



# ADMINISTRATIVE PROCEDURES

No. 612.1

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

## USE OF FACILITIES

The following procedures have been established to govern the approved use of facilities by both off-campus and on-campus groups. These procedures shall also apply to College Centers with the exception that the management and approval of the use of Center facilities shall be supervised by the appropriate Dean.

1. Priority shall be given to instructional program use, therefore, availability for other use will not be determined until each semester's classes are scheduled.
2. Facility use shall not be approved for a period exceeding one semester. Use of College facilities may be restricted on weekends and holidays.
3. A written application for use of College facilities must be filed at least ten (10) working days prior to the date of use on an official form provided by the Maintenance and Operations office. All applicants will receive written notification of the approval or non-approval of their request including conditions and instructions for use and deposits as required.
4. No request will be approved which is not date, time and purpose specific. Buildings and locations not included in the Facility Use Agreement shall not be entered or used. The application must be complete and include all requested facilities, equipment and set-up and take-down requirements. Facilities and equipment not listed on the contract cannot be used. Facility Use Agreements are limited to the dates and times specified. Users may not arrive before the authorized time and must leave College premises by the agreed time. The Maintenance and Operations office will make arrangements for all necessary personnel and equipment.
5. The user agrees to comply with all rules affecting use and occupancy, including all local fire, health, safety laws, ordinances and regulations, as well as applicable local, State and Federal Laws. Failure to comply with the above, as well as all District regulations and procedures may result in the denial of future use of District facilities.
6. A fifty percent reservation deposit shall be required as determined by the Maintenance and Operations office based on cost and prior use. Failure to submit a required deposit prior to the event will result in cancellation of the reservation. Reservation deposits are refundable up to ten (10) days prior to scheduled use.
7. The applicant should not assume that permission has been granted for facility use until the Facility Use Agreement is approved by signature of the Director of Maintenance and Operations or designee.
8. The College reserves the right to reject, at any time, an application for use of College facilities from any organization that proposes an activity which the College determines would not be in the best interest of the College or community.

9. All groups shall be responsible for the condition in which they leave the facilities. Facilities shall be left in a clean and original condition at the completion of said activities. Any clean-up charges or cost of repair or replacement of any College-owned property which has been damaged or abused beyond normal wear shall be paid by the organization and/or applicant involved.
10. Any person arranging for use of College facilities on behalf of any group or organization shall be a member of such group, and must have authorization to represent the group and negotiate a contract.
11. Applications for use of facilities will not be accepted from individuals for use of a personal nature.
12. Groups, organizations or individuals shall not use the name of the District to sell a commercial product or to promote personal services to gain financially or materially.
13. Organizations renting facilities for events requiring additional security shall be required to pay for security.
14. Certificates verifying sufficient liability insurance will be required as deemed necessary by the Vice-President of Administrative Services or designee. Mendocino College shall be named as an Additional Insured on any Certificate of Insurance. All Certificates of Insurance must be received by the Maintenance and Operations office prior to the date of use .
15. No goods, services, promotional or advertising material shall be sold on the College premises without prior approval from the District. Where required, proof of copyright and royalty clearance pursuant to Title 17, U.S. Code, shall be submitted.
16. College premises shall not be used for political campaigns.
17. No structures may be erected or assembled on the College premises, nor may any electrical, mechanical or other equipment be brought on campus unless authorized in writing by the District.
18. No use shall be granted in such a manner as to constitute a monopoly for the benefit of any person or organization.
19. Smoking and tobacco use is prohibited inside facilities and allowed in designated outside areas only. Gambling or the use of intoxicants or illegal drugs is prohibited by law and is prohibited on campus. Any violations of this rule shall be sufficient cause to deny further use of facilities.
20. The possession and carrying of firearms and weapons of any type on the College premises is prohibited, except for law enforcement officers and other exceptions as defined in Board Policy 321.
21. Animals are not permitted on campus or in College buildings, with the exception of animals in the service of qualified persons with disabilities as defined in Board Policy 318.
22. No furniture or equipment may be moved unless requested on the application and approved by the District.
23. Minor children on campus are required to have adult supervision at all times. See also Board Policy 319 Visitors and Children on Campus.

24. Charges shall be determined from the Rental Fee Schedule by the Director of Maintenance and Operations. Charges shall be structured to reflect both operating and capital budgetary impacts of the proposed use. Charges for the use of College facilities are due and payable upon completion of use. Payment is expected within 30 days of use. Delinquent payments may result in loss of future use.
25. No employee of the District may accept any gift or gratuity of any kind from any group using College facilities under any circumstances.
26. Facility users shall not assign their approved use to any other person or organization.
27. Denial of Facility Use Application may be appealed to the Vice-President of Administrative Services.
28. Facility users listing the location of their event in any promotion or publicity are to use the following designations as appropriate:
  - Mendocino College (not Mendocino Community College)
  - Mendocino College Little Theatre
  - Center Theatre or Center for the Visual & Performing Arts Theatre
29. More detailed procedures including rental rates shall be kept in a Facilities Use Handbook which will be housed in the Maintenance and Operations office and available electronically. Rental rates will be reviewed on a regular basis; changes to rental rates will be approved by the Vice President of Administrative Services.

## **PRIORITIES FOR USE OF FACILITIES**

The following priorities have been established to govern the approved use of facilities:

1. Regularly scheduled instructional programs as defined in the current schedule of classes.
2. Board of Trustees
3. Mendocino College Associated Student Body, or other College sponsored or co-sponsored programs or activities
4. Mendocino College Foundation or its affiliates
5. Mendocino College Community Extension
6. Educational use by non-District entities including public agencies, schools and Colleges
7. Not-for-profit organizations: educational, cultural, civic, service, performing arts groups
8. Groups generally recognized as profit making