



Mt. San Antonio Community College
Technical Services
Facility Rental Fee Schedule

Effective July 1, 2015

In accordance with the Educational Code Sections 82537, 82542, 82544 and 82548 and officially adopted policies of the Board of Trustees of Mt. San Antonio College, the following schedule of rental rates shall apply to the use of College facilities by community organizations.

Fees to be charged for the use of College facilities other than those indicated on this schedule, fees for commercial usage and fees for large or recurring events will be determined on an individual basis by the Event Services Office, reviewed by the Director of Technical Services and approved by the Vice President of Administrative Services.

Salaries of personnel required to service and supervise facilities are included in the basic facility fee. All College equipment will be operated by District Employees only. All concession, merchandise and parking rights are retained by the College. Paid parking policies are enforced at all times. Smoking on college property is strictly prohibited except in designated outside smoking areas. Overnight occupancy of any campus property requires special approval from the college administration.



Mt. San Antonio Community College
Technical Services
Facility Rental Fee Schedule

ATHLETIC FIELD

Basis:

1. Fee provides scheduled use of a campus general purpose athletic field for up to one month.

Charges:	Base Fee	\$50.00
	Field Marking	\$185.00

Requirements:

1. Payment or School District Purchase Order to be returned with contract.
2. Proof of insurance meeting College requirements.

Availability:

1. Available for use, if in the opinion of the College, there is no conflict with scheduled College activities.

Services & Equipment Provided By The College:

1. General purpose athletic field.

Services & Equipment Provided By The User:

1. All required athletic equipment.
2. Appropriate supervisory personnel.

General Rules For Use:

1. Any use of the field which might damage the turf is prohibited.
2. All field maintenance and preparation **must** be performed by authorized college staff.
3. No vehicles are allowed on the fields.
4. The college retains all parking, merchandise and concession rights. **Sale of food or beverage by the user is strictly prohibited.** Paid parking policies are enforced at all times.
5. The use or consumption of alcoholic beverages on college property is prohibited by state law.
6. Users, their agents, participants and guests are not allowed in the facility prior to or after the times specified in the contract.
7. Smoking on college property is strictly prohibited except in designated outside smoking areas.
8. Overnight occupancy of any campus property requires special approval from the college administration.



Mt. San Antonio Community College
Technical Services
Facility Rental Fee Schedule

BASEBALL FIELD

Basis:

1. Fee provides scheduled one time access to the field for up to four (4) hours.

Charges:	Base Fee	\$500.00
	Field Lighting (per hour)	\$20.00

Requirements:

1. Payment or School District Purchase Order to be returned with contract.
2. Proof of insurance meeting College requirements.

Availability:

1. Available for use, if in the opinion of the College, there is no conflict with scheduled College activities.

Services & Equipment Provided By The College:

1. Standard baseball diamond including bases.
2. Lining and field preparation (required).
3. Public Address system.

Services & Equipment Provided By The User:

1. All required athletic equipment.
2. Appropriate supervisory personnel.



Mt. San Antonio Community College
Technical Services
Facility Rental Fee Schedule

BASEBALL FIELD (continued)

General Rules For Use:

1. Any use of the field which might damage the turf is prohibited.
2. All field maintenance and preparation **must** be performed by authorized college classified employees.
3. No vehicles are allowed on the fields.
4. The college retains all parking, merchandise and concession rights. **Sale of food or beverage by the user is strictly prohibited.** Paid parking policies are enforced at all times.
5. No smoking, food or beverages allowed in the dugouts.
6. The use or consumption of alcoholic beverages on college property is prohibited by state law.
7. No change of location of bases, pitcher's toe plate, or home plate will be permitted.
8. Users, their agents, participants and guests are not allowed in the facility prior to or after the times specified in the contract.
9. Smoking on college property is strictly prohibited except in designated outside smoking areas.
10. Overnight occupancy of any campus property requires special approval from the college administration.



Mt. San Antonio Community College
Technical Services
Facility Rental Fee Schedule

CLASSROOMS

Basis:

1. Four (4) hours of scheduled one-time access to classroom while school is in session.

Charges:	Base Fee	\$145.00 (+\$10.00)
	Use outside of normal hours surcharge	\$100.00
	Each hour over four (4)	\$25.00 (+\$10.00)
	Additional charge for use of audio-visual equipment.	

Requirements:

1. Payment or School District Purchase Order to be returned with contract.
2. Proof of insurance meeting College requirements.

Availability:

1. Available during normal school hours, if in the opinion of the College, there is no conflict with scheduled College activities.

Services & Equipment Provided By The College:

1. Furnishings and equipment normally assigned to the classroom.
2. Lighting, climate control and normal clean-up.
3. Access to restrooms.

Services & Equipment Provided By The User:

1. Appropriate supervisory personnel.

General Rules For Use:

1. Smoking on college property is strictly prohibited except in designated outside areas.
2. The use or consumption of alcoholic beverages on college property is prohibited by state law.
3. Use of these areas shall be restricted to instructional and group meeting purposes.
4. No furnishings or equipment may be moved from classroom.
5. Food and beverages are not permitted in these facilities.
6. Users, their agents, participants and guests are not allowed in the facility prior to or after the times specified in the contract.
7. Overnight occupancy of any campus property requires special approval from the college administration.
8. Paid parking policies are enforced at all times.



Mt. San Antonio Community College
Technical Services
Facility Rental Fee Schedule

CROSS COUNTRY COURSE - PRACTICE

Basis:

1. Fee provides scheduled use of the cross country course for up to one month.

Charges: Base Fee **\$ 50.00 (+\$25.00)**

Requirements:

1. Payment or School District Purchase Order to be returned with contract.
2. Proof of insurance meeting College requirements.

Availability:

1. Open September 1st to December 15th of each year.
2. Available for use, if in the opinion of the College, there is no conflict with scheduled College activities.

Services & Equipment Provided By The College:

1. Cross country course.

Services & Equipment Provided By The User:

1. Supervisory personnel.

General Rules For Use:

1. Smoking on college property is strictly prohibited except in designated outside areas.
2. The use or consumption of alcoholic beverages on college property is prohibited by state law.
3. College football practices may be in session on the lower grass area. All runners will be expected to keep off this field completely.
4. Buses, cars or trucks associated with cross-country meets are not allowed on Bonita Avenue past Stadium Way. Parking for these vehicles will be in Lot F, Lot R or Lot S. Paid parking policies are enforced at all times.
5. Users, their agents, participants and guests are not allowed in the facility prior to or after the times specified in the contract.
6. Overnight occupancy of any campus property requires special approval from the college administration.



Mt. San Antonio Community College
Technical Services
Facility Rental Fee Schedule

CROSS COUNTRY COURSE – SMALL MEET

Basis:

1. Fee provides scheduled access to the cross country course for a meet lasting up to four hours..

Charges:	Base Fee	\$ 800.00 (+\$50.00)
	Additional Hours Over 4	\$100.00

Requirements:

1. Payment or School District Purchase Order to be returned with contract.
2. Proof of insurance meeting College requirements.

Availability:

1. Open September 1st to December 15th of each year.
2. Available for use, if in the opinion of the College, there is no conflict with scheduled College activities.

Services & Equipment Provided By The College:

1. Cross country course.
2. Traffic control at Temple and Bonita intersection.

Services & Equipment Provided By The User:

1. Officials and supervisory personnel.
2. Scoring and duplication equipment.



Mt. San Antonio Community College
Technical Services
Facility Rental Fee Schedule

CROSS COUNTRY COURSE – SMALL MEET (continued)

General Rules For Use:

1. Smoking on college property is strictly prohibited except in designated outside smoking areas.
2. The use or consumption of alcoholic beverages on college property is prohibited by state law.
3. The college retains all parking, merchandise and concession rights. **Sale of food or beverage by the user is strictly prohibited.** Paid parking policies are enforced at all times.
4. No dressing facilities are available. The Field House (Building 50G) is off limits to all coaches, athletes and participants.
5. No paper or cloth signs may be posted on fences, any part of the course or surrounding areas. Clean-up of any trash left in this area will necessitate an additional charge to the host school.
6. Host school supervision must include keeping coaches, athletes and spectators off of planted areas. Replacement of damaged plants or sprinkler heads will be charged to the host school.
7. College football practices may be in session on the lower grass area. All coaches, athletes and spectators will be expected to keep off of this field completely.
8. Parents and Guests must park in Lot F, Lot R or Lot S. Paid parking regulations are enforced at all times.
9. Buses, cars or trucks associated with cross-country meets are not allowed on Bonita Avenue past Stadium Way. Parking for these vehicles will be in Lot F, Lot R or Lot S. Paid parking policies are enforced at all times.
10. Users, their agents, participants and guests are not allowed in the facility prior to or after the times specified in the contract.
11. Overnight occupancy of any campus property requires special approval from the college administration.



Mt. San Antonio Community College
Technical Services
Facility Rental Fee Schedule

CROSS COUNTRY COURSE – LARGE MEET

Basis:

1. Fee provides scheduled access to the cross country course for a meet lasting up to four hours..

Charges:	Base Fee	\$1,700.00
	Additional Hours Over 4	\$180.00 (+\$20.00)

Requirements:

1. Payment or School District Purchase Order to be returned with contract.
2. Proof of insurance meeting College requirements.

Availability:

1. Open September 1st to December 15th of each year.
2. Available for use, if in the opinion of the College, there is no conflict with scheduled College activities.

Services & Equipment Provided By The College:

1. Cross country course.
2. Traffic control at Temple and Bonita intersection.

Services & Equipment Provided By The User:

1. Officials and supervisory personnel.
2. Scoring and duplication equipment.



Mt. San Antonio Community College
Technical Services
Facility Rental Fee Schedule

CROSS COUNTRY COURSE – LARGE MEET (continued)

General Rules For Use:

1. Smoking on college property is strictly prohibited except in designated outside smoking areas.
2. The use or consumption of alcoholic beverages on college property is prohibited by state law.
3. The college retains all parking, merchandise and concession rights. **Sale of food or beverage by the user is strictly prohibited.** Paid parking policies are enforced at all times.
4. No dressing facilities are available. The Field House (Building 50G) is off limits to all coaches, athletes and participants.
5. No paper or cloth signs may be posted on fences, any part of the course or surrounding areas. Clean-up of any trash left in this area will necessitate and additional charge to the host school.
6. Host school supervision must include keeping coaches, athletes and spectators off of planted areas. Replacement of damaged plants or sprinkler heads will be charged to the host school.
7. College football practices may be in session on the lower grass area. All coaches, athletes and spectators will be expected to keep off of this field completely.
8. Parents and Guests must park in Lot F, Lot R or Lot S. Paid parking policies are enforced at all times.
9. Buses, cars or trucks associated with cross-country meets are not allowed on Bonita Avenue past Stadium Way. Parking for these vehicles will be in Lot F, Lot R or Lot S. Paid parking regulations are enforced at all times.
10. Users, their agents, participants and guests are not allowed in the facility prior to or after the times specified in the contract.
11. Overnight occupancy of any campus property requires special approval from the college administration.



Mt. San Antonio Community College
Technical Services
Facility Rental Fee Schedule

DESIGN TECHNOLOGY LECTURE HALL

Basis: Scheduled access to the lecture hall for four (4) hours.

Charges: Base Fee **\$700.00 (+\$50.00)**
Each hour over four (per hour) \$100.00
Additional charge for audio-visual equipment.

Requirements:

1. Payment or School District Purchase Order to be returned with contract.
2. Proof of Insurance meeting College requirements.

Availability:

- 1) Available for use, if in the opinion of the College, there is no conflict with scheduled College activities.

Services & Equipment Provided By The College:

1. Seating for 375.
2. Lectern, public address system and lecture stage.
3. Projection booth and screen.
4. Custodial services.
5. Technical supervisor.
6. Two ushers.
7. Restrooms.

Services & Equipment Provided By The User:

1. Appropriate supervisory personnel.



Mt. San Antonio Community College
Technical Services
Facility Rental Fee Schedule

DESIGN TECHNOLOGY LECTURE HALL (CONTINUED)

General Rules For Use:

1. Smoking on college property is strictly prohibited except in designated outside smoking areas.
2. Food and refreshments are allowed in building lobby only.
3. The use or consumption of alcoholic beverages on college property is prohibited by state law.
4. The college retains all parking, merchandise and concession rights. **Sale of food or beverage by user is prohibited.** Paid parking policies are enforced at all times.
5. College equipment must be operated by college technicians only.
6. Projection booth available only under the supervision of a College employee.
7. The use of open flame within the Lecture Hall is strictly prohibited by Title 19 of the State Fire Code and the 1976 Uniform Fire Code.
8. Users, their agents, participants and guests are not allowed in the facility prior to or after the times specified in the contract.
9. Overnight occupancy of any campus property requires special approval from the college administration.



Mt. San Antonio Community College
Technical Services
Facility Rental Fee Schedule

FOOTBALL STADIUM

Basis:

1. Access to stadium and locker room ninety (90) minutes prior to game time.
2. Access to locker room is provided through half-time only.

Charges:	Base Fee	\$3,200.00
	Stadium Lights (per hour)	\$40.00
	Surcharge -- Early access (per hour)	\$48.50
	Surcharge -- Use of lockers after game	\$200.00

Requirements:

1. Payment or School District Purchase Order to be returned with contract.
2. Proof of insurance meeting College requirements.

Availability:

1. Available for use, if in the opinion of the College, there is no conflict with scheduled College activities.



Mt. San Antonio Community College
Technical Services
Facility Rental Fee Schedule

FOOTBALL STADIUM (CONTINUED)

Services & Equipment Provided By The College:

1. Seating for approximately 12,000.
2. Four (4) ticket windows. Box office services available (extra fee).
3. Field Lighting (charged per hour).
4. Public Address system and electronic scoreboard.
5. Down Box and chain.
6. Custodial services.
7. Field marking and preparation.
8. Locker rooms and restrooms.
9. Locker room, stadium and press box supervisors.
10. Spotter intercom systems for home and visitor.
11. Traffic control at Bonita and Stadium Way intersection.

Services & Equipment Provided By The User:

1. Ticket sellers and takers.
2. Timer, announcer and scoreboard operator.
3. Appropriate supervisory personnel.
4. Ambulance or other medical services.
5. Appropriate law enforcement personnel.

General Rules for Use:

1. The college retains all parking, merchandise and concession rights. **Sale of food or beverage by the user is strictly prohibited.** Paid parking policies are enforced at all times.
2. The use or consumption of alcoholic beverages on college property is prohibited by state law.
3. Any activity that might possibly damage the playing field or track is prohibited.
4. Automobiles are not allowed on the track.
5. Only game officials and participants are allowed on the field.
6. Users, their agents, participants and guests are not allowed in the facility prior to or after the times specified in the contract.
7. Smoking on college property is strictly prohibited except in designated outside areas.

Overnight occupancy of any campus property requires special approval from the college administration.



Mt. San Antonio Community College
Technical Services
Facility Rental Fee Schedule

FOUNDERS HALL DINING ROOM, FOYER AND PATIO

Basis: Scheduled access to Founders Hall for four (4) hours.

Charges:

Base Fee	\$550.00
Each hour over four (per hour)	\$70.00
Additional charge for audio-visual equipment.	

Requirements:

1. Payment or School District Purchase Order to be returned with contract.
2. Proof of Insurance meeting College requirements.

Availability:

- 1) Available for use, if in the opinion of the College, there is no conflict with scheduled College activities.

Services & Equipment Provided By The College:

- 1) Table and chair arrangements to accommodate up to 80.
- 2) Lectern and public address system.
- 3) Two Projection screens.
- 4) Custodial services.
- 5) Building supervisor.
- 6) Restrooms.

Services & Equipment Provided By The User:

1. Appropriate supervisory personnel.



Mt. San Antonio Community College
Technical Services
Facility Rental Fee Schedule

**FOUNDERS HALL DINING ROOM, FOYER AND PATIO
(CONTINUED)**

General Rules For Use:

- 1) Smoking on college property is strictly prohibited except in designated outside smoking areas.
- 2) The use or consumption of alcoholic beverages on college property is prohibited by state law.
- 3) The college retains all parking, merchandise and concession rights. **Sale of food or beverage by user is prohibited.** All food and beverage provided or consumed during an event in Founders Hall **must** be provided by the College designated food service provider.
- 4) Paid parking policies are enforced at all times.
- 5) College equipment must be operated by college technicians only.
- 6) Projection booth available only under the supervision of a College employee.
- 7) The use of open flame within Founders Hall is strictly prohibited by Title 19 of the State Fire Code and the 1976 Uniform Fire Code.
- 8) Users, their agents, participants and guests are not allowed in the facility prior to or after the times specified in the contract.
- 9) Overnight occupancy of any campus property requires special approval from the college administration.



Mt. San Antonio Community College
Technical Services
Facility Rental Fee Schedule

GYMNASIUM

Basis:

Fee provides scheduled access to the gymnasium for up to (4) hours.

Charges:	Base Fee	\$450.00
	Each hour over four (per hour)	\$50.00

Requirements:

1. Payment or School District Purchase Order to be returned with contract.
2. Proof of insurance meeting College requirements.

Availability:

1. Available for use, if in the opinion of the College, there is no conflict with scheduled College activities.

Services & Equipment Provided By The College:

1. Gymnasium supervisor.
2. Electronic scoreboard.
3. Public Address system.
4. Custodial services
5. Restrooms
6. Locker rooms (requires attendants at extra charge)
7. Basketball goals or volleyball nets.

Services & Equipment Provided By The User:

1. Appropriate supervisory personnel.
2. Portable athletic equipment such as basketballs or volleyballs.



Mt. San Antonio Community College
Technical Services
Facility Rental Fee Schedule

GYMNASIUM (CONTINUED)

General Rules for Use:

1. The college retains all parking, merchandise and concession rights. **Sale of food or beverage by the user is strictly prohibited.** The college reserves the right to designate specific areas for food consumption. Paid parking policies are enforced at all times.
2. Any activity that might possibly damage the playing surface is prohibited. The college representative at the event will prohibit uses of the playing surface which the college deems inappropriate. The judgment of the college representative shall be final.
3. Smoking on college property is strictly prohibited except in designated outside smoking areas.
4. The use or consumption of alcoholic beverages on college property is prohibited by state law.
5. No "street shoes" are allowed on the playing surface.
6. Users, their agents, participants and guests are not allowed in the facility prior to or after the times specified in the contract.
7. Overnight occupancy of any campus property requires special approval from the college administration.



Mt. San Antonio Community College
Technical Services
Facility Rental Fee Schedule

PERFORMING ARTS CENTER
SOPHIA CLARKE THEATER for Public Performances

Basis:

Scheduled access to the Sophia Clarke Theater for a single scheduled public performance for a period not to exceed six (6) hours. Meal and work breaks are required in conformance with state and federal labor regulations.

Rental Charges:	Base Fee	\$2550.00 (+\$100.00)
	Each hour over six (per hour)	\$350.00 (+\$35.00)
	Additional Stage Technician (per hour)	\$23.00 (+\$1.00)
	Video Projector and screen	\$300.00
	Wireless Microphone (per unit)	\$30.00
	Additional sound technician (Required with more than 5 wireless microphones, price per hour)	\$23.00 (+3.00)
	Fog Machine and Supplies	\$600.00
	Atmospheric Hazer and Supplies	\$100.00
	Full Orchestra Shell	\$1,600.00 (+\$100.00)
	Shell Ceiling Only	\$700.00 (+\$100.00)
	Piano Tuning	\$200.00 (+\$50.00)
	Gobo Hang (per pipe)	\$100.00

Requirements for Rental Use:

1. Deposit to be returned with contract, payment in full must be received two weeks prior to the event.
2. Proof of Insurance meeting College requirements.

Availability:

1. Available for use, if in the opinion of the College, there is no conflict with scheduled College activities.



Mt. San Antonio Community College
Technical Services
Facility Rental Fee Schedule

PERFORMING ARTS CENTER

SOPHIA CLARKE THEATER for Public Performances (Continued)

Services & Equipment Provided By The College:

1. Theatrical stage, audience seating for 381 (415 with orchestra pit seating), lobby with ticket office and concession stand.
2. Two (2) chorus dressing rooms, two (2) small dressing rooms and a green room.
3. Basic house lighting plot.
4. Basic theatrical masking.
5. Basic theatrical sound system.
6. Ushers, box office staff, concessions and custodial services.
7. Printed tickets.
8. Stage Manager, Lighting Technician, Sound Technician, Stagehand.
9. Restrooms.

Services & Equipment Provided By The User:

1. Appropriate supervisory personnel. User shall designate a contact person that is familiar with the requirements of the user's performance and the terms of the contract between the user and the college. This contact person must be available to meet with the Building Supervisor when the facility is opened for the user and must remain available within the facility during the entire occupancy of the user.

General Rules For Use:

1. Smoking on college property is strictly prohibited except in designated outside smoking areas.
2. The use or consumption of alcoholic beverages on college property is prohibited by state law.
3. The Clarke Theater is provided to the user with a basic installed complement of lighting and sound equipment and a basic set of theatrical draperies already in place. Any changes or enhancements to this basic setup will be made by college technicians. The user will be responsible for all labor expenses for modifying this basic setup and for restoring the basic setup following the completion of performances.
4. All user provided scenery, props, banners and decorations must be approved by the Stage Manager for conformance to safety and fire code regulations. The judgment of the Stage Manager is the final and only basis for determination of conformance to appropriate rules and regulations.
5. Temporary electrical connections must be performed by college staff only. Electrical and electronic equipment must be approved for safety by the Stage Manager prior to connection to electrical power.



Mt. San Antonio Community College
Technical Services
Facility Rental Fee Schedule

PERFORMING ARTS CENTER

SOPHIA CLARKE THEATER for Public Performances (Continued)

General Rules For Use (continued):

6. User provided sound equipment must be approved by the Stage Manager for conformance to college standards prior to connection to college owned equipment.
7. Sound Pressure Levels produced by District or user provided audio equipment in public or performance areas must be regulated to conform with state regulations and college policies. The judgment of the Stage Manager is the final and only basis for determination of conformance to appropriate rules and regulations.
8. The college staff retains the right to access all areas of the building during occupancy by the user. All security and bodyguard arrangements must be approved in advance by the Stage Manager.
9. All pyrotechnic effects must be approved in advance by the Stage Manager. The use of pyrotechnics may impose additional insurance requirements as determined by the College. Pyrotechnic effects must be operated by a pyrotechnician licensed by the State of California.
10. The use of open flame within the Theater is strictly prohibited by Title 19 of the State Fire Code and the 1976 Uniform Fire Code.
11. Helium inflated balloons are not allowed inside the facility at any time.
12. Modifications to seating arrangements in the theater must be performed by the Stage Manager only. Removal or addition of seats requires the prior approval of the Stage Manager.
13. College owned equipment must be operated by college technicians only.
14. The college retains all parking, merchandise and concession rights. **Sale of food or beverage by user is strictly prohibited.** The college reserves the right to designate specific areas for food consumption. Food and drink on the stage or in the audience area are never allowed. Paid parking policies are enforced at all times.
15. Ticketing, front of house and box office operations will be performed by college staff only. **The production and sale of tickets for events in the theater must be done by the theater box office only.** The college is obligated to collect a one dollar fee for every ticket sold for the Clarke Theater. This fee is used to repay a loan to the college that was made by the City of Walnut to help finance the construction of the theater. This fee will be deducted from the box office proceeds.
16. Users, their agents, participants and guests are not allowed in the facility prior to or after the times specified in the contract.
17. Overnight occupancy of any campus property requires special approval from the college administration.



Mt. San Antonio Community College
Technical Services
Facility Rental Fee Schedule

PERFORMING ARTS CENTER
SOPHIA CLARKE THEATER for Rehearsals

Basis:

Scheduled access to the Sophia Clarke Theater for a single scheduled rehearsal for a period not to exceed six (6) hours. Meal and work breaks are required in conformance with state and federal labor regulations.

Rental Charges:	Base Fee	\$1950.00 (+\$100.00)
	Each hour over six (6)	\$255.00 (+\$35.00)
	Stage Technician (per hour)	\$23.00 (+\$3.00)
	Video Projector and screen	\$300.00
	Wireless Microphone (per unit)	\$30.00
	Additional sound technician (Required with more than 5 wireless microphones, price per hour)	\$23.00 (+\$3.00)
	Fog Machine and Supplies	\$600.00
	Atmospheric Hazer and Supplies	\$100.00
	Full Orchestra Shell	\$1,600.00 (+\$100.00)
	Shell Ceiling Only	\$800.00 (+\$100.00)
	Piano Tuning	\$200.00 (+\$50.00)
	Gobo Hang (per pipe)	\$100.00

Requirements for Rental Use:

1. Deposit to be returned with contract, payment in full must be received two weeks prior to the event.
2. Proof of Insurance meeting College requirements.

Availability:

1. Available for use, if in the opinion of the College, there is no conflict with scheduled College activities.



Mt. San Antonio Community College
Technical Services
Facility Rental Fee Schedule

PERFORMING ARTS CENTER
SOPHIA CLARKE THEATER for Rehearsals (continued)

Services & Equipment Provided By The College:

1. Theatrical stage.
2. Two (2) chorus dressing rooms, two (2) small dressing rooms and a green room.
3. Basic house lighting plot.
4. Basic theatrical masking.
5. Basic theatrical sound system.
6. Stage Manager, Lighting Technician, Sound Technician.
7. Restrooms.

Services & Equipment Provided By The User:

1. Appropriate supervisory personnel. User shall designate a contact person that is familiar with the requirements of the user's performance and the terms of the contract between the user and the college. This contact person must be available to meet with the Stage Manager when the facility is opened for the user and must remain available within the facility during the entire occupancy of the user.

General Rules For Use:

1. Smoking on college property is strictly prohibited except in designated outside smoking areas.
2. The use or consumption of alcoholic beverages on college property is prohibited by state law.
3. The Clarke Theater is provided to the user with a basic installed complement of lighting and sound equipment and a basic set of theatrical draperies already in place. Any changes or enhancements to this basic setup will be made by college technicians. The user will be responsible for all labor expenses for modifying this basic setup and for restoring the basic setup following the completion of performances.
4. All user provided scenery, props, banners and decorations must be approved by the Stage Manager for conformance to safety and fire code regulations. The judgment of the Building Supervisor is the final and only basis for determination of conformance to appropriate rules and regulations.
5. Temporary electrical connections must be performed by college staff only. Electrical and electronic equipment must be approved for safety by the Stage Manager prior to connection to electrical power.



Mt. San Antonio Community College
Technical Services
Facility Rental Fee Schedule

**PERFORMING ARTS CENTER
SOPHIA CLARKE THEATER for Rehearsals (continued)**

General Rules For Use (continued):

6. User provided sound equipment must be approved by the Stage Manager for conformance to college standards prior to connection to college owned equipment.
7. Sound Pressure Levels produced by District or user provided audio equipment in public or performance areas must be regulated to conform with state regulations and college policies. The judgment of the Stage Manager is the final and only basis for determination of conformance to appropriate rules and regulations.
8. The college staff retains the right to access all areas of the building during occupancy by the user. All security and bodyguard arrangements must be approved in advance by the Stage Manager.
9. All pyrotechnic effects must be approved in advance by the Stage Manager. The use of pyrotechnics may impose additional insurance requirements as determined by the college. Pyrotechnic effects must be operated by a pyrotechnician licensed by the State of California.
10. The use of open flame within the Theater is strictly prohibited by Title 19 of the State Fire Code and the 1976 Uniform Fire Code.
11. Helium inflated balloons are not allowed inside the facility at any time.
12. Modifications to seating arrangements in the theater must be performed by college staff only. Removal or addition of seats requires the prior approval of the Stage Manager.
13. College owned equipment must be operated by college technicians only.
14. The college retains all parking, merchandise and concession rights. **Sale of food or beverage by user is strictly prohibited.** The college reserves the right to designate specific areas for food consumption. Food and drink on the stage or in the audience area are never allowed. Paid parking policies are enforced at all times.
15. No public access to the seating and lobby areas of the theater will be provided during the rehearsal except by prior arrangement with the Stage Manager and at an additional cost. Access to the house seating area will be limited to essential user personnel whose role in the production requires that they view the rehearsal from the audience perspective.
16. Users, their agents, participants and guests are not allowed in the facility prior to or after the times specified in the contract. Overnight occupancy of any campus property requires special approval from the college administration.



Mt. San Antonio Community College
Technical Services
Facility Rental Fee Schedule

**PERFORMING ARTS CENTER
FEDDERSEN RECITAL HALL for Public Performances**

Basis:

Access to the Feddersen Recital Hall for a single scheduled public performance for a period not to exceed six (6) hours. Meal and work breaks are required in conformance with state and federal labor regulations.

Rental Charges:	Base Fee	\$1180.00 (+\$100.00)
	Each hour over six (6)	\$150.00 (+\$25.00)
	Additional Stage Technician (per hour)	\$23.00 (+\$1.00)
	Portable Sound System	\$200.00
	Video projector and screen	\$300.00
	Piano Tuning	\$200.00 (+\$50.00)

Requirements for Rental Use:

1. Deposit to be returned with contract, payment in full must be received two weeks prior to the event..
2. Proof of Insurance meeting College requirements.

Availability:

1. Available for use, if in the opinion of the College, there is no conflict with scheduled College activities.

Services & Equipment Provided By The College:

1. Recital stage, audience seating for 253, ticket office and concession stand.
2. Two (2) small dressing rooms and a green room.
3. Basic house lighting plot.
4. Ushers, box office staff, concessions and custodial services.
5. Printed tickets.
6. Stage Manager, Stage Technician.
7. Restrooms.



Mt. San Antonio Community College
Technical Services
Facility Rental Fee Schedule

**PERFORMING ARTS CENTER
FEDDERSEN RECITAL HALL for Public Performances (continued)**

Services & Equipment Provided By The User:

1. Appropriate supervisory personnel. User shall designate a contact person that is familiar with the requirements of the user's performance and the terms of the contract between the user and the college. This contact person must be available to meet with the Stage Manager when the facility is opened for the user and must remain available within the facility during the entire occupancy of the user.

General Rules For Use:

1. Smoking on college property is strictly prohibited except in designated outside smoking areas.
2. The use or consumption of alcoholic beverages on college property is prohibited by state law.
3. The Feddersen Recital Hall is provided to the user with a basic installed complement of lighting equipment. No sound equipment is provided in the base rental fee. Any changes or enhancements to this basic setup will be made by college technicians. The user will be responsible for all labor expenses for modifying this basic setup and for restoring the basic setup following the completion of performances.
4. All user provided scenery, props, banners and decorations must be approved by the Stage Manager for conformance to safety and fire code regulations. The judgment of the Stage Manager is the final and only basis for determination of conformance to appropriate rules and regulations.
5. Temporary electrical connections must be performed by college staff only. Electrical and electronic equipment must be approved for safety by the Stage Manager prior to connection to electrical power.
6. User provided sound equipment must be approved by the Stage Manager for conformance to college standards prior to connection to college owned equipment.
7. Sound Pressure Levels produced by District or user provided audio equipment in public or performance areas must be regulated to conform with state regulations and college policies. The judgment of the Stage Manager is the final and only basis for determination of conformance to appropriate rules and regulations.



Mt. San Antonio Community College
Technical Services
Facility Rental Fee Schedule

**PERFORMING ARTS CENTER
FEDDERSEN RECITAL HALL for Public Performances (continued)**

General Rules For Use (continued):

8. The college staff retains the right to access all areas of the building during occupancy by the user. All security and bodyguard arrangements must be approved in advance by the Building Supervisor.
9. No pyrotechnic effects are allowed in the Feddersen Recital Hall.
10. The use of open flame within the Feddersen Recital Hall is strictly prohibited by Title 19 of the State Fire Code and the 1976 Uniform Fire Code.
11. Helium inflated balloons are not allowed inside the facility at any time.
12. Modifications to seating arrangements in the Feddersen Recital Hall must be performed by college staff only. Removal or addition of seats requires the prior approval of the Stage Manager
13. College owned equipment must be operated by college technicians only.
14. The college retains all parking, merchandise and concession rights. **Sale of food or beverage by user is strictly prohibited.** The college reserves the right to designate specific areas for food consumption. Food and drink on the stage or in the audience area are never allowed. Paid parking policies are enforced at all times.
15. Ticketing, front of house and box office operations will be performed by college staff only. **The production and sale of tickets for events in the recital hall must be done by the theater box office only.** The college is obligated to collect a one dollar fee for every ticket sold for the Music Recital Hall. This fee is used to repay a loan to the college that was made by the City of Walnut to help finance the construction of the Music Recital Hall. This fee will be deducted from the box office proceeds.
16. Users, their agents, participants and guests are not allowed in the facility prior to or after the times specified in the contract.
17. Overnight occupancy of any campus property requires special approval from the college administration.



Mt. San Antonio Community College
Technical Services
Facility Rental Fee Schedule

**PERFORMING ARTS CENTER
FEDDERSEN RECITAL HALL for Rehearsals**

Basis:

Access to the Feddersen Recital Hall for a single scheduled rehearsal for a period not to exceed six (6) hours. Meal and work breaks are required in conformance with state and federal labor regulations.

Rental Charges:	Base Fee	\$850.00 (+\$50.00)
	Each hour over six (6)	\$80.00 (+\$10.00)
	Additional Stage Technician (per hour)	\$23.00 (+1.00)
	Portable Sound System	\$200.00
	Video projector and screen	\$300.00
	Piano Tuning	\$200.00 (+50.00)

Requirements for Rental Use:

1. Deposit to be returned with contract, payment in full must be received two weeks prior to the event.
2. Proof of Insurance meeting College requirements.

Availability:

1. Available for use, if in the opinion of the College, there is no conflict with scheduled College activities.

Services & Equipment Provided By The College:

1. Recital stage.
2. Two (2) small dressing rooms and a green room.
3. Basic house lighting plot.
4. Stage Manager, Stage Technician.
5. Restrooms.



Mt. San Antonio Community College
Technical Services
Facility Rental Fee Schedule

**PERFORMING ARTS CENTER
FEDDERSEN RECITAL HALL for Rehearsals**

Services & Equipment Provided By The User:

1. Appropriate supervisory personnel. User shall designate a contact person that is familiar with the requirements of the user's performance and the terms of the contract between the user and the college. This contact person must be available to meet with the Stage Manager when the facility is opened for the user and must remain available within the facility during the entire occupancy of the user.

General Rules For Use:

1. Smoking on college property is strictly prohibited except in designated outside smoking areas.
2. The use or consumption of alcoholic beverages on college property is prohibited by state law.
3. The Feddersen Recital Hall is provided to the user with a basic installed complement of lighting equipment. No sound equipment is provided in the base rental fee. Any changes or enhancements to this basic setup will be made by college technicians. The user will be responsible for all labor expenses for modifying this basic setup and for restoring the basic setup following the completion of occupancy.
4. All user provided scenery, banners and decorations must be approved by the Stage Manager for conformance to safety and fire code regulations. The judgment of the Stage Manager is the final and only basis for determination of conformance to appropriate rules and regulations.
5. Temporary electrical connections must be performed by college staff only. Electrical and electronic equipment must be approved for safety by the Building Supervisor prior to connection to electrical power.
6. User provided sound equipment must be approved by the Stage Manager for conformance to college standards prior to connection to college owned equipment.
7. Sound Pressure Levels produced by District or user provided audio equipment in public or performance areas must be regulated to conform with state regulations and college policies. The judgment of the Stage Manager is the final and only basis for determination of conformance to appropriate rules and regulations.



Mt. San Antonio Community College
Technical Services
Facility Rental Fee Schedule

**PERFORMING ARTS CENTER
FEDDERSEN RECITAL HALL for Rehearsals (continued)**

General Rules For Use (continued):

8. The college staff retains the right to access all areas of the building during occupancy by the user. All security and bodyguard arrangements must be approved in advance by the Stage Manager.
9. No pyrotechnic effects are allowed in the Feddersen Recital Hall.
10. The use of open flame within the Feddersen Recital Hall is strictly prohibited by Title 19 of the State Fire Code and the 1976 Uniform Fire Code.
11. Helium inflated balloons are not allowed inside the facility at any time.
12. Modifications to seating arrangements in the Feddersen Recital Hall must be performed by college staff only. Removal or addition of seats requires the prior approval of the Stage Manager.
13. College owned equipment must be operated by college technicians only.
14. The college retains all parking, merchandise and concession rights. **Sale of food or beverage by user is strictly prohibited.** The college reserves the right to designate specific areas for food consumption. Food and drink on the stage or in the audience area are never allowed. Paid parking policies are enforced at all times.
15. No public access to the seating areas of the Feddersen Recital Hall will be provided during the rehearsal except by prior arrangement with the Stage Manager and at an additional cost. Access to the house seating area will be limited to essential user personnel whose role in the production requires that they view the rehearsal from the audience perspective.
16. Users, their agents, participants and guests are not allowed in the facility prior to or after the times specified in the contract.
17. Overnight occupancy of any campus property requires special approval from the college administration.



Mt. San Antonio Community College
Technical Services
Facility Rental Fee Schedule

**PERFORMING ARTS CENTER
BOX OFFICE POLICIES FOR RENTAL USE**

1. Ticketing, front of house and box office operations will be performed by college box office only. **The production and sale of tickets for events in the Performing Arts Center must be done by the box office only.** The college is obligated to collect a one dollar fee for every ticket sold for the Performing Arts Center facilities. This fee is used to repay a loan to the college that was made by the City of Walnut to help finance the construction of the theater. This fee will be deducted from the box office proceeds. Please keep this in mind when setting ticket prices.
2. Ticket pricing and the exact event information to be printed on tickets must be provided to the Technical Services office **at least one week before tickets are required.** Technical Services recommends that tickets go on sale at least two weeks prior to the event. Advance ticket requests cannot be honored until one week after all event information has been received by Technical Services. **Advance tickets will not be released to the user prior to the college receiving payment in full for the event and proof of acceptable liability insurance.**
3. Any changes to printed ticket information or prices due to user error or user request that occur after any tickets have been printed may incur a \$100.00 change fee.
4. Check and credit card payments may be held until all transactions have cleared. Credit card payments are subject to an additional processing charge.
5. Phone and internet orders for tickets will be accepted with payment by credit card. The Box Office charges additional fees for phone and internet orders.
6. Exchanges are not normally provided for theater tickets. These may be allowed by prior arrangement for an additional processing fee of \$2.00 per ticket.
7. Mt. San Antonio College will collect all ticket moneys for the event, and then disburse after the show by check. Checks for box office proceeds less the fees detailed above will generally be issued by the College Fiscal Services Office within ten business days of the last performance.
8. Complimentary tickets, vouchers and discount tickets may be provided by the Box Office to the user by prior arrangement.



Mt. San Antonio Community College
Technical Services
Facility Rental Fee Schedule

**PERFORMING ARTS CENTER
BOX OFFICE POLICIES FOR RENTAL USE
(continued)**

9. Many users wish to sell tickets off-property. This may be accomplished by the user purchasing tickets from the box office for \$1.00 each to cover the City of Walnut fee. The user may then sell tickets as desired. Any tickets not distributed may be returned to the Box Office for a refund. To cover ticket stock costs and processing by the box office staff, refunds on pre-sale tickets returned to the box office will be limited to fifty cents per ticket returned. Refunds will be made by a check issued by the College Fiscal Services Office within ten business days following receipt of the returned tickets.



Mt. San Antonio Community College
Technical Services
Facility Rental Fee Schedule

SOCCER FIELD

Basis:

1. Fee provides a non-exclusive scheduled use of a soccer field for a period of up to one month.

Charges:	Field rental	\$60.00
	Game Use with Marking (Total cost)	\$340.00
	Lighting (per hour, one field)	\$13.00

Requirements:

1. Payment or School District Purchase Order to be returned with contract.
2. Proof of insurance meeting College requirements..

Availability:

1. Available for use, if in the opinion of the College, there is no conflict with scheduled College activities.

Services & Equipment Provided By The College:

1. Athletic field.
2. Field Preparation (game use only, extra fee).

Services & Equipment Provided By The User:

1. All necessary athletic equipment.
2. Appropriate supervisory personnel.

General Rules For Use:

1. Any use of the field which might damage the turf is prohibited. No vehicles are allowed on the field.
2. Smoking on college property is strictly prohibited except in designated outside smoking areas.
3. All field maintenance and preparation **must** be performed by authorized college staff.
4. The college retains all parking, merchandise and concession rights. **Sale of food or beverage by user is prohibited.** Paid parking policies are enforced at all times.
5. The use or consumption of alcoholic beverages on college property is prohibited by state law.
6. Users, their agents, participants and guests are not allowed in the facility prior to or after the times specified in the contract.
7. Overnight occupancy of any campus property requires special approval from the college administration.



Mt. San Antonio Community College
Technical Services
Facility Rental Fee Schedule

SOFTBALL FIELD

Basis: Scheduled Access to the softball field for four (4) hours.

Charges:	Base Fee	\$500.00
	Field Lights (per hour)	\$8.00

Requirements:

1. Payment or School District Purchase Order to be returned with contract.
2. Proof of insurance.

Availability:

1. Available for use, if in the opinion of the College, there is no conflict with scheduled College activities.

Services & Equipment Provided By The College:

1. Standard softball diamond.
2. Seating capacity for 200.
3. Lining and preparation of field.
4. Public Address system.

Services & Equipment Provided By The User:

1. All necessary athletic equipment.
2. All officials and announcers.
3. Appropriate supervisory personnel.



Mt. San Antonio Community College
Technical Services
Facility Rental Fee Schedule

SOFTBALL FIELD (continued)

General Rules For Use:

1. Any use of the field which might damage the turf is prohibited. No vehicles are allowed on the field.
2. All field maintenance and preparation **must** be performed by authorized college classified staff only.
3. Smoking on college property is strictly prohibited except in designated outside smoking areas.
4. The college retains all parking, merchandise and concession rights. **Sale of food or beverage by user is prohibited.** Paid parking policies are enforced at all times.
5. The use or consumption of alcoholic beverages on college property is prohibited by state law.
6. Users, their agents, participants and guests are not allowed in the facility prior to or after the times specified in the contract.
7. Overnight occupancy of any campus property requires special approval from the college administration.



Mt. San Antonio Community College
Technical Services
Facility Rental Fee Schedule

STUDENT CENTER

Basis: Fee provides scheduled access to the Student Center for four (4) hours.

Charges:

Base Fee	\$550.00
Each hour over four (4)	\$60.00

Additional charge for table and chair set-up.
Additional charge for audio-visual equipment.
Additional charge for use of kitchen (if available).

Requirements:

1. Payment or School District Purchase Order to be returned with contract.
2. Proof of insurance meeting College requirements.

Availability:

1. Available for off-campus use, if in the opinion of the College, there is no conflict with scheduled College activities.

Services & Equipment Provided By The College:

1. Platform stage: 25' x 10'.
2. Public address system.
3. Standard lighting from ceiling.
4. Custodial services.
5. Building supervisor.
6. Kitchen (extra fee).
7. Tables and chairs for meetings or food service (extra fee).

Services & Equipment Provided By The User:

1. Appropriate supervisory personnel.
2. Appropriate law enforcement personnel.



Mt. San Antonio Community College
Technical Services
Facility Rental Fee Schedule

STUDENT CENTER (CONTINUED)

General Rules For Use:

1. Smoking on college property is strictly prohibited except in designated outside smoking areas.
2. The use or consumption of alcoholic beverages on college property is prohibited by state law.
3. The college retains all parking, merchandise and concession rights. **Sale of food or beverage by user is prohibited.** Paid parking policies are enforced at all times.
4. Food and refreshments are allowed in designated areas only.
5. College equipment must be operated by college technicians only.
6. The use of open flame within the Student Center is strictly prohibited by Title 19 of the State Fire Code and the 1976 Uniform Fire Code.
7. Decorations may not be attached to draperies, walls, doors, windows, or light fixtures.
8. The user will be charged an additional cleaning or damage fee to remove or repair stains on building carpet or upholstery.
9. Users, their agents, participants and guests are not allowed in the facility prior to or after the times specified in the contract.
10. Overnight occupancy of any campus property requires special approval from the college administration.



Mt. San Antonio Community College
Technical Services
Facility Rental Fee Schedule

SWIMMING POOL

Basis: Scheduled access to the pool for four (4) hours.

Charges:	Base Fee	\$400.00 (+\$20.00)
	Each hour over four (per hour)	\$50.00
	Locker Room Attendant (per hour)	\$41.00
	Lighting (per hour)	\$6.00
	Labor for returning pool equipment to original locations, for cleaning out equipment room, for excess cleaning or for installing pool equipment, will be billed at a rate of \$43.00 per man per hour with a four (4) hour per man minimum.	

Requirements:

1. Payment or School District Purchase Order to be returned with contract.
2. Proof of insurance meeting College requirements.

Availability:

1. Available for use, if in the opinion of the College, there is no conflict with scheduled College activities.

Services & Equipment Provided By The College:

1. Swimming pool.
2. Public address system.
3. Locker rooms and shower facilities (requires attendant).
4. Custodial clean-up.
5. Facility supervisor.
6. Starting blocks.
7. Lighting (extra fee).



Mt. San Antonio Community College
Technical Services
Facility Rental Fee Schedule

SWIMMING POOL (CONTINUED)

Services & Equipment Provided By The User:

1. One (1) Certified Senior American Red Cross Lifeguard for every 50 people in the pool area.
2. Towels.
3. Appropriate supervisory personnel.
4. Placement and removal of lane lines.

General Rules For Use:

1. Smoking is prohibited in all areas of the pool facility.
2. User must use college locker room attendants if locker rooms are opened.
3. Pool equipment (i.e., lane lines and starting blocks) are provided on "as is", "where is" basis, and must be returned to starting locations at the end of the meet.
4. The college retains all parking, merchandise and concession rights. **Sale of food or beverage by user is prohibited.** Paid parking policies are enforced at all times.
5. No food may be served or eaten in the pool area without prior approval from the Technical Services office.
6. The use or consumption of alcoholic beverages on college property is prohibited by state law.
7. No one is allowed on the pool deck until a lifeguard is present.
8. No running, pushing, or wrestling on the pool deck.
9. No one may enter the pool with an open wound, or while wearing a bandage.
10. No back dives allowed off the edge of the pool.
11. Diving boards must be used in a responsible and safe manner.
12. No swimming in the diving area when diving boards are in use.
13. Inflatable material of any type is prohibited in the pool.
14. No one may enter the pool unless dressed properly for swimming.
15. Users, their agents, participants and guests are not allowed in the facility prior to or after the times specified in the contract.
16. Overnight occupancy of any campus property requires special approval from the college administration.



Mt. San Antonio Community College
Technical Services
Facility Rental Fee Schedule

TECHNOLOGY LECTURE HALL (28A-103)

Basis: Scheduled access to the lecture hall for four (4) hours.

Charges: Base Fee **\$230.00 (+\$20.00)**
Each hour over four (per hour) **\$25.00 (+\$5.00)**
Additional charge for audio-visual equipment.

Requirements:

3. Payment or School District Purchase Order to be returned with contract.
4. Proof of Insurance meeting College requirements.

Availability:

- 2) Available for use, if in the opinion of the College, there is no conflict with scheduled College activities.

Services & Equipment Provided By The College:

8. Seating for 200.
9. Lectern, public address system and lecture stage.
10. Projection booth and screen.
11. Custodial services.
12. Building supervisor.
13. Restrooms.

Services & Equipment Provided By The User:

2. Appropriate supervisory personnel.



Mt. San Antonio Community College
Technical Services
Facility Rental Fee Schedule

TECHNOLOGY LECTURE HALL (CONTINUED)

General Rules For Use:

10. Smoking on college property is strictly prohibited except in designated outside smoking areas.
11. Food and refreshments are allowed in building lobby only.
12. The use or consumption of alcoholic beverages on college property is prohibited by state law.
13. The college retains all parking, merchandise and concession rights. **Sale of food or beverage by user is prohibited.** Paid parking policies are enforced at all times.
14. College equipment must be operated by college technicians only.
15. Projection booth available only under the supervision of a College employee.
16. The use of open flame within the Lecture Hall is strictly prohibited by Title 19 of the State Fire Code and the 1976 Uniform Fire Code.
17. Users, their agents, participants and guests are not allowed in the facility prior to or after the times specified in the contract.
18. Overnight occupancy of any campus property requires special approval from the college administration.



Mt. San Antonio Community College
Technical Services
Facility Rental Fee Schedule

TELECONFERENCE ROOM (6-160)

Basis: Scheduled access to the teleconference room for four (4) hours.

Charges:

Base Fee	\$250.00
Each hour over four (per hour)	\$25.00 (+\$5.00)
Additional charge for audio-visual equipment.	

Requirements:

3. Payment or School District Purchase Order to be returned with contract.
4. Proof of Insurance meeting College requirements.

Availability:

- 2) Available for use, if in the opinion of the College, there is no conflict with scheduled College activities.

Services & Equipment Provided By The College:

- 7) Table and chair arrangements to accommodate up to 100..
- 8) Lectern and public address system.
- 9) Projection booth and screen.
- 10) Custodial services.
- 11) Building supervisor.
- 12) Restrooms.

Services & Equipment Provided By The User:

2. Appropriate supervisory personnel.



Mt. San Antonio Community College
Technical Services
Facility Rental Fee Schedule

TELECONFERENCE ROOM (CONTINUED)

General Rules For Use:

- 10) Smoking on college property is strictly prohibited except in designated outside smoking areas.
- 11) The use or consumption of alcoholic beverages on college property is prohibited by state law.
- 12) The college retains all parking, merchandise and concession rights. **Sale of food or beverage by user is prohibited.** Paid parking policies are enforced at all times.
- 13) College equipment must be operated by college technicians only.
- 14) Projection booth available only under the supervision of a College employee.
- 15) The use of open flame within the Teleconference Room is strictly prohibited by Title 19 of the State Fire Code and the 1976 Uniform Fire Code.
- 16) Users, their agents, participants and guests are not allowed in the facility prior to or after the times specified in the contract.
- 17) Overnight occupancy of any campus property requires special approval from the college administration.



Mt. San Antonio Community College
Technical Services
Facility Rental Fee Schedule

TENNIS COURTS

Basis: Scheduled access to the tennis courts for a period of up to one month -
- six (6) courts maximum.

Charges: Base Fee \$ 50.00

Requirements:

1. Payment or School District Purchase Order to be returned with contract.
2. Proof of insurance meeting College requirements.

Availability:

1. Available for use, if in the opinion of the College, there is no conflict with scheduled College activities.

Services & Equipment Provided By The College:

1. Tennis courts and nets.

Services & Equipment Provided By The User:

1. Rackets and tennis balls.
2. Appropriate supervisory personnel.

General Rules For Use:

1. Smoking on college property is strictly prohibited except in designated outside smoking areas.
2. The college retains all parking, merchandise and concession rights. **Sale of food or beverage by user is prohibited.** Paid parking policies are enforced at all times.
3. The use or consumption of alcoholic beverages on college property is prohibited by state law.
4. The tennis courts shall be used for no function other than playing tennis.
5. Tennis shoes must be used.
6. The use or consumption of alcoholic beverages on college property is prohibited by state law.
7. Users, their agents, participants and guests are not allowed in the facility prior to or after the times specified in the contract.
8. Overnight occupancy of any campus property requires special approval from the college administration.



Mt. San Antonio Community College
Technical Services
Facility Rental Fee Schedule

TRACK & FIELD STADIUM

Basis: Scheduled access to the stadium for four (4) hours.

Charges:	Base Fee	\$2,500.00 (+\$100.00)
	Each hour over four (per hour)	\$170.00 (+\$20.00)
	Field event marking	College Cost
	Stadium Field Lights (per hour)	\$40.00
	Field Crew (4 hour minimum, per hour)	\$175.00 (+25.00)

Requirements:

1. Payment or School District Purchase Order to be returned with contract.
2. Proof of insurance meeting College requirements.

Availability:

1. Available for use, if in the opinion of the College, there is no conflict with scheduled College activities.

Services & Equipment Provided By The College:

1. Seating for approximately 12,000.
2. Four (4) ticket windows. Box office services available at an additional fee.
3. Field lighting (extra fee).
4. Public address system and electronic scoreboard.
5. Press box and restrooms.
6. Starting blocks for all lanes.
7. Field marking for field events (extra fee).
8. Custodial services.
9. Stadium supervisor.
10. High Jump standards and pits.
11. Pole vault standards and pits.
12. Traffic control at Temple and Stadium Way intersection.



Mt. San Antonio Community College
Technical Services
Facility Rental Fee Schedule

TRACK & FIELD STADIUM (CONTINUED)

Services & Equipment Provided By The User:

1. Ticket sellers and takers.
2. Track and Field officials.
3. Appropriate supervisory personnel.
4. Athletic equipment including shot put, javelin, discus, cross bars, tapes, discus marking stakes, and other equipment needed.
5. Field crew to set hurdles, move starting blocks and ready pits for field events.

General Rules For Use:

1. The college retains all parking, merchandise and concession rights. **Sale of food or beverage by user is prohibited.** Paid parking policies are enforced at all times.
2. The use or consumption of alcoholic beverages on college property is prohibited by state law.
3. Only officials and track meet participants are allowed on the field.
4. The all-weather track surface and runways require 1/8" pin spikes. Any spikes larger than 1/8" are strictly prohibited.
5. Tape, spray paint, and other marking substances are not be allowed on any runway or on the track. Small amounts of masking tape will be allowed in relay passing zones only. All tape must be removed following the track meet.
6. Motorized vehicles are prohibited on the track and on the field.
7. All participant and spectator parking is in College Lot F or College Lot R. Positively no vehicle access is allowed on Bonita Avenue south of Stadium Way.
8. Fenced, roped or flagged areas are off limits.
9. The Field House, Building 50G is strictly off limits to participants, coaches, officials and spectators.
10. Overnight occupancy of any campus property requires special approval from the college administration.