

**Coast Community College District
ADMINISTRATIVE PROCEDURE**

Chapter 6

Business and Fiscal Affairs

AP 6700 CIVIC CENTER AND OTHER FACILITIES USE

References:

Education Code Sections 82537 and 82542

There is a Civic Center located at each of the District's colleges and at the District site. Use of the District's Civic Centers shall be granted as provided by law. These procedures govern the use of District property and facilities designated by the District as a Civic Center by community groups, outside contractors, and by others.

The District's designated Civic Centers are:

Orange Coast College:	Student Center
Golden West College:	Learning Resource Center Community Room
Coastline Community College:	Le-Jao Center Classroom 105 to 107
District Site:	Board Meeting Room

The District's Civic Centers may be used by citizens, Camp Fire Girls, Boy Scout troops, farmers' organizations, school-community advisory councils, senior citizens' organizations, clubs, and other associations formed for recreational, educational, political, economic, artistic, or moral activities of the public; for supervised recreational activities; and for meetings by such groups concerning any subjects which in their judgment appertain to the educational, political, economic, artistic, and moral interests of the citizens of the community.

The District may grant the use of college facilities or grounds for public, literary, scientific, recreational, educational, or public agency meetings, or for the discussion of matters of general or public interest upon terms and conditions which the board deems proper, and subject to the limitations, requirements, and restrictions set forth in this procedure.

No use of District facilities or grounds shall be granted in such a manner which would constitute a monopoly of District facility or grounds use for the benefit of any person or organization.

The District reserves the right to manage, direct, and control the use of the designated Civic Centers and its other facilities. The District shall assure that persons or organizations using District property are charged such fees as are authorized by law.

Non-Profit and Similar Uses

Except for those charges as set forth under Acceptable Charges below, The District shall grant, without other charge, the use of any college facilities or grounds under its control, when an alternative location is not available, to nonprofit organizations and clubs and associations organized for general character building or welfare purposes, such as:

- (1) 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) Camp Fire Girls, Girl Scout troops, and Boy Scout troops.
- (6) Senior citizens' organizations.
- (7) Other public agencies.
- (8) Organizations, clubs, or associations organized for cultural activities and general character building or welfare purposes (such as folk and square dancing).
- (9) To public agencies, including the American Red Cross, for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare, and may cooperate with these agencies in furnishing and maintaining services deemed by the District's governing board to be necessary to meet the needs of the community.

Non-Profit and Similar Use, and Public Agency Use Acceptable Charges

The District may charge the above described organizations as follows:

An amount not to exceed the following:

- (1) The cost of opening and closing the facilities, if no college employees would otherwise be available to perform that function as a part of their normal duties.
- (2) The cost of a college employee's presence during the organization's use of the facilities, if the governing board determines that the supervision is needed, and if that employee would not otherwise be present as part of his or her normal duties.
- (3) The cost of janitorial services, if the services are necessary, and would not have otherwise been performed as part of the janitor's normal duties.
- (4) The cost of utilities directly attributable to the organization's use of the facilities.
- (5) Other direct costs incurred for the use of the facilities.

Commercial Use - Fair Rental Value Charge

The District shall charge an amount not less than fair rental value for use of its college facilities and grounds to all other organizations and individuals. Fair rental value means

the direct costs to the district, plus the amortized costs of the college facilities or grounds used for the duration of the activity authorized.

Religious Organization Use of Facilities

The District may grant the use of college facilities or grounds to any church or religious organization for the conduct of religious services for short term, temporary periods where the church or organization has no suitable meeting place for the conduct of these services, upon the terms and conditions as the District' Board deems proper. Such use shall be subject to the requirement that the District shall charge the church or religious organization an amount at least equal to the fair rental value of the facilities or grounds.

District Facilities Use - Seniors and Senior Organizations

The District shall permit the use of District facilities and grounds, without charge (other than Acceptable Charges), by organizations, clubs, or associations organized for senior citizens and their cultural activities and general character-building or welfare purposes, even when membership dues or contributions are accepted solely for the support of the organization, club, or association, or the advancement of its cultural, character-building or welfare work.

No Interference with District Mission and Activities

The public's use of District property shall not interfere with any scheduled instructional programs or other activities of the District.

District Viewpoint Neutrality

The District will not unlawfully discriminate on the basis of viewpoint, content, or form of expression when granting permission to use the Civic Centers or its other facilities.

Time, Place, and Manner Restrictions

The District reserves the right to impose reasonable, content and viewpoint neutral time, place, and manner restrictions for the use of the District's Civic Centers and its other facilities. The reasonable time, place, and manner restrictions set forth in AP 3900 AP 3900 titled *Speech: Time, Place, and Manner* are incorporated into this procedure by reference. This procedure should be reviewed by prospective Civic Center users and other facility users prior to contracting for District facility or grounds usage.

No Unlawful Discrimination by Facility Users

No group or organization may use District property to unlawfully discriminate on the basis of race, color, religion, ancestry, national origin, disability, gender, gender identity, gender expression, sexual orientation, veteran status, or genetic information, or the perception that a person has one or more of the foregoing characteristics, or because a person associates with a person or group with one or more of these actual or perceived characteristics, or on any basis prohibited by law.

Designation of Other Facilities Under the Civic Center Act

The Chancellor of the District (for District site facilities) and the President of each college (for college facilities) may designate other facilities and grounds to serve as additional facilities available under the Civic Center Act.

Exterior Amplification on all Campuses

Amplification is limited to 60 decibels for all District facilities or grounds, as measured within any classroom, office, or open space adjacent to, or, within reasonable proximity to the user's facility or space.

Application Process for Use

The application ("Application") for use of any facility, or allowable grounds area, shall set forth the time and date of the requested use, the area requested and a detailed review of the contemplated use or event together with a review of all activities that are contemplated to take place. The Application shall also contain a request for tables, chairs or amplification, including a detailed review of the contemplated use of any tables, chairs or amplification system requested. A qualified representative from the applicant's organization, with the authority to legally bind such organization, must sign the Application.

However, advance completion of the Application form is not required for individuals or other entities wishing to exercise their right to free speech within the free speech areas stated in AP 3900 titled Speech: Time, Place, and Manner. Use of the Application form is voluntary for these free speech areas.

Application forms and materials may be obtained at the Associated Students' Office or Facilities Offices at Orange Coast College and Golden West College, or the Office of Administrative Services at Coastline Community College.

The Application must be filed at least 14 business days in advanced of the proposed use (excluding weekends and/or holidays prior to the proposed event or usage). The President, or his/her designee, shall respond in writing to each Application within five business days (excluding weekends and holidays), and in no event later than 5:00 p.m. on the sixth business day after receipt of the Application. If the President, or appointed designee, does not issue a response to the Application by this deadline, the Application shall be deemed denied.

An appeal may be filed to the Chancellor no later than five days after the denial of the Application, or within six days where no response to the Application is provided. The Chancellor shall have five business days (excluding weekends and holidays) after the appeal is received by the Chancellor's office to rule upon the appeal. An appeal shall be deemed denied if it is not ruled upon within five business days after it is filed.

Financial Responsibility/Security

All persons who apply to use of District facilities or grounds shall pay for: (i) extraordinary expenses incurred above the ordinary campus maintenance, and operating costs such as supplies, utilities, janitorial services, or for the services of any

other District employees necessitated by the organization's use of District facilities and grounds; and (ii) the direct costs of additional security incurred above ordinary security. In order to evaluate the scope of security, if any, that may be required, the applicant seeking to use District property shall present a written explanation of the exact use or event that is contemplated and a detailed summary of the activities that are contemplated to take place. The applicant shall also submit a security proposal if the applicant believes that additional security will be required. The President, or his/her designee, and the Campus Safety Department shall review the application. An applicant is not permitted to bring in non-campus police or security. The Campus Safety Department shall notify the applicant in writing if it determines that additional security will be required, together with an estimate of the costs for any additional security. The applicant must agree to pay the actual costs for such additional security as a condition for use of District facilities.

Appeal Process

The applicant may appeal such decision by the Campus Safety Department to the Chancellor within five business days (excluding weekends and holidays) after receipt of the security request (and in no event, later than 5:00 p.m. on the sixth business day after receipt of the security request). The President and Chancellor each have five business days after an appeal is received to review the appeal. If the appeal is not granted within five business days of its receipt, the appeal shall be deemed denied.

Insurance

The District may require that any facility or grounds user procure insurance from a duly admitted insurance carrier in the State of California. The insurance policy (commonly referred to as a common general liability insurance policy) shall include, without limitation, coverage for slip and falls, assaults, accidents, and all damages for injuries that may result out of the actual and contemplated use of District property. The insurance policy must provide no less than \$1,000,000 of coverage. The District reserves the right to seek higher amounts of coverage depending upon the activity contemplated by the user. Written proof of insurance and an endorsement naming the District, its officers, employees, agents, and the Board of Trustees as additional insured must be presented to the President, or his/her designee, as a condition precedent to any actual or contemplated use of District property

Compliance with the Terms of this Policy

Any person or entity that seeks to use District property must also comply with the terms of AP 3900 titled Speech: Time, Place, and Manner, as it relates to use of District facilities for speech and advocacy purposes. In the event that the terms of this regulation as it relates to the use of District facilities for speech and advocacy purposes are violated by any user, the Chancellor or college President may order that all activities be stopped, and may cancel any previous approval to use District property.

Facility User - Admission Fee or Charge

No person or entity that intends to use District facilities under The Civic Center Act may charge any person who is invited or seeks to attend the event or usage an admission

charge or any other charge for any entrance fee or any use fee, with the following exception:

1. A non-profit organization may charge for entrance or admission to: Cover the cost of the event or use including for example, the cost of referees, judges, equipment, etc., in regards to any supervised recreational use of District property;
2. Cover the cost of the event or use including for example, the cost of travel, equipment, handouts, in regard to use of District Property;
3. Hold a fund raising event to support the organization.

No Activity Which Creates an Unreasonable Risk of Harm

No activity that creates an unreasonable risk of harm shall be permitted. This includes, without limitation, the following types of impermissible activities, unless previously authorized in writing by the District or college:

Bonfires; Destroying any object with hammers, sledgehammers, fire, or in any other manner; Rollerblading, roller skating or skateboarding, or using scooters; Karate, wrestling, boxing (unless previously authorized by the District or college in writing); the use of weapons or firearms of any type, including slingshots, bows and arrows, guns, rifles, paint ball guns, BB guns or air rifles, of any nature and any type; the use of unauthorized explosive material of any type, including firecrackers; or any sporting or recreational event involving direct physical contact with another person which creates an increased risk of harm, including soccer and tackle football (unless previously authorized by the college in writing). The college President, in consultation with District Risk Services, shall determine whether any activity creates an unreasonable risk of harm.

Solicitation/Contributions

No person using District facilities may solicit contributions except as set forth herein.

Posting of Banners, Advertisements, Handbills, Circulars

The District's free speech policy and procedure (BP/AP 3900) are applicable to users of District facilities, including for the posting of Banners, Commercial and Non Commercial Handbills and Circulars. AP 3900 titled Speech: Time, Place, and Manner is incorporated herein by this reference.

Usage Fee Schedule for Facilities and/or Equipment for Coastline, Golden West, and Orange Coast Colleges

All facility requests are processed through the individual campuses. User fees listed below are in addition to staffing fees (\$40.00 per staff per hour). Rates listed are all per hour. All equipment and personnel requests are coordinated through the following offices: Coastline Administrative Services; Golden West Administrative Services and Community Services; Orange Coast Maintenance & Operations and Bursar's Office.

CLASSROOMS

	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
Up to 50	\$25.00	\$35.00
Up to 100	\$35.00	\$45.00
Up to 150	\$40.00	\$45.00
Up to 210	\$50.00	\$65.00
Up to 400	\$130.00	\$175.00
Lab Classroom	\$40.00	\$50.00
Computer Center/Lab	\$80.00	\$105.00

PARKING LOTS (4 hour minimum)

Per Space	\$5.00	\$7.00
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GYMNASIUM & RELATED

Additional deposit required for damages or unusual clean-up. Amount to be determined by campus personnel. Full or partial refund will be returned following inspection of facility after event has occurred.

	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
Small Gym Floor	\$100.00	\$155.00
Large/Main Gym Floor	\$150.00	\$235.00
Dance Room	\$50.00	\$90.00
Strength/Fitness Studio	\$75.00	\$140.00
Foyer Area	\$35.00	\$45.00
Weight Room	\$75.00	\$140.00
Locker Room (per room)	\$45.00	\$80.00
Aerobics Room	\$45.00	\$80.00
Cardio Lab	\$45.00	\$80.00
Biddle Field	\$45.00	\$80.00

ATHLETIC FIELDS

	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
Track	\$75.00	\$140.00
Soccer	\$75.00	\$140.00
Practice Soccer	\$45.00	\$80.00
Softball Fields	\$115.00	\$165.00
Utility Fields	\$45.00	\$80.00
Baseball Field (90 min + \$40.00)	\$115.00	\$165.00
Par Course	\$115.00	\$165.00
Practice Football	\$45.00	\$80.00

TENNIS/OUTDOOR COURTS

	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
Tennis (Per court)	\$15.00	\$20.00
Volleyball/Basketball	\$35.00	\$45.00
Handball (GWC only, per court)	\$15.00	\$20.00

POOL

	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
Renter provided		
Certified Lifeguard required	\$80.00	\$115.00

OTHER FEES – ATHLETICS

Other fees not included in basic usage fee: One rate for Non-Profit and Commercial

1. Microphone	\$10.00/hr
2. P.A./Stereo	\$40.00/hr
3. Scoreboard	\$40.00/hr
4. Event Markers	\$40.00/hr

LEBARD STADIUM (4 hour minimum)

(No services)

	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
School games	\$400.00	
CIF Playoffs	\$600.00	
Non-profit Use	\$750.00	
Football Practice	\$275.00	
Commercial Use		\$1,500.00

Locker Rooms, Utility Fields, Strength lab, Handball 101 (classroom) and Training Room additional fees.

- Staffing at \$40 per person per hour.
- Lighting \$250

LEBARD STADIUM PARTIAL DAY USE RATES

(One rate for both Non-Profit and Commercial)

Stadium and Field House

1. Use of Stadium and Field House where wear and tear would occur to the facility: (i.e. football, soccer or rugby practice, etc.)

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|-----------------------------|---------------------------------------|
| a. First hour | \$400 |
| b. Each additional hour | \$180 (not to exceed 3 hours) |
| c. Labor costs not included | Staffing at \$40 per person per hour. |

2. Use of Stadium and Field House where no wear and tear would occur to the facility: (i.e. team pictures, commercial shoots, etc.)

- | | |
|-----------------------------|---------------------------------------|
| a. First hour: | \$180 |
| b. Each additional hour | \$60 (not to exceed 3 hours) |
| c. Labor costs not included | Staffing at \$40 per person per hour. |

OCC HORTICULTURE GARDENS

Garden	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
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\$90.00

\$120.00

OCC QUAD

Quad	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
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\$90.00

\$120.00

OCC STUDENT CENTER

Conference Rooms	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
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\$15.00

\$20.00

Lounge	\$90.00	\$120.00
Main cafeteria Floor Area	\$135.00	\$190.00
Captain's Table	\$90.00	\$120.00
GWC COMMUNITY CENTER	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
Cafeteria (4 hours min) Meetings and Seminars	\$115.00	\$165.00
Dances	\$150.00	\$235.00
College Center Patio	\$35.00	\$45.00
GWC COMMUNITY CENTER	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
Room 102 (Dining Room)	\$35.00	\$75.00
With Kitchen Fee	\$15.00	\$20.00
OCC DRAMA LAB	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
Lab	\$165.00	\$235.00
OCC ART GALLERY	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
Main Gallery	\$100.00	\$165.00
Children's Gallery	\$50.00	\$75.00
OCC ART CENTER	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
Foyer	\$115.00	\$165.00
OCC FACULTY HOUSE	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
Lounge	\$35.00	\$75.00
GWC QUAD	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
Quad	\$90.00	\$120.00
GWC AMPHITHEATER	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
Theater	\$145.00	\$250.00

GWC THEATER (4 hour minimum)

Arrangements must be made a minimum of six (6) weeks in advance of the event to execute a contract determining the technical assistance and equipment needed.

	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
Performance	\$200.00	\$300.00
Rehearsal	\$100.00	\$150.00

Basic usage fees include:

1. Main floor (340 seats)
2. Front and side stages
3. (1) Technical Coordinator (required)
4. (1) House Manager (required-performance only)
5. (30) lights-flat lighting plot
6. (2) dressing rooms-men's/ladies
7. (1) cashier's booth
8. (1) microphone on stand or podium
9. (1) tape deck and use of Theater sound system

Other fees not included in basic usage fee:

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|--|--------------------|
| 1. Technical Coordinator (required) | \$45.00/hr |
| 2. Fly crew person | \$35.00 |
| 3. Lighting instruments | \$10.00/instrument |
| 4. Wireless microphone system | \$450.00/day |
| 5. Sound technician | \$40.00/hr |
| 6. Lighting technician | \$40.00/hr |
| 7. Stage technician | \$35.00/hr |
| 8. Spot light technician | \$30.00/hr |
| 9. Cashier | \$25.00/hr |
| 10. Spot Light | \$100.00/4hrs |
| 11. Stage Manager (required to be provide by renter) | |
| 12. Usher (4 required to be provided by renter) | |

GWC STAGE WEST

Arrangements must be made a minimum of six (6) weeks in advance of the event to execute a contract, and to determine the technical assistance and equipment needed.

NON-PROFIT

COMMERCIAL Performance

	\$100.00	\$145.00
Rehearsal	\$75.00	\$80.00

Basic usage fees include:

1. Full use of facility
2. 4-hour use of house
3. (1) technician

Other fees not included in basic usage fee:

1. Additional Staff
2. Custodial(hourly basic)

GWC RECORDING STUDIO

In no case will the Recording Studio be used without employing GWC Studio Engineers. The Recording Studio will be available only to in-district and non-profit groups.

Usage fee for in-district use and other schools in the community, including Studio Engineer's fee:

Studios A and B \$80.00/hr

Usage fees for non-profit groups only (not available for commercial use):

Studio A	\$100.00/hr
Studio Engineer	\$50.00/hr
Studio B	\$75.00/hr
Studio Engineer	\$50.00/hr

ROBERT B. MOORE THEATRE/OCC

Arrangements must be made a minimum of six (6) weeks in advance of the event to execute a contract, and to determine the technical assistance and equipment needed.

	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
BASIC LECTURE	\$150.00	\$225.00
1. Mid stage, apron		
2. House (916 seats)		
3. One technician		
4. Six (6) lighting instruments		
5. One (1) dressing room (if available)		
6. Ticket booth		
7. Two (2) microphones, stands, cables, tape or CD playback		
8. House sound system (Board, EQ, speakers, amps)		

	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
BASIC MUSIC-SMALL BAND	\$250.00	\$350.00
1. Mid stage		
2. House (916) seats)		
3. Two (2) technicians		
4. Sixty-two (62) lighting instruments		
5. Two (2) dressing rooms (if available)		
6. Ticket booth		
7. Sixteen (16) microphones, stands and cable, tape or CD playback		
8. House sound system (Board, EQ, speakers, amps, etc.)		

	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
BASIC MUSIC ORCHESTRA	\$300.00	\$450.00
1. Full stage		
2. House (916 seats)		
3. Two (2) technicians		
4. Sixty (60) lighting instruments		
5. Orchestra shell		
6. Chairs, stands, platforms		
7. Two (2) dressing rooms (if available)		
8. Ticket booth		

	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
BASIC DANCE CONCERT/VARIETY SHOW	\$300.00	\$450.00
1. Full Stage		
2. House (916 seats)		
3. One hundred twenty-eight (128) lighting instruments		
4. Two (2) technicians		
5. Two (2) dressing rooms (if available)		
6. Ticket booth		

7. Six (6) microphones, stand and cables, tape or CD playback
8. House sound system (Board, EQ, speakers, amps, etc.)

FEES NOT INCLUDED IN BASIC USAGE FEES

- | | |
|--------------------------------|------------------------|
| 1. Staff Technician (overtime) | \$45.00/hr |
| 2. One hour manager (overtime) | \$35.00/hr |
| 3. Lighting instruments | \$10.00 per instrument |
| 4. Wireless microphone system | \$60.00 per channel |
| 5. Spotlight | \$100.00/4 hrs |

EQUIPMENT RENTAL CHARGES-PER DAY CCC-GWC-CCC

Overhead Projector	\$10.00
Caramate	\$15.00
Lecternette	\$15.00
Microphone/Cable	\$10.00
Data Projector	\$75.00
25" Color TV/VHS Cart	\$40.00
Stereo Cassette Player	\$10.00
PA System/Portable Speak Mic	\$50.00
LCD Projector	\$100.00

Pianos (Requires tuning each way (one for stage and one for rental paid by user)

Upright	\$150.00 or current cost of tuning Grand
	\$200.00 or current cost of tuning

Extra Charges - Prevailing hourly rates (minimum \$40 per person per hour) including fringe benefits will be assigned.

1. Projectionist
2. AV technician
3. Lifeguards
4. Locker room attendant
5. Special security
6. Scoreboard operations
7. Extra Custodial
8. Security
9. Stage hands-special set-ups
10. Food service workers
11. Any other school employees required to work

BOATHOUSE RENTAL FEES/OCC	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
Entire Facility -full day	\$2,000.00	\$5,000.00
Entire Facility-half day	\$1,500.00	\$2,000.00

Ground level areas including 100 linear feet of dock space (excluding lower bays)

Ground Level-full day	\$600.00	\$1,000.00
Ground level-half day	\$400.00	\$750.00

Upstairs bay view classroom maximum (50) persons day/eves

Upstairs-full day	\$250.00	\$500.00
Upstairs-half day	\$155.00	\$350.00

Upstairs bay view classroom maximum (125) persons day/eves		
Upstairs-full day	\$450.00	\$650.00
Upstairs-half day	\$300.00	\$450.00

Conference Room-Water View (12) people		
Conference room-full day	\$200.00	\$400.00
Conference room-half day	\$125.00	\$250.00
Kitchen usage-half day	\$50.00	
Kitchen usage-full day	\$75.00	

NOTE: Half day is four hours or less; anytime between 7:00 a.m. and 5:00 p.m.
 Full day is more than four hours, anytime between 7:00 a.m. and 5:00 p.m. Evening is anytime between 5:00 p.m. and 11:00 p.m. Weekend and weekday rates are the same.

NON-PROFIT COMMERCIAL

\$200.00	\$400.00
\$125.00	\$250.00
\$50.00	
\$75.00	

District Conference/Board Rooms (4 hours minimum)

	NON-PROFIT	COMMERCIAL
Room A (A120-02) - Seats 14	\$120.00	\$150.00
Room D (B230-06) - Seats 8	\$100.00	\$125.00
Room E (B220-01) - Seats 14	\$120.00	\$150.00
Room F (B200-01) - Seats 16	\$140.00	\$175.00
Room G (B210-06) - Seats 8	\$100.00	\$125.00
Room H (B200-07)* - Seats 20	\$160.00	\$200.00
Room I (C310-07) - Seats 20	\$140.00	\$175.00
Board Room* - Seats 180 **	\$600.00	\$750.00

All conference rooms and Board room are available only during District business hours between 8:00 a.m. and 5:00 p.m. Rooms are not available on weekends or District holidays.

* Projector and screen available for use in these rooms. Additional staffing charges will apply.

** Arrangement must be made a minimum of ten (10) business days in advance of the event to execute a contract, and to determine what technical assistance is needed.

RESTRICTED USE OF DISTRICT SERVICES, FACILITIES, OR EQUIPMENT BY DISTRICT EMPLOYEES

No employee of the Coast Community College District shall use any shop or laboratory facility or equipment of the District (excluding recreational facilities) on personal projects or for personal benefit unless such use has been approved by the administrator in charge of that college, who has determined that the use contributes to the college's educational mission, or unless the employee is enrolled in a program as a student which requires the use of the shop, lab, or equipment.

Employees shall pay the established rate, if any, for services offered by any instructional program the same as would students or members of the community. Any work or service performed for any employee shall be done only when consistent with the current instructional objectives of the particular program and if the performance of that same work or service is available to students or members of the community.

ORANGE COAST COLLEGE AND GOLDEN WEST COLLEGE PHYSICAL EDUCATION FACILITY USAGE BY DISTRICT EMPLOYEES

During Staffed Hours:

District and college staff may use OCC or GWC physical education facilities during staffed hours, but only with the advance approval of the division dean or assigned department staff.

During Non-Staffed Hours:

OCC/GWC physical education staff with key access to department facilities may use such facilities and supervise the use by other staff members with the approval of the Physical Education and Athletics Dean. Non-staff individuals may not use such facilities without the written approval of the Dean.

Adopted September 18, 1985

Revised September 7, 1989

Revised April 5, 1994

Revised September 11, 1996

Revised June 25, 1997

Revised August 17, 2005

Revised February 16, 2011

Replaces CCCD Policy 040-2-1.1, Spring 2011

Revised as Administrative Procedure, September 5, 2012

Combined and renumbered from CCCD Policies 6701, 6702 and BP 6703, September 5, 2012

Ratified December 2, 2013