

▶	Adopted Date _____
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## **COLLEGE OVERSIGHT FACILITY AND SPACE USE GUIDELINES**

### **PURPOSE**

To establish guidelines through which students, faculty, staff and community members may use campus facilities and grounds in a manner that assures an environment conducive to teaching and learning by establishing time, place and manner requirements. These guidelines are to be followed by all persons using college facilities including usages requiring civic center permits and are governed by LACCD Board of Trustees Rules, Chapter VII, Article II, “Use of District Facilities and Grounds.”

### **GENERAL USE**

All weekend and summer scheduling of building usage will be optimized to reduce the number of buildings operating at partial or low occupancy. Therefore, unless absolutely necessary, reservations will be placed in the most used buildings.

Food and beverage is not allowed in any classrooms on campus. Water is acceptable. If it is necessary to provide extensive cleaning after an event, not adhering to these rules will result in applicable charges being assessed to the individual or group using the space.

### **Types of Reservations**

Reservations are created through the web-based Event Management System (EMS), and are divided into two categories, simple and complex. (See <http://calendar.lamission.edu>)

A simple reservation must meet the following criteria:

1. The reservation time conforms to the established building hours.
2. An administrator/advisor, audio-visual technician, security staff or other personnel are not required.

**NOTE:** A simple reservation must be made at least five business days in advance.

A complex reservation includes one or more of the following:

1. The reservation time exceeds the established building hours.
2. An event that will draw more than 100 people.
3. An admission fee is collected at the door and/or admission tickets are sold in advance of the program.
4. An administrator/advisor, audio-visual technician, security staff or other personnel are required.
5. Where a Certificate of Insurance is required.

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For complex events, a completed application form must be submitted along with the Certificate of Insurance. All complex reservations must be made at least thirty (30) calendar days in advance. If a reservation request is submitted less than 30 days prior to the event, the request must be approved by the Vice President for Student Services or the Vice President for Administrative Services. Complex events may require at least one (1) administrator/advisor be present at the event. NOTE: Only one complex event will be scheduled per day. Student Clubs & organizations may be required to obtain an advisor's approval and attend an event-planning workshop for all complex events scheduled. Event planning workshops must take place at least three (3) weeks prior to the event.

Complex reservations may include but are not limited to dances, concerts, fashion shows, talent shows, conferences, banquets, variety shows, comedy shows, lectures, fundraisers and guest speakers.

**Reservations are on a first-come, first-served basis and will not be considered confirmed until approved by the Event Management System (EMS) coordinator. A 25% deposit is required to secure a room for a complex reservation.**

### **College Grounds and Building Hours**

College grounds and buildings are open from 7:00 a.m. – 11:00 p.m. Monday – Friday. Weekend hours vary depending upon classes in session. College premises shall not be used later than 11:00 p.m., except upon special permission of the President or designee. (Board Rule Chapter VII, Article II, Section 7200.31)

### **Room Set-Up Arrangements**

All rental facilities are arranged in pre-determined and approved set ups which vary from room to room. Final detailed set-up requests must be submitted 5 days prior to the event.

### **Use of Signs and Decorations**

Permission to use decorations not owned by the sponsoring organization must be obtained from Plant Facilities. Facilities staff will coordinate the use and hanging of any and all decorations.

1. Directional signage for events may be posted on the same day as the event and must be removed at the end of the event.
2. Decorations or signage, including flyers and posters may not be affixed to windows.
3. Only tape approved by or obtained from Plant Facilities may be used to affix decorations or event signage. Tacks, nails, or non-masking tape is not permitted.
4. It is the sponsor's responsibility to remove all decorations and signage, including tape. Damage to facilities due to postings of decorations or signage will be repaired and charged back to event sponsor (see Special Facility Cleaning).
5. Decorations and signage must not obstruct entrances or fire exits. All decorations and signage must be constructed of non-flammable material.
6. Open flames, including candles are not permitted. (Board Rule, Chapter VII, Article II, Section 7200.29)

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## **Fees and Payment Schedule**

Facilities Use Fees will be charged in accordance with the Civic Center Permit Rates, Civic Center Service Fees and Audio Visual Equipment Rental schedules approved by College. A 25% deposit is required to secure the reservation. Final payment is due 10 business days prior to the event. Events held for the benefit of on-campus clubs, organizations, and academic programs will be charged in accordance with the Civic Center Permit for Cost for complex events. **See Addendum for fees charged for student events.** Events sponsored in the name of on-campus clubs, organizations, and academic programs for the benefit of individuals or off-campus organizations will be charged in accordance with the Civic Center Permit at Fair Rental Value. (Board Rule, Chapter VII, Article II, Section 7201.17, 7201.19).

## **Special Facility Cleaning**

It is the responsibility of the event sponsor to leave all facilities used in their original condition. A representative from the college facilities department will meet with the event sponsor within 24 hours of the end of the event to review the condition of the facilities and provide a sign off to acknowledge that the facilities were left in satisfactory condition. Facilities that require special cleaning will be cleaned by the campus custodians and charged back to the event sponsor at a rate of \$15.00 per hour for each staff person required for cleaning with a minimum of one (1) hour per person. Special cleaning includes, but is not limited to, clearing of excessive trash, graffiti, boxes, pamphlets, and other event supplies, removing flyers, posters, directional signs, anything affixed, attached, or sprayed on windows, doors, and walls, and cleaning up spills and leftover food.

## **Damage to Facilities**

It is the responsibility of the event sponsor to leave all facilities used in their original condition. Facilities that require repair due to damage incurred during an event will be repaired at the expense of the event sponsor. (Board Rule, Chapter VII, Article II, Section 7200.34)

## **Audio Visual Equipment**

A/V equipment is available on a rental basis for events. All campus-owned A/V equipment must be supervised and operated by an authorized multi-media staff member. Sponsors who wish to use their own equipment must notify the A/V department at least ten (10) working days in advance. An equipment test may be necessary for outside equipment to ensure compatibility, and must be scheduled prior to the event. LAMC assumes no responsibility for equipment brought into the facility.

## **Amplified Sound**

Amplified sound is permitted in the designated area at the east end of the Campus Quad projecting toward the fountain. Approval to use amplified sound must be obtained from the Vice President of Student Services. Sound levels must be lowered immediately if requested by the VPSS/designee. Events requiring amplified sound that require space inside of buildings used for instructional classrooms, including the Campus Center, may only be scheduled during non-instructional periods.

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## Food & Beverages

Public health regulations require strict adherence to food handling rules in public places. Catering in any form, other than that provided by LAMC Culinary Arts Catering is prohibited without written consent of the catering coordinator. Outside catering providers must provide proper documentation including licenses and proof of insurance. The catering coordinator will issue a form entitled Permission to Provide Food Service to the outside catering provider at least 3 days prior to the event, and provide a copy of this form to the facilities use coordinator. The college will not be held responsible for the quality of foods or the health and safety of people consuming food products brought into the facility by others. (Board Rule, Chapter VII, Article II, Section 7201.16)

## Alcohol Policy

Alcohol may not be served or consumed at any event unless expressly approved in writing by the Chancellor of the Los Angeles Community College District. (Board Rule, Chap. VII, Article II, Section 7200.14)

## Smoking Policy

Los Angeles Mission College is a smoke free environment. Smoking is only allowed in designated smoking areas. (Board Rule, Chapter VII, Article II, Section 7200.27)

## Personnel

At least one administrator/advisor is required to be present for all events scheduled during times the College is not regularly scheduled to be open and/or for major events that, due to the nature and complexity of the event requires additional support staff.

## Security for Events

College employed sheriff's deputies and security officers are required for events involving crowd control, cash handling, and alcohol. Security may be required for other complex events and deployment is based upon the Los Angeles County Sheriff's Department Bureau Order #002-06 (Special Events on Campus/Security Arrangements) Risk Assessment Matrix and based upon individual campus needs to be determined by the Campus Sheriff's Office and the Vice President for Administrative Services. Sponsoring organizations are responsible for all security charges incurred, including additional deployment that may be called to respond to incidents related to the event. (Board Rule, Chapter VII, Article II, Section 7200.15)

## Parking

The Campus Sheriff's office regulates all parking areas on campus. Individuals or organizations visiting the campus for an event may be required to purchase a parking pass to park in any campus parking area. If available parking is insufficient to accommodate an event request, the College reserves the right to turn down the request for facilities use.

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## Insurance Requirements

The College reserves the right to request the following insurance for any organization utilizing campus facilities (Board Rule, Chapter VII, Article II, Section 7200.18):

1. Entity must provide a certificate of insurance and an accompanying signed endorsement that includes the following:
  - a. General Liability—Comprehensive or Commercial Form, minimum limits each occurrence \$1,000,000.
  - b. Additional Insurance Endorsements and Waivers of Subrogation Endorsements pages for General Liability and Auto with the following language “Los Angeles Community College District (LACCD), its Board, Officers, Employees, Agents and Volunteers”
  - c. On the certificate of insurance: “Los Angeles Community College District, its Board, Officers, Employees, Agents and Volunteers are named as Additional Insured per attached Endorsement Form. Waiver of Subrogation and Primary Non-Contributory apply per attached Endorsement.”
  - d. Certificate Holder Section must state the following: Los Angeles Community College District, 770 Wilshire Blvd., Los Angeles, CA 90017
2. 30 days written notice must be forwarded to the College of any modification, change or cancellation of the insurance coverage.

### EXCEPTIONS:

Exceptions to facilities use policies may only be made by the President.

### EXCLUSIONS:

In order to ensure that the campus is free of unsafe and hazardous conditions and interference with ongoing educational and administrative process, it may become necessary or prudent to deny or restrict access to campus buildings or grounds for a specific activity. (Board Rule, Chapter VII, Article II, Section 7201.15(a))

### RESPONSIBILITY

The Vice President of Student Services, the Director of College Facilities, and the Campus Sheriff’s Office are the President’s designees for maintaining campus grounds in a safe condition. Failure to comply with any of the agreed upon terms of use will be sufficient grounds upon which to revoke authorization for use of campus facilities. Additionally, it may result in campus use privileges being suspended for a period of time commensurate with the seriousness of the violation involved. (Board Rule, Chapter VII, Article II, Section 7201.15(b))

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