

[Regulation - 1000 Community](#) || [Table of Contents](#) || [Back](#) || [Next](#)

## 1.0 Class I (Civic Center Activities) - Free Use of Facility

- 1.1 Pursuant to Education Code 82542, general-use Los Rios Community College District classroom and lecture facilities where no specialized equipment is used may be granted rent free to public agencies, non-profit organizations, senior citizen organizations or other organizations, clubs or associations organized for cultural, general character building or welfare purposes if all of the following conditions are met:
- 1.1.1 No admission fee or contributions are solicited at the meeting or event. Fundraising activities and fees assessed which are expended for the welfare of the students or the College/District are permitted.
- 1.1.2 The event is held within normal College/District operational hours, as defined below:
- College (during primary terms)\*:
- |                 |                         |
|-----------------|-------------------------|
| Monday-Thursday | 7:00 a.m. to 10:00 p.m. |
| Friday          | 7:00 a.m. to 5:00 p.m.  |
- District Office:
- |               |                        |
|---------------|------------------------|
| Monday-Friday | 8:00 a.m. to 5:00 p.m. |
|---------------|------------------------|
- \*During summer and when classes are not in session, normal hours are set by college administration and may vary.
- 1.1.3 No special set-up costs, added clean-up costs, added supervision or other direct costs are incurred by the District for the use of such facilities.
- 1.1.4 No alternative location is available to the qualifying organization.
- 1.1.5 District classroom and lecture facilities shall only be used to conduct workshops, seminars and meetings.
- 1.1.6 The use of District facilities for qualifying organizations does not interfere with the use and occupancy of educational or other activities conducted by the District.
- 1.2 If all conditions except for 1.1.3 are met, the qualifying organization shall be assessed additional charges for labor (e.g. setup, cleanup, technical support, supervision, security), equipment, and other costs (e.g. supplies, repairs and maintenance, utilities) incurred by the District for use of such facilities.
- 1.3 Class I users shall be required to carry insurance coverage in accordance with R-1411. An insurance certificate naming the College/District as an additional

insured shall be submitted to the College President or designee at least ten (10) working days prior to the scheduled event.

- 1.4 District parking policy and related parking fees apply to all activities.
- 1.5 Qualifying organization must complete and sign the appropriate District facility use permit form.

**Class I Rates - Civic Center Activities (Free Use of Facility)**

- 1.6 District classroom and lecture facilities shall be granted rent free to qualifying organizations meeting the criterion established per Section 1.0 and in Education Code sections 82537 et seq. (Civic Center Act) and the meeting or event is conducted during normal operational hours of the College/District as defined in Section 1.1.2.
- 1.7 District community services activities shall be granted free use of District facilities.
- 1.8 For all Class I users and District community services activities, additional charges shall be assessed for labor (e.g., setup, cleanup, technical support, supervision, security), equipment and other costs (e.g., supplies, repairs and maintenance, utilities) incurred by the District for use of such facilities as follows:

Type	Charge
Labor charges	Prevailing District Wage Rate
Equipment (e.g., A/V, tables/chairs, etc. at discretion of the College/District)	To be determined by College/District
Supplies	Cost Covering
Repairs and Maintenance	Cost Covering
Utilities (e.g., lighting, heating/cooling, refuse disposal)	To be determined by College/District

- 1.9 All of Class II rates for use of other District facilities apply to Class I users and non-district organizations providing community service activities. However, long-term usage (5 or more consecutive times) by community service programs could be subject to negotiations with appropriate college personnel.

2.0 Class II - Cost-Covering Use

- 2.1 Fees shall be assessed for use of District facilities at cost-covering rental rates for:
  - 2.1.1 Qualifying organizations per Section 1.1, if admission fees are charged or contributions are solicited and the net receipts of the activity are not expended for the welfare of the students of the District or for charitable purposes (Ed. Code, §§ 82542 and 82543).

- 2.1.2 Those organizations considered civic center activities, not charging admission fees or contributions, however, requested facility usage is not within the normal hours of District operations as defined in Section 1.1.2. (Ed. Code, §§ 82542 and 82543)
- 2.1.3 Public agencies (state, county, local and other) conducting meetings not opened to the public.
- 2.1.4 District categorical or specially funded program activities, as determined by the College and provided for in the program budget.
- 2.1.5 Contract classes.
- 2.2 In addition to the base rental fee for Class II use listed below, the organization shall be assessed additional charges for labor (e.g. setup, cleanup, technical support, supervision, security), equipment and other costs (e.g., supplies, repairs and maintenance, utilities) incurred by the District for use of such facilities.
- 2.3 Generally, the maximum time to be granted per permit shall be eight (8) consecutive hours under the fee policy. This limit includes the time required for setting up, practice, performance, games, setting and removal of equipment, release of personnel, etc. However, if more than one (1) performance or game is held, a separate charge may be made for each. If more than eight (8) hours are required, a charge may be added for each additional hour of usage. Time will be counted from the moment of initial use under a permit until the moment that use of the facility is no longer required.
- 2.4 Class II users shall be required to carry insurance coverage in accordance with R-1411. An insurance certificate naming the College/District as an additional insured shall be submitted to the College President or designee at least ten (10) working days prior to the scheduled event.
- 2.5 District parking policy and related fees apply to all activities.
- 2.6 The organization must complete and sign the appropriate District facility use permit form.
- 3.0 Class III - Commercial Use
  - 3.1 This classification shall include all commercial uses by local or non-local groups where an admission fee is charged to make a profit for the sponsor and/or performers. Use of College/District facilities for purely commercial purposes will be denied unless the public welfare is significantly served by such use because of the educational or cultural value of the event.
  - 3.2 Tickets for events must be furnished by the using group.
  - 3.3 Ticket sales, supervisor requirements, security arrangements, employment of personnel, etc., must be made in accordance with College/District regulations.

- 3.4 In addition to the base rental fee for Class III use listed below, the organization shall be assessed additional charges for labor (e.g. setup, cleanup, technical support, supervision, security), equipment, and other costs (e.g., supplies, repairs and maintenance, utilities) incurred by the District for use of such facilities.
- 3.5 Generally, the maximum time to be granted per permit shall be eight (8) consecutive hours under the fee policy. This limit includes the time required for setting up, practice, performance, games, setting and removal of equipment, release of personnel, etc. However, if more than one (1) performance or game is held, a separate charge shall be made for each. If more than the eight (8) hours are required, a charge of ten percent (10%) of the basic fee shall be added for each additional hour of use. Time will be counted from the moment of initial use under a permit until the moment that use of the facility is no longer required.
- 3.6 Class III users shall be required to carry insurance coverage in accordance with R-1411. An insurance certificate naming the College/District as an additional insured shall be submitted to the College President or designee at least ten (10) working days prior to the scheduled event.
- 3.7 District parking policy and related fees apply to all activities.
- 3.8 The organization must complete and sign the appropriate District facility use permit form.

**Class II and III - Facility Rental and Other Fees**

- 3.9 Base rental fees specified below are per event (day) up to a maximum of eight (8) hours per day. If more than eight (8) hours in a day are required per event, there shall be an added charge of ten percent (10%) of the basic fee listed below for each additional hour of use. When an admission fee is charged, the minimum usage fee shall be the greater of the fee calculated per the use fee schedule or a negotiated fee of up to five percent (5%) of the total gross sales for the event for Class II users or fifteen percent (15%) of total gross sales for Class III users.
- 3.10 Any exceptions granted to the use fee schedule shall be approved by the College President or his/her designee.
- 3.11 In addition to the base rental fee listed below, the organization shall be assessed additional charges for labor (e.g., setup, cleanup, technical support, supervision, security), equipment and other costs (e.g., supplies, repairs and maintenance, utilities) incurred by the District for use of such facilities as follows:

<b>Type</b>	<b>Charge</b>
Labor charges	Prevailing District Wage Rate
Equipment (e.g., A/V, tables/chairs, etc. at discretion of the College/District)	To be determined by College/District

Supplies	Cost Covering	
Repairs and Maintenance	Cost Covering	
Utilities (e.g., lighting, heating/cooling, refuse disposal)	To be determined by College/District	
<b>4.12 Base Rental for Facilities</b>	<b>Class II</b>	<b>Class III</b>

<b>CLASSROOM</b>			
(1) Type A – General purpose classroom with no specialized equipment:			
(a) Mon.-Thurs. 7:00 am to 10:00 pm Friday to 5:00 pm Seating Capacity:	60 60+	\$75 \$125	\$150 \$250
(b) Friday 5:00 pm through Sunday: Seating Capacity:	0-60 60+	\$90 \$150	\$180 \$300

<b>Base Rental for Facilities</b>	<b>Class II</b>	<b>Class III</b>
		Minimum base rental amount indicated per Type A Seating Capacity within specified time period plus:
(2) Type B – Classroom/lab with limited equipment used in the event (e.g., art/music labs, P.E. facilities)	\$25-50/hour	\$50-75/hour
(3) Type C – Classroom/lab with significant specialized equipment used in the event (e.g., business, science, technical or vocational labs, P.E. Fitness room)	\$75-100/hour	Generally not rented

<b>Seating Capacity</b>	<b>Class II Daily Rate</b>	<b>Class III Daily Rate</b>
0-60 ARC Ranch House	\$100	\$200
0-180 CRC Forum	\$300	\$600
0-350 SCC College Center	\$300	\$600

0-125	FLC Community Room	\$300	\$600
0-120	District Office Board Room (3) Minimum charge for event, if less than 2 hrs.	\$300 \$100	N/A
350-600	ARC Theatre (technician required)	\$700	\$1,400
300	CRC Recital Hall (technician required): For Performance For Rehearsal	\$500 \$250	\$1,000 \$500
1,200	SCC Auditorium (technician required): For Performance For Rehearsal	\$800 \$400	\$1,600 \$800

<b>CAFETERIA</b>	<b>Class II</b>	<b>Class III</b>
Main Dining Room (4)	\$300-500	\$600-1,000
Banquet Rooms (per room)	\$60	\$120

<b>GYMNASIUM</b>	<b>Class II</b>	<b>Class III</b>
Usage Fee	\$300-600	\$600-1,200
Minimum fee, up to 2 hours	\$150	\$300
Locker Room Use	\$50-75/event	\$100-150/event

<b>STADIUM AND TRACK</b>		
Usage Fee	\$600-1,000	\$1,500-2,500

<b>PARKING LOST AND OPEN AREAS (Excluding Hughes Stadium)</b>	<b>Class II</b>	<b>Class III</b>
Open area with restrooms	\$100-200/each area	\$200-\$400/each area
SCC/CRC – Quad area	\$100	\$200
Open areas without restroom facilities	\$50-150	\$100-350

<b>ATHLETIC FIELDS (Individual Game Area)</b>		<b>Class II</b>	<b>Class III</b>
Baseball diamond (6)	First game:	\$150	\$300
	Each additional game or practice:	\$75	\$150
Softball diamond	First game:	\$75	\$150
	Each additional game or practice:	\$50	\$100
Soccer field	First game:	\$60	\$120
	Each additional game or practice:	\$40	\$100

<b>TENNIS COURTS*</b>	<b>Class II</b>	<b>Class III</b>
Usage Fee	\$50-100/Court	\$100 to 200/Court
*Does not apply to non-rental/general public usage		

<b>SWIMMING POOL (All categories of users)</b>		<b>Class II</b>	<b>Class III</b>
Usage Fee (7)		\$35/hour(Class II and III)	
Equipment	Goals/Nets	\$5/per use	
	Lane Dividers	\$5/per use	
	Timing System	\$100/per use	
	Starting Blocks	\$5/per use	
	PA System	\$5/per use	
	Other Equipment (e.g. ADA lift chair)	\$5/per use	

<b>SATELLITE DOWNLINK FACILITY (One hour minimum)</b>	<b>Class II</b>	<b>Class III</b>
Downlink and Taping	\$50/hour	Generally not rented
Downlink and Teleconference (Forum)	\$125/hour	
Downlink and Teleconference (Small Meeting Room)	\$100/hour	

Downlink and Teleconference and ITFS	\$125/hour	
<i>Note (1)</i> Includes video projection system		
<i>Note (2)</i> Delivery to remote sites over ITFS (signal routing only)		
<i>Note (3)</i> An additional custodial fee of \$45/hour will be charged		

<b>ITFS Facility Contract classes including:</b>		
Electronic classroom	\$300/hour	Generally not rented
Forum (large capacity)	\$400/hour	
Minimum Charge for one hour	\$750/full ITFS operation	
<b>Electronic Classroom Facility Fee</b>		
Small Classroom (L-112)	\$300/hour	Generally not rented
Forum (L-111)	\$300/hour	

**NOTE:**

- (1) If used for District contract classes, Class III rates are generally assessed fifty percent (50%) above Class II rates (i.e., Class II Computer lab - \$100/hour; Class III Computer lab - \$150/hour.
- (2) Large outdoor assembly areas are not available for commercial concerts.
- (3) The District Board room is restricted to meetings and conferences only and may only be rented during District Office normal business hours and until 1:00 p.m. on days of scheduled board meetings. Equipment and additional services are not available to the public.
- (4) Fee assessed depends on setup required, use of tables, chairs, etc.
- (5) Use of certain athletic facilities are subject to terms and conditions of contracts which the District has entered into.
- (6) Includes use of scoreboard and public address system and restrooms. Additional fees will be assessed as determined by the college for custodial and/or technical services.
- (7) See section 5.0 following.
- (8) These charges reflect the use of facility with one operator and one video tape copy provided. Any additional video tape copies or additional personnel costs will be determined or negotiated above the fee shown above.

4.0 Swimming Pool Use

4.1 Priority Use



In accordance with District Policy P-1411, swimming pool rental will be based on the following priority:

4.1.1 Instruction;

4.1.2 Athletics;

4.1.3 Community Education (Community Services classes);

4.1.4 Public Agencies (school districts, state, counties, local and other);

4.1.5 Community groups.

#### 4.2 Concurrent Use

Concurrent use of the swimming pool facility shall not be allowed. Concurrent use for these purposes is defined as use by the College for its programs and a public agency/community group at the same time or by more than one public agency and/or community group at the same time.

#### 4.3 Facility Supervision

A designated District employee must be on site to supervise whenever the pool facility is rented to a public agency or community group. The cost of providing the site supervisor shall be an additional fee assessed the renting group. Site supervision costs may be shared if multiple activities requiring supervision are occurring on the campus simultaneously. Supervision for long term users with a proven record of activity oversight may be waived by the campus Vice President of Administration.

#### 4.4 Renter Supervision

The renting group must provide adult supervision throughout the time the pool facility is under contract.

#### 4.5 Lifeguards

Lifeguards must be present during all times the pool facility is contracted to an outside organization in accordance with the following:

4.5.1 Lifeguards are to be provided by the renting group.

4.5.2 Lifeguards must be appropriately certified and copies of their certifications must be on file with the College prior to facility use.

4.5.3 Lifeguards cannot be event participants nor have other responsibilities other than as lifeguards.

4.5.4 Lifeguards are to be provided in accordance with the following ratios:

4.5.4.1 Adults (age 12 and older for purpose of the lifeguard ratio only):  
25 Adults in the water to 1 Lifeguard.

4.5.4.2 Children (under age 12 for purpose of the lifeguard ratio only): 15  
Children in the water to 1 Lifeguard.

#### 4.6 Locker Rooms

Use of college locker rooms is included within the base pool rental rate.

4.6.1 The renting group is required to provide adult supervision of locker rooms during their use.

4.6.2 The renting group is required to provide a refundable deposit of \$250 for the use of the locker rooms. The deposit may be forfeited if the locker rooms are not returned to the college in the condition they were in prior to the renting group's use.

4.6.3 The renting group may be assessed an additional fee if locker rooms are not returned to the College in the condition they were in prior to the renting group's use if the forfeited deposit does not cover the expense of returning the locker rooms to their pre-rented condition.

#### 4.7 District Maintenance Support

Each activity will be evaluated to determine if there is a need to provide additional support personnel to monitor the event. If additional support personnel are deemed to be necessary (e.g. standby plumber, electrician, etc.) charges will be assessed when the event occurs on weekends, holidays or outside normal operational hours as defined in Administrative Regulation R-1411, section 2.1. Overtime rates will apply including a five hour minimum charge. Normal renting activities should not warrant the need for a maintenance technician (e.g. plumber, electrician, etc.); however, more continuous use by larger numbers such as a large weekend swim meet may require maintenance support.

#### 4.8 Equipment

Equipment charges are intended to help pay for useful life replacement costs as well as equipment set up. Any damaged equipment will require additional charges for repairs from the renter's deposit. Rental groups who contribute in-kind or other useful donations will receive recognition and consideration for an offset to equipment charges.

#### 4.9 Diving Platforms

The use of diving platforms by a community group is prohibited.

#### 4.10 Custodial Fee

A custodial fee at prevailing District rates will be assessed if facility use occurs on weekends, holidays or outside normal operational hours as defined in Administrative Regulation 1411, section 2.1. The charge for custodial services will be for those hours required for the activity clean up and under normal circumstances will not be subject to the minimum five hour charge.

#### 4.11 Parking

Renting groups are responsible for payment of all parking fees and must observe all parking regulations.

#### 4.12 Insurance

An insurance certificate showing at least \$1,000,000 liability coverage and naming Los Rios Community College District as additional insured must be provided to the District no later than ten (10) working days before the commencement of the rental period.

[Regulation - 1000 Community](#) || [Table of Contents](#) || [Back](#) || [Next](#)

---

LRCCD

Adm. Regulation Adopted: 5/19/65

Adm. Regulation Revised: 7/15/72; 5/15/74; 7/20/78; 8/9/78; 6/18/80; 11/5/80; 5/20/81;  
7/22/81; 3/21/84; 10/25/88; 10/24/89; 11/12/91; 5/20/92; 6/1/94;  
9/8/08; 4/26/10

Adm. Regulation Reviewed:

Board Policy: [P-1412](#)