$100.00 \$125.00

Custodian Rate \$35.00 \$35.00

Filming and Parking Lot Rental Fees Negotiable

How to File for Use of Facilities

The application for use of college facilities shall be made on the forms provided by the College. An authorized representative of the group applying must certify the application.

The application must be submitted at least two weeks prior to requested date, unless waived by the college president as an emergency. Permission to use facilities will be granted only for the current semester unless and until the needs for instructional purposes for the following semester have been determined.

The application shall contain:

1. The name of the organization
2. Name, address, title and telephone number of the authorized representative.
3. Type of purpose of the organization.
4. Facilities requested and the date and time of use.
5. Use for which any admission charge shall be put.

RENTAL CONDITIONS

1. Proof of Insurance shall be required for all organizations using VCCCD facilities.
2. Only the organization whose name is on the application is approved to use the facility.
3. The use of restrooms is included in each rental.
4. Additional charges may be required for labor (e.g., custodial, security, etc...)
5. Charges for additional equipment, preparation of athletic fields, supplies and personnel will be determined by the responsible supervisor based on the nature of the event and the facilities requested.
6. VCR's, large screen TVs, PA system, and other media equipment may be rented at an additional cost from the College Media Center.
7. The rules and regulations shall be read, and the groups must agree to hold the VCCCD harmless from any liability or damage, which may result from the use of college facilities.

PAYMENT OF FEES

Payment of fees must be made at least one week prior to the first scheduled use or permit will be cancelled.

Payment must be received at least two weeks in advance for requests that involve the scheduling of extra or overtime labor.

Ventura County Community College District
 Application and Permit for Use of College Facilities
 Under Ed Code 82537-82548 – Civic Center

VENTURA COLLEGE
 Civic Center Office
 71 Day Road
 Ventura, Ca 93003
 805-654-6400 Ext 2232

MOORPARK COLLEGE
 Business Services Office
 7075 Campus Road
 Moorpark, Ca 93021
 805-378-1400 Ext 1878

OXNARD COLLEGE
 Civic Center Office
 4000 So Rose Ave.
 Oxnard, Ca 93033
 805-986-5822

Request is hereby made by the undersigned for use of the following college facilities on the dates indicated.

<u>Facility</u>	<u>Day/Dates</u>	<u>Hours of use</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Nature of Use

Will admission be charged no, if yes amount charged \$ _____

Estimated Attendance (includes audience, participants and performers) _____

The proceeds will be used for _____

The following special arrangements are requested _____

Required Certification:

1. Applicant hereby agrees to indemnify, defend, and hold the Ventura County Community College District, its Board of Trustees, the individual members thereof, and all district officers, agents and employees free and harmless from any and all claims, losses, damages, liability, cause of action and demands, including reasonable attorney fees and costs, or expenses that may arise during or be caused in any way by such use or occupancy of school property. Applicant further states that he has read the rules and regulations on the reverse side of this application and agrees to abide by and enforce the same.
2. The undersigned states that to the best of his knowledge the school property for use of which application is hereby made will not be used for any unlawful means.
3. The applicant needs to attach Copy of Certificate Insurance, stating organization name and amount of liability two weeks prior to the event.

Name of Organization _____

Address of Organization _____ Phone Number _____

Name of Person Submitting Application _____ Phone Number _____

 Signature Print Name Title

Invoice to be rendered by and check to be made payable to:

VENTURA COLLEGE
Civic Center Office
71 Day Road.
Ventura, Ca 93003
805-654-6400 Ext 2232

MOORPARK COLLEGE
College Business Services Office
7075 Campus Road.
Moorpark, Ca 93021
805-378-1400 Ext 1878

OXNARD COLLEGE
Civic Center Office
4000 So Rose Ave.
Oxnard, Ca 93033
805-986-5822

Amount Received \$ _____ Date Received _____
Amount Received \$ _____ Date Received _____
Amount Received \$ _____ Date Received _____
Amount Received \$ _____ Date Received _____
Amount Received \$ _____ Date Received _____
Amount Received \$ _____ Date Received _____
Amount Received \$ _____ Date Received _____

Event – VCCCD Related (No Charge) Group 1 Group 2

Certificate of Insurance on file – Date Received _____

Estimated Charges _____

Estimated Additional Charges (Custodian, Security) _____

Final Charges _____

Total Amount _____

Date Received _____

Received by _____

Please note all requests must be submitted to the college office listed above at least two weeks in advance of the required date.
Applicant will be informed of confirmation.

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
RULES, REGULATIONS AND POLICIES REGARDING THE USE OF COLLEGE FACILITIES**

Fire and Safety Regulations

1. At no time will there be more persons admitted to the auditorium, classrooms or other assembly rooms than the legal seating capacity will accommodate.
2. Flammable decorations, including stage scenery, will be fire resistant or flame proofed in accordance with the requirements of the State Health and Safety Code.
3. No device, which produces flame, sparks, smoke, and/or explosives, will be used in the auditorium, classrooms, or assembly rooms.

General Rules

1. Sections 82537-82548 of the Education Code of the State of California provide the basis for these rules and are hereby incorporated in this application even though not herein duplicated.
2. The applicant will be a member of the organization, society, or group requesting the use of college facilities; and unless he is an officer of such group, he will present written authorization from the appropriate officers of the group to make such applications.
3. The applicant will state the date of the use requested, the hour of opening and closing, the names of the speaker or speakers, the topic of discussion, the title and nature of the entertainment (if entertainment), the name of the organization for which the application is made, and the name of the owner, producer, or controlling agency if other than the applicant.
4. Use and occupancy of college property will be primarily for public school purposes. Any authorized use of occupancy of the property for other than public school purposes will be secondary and subordinate to this primary purpose.
5. Permits for recreational use of facilities after regular school hours will be determined by mutual agreement with the appropriate college administrator.
6. Any permit may be revoked without previous notice where conflicted dates have resulted, or where need of the property for public school purposes have subsequently developed. For other causes, permits may be revoked at any time upon reasonable notice.
7. This permit is not transferable.
8. No permit will be issued to extend later than 12 o'clock midnight.
9. Juvenile organization must have adequate adult sponsorship and supervision.
10. Each organization will properly supervise people on the stage and in the audience.
11. College employees in charge of events will have the power of a peace officer to carry out the provision and intents and purposes of the chapter; or in the absence of a college employee, the District police have the power to carry out the provision and intents and purposes of the Education Code 82537-82548.
12. Smoking will be permitted only in designated areas. Intoxicants or narcotics will not be used, nor will profane language, quarreling or gambling be permitted. Violations of this rule or any other rule on this form during occupancy will be sufficient cause for denying further use of college premises to the organization.
13. The program offered during the use of any school premises will at no time contain matter which might tend to cause a breach of the peace, or which constitutes subversive doctrine or seditious utterances, or which agitates for changes in our form of government or social order by violence or unlawful methods.
14. College furniture, equipment or apparatus will not be moved or displaced by any applicant without permission from, and under the supervision of, the college district employee in charge.
15. When the stage is to be used, equipment and personnel are to be furnished by the college and appropriate charges will be made.
16. If free use is granted as provided in the Civic Center Act, the meeting will be nonexclusive and will be open to the public.
17. A public school district will not make any appropriation or pay from any public funds whatsoever, or grant anything to or in aid of any religious sect, church, creed, or sectarian purpose.
18. No sectarian or denominational doctrine may be taught or instructions thereon be permitted, directly or indirectly, in a public school, except for on a temporary basis where the church or organization has no suitable meeting place for the conduct of these services. (ED 82542)
19. The administrator in charge of scheduling facilities, or his/her designated representative, is authorized to issue all permits for the use and occupancy of school property by authorized individuals, groups, or organizations, during non-school hours. If the administrator in charge of scheduling facilities has a question as to the availability of the building or propriety of the request for proposed use, he/she will refer the problem to the president.
20. Proof of Insurance shall be required for all organizations using VCCCD facilities.