

District facilities identified as Civic Centers or as designated public forums are available for community use and community rental 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 Administrative Services or designee Director of Event Operations, 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, no organizations shall be denied the use of District facilities because of the content of the speech to be undertaken during the use.

The Vice President of Administrative Services or designee Director of Event Operations is responsible for the coordination and implementation of these procedures. The Vice President of Administrative Services or designee Director of Event Operations shall determine all applicable fees charged as approved by the Board of Directors.

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 Center & Community District Use

Eligible persons or groups may use District buildings or grounds 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 82537 will be permitted, as described in the statute, to use District facilities upon payment of the following:

- Labor 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;
- Labor 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/her normal duties;
- Labor Cost of custodial services & grounds services, if the services are necessary and would not have otherwise been performed as part of the facilities normal duties; and
- Cost of utilities directly attributable to the organization's use of the facilities.

Civic Center Facility Rental Use

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 for temporary periods where the church or organization has no suitable meeting place for the conduct of such services.
- Entertainment 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.
- External Rentals for the conduct of events, filming productions and event organizations where rental fees are charged within fair rental value as approved by Board of Directors.

Rules for Facilities Use

Requests for use of the District's Civic Center must be made at least thirty (30) days in advance of the first date of use being requested unless advance notification to Director of Events has been made. Requests shall be made by completing Application Permit Use Agreement between El Camino Community College and User Applicant. Permission to use facilities shall be granted by the Vice President of Administrative Services or designee Director of Event Operations in compliance with Director or Dean of Facility as mentioned in application.

This request requirement does not apply to groups intending to use available designated public forums for expressive activities. In those circumstances the Superintendent/President approves these requests.

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. Permission to rent facilities shall not be granted for a period to exceed fifty days without approval of Cabinet.

All charges for the use of District facilities are payable to Civic Center prior to start of event.

Any persons applying for use of District property on behalf of any groups shall be a member of the groups and, unless he/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.

Future facility requests may be denied on grounds including, but not limited to, abuse or misuse of District property and failure to pay rental fees as required or failure to pay promptly for any damage to District property.

No alcoholic beverages, intoxicants, controlled substances, or tobacco in any form 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.

No structures, electrical modifications, or mechanical apparatus may be erected or installed on District property without specific written approval by the Director of Facilities or designee. All

advertising materials, signs, and placards must be approved by the District Director of Marketing 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.

All event set up, equipment rentals, decorations and items provided by user must be approved by the Director of Event Operations.

Once Application is approved as stated user must sign Civic Center Facility Rental Contract, Invoice and Provide Certificate of Insurance as coordinated with Director of Event Operations.

Priority for the Use of District Facilities

Priority for the use of District Civic Center facilities will be as follows:

- El Camino College Related Functions
- Student Clubs and Organizations
- In District & Community UsePublic
- Agencies for mass care and welfare shelters during disasters or other emergencies.
- Organizations, clubs, or associations organized for cultural activities and general character building or welfare purposes.
- Fundraising entertainment or meetings where admission fees charged or contributions solicited are expended for the welfare of the students of the District
- Private agencies, businesses and corporations

Reference:

Education Code Section 82537; 82542

El Camino Community College

Adopted: 12/16/19