

# Hartnell College

## Facilities Use Procedures

### Regulations and Procedures for Community Use of College Facilities Issued According to Governing Board Policy 2100

#### **A. Scheduling of Facilities-- Application Process**

1. Applications for use of college facilities may be obtained from CAB 101 or online at [http://www.hartnell.edu/facilities\\_booking/](http://www.hartnell.edu/facilities_booking/).
2. Applications should be filed at least three weeks prior to event. A \$20 processing fee may be charged for applications or changes submitted less than two weeks before an event. Unless unusual calendar problems are involved, facilities will not be scheduled more than four months in advance. Permits will not be issued for a period exceeding one semester or summer session. Applications received for the following semester may be returned or held for processing until publication of the next Hartnell class schedule. Filing of an application does not guarantee facility use.
3. Applications must include all requested facilities, equipment and set-up requirements. Facilities and equipment not listed on the contract may not be used. The College will arrange for maintenance, audiovisual, stage, and other personnel.
4. Charges will be based upon the facility, set up and equipment requested as determined by the Classification of Groups and Fee Schedule. The application/permit when returned to the applicant will include costs for use of facilities. Any additional rearrangement, clean up, or repair required because of excessive uncleanliness, wear, or damage will be billed to the organization after the event.
5. Permits to use facilities are for the dates and times specified only. The college assumes no obligation in the event that the users request a change of either dates or times. The users shall not arrive before the time authorized on the permit and shall leave the college premises at the permit expiration time.
6. Cancellation of a contract by the applicant must be made in writing at least 48 hours prior to the scheduled use. Failure to provide this notice will result in a charge equal to half the contract amount.
7. Hartnell College reserves the right to cancel authorization for use of facilities up to 48 hours prior to event. In extenuating circumstances the permit may be cancelled at any time (C.13).
8. Charges will be assessed if extra equipment (beyond what is normally available with facility) is required or if it is necessary to rearrange furniture or equipment.

#### **B. Priorities for Use of Facilities**

The following Priorities have been established to provide maximum use of college facilities with minimal potential for conflict.

1. First priority for use is reserved for the college instructional program and other related college activities.
2. Second priority shall be given to public agencies, schools, and colleges when the purpose of the use is educational.
3. Third priority shall be assigned to the following district groups: youth groups, civic and service groups, and other groups organized for cultural, educational, or recreational activities.
4. In-district organizations will have priority over those from outside the district.
5. Priorities shall be maintained in such a way that no group will monopolize a facility.
6. Groups that are not generally classified as "non-profit" will receive the lowest priority when requesting facility use.
7. Once the college has approved a request for use and enters into an agreement to provide facilities, equipment, or services, that request shall have priority over any other requests except when a need of the property for college purposes has subsequently developed, or in an emergency as determined by the College.

## C. Regulations of Use

1. The official representative of the organization or group using the facilities will be responsible on behalf of the organization for any damage to buildings or equipment occurring as a result of their use by the organization. The college may require as a condition of approval for use, that the applicant furnishes evidence of adequate (minimum \$1,000,000) liability insurance and/or post a deposit to cover possible damage to facilities.

2. All groups qualifying for use must adhere to the rules and regulations set forth by the Governing board, state law, county and local ordinances and fire regulations. Failure to do so, damage to facilities or equipment, unsatisfactory conduct, overdue charges or misleading, or incorrect information given on the application for use of facilities shall be reasons for subsequent denial of use or will result in the organization being held responsible for cost of damages.

3. Organizations shall provide supervision sufficient to assure compliance with the law and college regulations. They shall also be responsible for providing the number of Salinas Police and/or private security (companies and individuals licensed by the State of California) required in the judgment of the college administration (including Campus Safety Supervisor) to ensure proper crowd control and traffic enforcement. Documentation of security and/or police services is required prior to approval.

4. Posted parking, regulations shall be adhered to by all participants while using college facilities. No vehicles are permitted on service roads or grass areas. Parking on these roads, which serve as fire lanes, is illegal and subject to citation.

5. Any student or youth organization seeking use of college facilities must have a responsible adult sponsor/advisor sign as official representative and must be present during use to provide adequate and effective supervision. This regulation applies to Hartnell College students, except for meetings that occur during normal college hours of operation.

6. When a college organization co-sponsors an event with an off-campus group, or when proceeds from on-campus events are turned over to or shared with off-campus groups, such events shall be treated as off-campus sponsored events in regard to the fee schedule and priority for use.

7. Possession or consumption of alcoholic beverages or a narcotic of any kind is not permitted on college property. Any person under their influence shall be denied opportunity to participate in college or community sponsored activities on college premises.

8. A regular college employee shall be on duty on campus whenever a facility is being used and shall have full responsibility of the facility.

9. Promotional and advertising materials posted or distributed on campus must be approved by the College and must be removed immediately after the event by the person(s) sponsoring the event. Approval may be withheld if materials promote activities which will endanger student health or safety or disrupt the learning environment. No publicity shall be released until the organization is in receipt of an approved permit to use college facilities. The name of the organization and information phone number must appear on all promotional material and in no way imply Hartnell College sponsorship.

10. No alterations or physical changes shall be permitted in or on any campus facility including buildings, outdoor field areas, playing fields and landscaped areas. Decorations must be flameproof and shall be erected and taken down in a manner not destructive to property. Helium balloons must be secured so they do not rise to the ceiling in the College Center. Users will be held liable for the cost of removing balloon strings from fans and possibly the cost of new fan motors.

11. No products or services will be sold on campus without prior written approval by the College. Permission to sell products or services will be approved only if Hartnell students will substantially benefit from the sale and the sale does not present a health or hazard risk to individuals or facilities. Vendors hosted by the Associated Students of Hartnell College or a student club are limited to no more than four days of use per semester. No vendors are permitted during the summer.

12. If meals are to be catered by anyone other than Hartnell Food Services, the following may be required: a copy of County of Monterey Health Certification and a Certificate of Insurance listing Hartnell covered as an additional insured for the amount of \$1,000,000.

13. The college reserves the right to reject or cancel, at any time; an application or permit for use of facilities for an activity that the college administration determines will threaten student health or safety or disrupt the learning environment.

#### **D. Classification of Groups**

##### **Group I No Facility Fees, Personnel or Equipment Costs**

Non-profit groups and public agencies are allowed use of campus facilities without direct costs, fair rental costs, equipment costs, or personnel costs when all the following conditions are met:

1. No set-up, special clean up or supervision is required.
2. No special equipment or personnel are required.
3. The use takes place during the college's normal hours of operation (Monday through Thursday, 8 am to 10 p.m. and Friday, 8 am to 5 p.m. when the college is in session).
4. No admission fee or money is collected. Money collected includes the following: admission charge, solicitation of a donation, freewill offering tuition payment, registration fee, entry fee, charge for class supplies or payment of a speaker, or sale of literature or any other material or service.
5. The use does not interfere with educational or other activities conducted by the college.

##### **Group II Direct Costs**

Non-profit groups and public agencies not meeting the above conditions will be billed for the appropriate direct costs, personnel costs, and/or equipment costs. In certain situations, when a facility use is of considerable benefit to the college, its students, or the community, direct costs may be reduced or waived and only personnel and equipment costs assigned as determined by the College.

##### **Group III Fair Rental Value**

Private organizations not qualifying as non-profit organizations may apply for a permit to use college facilities not to exceed twelve (12) rentals each fiscal year provided the use is to present events of an educational, cultural or recreational nature which otherwise would not be available to the community. The twelve-use limitation may be exceeded only if the proposed use is recreational or will involve matters of general or public interest and is open to all citizens of the district. Charges shall be based on the fair rental value of the facilities, equipment, and personnel costs.

Religious organizations using facilities for religious purposes shall be charged fair rental value and shall not exceed twelve (12) rentals in each fiscal year. Charges shall be based on the fair rental value of the facilities, equipment, and personnel costs.

##### **Long-Term Use:**

Groups qualifying as I or II may be considered for long-term use of facilities if the use is for educational or recreational purposes. Such a contract will not extend beyond the current semester or session and shall not result in monopolization of the facilities.

## E. Fee Schedule

### Facility Rental (minimum of four hours per day)

Facility	Group II Direct Costs Cost Per Hour*	Group III Fair Rental Value Cost Per Hour*
<b>Athletic Facilities</b>		
Auxiliary Gym	\$ 48	\$ 120
Main Gym	\$ 136	\$ 340
Activities with less than 50 people	\$ 48	\$ 120
Concession Stand	\$ 48	\$ 120
Swimming Pool	\$ 110	\$ 275
Locker/Shower Room	\$ 36	\$ 90
Tennis Courts (per court)	\$ 7	\$ 17
Baseball Field	\$ 34	\$ 85
Softball Field	\$ 34	\$ 85
Soccer Field	\$ 28	\$ 70
Track		
Dual Meet	\$ 60	\$150
Each Additional School	\$ 18	\$ 45
Conference Championship Meet	\$ 85	\$213
Practice	\$ 28	\$ 70
Dance Studio	\$ 28	\$ 70
Practice Field	\$ 12	\$ 30
<b>College Center</b> ( Kitchen equipment & facilities are not available)		
Conference Room	\$ 24	\$ 75
Dining Area (Steinbeck Hall)	\$ 110	\$275
Commons	\$ 70	\$175
<b>Performing Arts</b>		
Choral Room (PA125)	\$ 72	\$180
Rehearsal Only	\$ 24	\$ 60
Main Theater (PA104)	\$ 210	\$525
Rehearsal Only	\$ 85	\$213
Studio Theater (PA116)	\$ 72	\$180
Rehearsal Only	\$ 28	\$ 70
Gallery	\$ 38	\$ 65
Seminar Gallery	\$ 20	\$ 40
<b>Instructional Facilities</b>		
Classroom	\$ 16	\$ 40
Lecture Hall	\$ 32	\$ 80
Computer Lab	\$ 120	\$300
<b>Outdoor Facilities</b>		
Parking Lot	\$ 34	\$ 85
Lawn Area	\$ 16	\$ 40
Amphitheater	\$ 36	\$ 90

**Late Fee:** If the application is submitted less than two (2) weeks in advance of activity, or if the applicant makes changes to the contract less than two weeks before an activity, a \$20 late fee may be charged.

**Deposit:** Any group with a facility fee totaling \$200 or more may be required to submit a deposit two weeks prior to the event to the Hartnell Business Office. First time applicants or out of district applicants may be required to pay the full amount in advance. Failure to submit the deposit or payment will result in the cancellation of the facility permit

**Cancellation** of a contract by the applicant must be made at least 48 hours prior to the scheduled use. Failure to provide this notice will result in a charge equal to half the contract amount.

**\*Cost Per Hour:** The hourly rate for hours in excess of the four-hour minimum shall be 50% of the basic rate.

## **Personnel**

Personnel costs may include set-up prior to an event, supervision during an event, and clean up after the event. The user must pay these costs. College staff can provide details on time estimates and total costs.

### **Personnel** (cost per hour)

Custodian, pool technician, grounds keeper, or equivalent	\$ 36
Theater technician (for Main Theater- 6 hour minimum)	\$ 36
Audio-visual/phone line/computer technician	\$ 50
Main Gym timekeeper (4 hour minimum)	\$ 20
Facilities Specialist	\$ 26

Other personnel: As determined by the College

### **Equipment** (cost per use)

#### **Miscellaneous**

Piano - upright only (cost does not include moving or tuning)	\$ 50
Time Clock - Main gym (requires timekeeper)	\$ 50
Telephone	\$ 18

#### **Projectors, Video, and Audio**

Slide projector	\$ 20
DVD or VCR with monitor	\$ 45
PA system (microphone included)	\$ 50 - 125
LCD projector	\$ 30
Computer	\$ 25

#### **Satellite Dish**

Available in HCC119, HCC116, PA125, and PA104 (requires audio-visual technician)	\$200
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#### **Projection screen**

Portable	\$ 15
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#### **Accessories**

Easel	\$ 10
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Other equipment or rental fees: As determined by the College