

COMMUNITY USE OF CAMPUS FACILITIES

Southwestern College facilities shall be made available for use by community organizations in accordance with the appropriate provisions of the California Education Code and the policies and regulations of the district (Calif. Ed. Code, Section 82530, et seq). Such fees shall not interfere with the on-going educational programs of the College. Priority will be given to organizations serving Southwestern Community College District residents.

All facilities use applications will be processed by the Business and Operations Office and forwarded to the Governing Board for approval. The Governing Board reserves the right to refuse use of District facilities. To receive non-profit rates, the organization must provide a non-profit number.

The following policy and schedules determine the cost assessed to an organization for use of College facilities:

Schedule I

Non-profit community organizations such as youth groups, civic and service groups, other groups organized for cultural, educational or recreational activities, shall be granted use of facilities with the basic cost in accordance with Fee Schedule I. (Fees pay for minimum personnel required, utilities and standard equipment.) Additional fees may be charged if the use requires special services.

Schedule II

Organizations not qualifying for Schedule I will be charged fair rental, which, at the discretion of the District, will be one of the following:

1. Rental fee identified under Schedule II, or
2. 10% of the gross gate receipts with the minimum to be the Schedule II rate. The percentage rate shall be charged for any use which the District determines to be for profit-making purposes. The District reserves the right to require the renter to furnish the District with all information necessary to determine the gross rate receipts.

The Southwestern Community College District reciprocates with State, County and local municipalities and public educational institutions primarily serving the residents of the District, and provides the District facilities on an excess-cost basis determined by the date, time and type of activity. Determination of fees to be at the discretion of the District.

The Administration shall annually recommend revision of use fees charged in line with current costs. The Administration shall annually revise and update application procedures, rules and regulations. A current list of Schedule I and Schedule II fees is available in the Facilities Office.

The Governing Board reserves the right to enter into long-term lease/rental on an individual basis with the lease/rental costs to be determined by the Governing Board.

Co-Sponsored Events

- 1.If an outside agency wishes to hold an event on campus and a division feels it will benefit the District, the division may apply to co-sponsor the event.
- 2.In co-sponsoring the event, the facility rental fees will be waived. However, any excess costs (custodial, technicians, etc.) will be borne either by the division or the outside agency. In most instances, a one million dollar liability policy from the outside agency listing Southwestern College as co-insured must be on file prior to the event beginning.
- 3.To apply for co-sponsored event, a Staff Facility Use Form listing all information must be completed and forwarded to the facilities office with a department head or division dean signature.
- 4.A representative from Southwestern College must be present for the entire event.