

**Coast Community College District**  
**BOARD POLICY**  
Chapter 6  
Business and Fiscal Affairs

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**BP 6700 Civic Center and Other Use of Facilities**

**References:**

Education Code Sections 82537 and 82542  
AP 3900 Speech: Time, Place, and Manner

There is a Civic Center established at each of the District's Colleges. The Chancellor shall establish administrative procedures concerning the use of District property and facilities designated by the District as a Civic Center, by community groups, outside contractors, and for the use of District facilities and grounds by others. Use of the Civic Centers and other District facilities shall be granted as provided for by law.

District facilities are available for community use when such use does not conflict with the District's mission, programs, and operations.

No activity that creates an unreasonable risk of harm shall be permitted. The Chancellor or College President, in consultation with District Risk Services, shall determine whether any activity creates an unreasonable risk of harm.

Any person or entity that seeks to use District property must also comply with the terms of AP 3900 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 Administrative Procedure 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.

No use of District facilities shall be granted in such a manner which would constitute a monopoly of District facilities or grounds use for the benefit of any person or organization. The successive or cumulative use of any District facility greater than one year shall be expressly approved by the Board as a lease or site license agreement unless otherwise directed by the Board.

In granting permission to use the Civic Centers and other District facilities, the District will not unlawfully discriminate on the basis of viewpoint, activities, topics of discussion, or due to subject matter.

No group or organization using District property may unlawfully discriminate on the

basis of race, color, religion, ancestry, national origin, disability, gender, gender identity, gender expression, veteran status, genetic information, or sexual orientation, 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. The District reserves the right to terminate facility use should the foregoing occur.

The use of College facilities, including fee schedules for commercial and non-profit facility users, shall be governed by administrative procedures and rates established by the Chancellor and approved by the Board.

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. Such use shall be subject to the requirement that the District shall charge the church or religious organization an amount equal to the fair rental value for usage of the facilities or grounds.

The District and its Colleges may co-sponsor the use of its facilities for activities that provide a clear benefit to the District. The Chancellor and/or College President shall authorize all co-sponsored activities. The District Office and each College shall maintain records of co-sponsored activities and shall submit an annual report of such activities to the Vice Chancellor, Finance and Administrative Services, 45 days after the end of each fiscal year. This report shall set forth the estimated amount of rental fees the District Office and/or the Colleges may have realized had the co-sponsorship of the activity not occurred, and the facility had been rented at fair rental rate.

Adopted September 3, 1986

Renumbered from CCCD Policy 040-2-1, Fall 2010

Revised February 16, 2011

Renumbered from CCCD Policy 6701, September 5, 2012

Revised September 5, 2012

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