

# **CITRUS COMMUNITY COLLEGE DISTRICT ADMINISTRATIVE SERVICES**

## **AP 6700 CIVIC CENTER AND OTHER FACILITIES USE**

References: Education Code Sections 82537 and 82542; Public Resources Code Section 42648.3; Title 5 Sections 59601 et seq.; Clark v. Community For Creative Non-Violence (1984) 468 U.S. 288, 104 S. Ct. 3065, 82 L.Ed.2d 221

### **GENERAL PROVISIONS**

District facilities identified as Civic Centers or as designated public forums are available for community use when such use does not conflict with District programs and operations. Facility use shall be limited to places and times identified by the Vice President of Finance and Administrative Services, or designee, but shall be sufficiently frequent, and available on specific dates and times, so as to allow meaningful use by outside groups. Except as provided in these procedures, or as authorized by law, no organizations shall be denied the use of District facilities because of the content of the speech to be undertaken during the use.

The Facilities Rental Supervisor is responsible for the coordination and implementation of these procedures. The Vice President of Finance and Administrative Services shall determine all applicable fees to be charged.

Outside the designated public forum areas, the following shall apply:

- 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 designated as Civic Centers for recreational, educational, political, economic, or artistic meetings, or for discussion of matters of general or public interest, subject to this procedure.

The groups identified in Education Code Section 82542(a) will be permitted, "when an alternative location is not available," as described in the statute, 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
- 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, custodial services, services of any other District employees, and salaries paid to District employees, necessitated by the organization's use of District facilities. Additionally, except for classroom-based programs that operate after normal hours and organizations retained by the District to provide instruction or instructional activities to students during normal hours, direct costs shall also include the costs for maintenance, repair, restoration and refurbishment of facilities and grounds used by the group.

The District shall maintain a fee schedule that includes the hourly fee for each facility and grounds.

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 which may be conducted for temporary periods where the church or organization has no suitable meeting place for the conduct of such services, or;
- Entertainment events 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 affecting the public health and welfare, and the District will cooperate with these agencies in furnishing and maintaining services deemed necessary to meet the needs of the community.

### **Rules for Facilities Use**

Requests for use of the District's Civic Center must be made at least 30 days in advance of the first date of use being requested. Requests shall be made to the Facilities Rental Supervisor on forms provided by the District. Authorization to use the Civic Center shall be granted by the Vice President of Finance and Administrative Services and shall be based on a reservation system. *Note:* This request requirement does not apply to groups intending to use available designated public forums for expressive activities. Rules applicable to those areas are described in Administrative Procedure 3900 Speech - Time, Place and Manner.

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.

Overnight camping on District facilities, including in the designated public forum areas is prohibited. No person or organization may use any District facility for living accommodation purposes such as sleeping activities, or making preparations to sleep (including the laying down of bedding for the purpose of sleeping), or storing personal belongings, or making any fire, or using any tents or other structure for sleeping or doing any digging or earth breaking, or carrying on cooking activities.

All deposit payments for the use of District facilities are due within 30 days of receipt of invoice with final charges payable 30 days prior to facility usage.

Any persons applying for use of District property on behalf of any group 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, or controlled substances shall be brought onto the property of the District. Smoking, vaping, and the use of tobacco products in any form is prohibited on all District property at all times. 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 of Finance and Administrative Services 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.

### **Use of District Facilities**

District facilities may be used as follows:

1. Student clubs and organizations
2. Fundraising entertainment 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 Boys and 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
9. Public agencies, including the American Red Cross, for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare

The above is not a priority list. However, the District may establish a priority usage order.

See Board Policy 6700 Civic Center and Other Facilities Use; Board Policy and Administrative Procedure 3560 Alcoholic Beverages; and Administrative Procedure 3570 Smoking/Vaping on Campus.

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