

7001.            ADMINISTRATIVE REGULATIONS ON FACILITIES USE

7001.1            The Director of Facilities, under the direction of the Vice President, Administrative Services, shall be responsible for administering these regulations.

7001.2            Affiliated Organizations

- A.    Affiliated organizations described below do not pay a fee for the use of District facilities:
1.    Long Beach City College student groups under the supervision of staff advisors.
  2.    Educational organizations, to which members of the college staff belong (i.e., academic senate, classified senate, ACCCA, BOSCCC).

7001.3            Unaffiliated Organizations

For charging purposes, unaffiliated organizations fall into one of three categories:

- A.    Civic groups (i.e., NAACP, Boys/Girls Club, and Boy Scouts) may use the District's facilities to engage in supervised recreational activities or to meet to discuss any subjects that relate to the educational, political, economic, artistic, or moral interests of the citizens. These events shall be free and open to the public. All groups and organizations that have events shall qualify under the provisions of the Civic Center Act.
- B.    Non-profit organizations and religious groups may use District facilities for fundraising and/or commercial activities. When this applies to organizations that charge admission fees or solicit contributions, the net proceeds must be used for the direct welfare of the students of the district or for charitable purposes sponsored by established non-profit organizations. A copy of the I.R.S. letter indicating the organization's tax exempt status pursuant to Section 501(c)(3) of the tax code must be provided for organizations claiming non-profit status.
- C.    For-profit organizations may use District facilities for fundraising and/or commercial activities. This also applies to non-profit organizations that charge admission fees or solicit contributions with the net proceeds destined for other than the direct welfare or charitable purposes affecting students of the District.

7001.4      Periods of Use

Multi-year contracts may be granted, with approval of the District.

- A. Special events and long-term facility uses will be considered on a case-by-case basis by the District. Requests should be submitted through the Facilities Business Manager.
- B. Limitations for use by religious groups shall be governed by the Civic Center Act.

7001.5      Fees

- A. The Board of Trustees shall periodically revise the Fee Schedule, which shall govern the fees assessed to all organizations that use District facilities. The Fee Schedule includes rates for non-profit and for-profit groups and is available on the District's website.
- B. Affiliated organizations engaged in the activities enumerated in 7001.2 shall not be charged a fee for the use of District facilities, but may be required to reimburse the District for any extra staffing costs incurred by the District in support of the group's activities.
- C. Unaffiliated organizations engaged in the activities enumerated in 7001.3A shall not be charged a fee for the use of District facilities.
- D. Unaffiliated organizations engaged in the activities enumerated in 7001.3B above will be assessed a fee to reimburse the District for the direct costs. These fees are listed under the non-profit rate on the Fee Schedule. Rates may be prorated and assessed at a level deemed appropriate when events utilize partial areas of facilities.
- E. Unaffiliated organizations enumerated in 7001.3C above shall be charged a fair rental value. These fees are listed under the fair rental rate on the Fee Schedule. Rates may be prorated and assessed at a level deemed appropriate when events utilize partial areas of facilities.
- F. A charge of \$50 will be assessed on all returned checks.
- G. Any organization with outstanding financial obligations to the District, relating to its use of District facilities, shall forfeit its priority ranking for the facility use reservation of dates and shall not be granted any additional reservations until the financial obligation is met.

7001.6      Provisions for Use of Facilities

- A. Applications for use of District facilities may be obtained from the Facilities Rental Office located at Veteran’s Stadium or the District Facilities office, (562) 938-4019 or 4018. The Use of Facilities Contract contains specific provisions that must be met prior to facility use.
  - 1. Permittee must sign a Pre-Event Checklist form. Failure to do so may result in the cancellation of a Facility Use Permit.
  - 2. Permittee must provide all required documents no later than fifteen (15) days prior to an event.
- B. All equipment and facilities to be used must be listed on the Application for Use of District Facilities form (e.g. audio visual equipment, special equipment, custodial service, table/chair set-up, etc). Facility use requests must be made at least fifteen (15) working days prior to the event date. Unusual or special setup requests (tables, chairs, gym seating/layout, etc.) must be scheduled at least seventy-two (72) working hours in advance with the District Facilities Department, (562) 938-4040.
- C. All organizations not affiliated with the college shall be required to enter into the Use of District Facilities Contract and indemnify and hold harmless Long Beach Community College District and meet insurance requirements including naming Long Beach Community College District and its Board of Trustees as additional insureds. General liability coverage shall be \$1,000,000 per occurrence with \$2,000,000 aggregate with a 30-day notice of cancellation. An endorsement page is required. Insurance documents must be sent or faxed to LBCCD from the insurance broker, not directly from the permittee.
- D. Whenever a District employee co-sponsors an event with an off-campus group, such event shall be treated as an unaffiliated organization event and shall be subject to contract requirements and normal facility use fees.
- E. Facility use fees and equipment/staffing costs are outlined in the Fee Schedule. Tables/chairs/media services and various other equipment will be charged according to the Fee Schedule.

1. A deposit up to 50% of the estimated costs for an event may be required prior to any use of facilities. The district reserves the right to require full payment for all anticipated fees for events up to twenty (20) days in advance at the discretion of the District.
  2. Staffing fees for holiday events will be charged at an overtime rate.
  3. Additional fees may be charged for custodial services, parking lot sweeping and other required cleanup.
- F. Priorities for use of facilities shall be managed in such a way that no group will monopolize a facility.
- G. At least one authorized District employee shall be on duty whenever a facility is being used. Such employee shall be in charge of facility use and will report any damage or problems and may request law enforcement support if necessary. The District shall determine when management or skilled college personnel must be present and will assess charges accordingly.
- H. Any youth group or other organization using facilities must have a responsible adult sponsor present at all times during facility use, providing adequate and effective supervision.
- I. The group or organization using the facilities will be liable for any damage to or destruction of District property. The permittee shall be fully responsible for damage to District property and equipment. Fees will be assessed for all damages and repairs required to restore said facility and equipment to its original condition. The District reserves the right to request a damage deposit from the permittee.
- J. No alcoholic beverages are permitted in any form on college property at any time. Exceptions for District Foundation events and specially permitted events at Veterans Stadium require the authorization of the Vice President of Administrative Services. Any unauthorized use of alcoholic beverages by any individual, group or organization, will be reported immediately to the local law enforcement agency and, if necessary, the event will be immediately shut down.
- K. The group or organization contracting for the use of facilities is responsible for preservation of order and enforcement of all regulations pertaining to the use of college facilities.
- L. The use of signage and decorations must be approved by the Facilities Business Manager and shall be flameproof and erected and used in such a manner that no damage is caused to college property. All

signage and decorations must be removed immediately following the event or the permittee will be charged extra labor fees for cleanup. Decorations shall not be attached to any painted surfaces.

- M. All groups or organizations must provide adequate security as required by the District. Security needs are evaluated by the District for each facility use and the District reserves the right to specify a greater level of security or law enforcement protection for events. A detailed Security Plan with a fairly accurate estimate of the number of event attendees may be required at the District's discretion.
- N. Parking: Parking is enforced 24/7 and vehicles not displaying a valid parking permit will be cited. All groups, organizations, staff and participants shall adhere to posted parking regulations. No parking is allowed on any walkways or sidewalks without prior District approval. Violators shall be subject to ticketing and/or towing at the vehicle owner's expense. If an event includes the permittee paying to rent the parking lot, the permittee has the option of charging or not charging its customers/participants for parking. The District will not provide staffing support for the collection of parking entrance fees.
- O. Selling auto parts is prohibited, unless administratively waived in writing by the District.
- P. Playing music (live, DJ, recorded or other) is prohibited, unless administratively waived in writing by the District.
- Q. Food and/or beverages are not allowed in District facilities without prior approval by the Facilities Business Manager. At the time of application, the organization must inform the District if food service is required for an event and the college will arrange for its concessionaire to provide such service.
  - 1. Selling or serving food and beverages, or allowing cooking or barbecuing or food brought in from the outside by participants is prohibited, unless administratively waived in writing by the District.
  - 2. Food and/or beverages are prohibited in the gymnasiums at any time.
  - 3. Smoking is not permitted in any building or facility on campus nor within fifty (50) feet of buildings. Smoking is prohibited in Veteran's Stadium.

- R. Special Regulations - All Weather Track Surface and Artificial Turf Field
1. Gasoline/diesel or electric carts are not to be operated on the track surface (emergency vehicles excepted).
  2. Heavy equipment, heavy items, stools or any object with sharp or tapered protrusions are not to be used directly on the track. The permittee must provide plywood or some type of approved protection for the track surface.
  3. Track athletes must use 3/16” spikes or smaller on their running shoes.
  4. Gas powered remote controlled model aircraft are not to be operated in or around the track or athletic fields.
  5. Any use of the artificial turf field requires the authorization of the Facilities Business Manager.
- S. All events shall conform to all city, county, and state ordinances and fire regulations.
- T. All concerts and carnivals are prohibited on campus except District functions.
- U. Failure to meet deadlines for signing of permit, paying deposits and/or meeting all insurance requirements will be cause for cancellation of approval to use college facilities.

7001.7 Utilization of Veterans Stadium

- A. Reservations for events at Veterans Stadium shall be made using a tier system in the following priority:
1. TIER 1:
    - (a) Long Beach Community College District Instructional Programs - No Permit Fees Charged - District Insured.
      - Approved classes with instructor present (no permit needed but calendared).
      - Scheduled athletic contests with coach present (no permit needed but calendared).

2. TIER 2:

(a) Approved Long Beach Community College District Instructional Programs - No Permit Fees Charged.

- Approved ASB Organizations/Clubs - sponsor must be present - District insured.
- District Approved Summer Recreation Program - staff must be present - District insured.
- Coach Sponsored Community Youth Groups - coach must be present - Insurance required from Youth Group

3. TIER 3:

(a) Community Based Non-Profit Groups - Non-Profit Rates Charged.

- Coach/Staff Approved Community Youth Groups - Coach not present - Insurance required from Youth Group
- Other Non-Profit Groups (i.e. AYSO, Pop-Warner, Local Schools, etc.) - Insurance required

4. TIER 4:

(a) Private and For-Profit Groups - Regular Rates Charged - Insurance Required.

- Commercial film shoots and film crews
- For-Profit groups
- Professional athletic teams

- B. The stadium, like all District facilities, shall be primarily utilized for the instructional and athletic programs of the college.
- C. In order to prioritize as specified in 7001.7A to apply, reservations for football games must be received as soon as possible, but no later than March 1 of each year. Reservations for commencement ceremonies must be received as soon as possible, but no later than January 1 of each year
- D. Reservations for commencements received after the deadlines specified in 7001.7C shall be considered on a case-by-case basis as long as they do not affect the District's academic programs.

7001.8 Violations or abuse of any portion of these regulations may result in immediate cancellation of an event at the discretion of the Facilities Business Manager. Additional fees may be charged and restriction of the permittee from future facility use shall be determined by the District.

7001.9 Waiver authority for these regulations resides with the District Director, Facilities or Vice President, Administrative Services. All waiver requests shall be submitted to the Facilities Business Manager.

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