

LOS ANGELES COMMUNITY COLLEGE DISTRICT
BOARD RULES, CHAPTER VII, ARTICLE II
USE OF DISTRICT FACILITIES AND GROUNDS

7200. GENERAL TERMS AND CONDITIONS FOR USING DISTRICT FACILITIES.

The conditions enumerated in this Article shall be followed by all persons using District facilities, including usages under civic center permits, leases and permits for use.

For purposes of this Article, the terms "college facilities" and "District facilities" are both intended to refer to facilities owned and/or controlled by the Los Angeles Community College District. These facilities may or may not be physically located at one of the nine colleges in the District.

7200.10 Non-Discrimination.

Any person, group or organization applying to use District-owned facilities must sign a written statement certifying that any program or activity conducted by the applying organization at the District-owned facility will be operated in a manner which is free of discrimination on the basis of sex, race, religion, creed, color, ancestry, national origin, medical conditions (cancer related as defined under State law), marital status, pregnancy, age, disability, veteran status or sexual orientation in compliance with applicable federal and California non-discrimination laws.

7200.11 Statement Regarding Board of Trustees.

All leases, permit forms and promotional materials related to the use of District facilities by third parties shall include a statement that the Board of Trustees does not sponsor or endorse the person/organization using the District facilities.

7200.12 Standards of Conduct.

The use of District facilities is subject to the District's Standards of Conduct (Board Rule 9801 et seq.), which includes, but is not limited to, prohibitions against illegal activities such as discriminatory conduct; unlawful possession or use of intoxicating liquors as addressed in Board Rule 7200.14, drugs, or narcotics; fighting; betting, conducting a raffle or lottery, or other forms of gambling. Additional exceptions to this provision are enumerated in Board Rules 7200.13 and 7200.14.

EC 82537

7200.13 Bingo.

Nothing in these Board Rules shall be construed to prevent an auxiliary organization which has been established in accordance with Education Code Section 72670 et seq. and Article XIII of these Board Rules from using college facilities to conduct bingo games. Bingo games conducted under this rule must satisfy the requirements of Penal Code Section 326.5, and all proceeds from such games must be used to benefit the college where they are held.

7200.14 Alcoholic Beverages.

Nothing in these Board Rules shall be construed to prevent an organization which obtains a lease, civic center permit, or permit for use for a college's facility from offering the consumption of alcoholic beverages if the following conditions are met:

- a. Written approval is obtained from the Chancellor at least thirty (30) days in advance of the event.
- b. The event is not primarily a competitive sporting event.

- c. No District employee shall be involved in the sale, transportation or dispensing of any alcoholic beverage.
- d. The required liquor license to serve alcoholic beverages is secured by the renting organization.
- e. Proof of insurance naming the College/District as additional insured in the sum of \$5 million for each event must be submitted at least ten (10) days prior to the scheduled event. The Chancellor or Vice Chancellor of Operations has the discretion to lower this insurance amount at the request of a College President.
- f. No event sponsored by either the District or College may include the sale or consumption of alcoholic beverages.

Business & Professionals Code section 25608.

7200.15 Management and Control of Facilities.

Responsibility for the management and control of college facilities, which includes determining whether supervision is necessary while college facilities are being used, is assigned to the respective College Presidents by the Board of Trustees. The College President, Chancellor, or designee reserves the right to require security at the meetings held at college facilities or to call in the police when determined necessary. Under both of these circumstances, the persons/organizations using the college facilities will be responsible for paying the direct costs associated with these security services. The persons/organizations using the college facilities shall not supply their own security guards without prior written approval from the College President.

7200.16 Jurisdiction of District Employee.

Complete control of facilities is under the jurisdiction of the Los Angeles Community College District employee assigned responsibility for supervising the use of the facility. This includes the right to enter District facilities at all times to enforce District rules and regulations.

7200.17 Recreational and Athletic Use.

College authorities may supervise activities of those using college grounds, gymnasiums, and other athletic and recreational facilities for civic center purposes. Athletic equipment may be used only when available and special arrangements are made with the college.

7200.18 Insurance Requirement.

Any person, group or organization requesting the use of District facilities may be required to obtain a certificate of insurance from a liability insurance carrier evidencing a minimum coverage of \$1,000,000 or a higher amount required by the District for any liability for injury or damage to property which may arise out of such use. The certificate of insurance shall name the District as an additional insured and should be provided to the District for approval two weeks prior to using the District property. The certificate of insurance shall be from an admitted insurance carrier in California.

EC 82448

7200.19 No Violation of Law.

No activity shall be conducted which constitutes a violation of any federal, state, or local law.

7200.20 Political Campaigns.

College premises shall not be used as political campaign headquarters. All candidates running for a given election shall be given equal access to use of District facilities, as appropriate.

7200.21 Equipment Belonging to an Associated Student Body Organization.

Arrangements and payments for use of any equipment belonging to an Associated Student Organization shall be made separately with the Associated Student Organization in accordance with District rules and administrative regulations.

7200.22 Interference with College.

Permission to use college facilities may be granted only when the property is not needed for college purposes. No use shall be inconsistent with the use of the buildings or grounds for college purposes, or interfere with the regular operation of college educational programs and activities.

EC 82537

7200.23 Scheduling.

Use of the facilities will be scheduled only when the facilities are not needed for educational purposes.

7200.24 Erection of Structures, Etc.

No structures may be erected or assembled on college premises nor may any electrical, mechanical, or other equipment be brought thereon without prior written approval of the District.

7200.25 Signs.

Signs may be posted on the college premises only with the permission of the College President, or

designee, and in places and manners designated by him/her. Without prior written authorization, the signs will not be posted more than one hour prior to the meeting and shall be removed immediately after the meeting by the permittee. A sign may not state or otherwise suggest that either the District or a college sponsors or endorses a particular individual/organization/activity. Use of the District and/or college name is also prohibited, unless permission is granted by the Board of Trustees in advance. Sponsors may not expect their meeting to be advertised through college media.

7200.26 Safety Regulations.

The user at all times during the use and occupancy of the premises shall thoroughly comply with all ordinances, laws, and regulations affecting the use and occupancy thereof, including all state and local fire, health, and safety laws, ordinances, and regulations.

7200.27 No Smoking.

User agrees to enforce "no smoking" signs within any building; also in any other place if such a place is designated as non smoking.

7200.28 Spectators.

All spectators must be limited to designated areas while watching the activities.

7200.29 Fire Hazards.

Except for firework events approved by the District, lighted candles, any devices having any form of open flame and/or any material or device which constitutes a fire hazard is expressly prohibited.

7200.30 Gym Floor.

No person wearing street shoes of any type shall be permitted to walk on the gym floor when so specified and/or when participating in basketball, volleyball, badminton, and similar types of activities.

7200.31 No Extension of Closing Time.

Teams using college athletic facilities must finish the activities, including showers, within the time designated in the permit.

7200.32 Closing Time.

College premises shall not be used later than 11 p.m., except upon special permission of the college.

7200.33 Weapons.

The possession and carrying of firearms and weapons of any kind on college premises shall be prohibited, except for peace officers and policemen.

Section 9803.20 of the Board Rules supplements this section.

7200.34 Damages to Property.

The permittee, licensee and/or lessee shall be responsible for and shall pay for any repairs or replacement of District property which are made necessary by reason of the negligence or misuse of said premises. Damage occasioned by acts of God is excepted.

7200.35 Use of Kitchen.

Permission for the use of any kitchen facility may require the presence of District personnel. The person, group or organization using the facility shall be responsible for paying the costs associated with this supervision.

7200.36 These rules shall take effect immediately. Any agreements in place prior to the Board's adoption of amendments shall continue in full force and effect to the extent permitted by law.

7200.37 The Chancellor shall have authority to issue regulations and authorize standardized forms for the implementation of this Article.

7201. CIVIC CENTER PERMITS.

A. The use of college buildings and grounds may be granted to organizations, clubs, and associations formed for recreational, educational, political, economic, artistic, or moral activities for the purposes of supervised recreational activities and for meetings where they discuss, from time to time, as they desire, any subjects and questions which in their judgment appertain to the educational, political, economic, artistic, and moral interests of the citizens of the college community.

B. The Board of Trustees delegates to the Chancellor, College Presidents and/or their designee(s) the authority to issue civic center permits in accordance with these rules and in accordance with regulations issued by the Chancellor.

EC 82537 et seq.

7201.10 Civic Center Permit Rules.

In addition to the rules governing use of District facilities in general (Board Rule 7200 et seq.) and the limitations set forth in Board Rule 7202.12, persons/organizations using District facilities pursuant to civic center permits are also subject to the following rules governing civic center permits.

7201.11 No Monopoly.

No use shall be granted in such a manner as to constitute a monopoly for benefit of any person or organization.

EC 82537(c)

7201.12 Cancellation of Permit.

The District reserves the right to cancel any usage under a civic center permit as appropriate, which includes violation of any of these Board Rules pertaining to use of college facilities and grounds. The college has the right to cancel a permit whenever a need for the facilities for educational purposes arises after issuance of a permit.

7201.13 Fourteen Day Limit.

In case of civic center permits, no privilege of using college facilities shall be granted for a period exceeding fourteen days in one fiscal year. Any use beyond fourteen days must be in accordance with Board Rule 7202 et seq.

7201.14 Cancellation by Permittee.

Facilities shall be held available for the permittee until one-half hour after the time designated in the permit for that meeting to begin. Notification of cancellation of meetings, for which there is a service charge, must be received at least two business days prior to the time for scheduled use, if advance payments are to be refunded in whole or in part. Any refund shall be at the discretion of the college. All cancellations, whether a charge was levied or not, shall be reported to the permit-issuing office.

7201.15 Denial of Civic Center Permits.

a. Facilities Required by College for Educational Purposes. Whenever any college facility or grounds is required for educational purposes, a civic center permit may be denied or canceled in accordance with Board Rules 7201.12.

EC 82537(d)

b. Denial Because of Violation of District Regulations. The college and/or District, at its

discretion, shall have the right to cancel and terminate a Civic Center Permit immediately and without notice upon its discovery of a violation of any term, condition, or provision of the permit or practice of discrimination on the part of the permittee. Should any such violation occur, the college or the District, at its discretion, shall have the right to deny any future requests by the permittee for the use of any other college property or facilities.

Facilities shall be held available for the permittee until one-half hour

7201.16 Food Permits.

Permission for the use of cafeteria and other facilities for the serving of food may be issued in connection with civic center permits only with the consent of the college. However, in the context of a civic center permit, the college's food services operations shall be given the first option of serving any food product. Permittees shall be liable for any loss, breakage, or damage to cafeteria equipment.

7201.17 Civic Center Permits for Cost.

If the following conditions are met and an alternative location is not available, use of the facilities will be granted for a charge not to exceed an amount sufficient to pay the cost to the District for: opening and closing the facilities, if no college employee is available to perform this function as a part of his/her regular duties; an employee's presence, such as police officers, while a facility is being used if the college determines that supervision is necessary and the employee would not otherwise be present as part of his/her regular duties; janitorial services, if necessary and would not otherwise be performed; and/or the costs of utilities directly attributable to the use of the facility.

- a. The use is for political, educational, economic, recreational, artistic, or moral interests and activities; and
- b. The permittee is a nonprofit organization, a public agency, a senior citizens' organization, or any organization, club, or association organized for cultural activities and general character building or welfare purposes; and
- c. No admission charge is made or contribution is solicited; if an admission charge is made or a contribution is solicited, the net receipts are expended for the welfare of students of the District or for charitable purposes.
- d. If an admission charge is made or contribution is solicited and the net receipts are not expended for the welfare of students or for charitable purposes, the facility use will be subject to the charges enumerated in Board Rule 7201.19.
- e. The Associated Student Body Organization and/or recognized student clubs may use college facilities in keeping with the rules for Civic Center permits. However, under no circumstances may such an organization sponsor an event involving the sale or distribution of alcohol.

EC 82542

7201.18 Civic Center Use by Religious Organizations.

Any church or religious organization may use District facilities for the conduct of religious services for temporary periods where such church or organization has no suitable meeting place for the conduct of such services for a charge not to exceed the fair rental value of the facility. Fair rental value is defined as: the cost to the District for supplies, utilities, janitorial services, services of other District employees,

salaries of District employees necessitated by use of such property and the amortized costs of the college facilities used for the duration of the activity.

EC 82542(d)

7201.19 Civic Center Permit at Fair Rental Value.

If the following conditions are met, use of the facilities will be granted for a charge not to exceed the fair rental value of the facility. Fair rental value is defined as: the costs of supplies, utilities, janitorial services, services of other District employees, salaries paid to District employees necessitated by use of the college facilities and the amortized costs of the college facilities used for the duration of the activity.

- a. The use is for political, educational, economic, recreational, artistic, or moral interests and activities; and
- b. Admission fees, membership dues, or contributions are solicited or accepted and the proceeds are not expended for either the welfare of the students of the District or for charitable purposes.

EC 82542(b)

7201.20 Advance Payment.

All civic center charges shall be remitted to the college ten business days before the date of the approved civic center permit.

7202. LEASES AND PERMITS FOR USE.

- A. Pursuant to the California Education Code and subject to the limitations contained therein, the Board may lawfully enter into either leases or permits for use for the use of District property or facilities to persons and/or organizations upon such terms agreed upon by the Board

and the lessee/permittee when said property is not needed for school classroom buildings or for educational purposes.

- B. Effective December 1, 2000, the Chancellor shall have the authority to delegate leases for less than five days and permits for use for less than fourteen days to the College Presidents, and to the extent authorized by their respective College Presidents, to the Vice Presidents of Administration/Administrative Services and to acting or day-to-day substitute(s) for the Vice Presidents of Administration/Administrative Services in their absence.

EC 70902, 81360 et seq.

7202.10 Lease and Permit for Use Rules.

In addition to the rules governing use of District facilities in general (Board Rule 7200 et seq.), persons and organizations using District property and/or facilities pursuant to a lease or permit for use are also subject to the following rules governing leases and permits for use.

7202.11 Definitions.

For the purpose of these Board Rules, the following definitions apply:

- a. Lease. A lease is defined as an agreement between the District and a person or organization which grants the person/organization exclusive use of certain District property and/or facility for a specific period of time, and at least 24 hours sequentially. A lease must have formal Board authorization or ratification as required in Board Rule 7202.12.
- b. Permit for Use. A permit for use is defined as an agreement between the District and a person or organization which grants the person/organization limited use of certain District property and/or facility for a specific period of time. A permit for use must have

either formal Board authorization or ratification as required in Board Rule 7202.12.

- c. Day. A day is defined as a separate, although not necessarily consecutive, twenty-four hour period. For example, five days in one fiscal year could be either five consecutive days or the first Saturday of the month for a five month period.

7202.12 Permit for Use over Fourteen Days and Leases over Five Days.

For the purpose of these Board Rules, the following definitions apply:

- a. A use of District property/facility by a person/organization through a lease which exceeds five days in one fiscal year or permit for use which exceeds fourteen days in one fiscal year, as appropriate, must have formal Board authorization prior to execution.
- b. A use of District property/facility by a person/organization through either a lease which is five days or less or a permit for use which is fourteen days or less in one fiscal year may be either authorized by the Board in advance or ratified by the Board after the use.
- c. Any lease or permit for use entered into pursuant to this rule must be executed in accordance with the appropriate Education Code provisions.
- d. Any person/organization that has a civic center permit in excess of these policies prior to the adoption date of these Board Rules, may enter into a lease or permit for use, as appropriate, with the District for use of the District facility under mutually agreeable terms and in accordance with these Board Rules.

EC 81378

7202.13 Applicability of Public Bidding Requirements and Values Associated With Leases and Permits for Use.

Leases and/or permits for use are subject to the following general provisions, as applicable:

- a. Leases or permits for use of District property or facilities for a period of more than six days but less than five years shall be pursuant to terms and conditions agreed upon between the District and the lessee/permittee and in accordance with Education Code.
- b. In addition to the limitations set forth in subsection a, the fair market value of a lease entered into by the District without a public bidding process shall not exceed \$25,000.00 per year, as certified by the Board in a public agenda item prior to executing the lease. Any lease with a fair market value which exceeds \$25,000.00 per year would be subject to the appropriate Education Code provisions, including but not limited to the provisions relating to public notice and bidding.
- c. Leases and permits for use exceeding five years in length must be executed in accordance with the appropriate Education Code provisions, including but not limited to the provisions relating to public notice and bidding.

EC 81378.1, 81360 et seq.

Amended: 12-07-16