

8.85 Charges for Use of District Facilities

1. The District has established four categories of rental charges for use of District facilities by non-District organizations that qualify for use of District facilities under the Civic Center Act (Education Code Section 82537, et. seq.): no charge; non-profit rate (direct costs); fair rental value; and fair rental value, plus 10 percent of monies collected. In addition to these rental charges, all Civic Center users of District facilities may be charged for special services or for use of District facilities outside normal school hours (Monday-Friday 8:00 a.m. to 10:00 p.m.), based upon the District cost to provide the services. Special services may include custodial, supervision, security, audio visual, etc.
2. Organizations and groups which do not qualify for use of District facilities under the Civic Center Act may negotiate for such use through the College Operations Office, provided the use is for five days or less in the calendar year. The charge for such use, when approved by the College President or Chancellor-Superintendent, shall not be less than the fair market value of the facility. If a fee is charged or other monies collected by the user, an additional ten percent (10%) of the proceeds are to be provided to the College.
3. Groups meeting the following criteria will not be charged a rental charge for use of District facilities:
  - a. Community organizations as defined by the Civic Center Act provided that no admission fee is charged or other monies collected.
  - b. Community organizations as defined by the Civic Center Act which charge admission fees, sell material or accept contributions, but the proceeds are used for the exclusive benefit of District students.
4. Other non-profit groups which do not charge a fee or collect other monies will be charged the non-profit (direct cost) rate.
5. For-profit organizations whose desired use of District facilities is in accordance with the Civic Center Act and religious organizations which do not charge fees or collect other monies will be charged fair rental value.
6. Groups meeting the following criteria will be charged fair rental value plus 10 percent of monies collected:
  - a. Civic Center organizations and other non-profit organizations which charge an admission fee, sell materials or collect other monies when the proceeds from such fees or charges are not used for the exclusive benefit of District students or for charitable purposes.

8.85 Charges for Use of District Facilities (continued)

- b. For-profit organizations whose desired use of District facilities is in accordance with the Civic Center Act and religious organizations who wish to use District facilities to present educational, cultural or recreational events that would not otherwise be available to the community and who charge an admission fee or collect other monies for these events. Such use will occur with the permission of the College President or the Chancellor-Superintendent.
7. In accordance with the District's contract with AFSCME, custodial charges will be charged to all users of District facilities for events utilizing a facility with a capacity of 150 or more and anticipated attendance of 100.
8. The College may require, as a condition for approval of any application, that the applicant cover costs of security officers as are determined necessary by the designated office.
9. The users shall not arrive before the time authorized on the contract and shall leave the College premises at the contract expiration time. Rental costs shall cover the specified hours. Actual labor costs will be charged for set-up, on-duty, and clean-up time as needed.
10. Cancellation of requests for use of College facilities shall be made at least 48 hours prior to the scheduled use. A cancellation fee of a minimum of \$20.00 or ten percent (10%) of the deposit, whichever is greater, will be retained. Failure to provide notice of cancellation will result in the user being responsible for any costs which are incurred due to the lack of such notification and will be considered when future requests for use of facilities are made.
11. The College reserves the right to charge for heat or air conditioning for any facility if the facility is to be rented during the College Winter Break or other recess. If the College agrees to provide heating or air conditioning service, the user may be assessed costs equal to the actual or estimated cost incurred in starting up or shutting down that facility.
12. The user is responsible for clean-up of facilities immediately following use. If the user fails to follow normal clean-up procedures, the user will be billed for special College services required.
13. At the time an organization requests use of a District room or facility, an estimate of applicable charges shall be made. The user will be required to pay fifty percent (50%) of the estimated charges before the date of the event.
14. Under no circumstances may any employee of the District accept any gift or gratuity of any kind from any group using College facilities.

(Rev. 2/92)

**BOARD REPORT NO. 02-6-2C**

TO: Members of the Board of Trustees  
FROM: Ron Galatolo, Chancellor-Superintendent  
PREPARED BY: James A. Albanese, Executive Vice Chancellor, 358-6790

**REPORT ON FACILITIES USE FEES**

In accordance with Education Code Section 82537, *et. seq.*, the District has established rental fees for use of District facilities by non-District organizations that qualify under the Civic Center Act. The most recent adjustment to the fee schedule was made in 1992. As part of the District's ongoing work to update its business practices, Cañada College initiated and guided the District through a year-long evaluation of procedures and fee structures for community use of the District's facilities.

The evaluation process included a review of current policy and practice, a survey of several Bay Area community college districts, research into fair rental value, and several consultations with the District Business and Fiscal Officers Group (BAFOG). The effort resulted in more efficient procedures and revised fee schedules reflecting appropriate fair rental value for District facilities use. The fee schedule changes include adjustments to labor fees consistent with current District salary schedules for facilities staff and consideration of the rents charged by other community college districts in the Bay Area. The streamlined procedures include improved fee collection method, automated forms templates tied to reservation booking and invoicing, and an e-mail list serve. The adjusted fee schedules and improved procedures will bring time and cost savings to the District and assure accountability and full collection of facilities use fees.

The updated facility rental process and fee schedule will be published as part of the procedures section of the District *Rules and Regulations* manual.



### **Equipment Charges**

<i>Facility</i>	<i>Current</i>		<i>Purposed</i>	
LCD Lap Top	No Charge	No Charge	\$75.00	Per Day
Overhead Projector	\$16.00	Day	\$20.00	Per Day
CD Player	\$18.00	Day	\$25.00	Per Day
Cassette Tape Deck	\$16.00	Day	\$25.00	Per Day
Projection Screen	\$5.00	Day	\$50.00	Per Day
TV and VCR	No Price Available	No Price Available	\$40.00	Per Day
Main Gym - Scoreboard	No Price Available	No Price Available	\$50.00	Per Day
* Microphone/Speakers/Amp	\$18.00	Day	\$40.00	Per Day
<b>*Technician required, labor fees will apply</b>				

### **Main Theatre Equipment Charges**

<i>Facility</i>	<i>Current</i>		<i>Purposed</i>	
Microphone	\$20.00	Per Day	\$25.00	Per Day
Additional Microphones	\$5.00	Per Day	\$10.00	Per Day
Projection Screen	No Price Available	No Price Available	\$130.00	Per Day
Overhead Projector	No Price Available	No Price Available	\$10.00	Per Day
Video Projector	No Price Available	No Price Available	\$275.00	Per Day
A/V equipment	No Price Available	No Price Available	Negotiable	Negotiable
Sound equipment	No Price Available	No Price Available	Negotiable	Negotiable
Stage equipment	No Price Available	No Price Available	Negotiable	Negotiable
<b>*Prices to be determined</b>				
<b>*Technician required, labor fees will apply</b>				

### **Main Gym Equipment Charges**

<i>Facility</i>	<i>Current</i>		<i>Purposed</i>	
Main Gym - Scoreboard	No Price Available	No Price Available	\$50.00	Per Day
Volleyball nets	No Price Available	No Price Available	\$50.00	Per Day
Sound System	No Price Available	No Price Available	\$50.00	Per Day
<b>*Technician required, labor fees will apply</b>				

### **Tennis/Soccer/Baseball Equipment Charges**

<i>Facility</i>	<i>Current</i>		<i>Purposed</i>	
Balls For 4 balls	No Price Available	No Price Available	\$25.00	Per Day
Batting Machine	No Price Available	No Price Available	\$150.00	Per Day
<b>*Technician required, labor fees will apply</b>				

## Support Staff-Hourly Labor Rates

	<i>Regular Time Rate:</i>	<i>Overtime Rate</i>	<i>Regular Time Rate:</i>	<i>Overtime Rate</i>
Lead Custodian	* Fees vary depending who was working the even		\$30.00	\$45.00
Custodian	* Fees vary depending who was working the even		\$22.00	\$33.00
Grounds Upkeep	* Fees vary depending who was working the even		\$30.00	\$45.00
Security	* Fees vary depending who was working the even		\$25.00	\$37.50
Electrician	* Fees vary depending who was working the even		\$30.00	\$45.00
Lead Technician	* Fees vary depending who was working the even		\$30.00	\$45.00
Sound Technician	* Fees vary depending who was working the even		\$20.00	\$35.00
Sound Electrician	* Fees vary depending who was working the even		\$30.00	\$35.00
Electrician	* Fees vary depending who was working the even		\$20.00	\$35.00
Light board operator	* Fees vary depending who was working the even		\$20.00	\$35.00
Followspot	* Fees vary depending who was working the even		\$20.00	\$35.00
Fly Operator	* Fees vary depending who was working the even		\$20.00	\$35.00
Stage Hands	* Fees vary depending who was working the even		\$20.00	\$35.00
Box Office Personnel	* Fees vary depending who was working the even		\$20.00	\$35.00
Student Assistants	* Fees vary depending who was working the even		\$12.40	\$18.60
<b>Support Staff-Hourly Labor Rates for Off Campus Sites</b>				
Instructional Aide for off campus events	* Fees vary depending who was working the even		\$30.00	\$45.00

**Additional Labor Charges:**     ***\*\*As per union contract, any event utilizing a facility with capacity of 150 or more or an anticipated attendance of 100 or more must pay custodial charges.***

### Goals For Facility Staffing For The Use Of Equipment

I would like to have a staff of 4 or 5 people trained who would be able to run the equipment for Facility Rentals. Setting up the volleyball nets or running the scoreboard in the Main Gym. Using the light board in the Main Theatre and running other such equipment, When the regular staff for these departments are not available. This would not be their primary job but would give Canada College employees some over time.

At present we have 3 employees trained in specific areas who helps now, but would like them to be trained in additional areas of running other specific equipment.

This would be charged to specific contracts and would not create a deficit to the college or district.

## ***Set Policy and Procedure including Waving Faciliy and Other Fees***

\*The purpose of the Facility Rental Program is to maintain a consistent income by which the program would be self sufficient for the purpose of maintaining and improving our facility as well as adding to our general fund.

To this end, I would propose that a precedence be set to limit the waived facility fees for non-profit organizations to a maximum of two events per year. Custodial , Technical and Security fees are not included in the facility fee and must be paid for by the user.

This would allow us to support the organization within our community while remaining competitive. Additional request would be considered on a case by case basis. We are presently in the draft stages of this document so your recommendations and comments are encouraged.

Thank you in advance for your support and Input.

## ***Collections/Accounts Receivable***

## ***Other Set Policies and Procedure***

\*\* As per union contract, any event utilizing a facility with capacity of 150 or more and anticipated attendance of 100 or more must pay custodial and security.

\*\* Any event utilizing a facility with capacity of 85 or more and anticipated attendance of 100 or more must pay custodial and security charges.

\*\*Use of this equipment may require charges for a technician also. Equipment can be made available only if it is surplus to the needs of the District at the time the request is initiated.

\*\*Use of equipment will require charges and may require a technician.

\*\*Parking permits may be required depending upon the time scheduling of the facilities. Permits are sold at the going daily rate for all vehicles on campus or as a blanket amount Negotiated for special parking arrangements

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\*\*Cancellation Fee: A minimum of \$20.00 or ten percent (10%) of the deposit , whichever is greater, will be retained.

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***Fund Raiser For In-House and Outside Facilities***