

North Orange County Community College District
ADMINISTRATIVE PROCEDURES
 Chapter 6
 Business and Fiscal Affairs

AP 6700 Civic Center and Other Facilities Use

Reference
Education Code Sections 82537; 82542

Public Use of School Facilities

Pursuant to the Civic Center Act, local community groups under specific conditions may be able to use the college and District facilities free of rental charges. However, other fees may apply. Per Education Code Section 82542, nonprofit groups that are organized for general character building or welfare purposes may use the facilities free of charge, subject to availability. Such groups and their activities may include: student clubs and organizations; fundraising events where admission fees charged or contributions solicited are expended for the welfare of the students of the District; parent-teacher associations; school community advisory councils; youth groups; senior citizens' organizations; other public agencies; and organizations, clubs, or associations organized for cultural activities and general character building or welfare purposes. The governing body of a community college district may grant the use of college facilities, grounds, and equipment to public agencies, including the American Red Cross, for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare.

For civic center events that do not qualify for free usage, and where no charge or solicitation is made to the participants, minimum fees shall apply. For other non-college sponsored groups and those organizations charging admission or making solicitations, the charge shall be double the minimum charge.

Minimum Fees

<u>Holidays</u>	<u>Weekdays</u>		<u>Weekends and</u>	
	1st 4 Hrs (Min)	Ea. Add'l Hour	1st 4 Hrs (Min)	Ea. Add'l Hour
DISTRICTWIDE:				
Classrooms	\$55	\$10	\$80	\$15
Lecture Halls	75	15	150	25
Laboratory	150	20	250	30
Men's Gymnasium	200	30	300	45
Women's Gymnasium	150	20	250	30
Dance Studio	75	15	150	25
Wrestling Room	75	15	150	25
Weight Room	75	15	150	25
Men's Shower & Locker Rooms	75	15	150	25
Women's Shower & Locker Rooms	75	15	150	25
Baseball Field	75	15	150	25
Softball Field	75	15	150	25
Tennis Courts (per court)	20	4	25	5
Campus Theaters/Wilshire Auditorium/Forum	375	70	525	105
Parking Lots: \$2.00 per space, \$200.00 minimum, plus \$50.00 cleaning fee				

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DISTRICTWIDE AUDIO/VISUAL RESOURCES:				
Standard Overhead Projector	\$40	\$10	\$80	\$20
TV/VCR w/ Rolling Cart		60	15	120
LCD Presentation Projector		90	20	160
Laptop Computer		90	20	160
LCD Projector w/ Laptop (Combo)		150	35	260
Tele Conference Equipment		150	35	260
Video Conference Equipment		180	35	310
Boardroom A/V Equipment		200	45	340
IT/AV Technician On-site Support		330	75	450
				115
ANAHEIM CAMPUS:				
Boardroom/ Auditorium	\$360	\$80	\$610	\$140
Conference Room - Large	180	40	310	70
Conference Room - Small	140	30	220	50
Multi-purpose Room	290	65	530	120
Computer Lab	360	80	610	140
Cafeteria – Dining Room (Full)	180	35	270	60
Cafeteria – Patio (Summer only)	150	35	270	60
Cafeteria - Bistro	130	30	220	50
CYPRESS COLLEGE:				
Studio Theater	155	30	220	45
Theater Lobby	110	20	155	30
Fine Arts Recital Hall	75	15	150	25
Student Activity Lobby	75	15	150	25
Pool (must provide own lifeguard)	125	20	175	25
Track	80	15	155	25
West Field	60	10	85	20
South Field	65	12	90	17
North Field	70	15	100	25
Grass Area by Gym II and Lot 5	50	10	70	15
Grass Area by Bookstore	50	10	70	15
Handball Courts	15	3	20	4
Wilson or Fine Arts Conference Room	65	15	90	17
President's or Student Activities Conf.	55	10	80	15
Culinary Arts Dining Room	75	15	150	25
Piazza	75	15	150	25

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FULLERTON COLLEGE:				
Gymnastics Room	75	15	150	25
Pool (must provide own lifeguard)	95	15	175	25
Athletic Area	75	15	150	25
Track & Field	95	15	175	25
Soccer Field	75	15	150	25
Music Warm-up Room	80	12	80	12
Recital Hall/Dodson Theater	101	23	164	38
Television Studios	200	50	200	50
Student Lounge	250	35	400	50
Conference Rooms	55	10	80	15
Quad	150	20	250	30
Patio	45	10	55	12
Staff Dining Room	75	15	150	25
Student Dining Room	75	15	150	25

- If multiple locations are being rented simultaneously, the most expensive location will be rented at the minimum fee and the additional location(s) may be rented at the hourly rate.
- Fees cover operating costs including utilities except for the telephone, set-up according to approved usage authorization, normal clean-up and attendant on duty.
- Additional operating costs may be assessed at an hourly or applicable timed rate for incurred usage charges, required personnel and special equipment.
- Rehearsal usage will be charged at one-half the regular fee in instances where there is no technical equipment or support needed.
- When applicable, booking deposits shall be equal to 25% of the 4 Hrs (min) rate. Booking fees are applicable toward cumulative rental fees incurred. If a cancellation of reserved facilities occurs within 72 hours of the scheduled event date, said booking fees will be retained to cover administrative expenses.
- A two-hour minimum charge may be applied toward any incurred charges for On-site Support by IT or AV Technical staff.
- Lease Tenants of the Anaheim Campus shall be charged rental fees based on 50 percent (50%) of the Anaheim Campus standard rental schedule.

Date of Adoption: February 12, 2002

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**AP 6019 - Civic Center and Other Facilities Use,
Effective: July 1, 2002**

Reference

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Date of last revision: February 9, 2004