

Rancho Santiago Community College District
ADMINISTRATIVE REGULATION
Chapter 6
Business and Fiscal Services

AR 6700 Civic Center and Other Facilities Use

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE REGULATION 6700
CIVIC CENTER AND OTHER FACILITIES USE

6700.1. Civic Centers and District Facilities.

6700.1.1. Definitions. The definitions of specific terms herein are established in Exhibit E attached to this Administrative Regulation.

6700.1.2. Site Addresses. The Site addresses are:

Santa Ana College, 1530 W 17th Street, Santa Ana, CA 92706
Santiago Canyon College, 8045 E. Chapman Avenue, Orange, CA 92869
Centennial Education Center, 2900 West Edinger Avenue, Santa Ana, CA 92704
District Operations Center, 2323 N Broadway, Santa Ana, CA 92706

6700.1.3. Civic Centers. Specific facilities at each Site are designated as Civic Centers under Education Code §82537. Use of Civic Centers at each Site shall be limited to allowable Civic Center Users and only for Civic Center purposes defined and described in Education Code §85327(a). The Civic Centers at each Site are identified in Exhibit B to this Administrative Regulation 6700.

6700.1.4. Site Facilities. The Site Facilities available for public use at each Site are identified in Exhibit B to this Administrative Regulation 6700.

6700.1.5. Site Administrators. The Site Administrators at each Site are:

<u>Santa Ana College</u>	<u>Vice President of Administrative Services</u>
<u>Santiago Canyon College</u>	<u>Vice President of Administrative Services</u>
<u>District Operations Center</u>	<u>Assistant Vice Chancellor, Facility Planning, Construction and District Support Services</u>
<u>Centennial Education Center</u>	<u>Santa Ana College Vice President of Administrative Services</u>

6700.1.6. Authority to Designate and Modify Site Facilities. In consultation with the District Administrator, Site Administrators are authorized to modify the Site Facilities by amendment of Exhibit B to this Administrative Regulation 6700.

6700.1.7. Facility Use Agreement Revenue. Revenue generated by Facility Use Agreements shall be used for capital maintenance, repair, restoration, refurbishment, or replacement.

6700.1.8. Availability of District Facilities. Site Administrators may provide public notice of the availability of District Facilities for Civic Center purposes and other public uses on the District's website. Materials available on the District website may include descriptions

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Education Code Sections 82537 and 82542¶
Public Resources Code Section 42648.3 Clark v. Community For Creative Non-Violence (1984) 468 U.S. 288, 104 S.Ct. 3065, 82 L.Ed.2d 221¶

of District Facilities and links to the District's forms of Facility Use Application and Facility Use Agreement.

6700.2. Facility Use Application.

6700.2.1. General. No use of District Facilities by any member of the public or an organization that is not a District Organization is permitted unless the party requesting use of a District facility has completed a Facility Use Application and enters into the District's form of Facility Use Agreement.

6700.2.2. Facility Use Application. A Facility Use Application shall be defined in accordance with Exhibit F attached to this Administrative Regulation. Use of District Facilities shall be subject to the compliance with procedures established in this Administrative Regulation and the Site Administrator's approval of a Facility Use Application. The District Administrator is authorized to amend the terms, process, and procedures of the Facilities Use Application from time-to-time, as deemed necessary or appropriate by the District Administrator

6700.2.2.1. Facility Use Application Approval. Site Administrator's approval of Facility use Applications shall be subject to the minimum requirements set forth in Exhibit F.

6700.2.2.2. Facility Use Agreement. The Facility Use Agreement is attached as Exhibit G to this Administrative Regulation. The District Administrator is authorized to amend the terms of the Facility Use Agreement from time to time, as deemed necessary or appropriate by the District Administrator.

6700.2.2.3. Administration of Facility Use Agreement and Use of District Facilities. The Site Administrator is responsible for administering Facility Use Agreements and use of District Facilities at the Site. Scheduling, coordinating and other related actions for use of District Facilities at a Site shall be completed by the Site Administrator or such District staff employed at the Site designated by the Site Administrator. The Site Administrator shall have the authority to designate District employees for completing tasks or actions related to use of District Facilities at the Site.

6700.3. Facility Use Charges.

6700.3.1. Operational Direct Costs. Operational Direct Costs are the annual costs as defined in Education Code Section 82542(b), referenced and incorporated in Exhibit E.

6700.3.2. Direct Costs. Direct costs are the annual costs as defined in Education Code § 82542, reference and incorporated in Exhibit E.

District FFE Included in District Facilities. Descriptions of District Facilities available for use include descriptions of District FFE in each District Facility. Facility Users may use District FFE, provided Facility Users are liable for costs of repair/replacement for damaged/destroyed District FFE. Facility Users shall waive all claims against the District arising out of use of District FFE and shall indemnify the District from third-party claims arising out of use of District FFE.

6700.3.3. Establishment of Facility Use Charges; Revisions to Charges. Facility Use Charges shall be adopted by action of the Board of Trustees, subject to authority of the District Administrator to adjust Facility Use Charges pursuant to these Administrative Regulations. The approved Facility Use Charges are referenced and incorporated as Exhibit B to these Administrative Regulations.

6700.3.3.1. Board of Trustees Action. Facility Use Charges shall be established by action of the Board of Trustees. The Board of Trustees will endeavor to complete periodic review and updating of Facility Use Charges as practicable. District staff will provide the Board of Trustees with data and other materials for Board of Trustees review and updating of Facilities Use Charges as requested by the Board of Trustees.

6700.3.3.2. Revisions. The Board of Trustees authorizes annual adjustments to the rates, not to exceed the State COLA or 8%, whichever is higher. Furthermore, the District Administrator is authorized to revise Operational Direct Costs established by the Board of Trustees if there are material increases in District personnel salaries or benefits. Any revisions by the District Administrator to Operational Direct Costs shall be effective upon approval by the Board of Trustees.

6700.3.4. User Groups and Facility Use Charges. Exhibit A to Administrative Regulation 6700 sets forth the groups of Facilities Users by Classification and Facilities Use Charges applicable to each Facility User Classification. In accordance with 5 CCR § 59605, the Board of Trustees may delegate to the applicable College President the authority to discount and/or waive rental costs and/or discount and/or waive direct operational cost fees charged based on the type or category of applicant, including, but not limited to, those with tax-exempt status.

6700.4. Facility Usage.

6700.4.1. Facility Use Limitations. Specific and/or special facility use limitation are hereby reference and incorporated to these Administrative Regulations as Exhibit H.

6700.4.1.1. District Uses Prioritized. The District shall have priority use of District Facilities.

6700.4.1.2. No Monopolized Use. No organization shall have a monopoly on use of a District Facility. Monopoly use shall mean an organization's exclusive use of a District Facility on an on-going basis, excluding the use of such District Facility by other organizations. Recurring use of a District Facility by an organization shall not be deemed a monopolized use of the District Facility so long as other organizations have an opportunity to submit a Facility Use Application for use of the District Facility. For purposes of this Administrative Regulation a Facility User is deemed to have a "monopoly" use if the Facility User has more than three (3) pending Facility Use Applications or more than three (3) reservations for use of the same District Facilities at any time.

6700.4.1.3. Prohibited Uses. The following are prohibited on District property and in District Facilities:

6700.4.1.3.1. Music; Amplified Sound. Playing amplified music in any form or in any manner (live performance, DJ, recorded, etc.) is prohibited. Amplified audio of any type is prohibited, except for use of a microphone for speech amplification in a District Facility, if approved by the Site Administrator.

6700.4.1.3.2. Tobacco Products. Consumption of tobacco products in any form are prohibited on District property and in District Facilities.

6700.4.1.3.3. Alcoholic Products. Alcoholic products in any form are prohibited on District property and in District Facilities.

6700.4.1.3.4. Food and Beverages. Food and beverage products, except for bottled water, are prohibited in District Facilities. District Facilities may not be used for preparing, selling, donating or gifting food or beverages. Unless authorized by Site Administrator, subject to restrictions, limitations established by Site Administrator.

6700.4.1.3.5. Decorations Prohibited. Facility Users are not permitted to decorate a District Facility with balloons, glitter, candles, signage and other similar materials without the prior consent of the Site Administrator which may be granted, conditioned or denied in the sole discretion of the Site Administrator. The use of glue, markers, tacks, nails, other similar materials in a District Facility is prohibited.

6700.4.1.3.6. Firearms/Weapons Prohibition. Firearms or other weapons, explosives or dangerous substances are prohibited on District property.

6700.4.2. Required District Personnel On-Site. Opening and closing of a District Facility must be completed only by District personnel. District personnel will be assigned for each use of a District Facility. District personnel are authorized to enforce the terms of the Facility Use Agreement.

6700.4.3. Parking. Facility Use Charges do not include charges for use of District parking lots. All Facility Users parking a vehicle in a District parking must pay the then current parking charge or display a current valid parking permit. Failure to pay required parking charges will subject the vehicle owner to ticketing and/or towing at the vehicle owner's expense. Use of District parking lots is subject to all parking lot rules and regulations. Users of District parking lots assume all risk of loss, damage or destruction of personal property and waive claims against the District arising out of the loss, damage or destruction of personal property while using a District parking lot.

6700.4.4. Event Set-Up/Break-Down. The Facility User is responsible for setting-up and tearing down materials necessary for the event organization use of the District Facility. At or prior to the expiration of the event Break-Down time noted in the Facility Use Agreement, the Facility User shall have completed all break-down activities, removed all event personal property from the District Facility and returned the District Facility to the condition existing prior to start of the event. Failure of the Facility User to complete event Break-Down within the time established in the Facility Use Agreement will subject the Facility User to penalties set forth in the Facility Use Agreement and shall be a basis for rejection of subsequent Facility Use Applications submitted by such a Facility User.

6700.4.5. Food and Beverage. Service and consumption of food and beverages in District Facilities is prohibited except as expressly provided in the Facility Use Agreement.

[END OF SECTION]

Responsible Manager: College Vice Presidents of Administrative Services

Revised: XXXXXXXX

Deleted: 6700.1 General Provisions¶

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District facilities identified as Civic Centers or as designated public forums are available for community use when such use does not conflict with District programs and operations. Facility use shall be limited to places and times identified by each campus' Vice President of Administrative Services, but shall be sufficiently frequent, and available on specific dates and times, so as to allow meaningful use by outside groups. Except as provided in these procedures, or as authorized by law, no organizations shall be denied the use of District facilities because of the content of the speech to be undertaken during the use.¶

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Deleted: May 18, 2015 (Previously AR 1330 and AR 1331)