



Book	Siskiyou Joint Community College District Administrative Procedures
Section	Chapter 6: Business and Fiscal Affairs
Title	Civic Center and Other Facilities Use
Code	AP 6700/Exhibit 6700
Status	Active
Legal	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 Education Code Sections 82537, 82542, 82543, and 82548 Public Resources Code Section 42648.3
Cross References	BP 6700
Adopted	December 16, 2014
Last Revised	December 6, 2023
Prior Revised Dates	11/10/2015
Origin	Vice President, Administrative Services
Office	Administrative Services

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, Administrative Services, but shall be sufficiently frequent, and available on specific dates and times 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 Administrative Services Office is responsible for the coordination and implementation of these procedures. The Vice President, 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 the Civic Center for public, literary, scientific, recreational, or educational 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 only 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 their 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.

In accordance with Subchapter 10 and Article 1 and Sections 59601, 59602, 59604, 59605, and 59606 of Title 5, Division 6, Chapter 10), the District shall maintain a fee schedule adopted by the Board that includes proportionate Direct costs for the use of College facilities and grounds.

Except groups identified in Education Code Section 82542(a) utilizing space for Civic Center purposes, other groups shall be charged an amount not to exceed the direct costs of District facilities. Direct costs include both "Capital" direct costs (estimated costs for maintenance, repair, restoration, and refurbishment for use of the college facilities or grounds) and "Operational" direct costs (estimated 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). Except for classroom-based programs (as defined by §59601), Direct costs shall include both the Capital and Operational direct costs. Classroom-based programs shall only be charged the Operational direct costs.

The District shall maintain a fee schedule adopted by the Board that includes the hourly fee for each specific school facility and grounds in accordance with Subchapter 10 and Article 1 and Sections 59601, 59602, 59604 and 59606 of Title 5, Division 6, Chapter 10). This fee schedule includes a discount percentage of the Direct costs fees based on the following category of facility use applicants:

- 50% discount: Program Partners (nonprofit organizations or other public agencies that use the school facilities and whose primary purpose is to provide programs and/or services that are designed and operated to advance the academic success of the District's students).
- 25% discount: Community Users (nonprofit organizations or other public agencies that use the school facilities and whose primary purpose is to provide programs and/or services that serve the local neighborhood or community, but are not explicitly designed and operated to advance the academic success of the District students).
- No discount: Private Users (organizations, for profit or nonprofit, that are using the facility to raise revenue)

Funds collected by the District as Capital direct costs shall be deposited into a special fund that shall only be used for capital maintenance, repair, restoration, refurbishment, or replacement.

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 by the Board of Trustees to be necessary to meet the needs of the community.

Rules for Facilities Use

Requests for use of the District's facilities must be made at least 10 business days in advance of the first date of use being requested. Requests shall be made to the Maintenance and Facilities Office in a format provided by the District. Authorization to use the Civic Center shall be based on a reservation system and the priorities for student and other use detailed at the end of this Section.

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, unless approved by the Vice President of Administrative Services. 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.

Any persons applying for use of District property on behalf of any groups shall be a member of the group and, unless they are 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 without the advance written authorization of the Vice President, Administrative Services. Any user who is issued a key shall be responsible for any and all costs and damages related to, or arising out of, loss or failure to return the key and failure to comply with the terms and conditions of use in the Application and Agreement for Facilities Use and any addendum thereto.

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 (except in accordance with BP/AP 3560 and upon having received prior permission from the President/Superintendent), intoxicants, or controlled substances, shall be brought onto the property of the District. Persons under the influence of alcohol, intoxicants, or controlled substances shall be denied participation in any activity. Smoking and use of all tobacco products is prohibited at all times on all District-controlled property, except in designated areas. All forms of smoking or use of electronic devices/vaporizer involving a tobacco or liquids is prohibited inside any indoor area of the District per BP/AP 3570).

No structures, electrical modifications, or mechanical apparatus may be erected or installed on District property without specific written approval by the Vice President, Administrative Services.

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.

Recycling: Large Venues and Events

"Large venue" means a permanent venue facility that annually seats or serves an average of more than 2,000 individuals within the grounds of the District per day of operation of the venue facility.

"Large event" means an event that charges an admission price or is operated by a local agency and serves an average of more than 2,000 individuals per day of operation of the event.

A District with a large venue or large event shall, on or before July 1, 2005, and on or before July 1, biennially thereafter, meet with recyclers and with the solid waste enterprise that provides solid waste handling services to the large venue or large event to determine the solid waste reduction, reuse, and recycling programs that are appropriate for the large venue or large event. In determining feasible solid waste reduction, reuse, and recycling programs, the operator may do any of the following:

- Develop solid waste reduction, reuse, and recycling rates and a solid waste reduction, reuse, and recycling plan that would achieve those solid waste reduction, reuse, and recycling rates.
- Determine a timeline for implementation of the solid waste reduction, reuse, and recycling plan and solid waste reduction, reuse, and recycling rates.

Priority for the Use of District Facilities

Priority for the use of District Civic Center facilities and in accordance with California Education Code 82542, will be as follows:

1. Clubs, organizations and associations that serve people from socioeconomically disadvantaged communities
2. Student Clubs and organizations
3. Fundraising entertainment or meetings where admission fees charged or contributions solicited are expended for the welfare of the students of the District
4. Parent-teachers' associations
5. School-community advisory councils
6. Camp Fire Girl, Girl Scout troops, and Boy Scout troops
7. Senior citizens' organizations
8. Other public agencies
9. Non-profit organizations, clubs, or associations organized for athletic activities for youth charitable purposes, educational purposes, cultural activities and general character building or welfare purposes, when membership dues or contributions solely for the support of the organization, club, or association, or the advancement of its cultural, character building, or welfare work, are accepted.

Approved by Dr. Char Perlas, Superintendent/President, on December 6, 2023.

Reviewed by the Board of Trustees on January 16, 2024.

Cost per hour

Facilities

Theater- stage, house, lobby	\$53
Theater- black box	\$6
Baseball Field	\$43
Student Center- lounge	\$9
Student Center- dining area	\$10
Classroom (Smart/Zoom)	\$5
General Classroom (Non-Smart/Zoom)	\$2
Football Game Field	\$43
Football Practice Field	\$43
Concession Stand and Restrooms (Stadium)	\$8
Zone X (between Baseball/Softball)	\$43
Track	\$18
Gymnasium	\$75
Men's Locker Room	\$3
Women's Locker Room	\$2
Concession Stand (Gym)	\$1
Parking Lot	\$15
Quad lawn	\$43
Soccer Field	\$43
Nursing SIM lab	\$9
Computer Lab	\$5
Meeting Room	\$2

Additional Services

Baseball Field Lining	\$	307
Softball Field Lining	\$	307
Soccer Field Lining	\$	307
Football Field Lining	\$	307
Scoreboard	\$	1
Sound System	\$	1

Personnel Fees

Hourly Rate

Athletics (Administrator)	\$	90
Athletics (Assistants)	\$	37
Custodian	\$	31
Stage Manager	\$	31
Sound/Light Technician	\$	32
Stage crew	\$	38
Sim-Lab Tech	\$	37
Tech staff	\$	40
Grounds person	\$	43

Fees are at an average. Actual will be computed after the event base on the employee's rate.