



# Use of Facilities and Civic Center Act

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# Mt. SAC Policy and Procedure for Facility Use

## BP6700/AP6700

- Provides guidance on the categories of events.
- Directs which events are part of the Events Services budget and which need to provide funding.
- Establishes a prioritization of use of facilities (Instructional, District, External).
- Provides guidance on contract use of facilities.



## Mt. SAC Policy and Procedure for Facility Use

### Events supported from Event Services annual budget:

- Mt. SAC Operational Events (Departmental meetings, trainings, receptions, instructional support).
- Mt. SAC Student Club Events (Must have approval from the Office of Student Life).
- Mt. SAC Performing Arts Center Baseline Schedule of Events (Instructional, District Operational).
- Mt. SAC Instructional Competitive Events (Regular season athletics).





## Mt. SAC Policy and Procedure for Facility Use

### Mt. SAC events that must provide funding to cover costs:

- Mt. SAC Performing Arts Center non-baseline budget events (i.e.: Town Hall forum, Guest Speaker – Helen Thomas, etc.).
- Mt. SAC Instructional post-season athletic competitions.
- Mt. SAC Revenue Generating Events (any event that charges an entry fee, registration, etc.).
- Mt. SAC Fundraising Events (i.e.: Wassail, Puttin' on the Hits).
- Mt. SAC Special Events (Sponsored and/or co-sponsored events, i.e.: Chancellor's Office Workshops, Relays, etc.).



## Mt. SAC Policy and Procedure for Facility Use

- External contracted event (event conducted by an outside organization under the terms of California Education Code §82537 – §82548).



## Education Code Related to Facility Use

### Education Code §82537 establishes a Civic Center at Community College facilities:

- “There is a civic center at each and every community college...where the citizens, Camp Fire Girls, Boy Scout troops, farmers’ organizations, school-community advisory councils, senior citizens’ organizations, clubs, and associations formed for recreational, educational, political, economic, artistic, or moral activities of the public school districts may engage in supervised recreational activities, and where they may meet and discuss, from time to time, as they may desire, any subjects and questions which in their judgement appertain to the educational, political, economic, artistic, and moral interests of the citizens of the communities in which they reside...”.
- “No use shall be granted in a manner that constitutes a monopoly for the benefit of any person or organization.”



## Fees Related to Civic Center Use

Fees for external users are assessed based on direction from Education Code §82542

1. Civic Center use pursuant to §82537:
  - Grant use without charge except for the following charges:
    - Cost of opening and closing, if no employees are available during their regular shift.
    - Cost of employees' presence during the use of the facility if not a part of normal duties.
    - Cost of janitorial services if outside janitor's normal duties.
    - Cost of utilities if directly attributable to the organizations use.



## Fees Related to All Other Uses (non-Civic Center Use)

### 2. All other uses (non-Civic Center use)

- Direct costs may be charged, to include:
  - The share of costs for salaries of employees to operate and maintain college facilities that is proportional to the use of a facility.
  - Supplies, utilities, janitorial services, services of any other district employee proportional to the use of a facility.





## Fees Related to All Other Uses (non-Civic Center Use) continued

- May grant use to a church or religious organization for the conduct of religious services for temporary periods, where the church or organization has no suitable meeting place and shall charge the church or religious organization an amount at least equal to the fair rental value of the facility.



## Fees Related to All Other Uses (non-Civic Center Use) continued

- For entertainment or a meeting where an admission fee is charged, or a contribution is solicited, and the net receipts of the fees are not expended for the welfare of the students of the district, or for charitable purposes, a charge not less than fair rental value shall be levied for the use of the college facilities, property, and grounds, as determined by the governing board of the district.
- Legal interpretation has clarified that uses such as film shoots would fall into this category, since there is a fee charged for the final end product.



## External Contracted Event Procedures (both Civic Center and non-Civic Center use)

### How Mt. SAC administers external contracted use:

- Fee schedule is established for facilities.
  - Mt. SAC staff is the primary workforce for supporting events.
  - Blended salary rates are used since the specific employee is not known when booking facilities.
  - During business hour and non-business hour rates.



## External Contracted Event Procedures (both Civic Center and non-Civic Center use)

- Facilities are rented for a block of time that includes staff and services related to the use (Operational Staff, Cleaning Staff, basic equipment related to facility) plus a prorated portion of administrative staff salaries necessary to facilitate the contract rental process.
- On a case-by-case basis, additional time, staff, services, and/or equipment costs may be added depending on user's needs.
- Nonstandard rental requests are processed on a case-by-case basis and include:
  - Events using multiple facilities.
  - Events using multiple dates.
  - Events with setup/rehearsal dates.
  - Complex events (typically larger entertainment or athletic events).