

Rules and Regulations Governing the Use of College Facilities for Public Purposes (Per Ed Code §82537-82548)

All use of college facilities for public purposes will be granted in conformance with the California Education Code.

As delegated by the chancellor, the college may grant the use of college facilities for public purposes in accordance with the rules adopted by the Governing Board.

Groups may not use college facilities for purposes which shall be inconsistent with college purposes or which will interfere with college operation.

Rental charges shall conform to the schedule adopted by the Governing Board. This schedule is subject to change at the will of the Board.

The use of college facilities *shall not be granted* to persons, firms, corporations, groups, clubs or associations:

1. Which desire the overthrow of the government of the United States or the State of California by force of violence.
2. When such use may be reasonably expected to expose the property of the district to damage through riots, mobs, or violence.
3. When such use of the property would be contrary to the best interests of the district.

Use of college property shall be under supervision of an authorized representative of the VCCCD, who shall have authority to open facilities upon presentation of the applicant's copy bearing approval of the authorized college administrator.

Smoking is not permitted on campus or in buildings except in designated areas. Intoxicants or narcotics shall not be used, nor shall profane language, quarreling, or gambling be permitted. Violations of this or any other of these regulations during occupancy shall be sufficient cause for denying further use of college premises of the organizations.

The number of people present shall not exceed the posted seating capacity for the building. This is a FIRE REGULATION. The use of any material or device, which constitutes a fire hazard, is expressly prohibited.

College facilities will be available contingent upon appropriate supervision and security as determined by the respective college. Fees for these facilities will be assessed based upon the specific needs of the organizations requesting use. Special arrangements must be made for use of equipment, supplies, etc. and appropriate charges will be made. All additional property and/or equipment not owned by the College, but provided or rented by lessee must meet all applicable city, county, state, and federal safety requirements.

MOORPARK COLLEGE

7075 Campus Road
Moorpark, CA 93021

For information contact Leanne Colvin
Phone (805) 378-1400, ext. 1878

OXNARD COLLEGE

4000 South Rose Avenue
Oxnard, CA 93033

Civic Center Coordinator: Judy Kleiner
Phone (805) 986-5822

VENTURA COLLEGE

4667 Telegraph Road
Ventura, CA 93003

For information contact
Phone (805) 654-6400 Ext. 2232

Use by religious groups for fundraising and other purposes, not religious in nature, shall be processed in the regular manner, with the Group 1 rate applied. Use of school buildings or grounds may be granted to any church or religious organization for the conduct religious services for temporary periods when such church or organizations has not suitable meeting place. Such use may be provided and charges at least equal to the fair rental value of the facilities or grounds must be levied.

Adequate adult supervision and sponsorship is required of all juvenile and youth groups requesting facilities.

Equipment, materials or supplies of any nature that is the property of the VCCCD is not to be loaned to outside organizations for use away from the college premises.

Any privilege granted by the VCCCD shall be revocable at any time by the chancellor or the respective college president, and such privilege shall be revoked when any application contains false statements or any organization or any member of the group willfully violates the rules and regulations governing the use of college facilities.

College property must be protected from damage and mistreatment and ordinary precautions of cleanliness maintained. Groups shall be responsible for returning any furniture or equipment, which has been moved from its proper place. In cases where college property has been damaged or abused beyond normal wear, the same shall be paid for by the organization involved.

**VENTURA COUNTY
COMMUNITY COLLEGE
DISTRICT**

Use of Facilities

As Authorized by the
California Education
Code §82537-82548 at:



MOORPARK COLLEGE



Oxnard College



Use of Facilities

In accordance with the provisions of the Education Code §82537-82548 the Board of Trustees of the Ventura County Community College District will grant the use of school buildings and grounds for public, literary, scientific, recreational, educational or public agency meetings for the discussion of matters of general or public interest. The terms and conditions of such use will be determined by the board-approved administrative procedures and other applicable limitations, requirements and restrictions contained in the Education Code.

Types of Use

Group 1

Group 1 users may include nonprofit organizations, and groups and associations organized for general educational or welfare purposes, such as:

1. Off campus student clubs and organizations.
2. Fundraising entertainments 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. Campfire girls, Girl Scout and Boy Scout troops.
6. Senior citizens' organizations.
7. Other public agencies with reciprocal use agreements.
8. Organizations, clubs, or associations organized for cultural activities and general character building or welfare purposes
9. Registered political organizations are permitted to use facilities at no charge providing their presence is educational in nature and or does not interfere with the normal operations of the college. ID # Required

Group 2

1. Churches or religious organizations using college facilities or grounds for the conduct of religious services (EC 82530 & 82542).
2. Commercial (profit-making) organizations.
3. Any group holding a meeting/entertainment where admission fees are charged or contributions solicited which are not expended for the welfare of VCCCD students or for charitable purposes.
4. Paid petition gathering.

Insurance Requirements

The Ventura County Community College District requires that any individual, group, or organization requesting the use of district property submit a Certificate of Insurance naming the District as an additional insured with property damage and liability limits of not less than one million dollars. Higher limits of property damage or liability may be required by the District depending upon the nature and scope of activities to be performed.

Fee Schedule

Group 1 Group 2

(Fees are for facilities only and are subject to change without notice.)

Facility Charge Per Hour (minimum two hours):

1. Theater, 350-400 seats.....	\$75.00	\$135.00
2. Small Theater/Forum.....	\$40.00	\$80.00
3. Specially Equipped Classroom.....	\$40.00	\$100.00
4. Amphitheater (OC)	\$20.00	\$35.00
5. Observatory (MC).....	\$50.00	\$75.00
6. Student Dining Area*	\$35.00	\$75.00
7. Choral Music Room.....	\$22.00	\$40.00
8. Guthrie Hall (VC).....	\$40.00	\$75.00
9. Outside Quad - Table (Daily Rate).....	\$20.00	\$40.00
10. TV Editing Room &	\$300.00	\$600.00
Equipment		
11. LRC Patio/Kitchen (VC)	\$200.00	\$300.00

* Student Dining Area Does Not Include Kitchen Facilities

Physical Education/Athletic Facility Charge Per Hour:

(Minimum two hours):

1. Large Gym (MC, VC, OC)	\$80.00	\$150.00
2. Small Gym (VC).....	\$45.00	\$80.00
3. Dance Studio	\$25.00	\$40.00
4. Locker Room (each).....	\$20.00	\$25.00
5. Football Practice Field (MC).....	\$35.00	\$50.00
6. Track & Field.....	\$40.00	\$70.00
7. Baseball Field	\$35.00	\$60.00
8. Softball Field.....	\$35.00	\$60.00
9. Soccer Field.....	\$45.00	\$100.00
10. Stadium (MC,VC,OC).....	\$150.00	\$325.00
11. Basketball Courts (outside/OC).....	\$15.00	\$25.00
12. Volleyball Courts (outside)	\$15.00	\$25.00
13. Tennis Courts (per court).....	\$12.50	\$20.00

(Lighting Outdoor Facilities is an Additional Charge)

Teleconference Fee

14. (In addition to room rental charge)....	\$100.00	\$125.00
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Event Support (Custodial/Grounds/Police) Current Rates

Filming and Parking Lot Rental Fees are Negotiable

How to File for Use of Facilities

The application for use of college facilities shall be made on the forms provided by the College. An authorized representative of the group applying must certify the application.

The application must be submitted at least two weeks prior to requested date, unless waived by the college president as an emergency. Permission to use facilities will be granted only for the current semester unless and until the needs for instructional purposes for the following semester have been determined.

The application shall contain:

1. The name of the organization
2. Name, address, title and telephone number of the authorized representative.
3. Type of purpose of the organization.
4. Facilities requested and the date and time of use.
5. Use for which any admission charge shall be put.

RENTAL CONDITIONS

1. Proof of Insurance shall be required for all organizations using VCCCD facilities.
2. Only the organization whose name is on the application is approved to use the facility.
3. Parking fee of \$2.00 per day (each vehicle)
4. The use of restrooms is included in each rental.
5. Additional charges may be required for labor (e.g., custodial, security, etc.)
6. Charges for additional equipment, preparation of athletic fields, supplies and personnel will be determined by the responsible supervisor based on the nature of the event and the facilities requested.
7. VCR's, large screen TVs, PA system, and other media equipment may be rented at an additional cost from the College Media Center.
8. The rules and regulations shall be read, and the groups must agree to hold the VCCCD harmless from any liability or damage, which may result from the use of college facilities.

PAYMENT OF FEES

*Payment of fees must be made at least one week prior to the first scheduled use or permit will be cancelled.

*Payment must be received at least two weeks in advance for requests that involve the scheduling of extra or overtime labor.