

Community Relations

Administrative Rules and Procedures

1112 Use of District Facilities

1. Use of Chabot College Facilities

Priorities for Use of Facilities

The following guidelines and procedures will be issued to assist the public with access to the District's facilities and to ensure that both the needs of the community and College may be reasonably met whenever economic and space availability permit.

To provide for maximum use of College facilities by the community and to minimize the potential for conflict, the following priorities are established:

- a. First priority is reserved for the College's educational program and for College-sponsored events.
- b. Second priority will be given to local public agencies and schools and colleges when the purpose of the use is educational.
- c. Third priority will be given to youth groups, civic and service groups, and other groups organized for cultural, educational or recreational activities.
- d. The priorities for the use of the auditorium shall be those prescribed in the Agreement with the Hayward Area Recreation and Park District.
- e. Organizations within the District will have priority over those from outside the District.
- f. Priorities shall be maintained in such a way that no group will monopolize a facility.
- g. Groups which are not generally recognized as "non-profit" or "not for profit" will receive the lowest priority when requesting use of the facilities.

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- h. While space availability will be confirmed upon receipt of application, the application may be approved when appropriate signatures and deposits are received within the time frame identified. Once an application has been approved, the use shall not be preempted by another applicant with a higher priority.

Applications for Use of College Facilities

- a. Applications for use of College facilities may be obtained from the Chabot College Office of Facility Reservations.
- b. The Office of Facilities Reservations will approve the dates and times the facilities are to be used upon compliance with application requirements. Events will subsequently be posted on the master calendar and the permit issued.
- c. Applications for use of College facilities should be filed at least two weeks in advance of the time the use of the premises is desired. Permits shall not be issued for a period exceeding two years.
- d. The College may limit or deny applications that require scheduling a series of dates for facility use.
- e. When a rental or service fee is to be charged, the date of payment established on the permit shall be honored by the applicant. Except in cases of extenuating circumstances, the fee must be paid in advance.
- f. The application and the Technical Check Lists must include a description of all requested facilities and equipment. The Office of Facility Reservations will make arrangements for personnel to operate equipment requiring skilled operators. Changes in the application for facilities equipment and services will not be accepted less than 48 hours in advance of use.

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- g. Permits to use District facilities are for the dates and times specified. The District assumes no obligation in the event that a change of either dates or times is requested.

Special Requirements and Conditions

- a. In accordance with the agreement between the Chabot-Las Positas Community College District and the Hayward Area Recreation and Park District, the following requirements and conditions apply:
 - 1) The auditorium shall be available for use for recreational purposes when such use is not inconsistent with the use of the buildings or grounds for school purposes, and will not interfere with its use for school purposes.
 - 2) In granting the use of said auditorium, requests for its use by the Recreation District shall be given first preference over similar requests by other parties or groups.
 - 3) The Chabot-Las Positas Community College District will make the auditorium available for use by the Recreation District and by civic or other public groups for public recreational and for civic center purposes as much as possible but no less than twenty percent (20%) of the total auditorium schedule.
- b. Applications shall be accepted only from established and responsible organizations. Groups not qualifying as community organizations but making an application for non-commercial purposes may also qualify for use of facilities.
- c. The laws of the State contain certain restrictions against the use of school property for sectarian purposes. Also, State law specifies that no entertainment shall be permitted which reflects in any way upon persons because of race, color, national origin, religion, sex, age or handicap.
- d. Whenever a College facility is being used, a District employee shall be on duty and shall be fully in charge of the facility being used.

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- e. The possession or use of alcoholic beverages or illegal drugs is not permitted on College property except for restricted use of alcoholic beverage, per Board Policy 1113. Any person under the influence of intoxicating liquor or illegal drugs shall be denied opportunity to participate in any way.
- f. Groups or organizations using College facilities shall conform to all city and county ordinances and fire regulations.
- g. Decorations must be flame-proof and shall be erected and taken down in a manner not destructive to property. The use of any material or device which constitutes a hazard is expressly prohibited.
- h. Announcements which community organizations may wish to display on campus must be approved and posted as directed by the Office of Facility Reservations.
- i. Restrictions regarding smoking, eating, drinking and use of photographic or sound reproduction equipment in particular rooms and buildings must be observed.
- j. Groups with minors in attendance shall provide their own chaperones. The number required may be determined by the District.
- k. The District may require, as a condition for approval of an application, that the applicant provide for the cost of security officers as is determined necessary by the District.
- l. The lessee is liable for the care and protection of College property and facilities and will be charged for any damages sustained to the premises, furniture or equipment because of the occupancy of the College premises by the lessee.
- m. The lessee shall be held responsible for any and all loss, accident, negligence, injury or damage to person, life or property which may be the result of, or may be caused by, the lessee's occupancy of the facilities or premises.

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The lessee shall protect and indemnify the District, the Board, and/or any officer, agent, or employee of the District and save them harmless in every way from all suits or actions at law that may arise or be occasioned in any way because of the occupancy of the facilities or premises, regardless of responsibility or negligence.

The District may require, at its discretion except when the use is as defined in Sections 82537-82548 of the Education Code, and as related to the intended use of facilities or premises, the furnishing of a certificate of liability insurance by the lessee in an amount appropriate to the intended use.

- n. The statement of Rules and Regulations accompanying each Technical Check List shall be a part of these special requirements and conditions.

Fees

The use of all Chabot College facilities requires payment of fees in an amount sufficient to cover all the costs to the District (Education Code Sections 82537-82548). The Fee Schedule will be approved by the Board of Trustees.

Swimming Pool charges will be by lane and by entire pool use. When by lane, more than one user group may have access to the pool at the same time. This will make the pool accessible to various size groups at affordable prices. Schools only will receive a group rate for a season.

Public tax-supported agencies, schools and colleges may use College facilities with payment of all direct costs, unless admission fees, tuition or course fees, or contributions, are collected for other than educational, cultural or recreational activities, or they shall be subject to a percent of gross profit assessment and facility fees.

When admission fees, tuition or contributions are collected for other than educational, cultural or recreational purposes (for example: profit-making,

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political, and private purposes), the organization will pay rental costs plus actual costs and a percent of gross receipts.

The actual sum to be paid is to be determined in accordance with a fee use schedule which has been established after review of actual cost related to the use of a specific room or other facility. These fees may be revised and approved by the Board of Trustees as evaluation of the college's costs to operate them changes.

2. Use of Las Positas College Facilities

(Procedures to be developed.)

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3. Fee Schedule for Chabot College

The following rental fee charges will be made for use of campus facilities during normal hours of operation of the College (Monday - Thursday, 8:00 a.m. to 10:00 p.m., and Friday and Saturday, 8:00 a.m. to 4:30 p.m.). Use of facilities on Sundays or at times other than the normal operation hours will be subject to special cost computation as described under "Service Fees."

FACILITY	ROOM NUMBER	SEATING CAPACITY	PER HOUR* MINIMUM TIME THREE-HOUR BLOCKS	COMMENTS
Classrooms	Various	15-50	\$ 60.00	+ \$20 each add'l hour
Conference Rms.	Various	10-40	\$ 60.00	+ \$20 each add'l hour
Lecture Halls	600	160	\$ 90.00	+ \$30 each add'l hour
	916	110	\$ 90.00	+ \$30 each add'l hour
	1904	78	\$ 90.00	+ \$30 each add'l hour
	1906	58	\$ 90.00	+ \$30 each add'l hour
	1908	155	\$ 90.00	+ \$30 each add'l hour
	2642	85	\$ 90.00	+ \$30 each add'l hour
Amphitheatre	Outdoors	400	\$ 150.00	+ \$50 each add'l hour
Auditorium	1300	1,470	\$500.00	+ \$100 each add'l hour. <i>Equipment not included.</i>
Rehearsal Room	1328	100	\$ 90.00	+ \$30 each add'l hour
Little Theatre	1250	200	\$250.00	+ \$50 each add'l hour; <i>Equipment not included.</i>
Choral Room (Recital Room)	1218	120	\$ 60.00	+ \$20 each add'l hour
Instrumental Room	1208	100	\$ 60.00	+ \$20 each add'l hour
Student Center	2334	395	\$300.00	+ \$100 each add'l hour

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FACILITY	ROOM NUMBER	SEATING CAPACITY	PER HOUR* MINIMUM TIME THREE-HOUR BLOCKS	COMMENTS
Gymnasium	2500	1,500	\$300.00	+ \$100 each add'l hour Equipment not included
Mini-Gym	2920	--	\$ 90.00	+ \$30 each add'l hour
Dance Studio	2728	--	\$ 90.00	+\$30 each add'l hour
Wrestling Room	2900	--	\$ 90.00	+ \$30 each add'l hour
Handball Courts	2908-2918	--	\$150.00	+ \$50 each add'l hour
Football Stadium	--	4,000	\$300.00	+ \$100 each add'l hour <i>Without lights</i>
			\$400.00	+ \$100 each add'l hour <i>With lights</i>
Track Stadium	--	4,000	\$300.00	+ \$100 each add'l hour <i>Without lights</i>
			\$400.00	+ \$100 each add'l hour <i>With lights</i>
Softball Field	--	--	\$150.00	+ \$50 each add'l hour
Baseball Field	--	300	\$200.00	+ \$100 each add'l hour
Tennis Courts	--	--	\$150.00	+ \$50 each add'l hour <i>Block of 6</i>
Locker/Shower Rm with Gymnasium, Pool or Fields	--	--	\$ 45.00	+ \$15 each add'l hour
Soccer Field	--	--	\$225.00	+ \$75 each add'l hour

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NOTE: Supervision may or may not be required, depending upon the type of facility and the user.

FEE SCHEDULE: SWIMMING POOL AND LOCKER ROOMS

The following fees include blocks and lane lines. All other equipment must be provided by user(s).

PRACTICE ONLY	LOCKER ROOMS/SHOWERS	COMMENTS
\$150.00 per day 2 hour blocks Short or Long Course	\$15.00 per hour	+ \$75 each additional hr.; Actual Supervision / Maintenance charges
SWIM MEETS	LOCKER ROOMS/SHOWERS	MAINTENANCE & OPERATIONS
\$500.00 per day plus 15% gross receipts if entrance fee is charged	\$15.00 per hour	Actual charges in addition to daily charge Pool Covers - Clean-Up
SEASONAL GROUPS (SCHOOLS ONLY)		
\$1200.00 per month, 2 hours per day, Monday-Friday	Pool or Tennis Courts Block of 6 Includes Locker/Shower Room	

4. Fee Schedule for Las Positas College

(To be developed)