

Coast Community College District
ADMINISTRATIVE PROCEDURE
Chapter 6 Business and Fiscal Affairs

AP 6700 Civic Center and Other Use of Facilities

References:

Education Code Sections 82537 and 82542

SECTION I: CIVIC CENTER USE

Civic Groups, as set forth in Education Code Section 82542(a), may use the District's facilities for public, literary, scientific, recreational, educational, or public agency meetings, or for the discussion of matters of general or public interest.

The Chancellor and/or College President of each College may designate facilities to serve as Civic Centers pursuant to the Civic Center Act.

SECTION II: OTHER USE OF FACILITIES

Except as otherwise set forth for Civic Groups, the District may grant the use of its facilities for an amount equal to the fair rental value.

The District may grant the use of its facilities to non-profit organizations, clubs, and associations. Non-profit entities (501c3) shall receive a 25% discount from the facility use fee, but the discount shall not apply to the event support costs and/or to any supplemental services.

The District may require a security deposit for damages or clean-up. Full or partial refund of the deposit will be returned following inspection of the facility after the event has occurred.

Surcharges will not be assessed for the use of credit cards; however, if the District is charged a processing fee from the credit card company, those fees will be passed along to the renter.

The District may require that any facility user procure general liability insurance from a duly admitted insurance carrier in the State of California. 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, and its officers, employees, agents, and the Board, as additional insureds must be presented to the President or designee as a condition precedent to use of District property.

SECTION III: FAIR RENTAL VALUE

Fair rental value consists of the following: (i) facility use fee, (ii) event support cost (i.e., equipment rental, staffing, and other material costs), and (iii) supplemental services (i.e., food services, tours/exhibitions, special event insurance coverage).

- (i) **Facility Use Fee** (all rates are per hour, with a minimum four-hour rental fee, unless noted otherwise.)

	<u>FACILITY USE FEE</u>	<u>FACILITY USE FEE FOR NON- PROFIT ORGANIZATIONS</u>
CLASSROOMS		
General Purpose – Room Capacity: Less than 50	\$40	\$30
General Purpose – Room Capacity: 50 - 100	\$50	\$38
General Purpose – Room Capacity: 100 - 150	\$55	\$41
General Purpose – Room Capacity: 150 - 200	\$65	\$48.75
General Purpose – Room Capacity: Greater than 200	\$175	\$131.25
Laboratory Classroom	\$60	\$45
Computer Laboratory	\$125	\$93.75
OCC Sailing Base – Waterfront - Room Capacity: 50	\$100.00	\$43.75
- w/Kitchen Facility Access	\$125.00	\$81.25
CONFERENCE ROOMS (Occupancy)		
Small Conference Room (Under 10)	\$30	\$22.50
Mid-size Conference Room (Under 25)	\$35	\$26.25
Large Conference Room (Under 50)	\$40	\$30
District Board Room (180)	\$175	\$131.25
OCC Sailing Base – Waterfront (12)	\$75.00	\$37.50
ATHLETICS		
Aerobics and Cardio Room	\$80	\$60
Baseball Field	\$165	\$123.75
Cardio Lab	\$140	\$105
Dance Room	\$90	\$67.50
Football Practice Field – Wear & Tear Activity	\$235	\$176.25
Football Practice Field – Non-wear Use	\$90	\$67.50
Foyer Area	\$45	\$33.75
Gymnasium – Small Floor	\$155	\$116.25
Gymnasium – Main Floor	\$235	\$176.25
Locker Room – Per Room	\$80	\$60
Outdoor Volleyball	\$25	\$18.75
Instructional Pool (price per section)	\$135	\$101.25
Two Sections	\$270	\$202.50
Three Sections	\$405	\$303.75
Competition Pool (price per section)	\$135	\$101.25
Entire Competition Pool (Diving Well and Swimming Area)	\$270	\$202.50

Soccer Field	\$140	\$105
Softball Field	\$165	\$123.75
Tennis Court – Per Court	\$15	\$11.25
Track	\$140	\$105
Utility Fields	\$80	\$60
Weight Room	\$155	\$116.25
Team Room	\$35	\$26.25
PARKING LOTS (charges are for spaces cordoned off and specifically marked for an event). Parking rates are not discounted due to the already below market fee.		
Per Space:		
Designated Area for Events	\$5	\$5
Parking Space Daily Rate for College Business	\$5	\$5
Designated Spaces for the Swap Meet	\$7	\$7
SPECIAL EVENT SPACES		
<u><i>Coastline College</i></u>		
Garden Grove Campus Courtyard	\$120	\$90
Le-Jao Campus Courtyard	\$120	\$90
LJC Student Resource Center	\$65	\$48.75
Newport Beach Campus Rooftop Deck	\$120	\$90
NBC 2 nd Floor Donor Patio	\$80	\$60
NBC 1 st Floor Foyer (area in front of Rm 117)	\$120	\$90
NBC Art Gallery	\$165	\$123.75
NBC Green Space	\$80	\$60
NBC First Floor Art Corridor (area in front of Art Gallery)	\$120	\$90
NBC Kitchen	\$165	\$123.75
NBC 1 st Floor Open Space	\$120	\$90
<u><i>Golden West College</i></u>		
Criminal Justice – Scenario Village (including one classroom)	\$100	\$75
Criminal Justice – Pullover Street	\$60	\$45
Criminal Justice – Biddle/Grinder	\$80	\$60
Criminal Justice – Mat Room	\$45	\$33.75
Outdoor Amphitheater	\$250	\$187.50
Quad	\$120	\$90
Stage West – Performance	\$145	\$108.75
Stage West – Rehearsal	\$80	\$60
Student Center – Main Floor	\$175	\$131.25
Student Center – Patio	\$45	\$33.75
Theater – Performance	\$350	\$262.50
Theater – Rehearsal	\$150	\$112.50
<u><i>Orange Coast College</i></u>		
Art Center Foyer	\$165	\$123.75

Art Center Patio	\$45	\$33.75
Art Gallery – Main Gallery	\$165	\$123.75
Art Gallery – Children’s Gallery	\$75	\$56.25
Art Gallery/Starbucks Patio	\$45	\$33.75
Horticulture Garden	\$120	\$90
Lebard Stadium-School Events (High School Games)	\$400	
Lebard Stadium - CIF High School Games	\$600	
Lebard Stadium - Non-School Events	\$1,500	\$1125
Quad – Library	\$120	\$90
Quad – Bookstore	\$45	\$33.75
Quad – Admin Greenbelt	\$45	\$33.75
Student Center – Main Floor	\$190	\$142.50
Water Front Campus (formerly Sailing Center) rates below are per hour, with a minimum four-hour rental fee		
Sailing Center – Ground Level Areas	\$200	\$106.25
Sailing Center – Upstairs bayview classroom (maximum 50 persons)	\$100	\$43.75
Sailing Center – Upstairs bayview classroom (maximum 125 persons)	\$125	\$81.25
Sailing Center – Conference room water view (12 persons)	\$75	\$37.50
Sailing Center – Kitchen usage (per day)	\$100	\$75
Student Center – Lounge	\$120	\$90
Student Center – Captain’s Table	\$120	\$90
Student Center – Patio	\$45	\$33.75
Planetarium		
Lobby Event Package Included in this package:	(Hourly Rate: \$500/hr, 2-hour minimum)	Non-profit rates are 50% of regular rates
• Use of the Planetarium Lobby/Exhibit hall (Capacity: 140)		
• Use of the Shaded Patio (Capacity: 200)		
• Lobby sound system/microphone		
• Science on a Sphere Explorer (SOSx) access		
• Custom graphics/media displayed on the Science on a Sphere globe		
• 2 Planetarium staff		
Optional add-ons		
• Expert-led Planetarium Star Show (Capacity:125)	\$300	
o Variety of content options available		
• Lecture/Seminar (Capacity:125)	\$100/hr	
o Includes use of projector and 2 wireless microphones (1 handheld, one headset)		
Ceremony/Event Package:	\$1,500	
Included in this package:		
• four hours in the Dome Theater (including		

setup and tear down) <ul style="list-style-type: none"> • Selection of media to be displayed on the dome or played through the sound system. <ul style="list-style-type: none"> o Media provided by client must be supplied in advance and must be compatible with planetarium equipment • Full staff support to operate the planetarium, including lights, projection, transitions, and sound. • Up to one hour of rehearsal time scheduled separately from your event. 		
Theater 4 HOURS MINIMUM 8 HOUR MAXIMUM PER DAY. Arrangement must be made a minimum of six weeks in advance of the event to execute a contract determining the technical assistance and equipment needed.		
BASIC LECTURE <ol style="list-style-type: none"> 1. Mid stage & apron 2. House 900 seats 3. One (1) technician 4. One (1) dressing room (If available) 5. Two (2) lecterns with microphones 6. 18'x20' foot projection screen 7. Theatre sound system (sound console, play back, speakers) 8. Box office 	\$ 258.50	\$ 175
Basic Choir / Small Music All above plus <ol style="list-style-type: none"> 1. Acoustical wall 2. 25 music stands / chairs 3. Conductor's podium / stand 4. Five (5) Choir microphones and four (4) wired and (4) wireless solo microphones 5. Four (4) floor monitors (speakers) 6. Two (2) dressing rooms (if available) 7. Two (2) technicians 	\$402.50	\$287.50
Basic Orchestra, Dance Concert, Variety Show All above plus <ol style="list-style-type: none"> 1. Full stage and music acoustical shell 2. Dance concert lighting 3. Rosco Dance floor Black 4. Tap dance floor microphones 5. Four (4) stage monitors (speakers) 6. Three (3) technicians 	\$517	\$345

Additional equipment. Cost per day.		
Video projector	\$100	\$100
Follow spot	\$100	\$100
Wireless microphone	\$60	\$60
7' Yamaha grand piano	\$250 or current tuning cost	\$250 or current tuning cost

(ii) **Event Support Costs**

In addition to the facility use fee, the District may charge for all costs, including costs of equipment rental, supplemental or dedicated event staff, and/or other time and material costs supporting the use of the facility. An estimate of these costs shall be determined, by the facilities rental office, upon receipt of the facilities use request. This fee will be calculated, reviewed, and approved as part of the facilities use agreement.

EQUIPMENT RENTAL (flat fee per event)

Microphone (wired)	\$7.00
Microphone (wireless)	\$20.00
Lapel Microphone- wireless	\$20.00
P.A./Stereo (In-room)	\$65.00
P.A. Speaker (Portable)	\$65.00
AV Projector + Screen	\$100.00
Scoreboard	\$40.00
Event Markers	\$40.00
IT – Teleconference/Speakerphone	\$25.00
Data Projector	\$75.00
Piano – Upright	\$150.00
Piano – Grand	\$200.00

LABOR (per hour)

Security Officer	\$56.00
Criminal Justice Safety Officer	\$61.00
M&O Staff – General	\$59.00
M&O Staff – Specialized trades	\$68.00
IT Technician	\$77.00
Administrative Staff	\$49.00
Studio/Theater Engineer	\$71.00
Theater Technical Support (i.e., lighting tech, sound tech)	\$71.00
Theater Support (i.e., stage technician, fly crew, ushers, ticket sales)	\$49.00

OTHER CHARGES

Stadium Lights	\$250.00
Waste Disposal Charge (required for events with 2500 occupants)	\$600.00

(iii) Supplemental Services

The District may also provide supplemental services for special events, including but not limited to food and beverage service, Planetarium/Theater productions, and other hospitality services. A quotation for such services will be provided to the requestor and upon acceptance, any such services will be included as a condition of facilities use.

SECTION IV: APPLICATION PROCESS FOR USE

All facilities, equipment, and personnel requests are coordinated through the following offices: Coastline Administrative Services; Golden West Facilities Rental Office; Orange Coast Facilities Rental Office.

The application ("Application") for use of any facility shall set forth the time and date of the requested use, the area requested, and a detailed description of the contemplated use or event together with an outline of all activities that are contemplated to take place. The Application must be submitted at least 14 business days in advanced of the proposed use.

Applicants shall approve the agreement and provide the requisite proof of insurance within 48 hours of receipt of the agreement in order to reserve use of the facility. A qualified representative from the applicant's organization, with the authority to legally bind such organization, must sign the Application and the agreement.

As set forth in Board Policy 6340, Bids and Contracts, the Board delegates to the Chancellor the authority to enter into agreements for facility use subject to approval or ratification by the Board.

If an event requires a special use permit, traffic control plan, incident response plan, or other permits/plans, copies of all such documents shall be submitted to the District's Facilities Department at least 72 hours prior to the event.

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