

LOS ANGELES MISSION COLLEGE

ADDENDUM TO FACILITIES USE GUIDELINES FEES AND PAYMENT SCHEDULES

CIVIC CENTER PERMITS FOR USE OF CAMPUS FACILITIES

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. (LACCD Board Rule, Chapter VII, Article II, Section 7201(A).

Student events will be supported by Mission College to the extent that facilities rental fees will not be charged to the ASO clubs and organizations. However, overtime salary expenses will be charged for events held after normal working hours. A/V setup required during normal working hours will be charged at the standard salary rate. Should your attendance, a/v equipment requirements and/or use hours exceed those for which you have been charged, additional costs will be invoiced. Outstanding invoices must be paid before a new booking event will be accepted.

ASO, student clubs and organizations, and campus employees may not sponsor events for off campus individuals or groups to avoid civic center permit fees. Events requested by individuals or groups will be subject to the following civic center permit fees depending upon the type of event being scheduled. All event sponsors will also be subject to additional costs should attendance, use hours and/or a/v equipment exceed that which they have been charged.

The following fee schedules pertain to the use of campus facilities:

- Civic Center Permit for Cost
- Civic Center Permit for Fair Rental Value
- LAMC Cost Reimbursement Fees
- A/V Equipment Rental Fees

After the completed room reservation request has been received, charges will be applied according to the details and requirements of the event, and the event sponsor will receive an estimated invoice. Fees will be determined based on the type of event being scheduled. Upon receipt of the invoice and payment of a 25% deposit, the facility reservation will be confirmed, and a permit will be issued to the event sponsor. Full payment of the invoice balance is due 10 business days prior to the event. (NOTE: For student events, full payment of the invoice is due 10 business days **after** the event). Failure to pay or comply with other requirements may result in the cancellation of the permit to use college facilities.

Civic Center Permits for Cost (Board Rule Chapter VII, Article II, Section 7201.17)

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 College 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 permit is issued to a nonprofit organization, a public agency, a senior citizen's 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 or the District or for charitable purposes.

Civic Center Permit at Fair Rental Value (Board Rule Chapter VII, Article II, Section 7201.19)

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 employees, salaries paid to college employees, services of other college employees, necessitated by the use of the college facilities and the amortized costs of the college facilities used for the duration of the activity.

- a. The use of 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.