

## **Civic Center and Other Facilities Use (Per Ed Code 82537-82542)**

District facilities identified as Civic Centers or as designated public forums are available for community use when such use does not conflict with District programs and operations. Facility Use shall be limited to places and time identified by the Vice President of Administrative Services or designee, but shall be sufficiently frequent, and available on specific dates and times, so as to allow meaningful use by outside groups. Except as provided in these procedures, no organizations shall be denied use of District facilities because of the content of the speech to be undertaken during such use.

The Vice President of Administration or designee is responsible for the coordination and implementation of these procedures. The Vice President of Administration or designee shall determine all applicable fees to be charged.

Outside the designated public forum areas, the following shall apply: All user groups shall be required to provide the District with a hold harmless and indemnification agreement acknowledging that they will be financially responsible for any losses, damages, or injuries incurred by any person as a result of their use of the facilities. All user group shall also be required to provide a certificate of insurance with limits acceptable to the District and/or other proof of financial responsibility acceptable to the District.

### **Civic Centers**

Eligible persons or groups may use District buildings or grounds designated as the Civic Center for public, literary, scientific, recreational, or educational meetings, or for discussion of matters of general or public interest, subject to this procedure.

The groups identified in Education Code Section 82542(a) will be permitted, "when an alternative location is not available," as described in the statute, to use District facilities upon payment only of the following:

- the cost of opening and closing the facilities, if no District employees would otherwise be available to perform that function as part of their normal duties;
- the cost of a District employee's presence during the organization's use of the facilities, if it is determined that the supervision is needed, and if that employee would not otherwise be present as part of his/her normal duties;
- the cost of custodial services, if the services are necessary and would not have otherwise been performed as part of the custodian's normal duties; and
- the cost of utilities directly attributable to the organization's use of the facilities.

## **Merced Community College District**

### **Merced College**

3600 M Street  
Merced, CA 95348

*For information, contact Raul Alvarez  
(209) 381-6593*

### **Business Resource Center**

630 W. 19th Street  
Merced, CA 95348

*For information, contact Jennifer Bartlett  
(209) 386-6732*

### **Los Banos Campus**

22240 Highway 152  
Los Banos, CA 93635

*For information, contact Jackie Solis  
(209) 381-6414*

Except as provided herein, other groups shall be charged an amount not to exceed the direct costs of District facilities. Direct costs shall include costs of supplies, utilities, custodial services, services of any other District employees, and salaries paid District employees necessitated by the organization's use of District facilities.

The following shall be charged fair rental value for the use of District facilities:

- Any church or religious organization for the conduct of religious services for temporary periods where the church or organization has no suitable meeting place for the conduct of such services.
- Entertainment or meetings where admission fees are charged or contributions are solicited and the net receipts of the admission fees or contributions are not expended for the welfare of the students of the District or for charitable purposes.
- The American Red Cross or other public agencies may use District facilities, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare, and the District will cooperate with these agencies in furnishing and maintaining services deemed by the Board of Trustees to be necessary to meet the needs of the community.

### **Priority for the Use of District Facilities**

1. Student clubs and organizations.
2. Fundraising entertainment or meetings where admission fees charged or contributions solicited are expended for the welfare of the students of the District.
3. Parent-teachers' associations.
4. School-community advisory councils.

## **Use of Facilities Policy, Regulations and Fees**



Merced Community College District  
3600 M Street  
Merced, CA 95348

MCCD Facilities Department  
Tel: (209) 381-6593

# Use of Facilities

In accordance with the provisions of the Education Code 82537-82548 the Board of Trustees of the Merced Community College District will grant the use of school buildings and grounds for public, literary, scientific, recreational, educational or public agency meetings for the discussion of matters of general or public interest. The terms and conditions of such use will be determined by the board-approved administrative procedures and other applicable limitations, requirements and restrictions contained in the Education Code.

## Types of Use

**Group 1** users may include nonprofit organizations and groups and associations organized for general educational or welfare purposes such as:

1. Clubs and organizations.
2. Fundraising entertainments or meetings where admission fees charged or contributions solicited are expended for the welfare of the students of the District.
3. Parent-Teachers' associations.
4. School-community advisory councils.
5. Campfire girls, Girl Scout and Boy Scout troops.
6. Senior citizens' organizations.
7. Other public agencies with reciprocal use agreements.
8. Organizations, clubs, or associations organized for cultural activities and general character building or welfare purposes.
9. Registered political organizations are permitted to use facilities at no charge providing their presence is educational in nature and or does not interfere with the normal operations of the college.

**Group 2** users may include the following:

1. Churches or religious organizations using college facilities or grounds for the conduct of religious services.
2. Commercial organizations.
3. Any group holding a meeting/entertainment where admission fees are charged or contributions solicited, which are not expended for the welfare of MCCD students or for charitable purposes.

## Fee Schedule

(Fees approved by Governing Board 08/11/15)

(Fees are for facilities only and are subject to change without notice.)

**Facility Charge Per Hour (minimum two hours):  
Fees below do not include staffing.**

FACILITY	Group 1	Group 2
Theater	\$75	\$135
LES-111	\$40	\$80
Classroom	\$25	\$50
Specially Equipped Classroom	\$40	\$80
Amphitheater	\$20	\$35
Cafeteria	\$40	\$80
Staff Dining Rm.	\$35	\$75
Quad-table (daily rate)	\$25	\$50
Gymnasium	\$80	\$150
Gym-4 (mirrors)	\$25	\$50
Locker Room	\$20	\$25
Football Practice Field	\$35	\$50
Soccer Field	\$35	\$50
Track	\$40	\$70
Stadium	\$150	\$325
Baseball Field	\$35	\$60
Softball Field	\$35	\$60
Tennis Courts (per court)	\$12.50	\$20
Pool	\$75	\$135

Event Support (Custodial, Grounds, Police) will be charged at the current rates.

## Rules for Facilities Use

Requests for use of the District's Civic Center must be made at least 30 days in advance of the first date of use being requested. Requests shall be on forms provided by the District. Permission to use facilities shall be granted by the Vice President of Administrative Services or designee. ***This request requirement does not apply to groups intending to use available designated public forums for expressive activities. In those circumstances, only five (5) business days' notice is required.***

Permission to use District facilities shall not be granted for a period to exceed one semester. No person or organization may be granted a monopoly on any facility.

Overnight camping on District facilities, including in the designated public forum areas, is prohibited. No person or organization may use any District facility for living accommodation purposes such as sleeping activities, or storing personal belongings, or making any fire, or using any tents or other structure for sleeping, or doing any digging or earth breaking, or carrying on cooking activities.

Any persons applying for District property on behalf of any groups shall be a member of the groups and, unless he/she is an officer of the group, must present written authorization to represent the group. Each person signing an application shall, as a condition of use, agree to be held financially responsible in the case of loss or damage District property.

The District may require security personnel as a condition for use whenever it is deemed to be in the District's best interest.

No person applying for use of District property shall be issued a key to District facilities.

Future facility requests may be denied on grounds including, but not limited to, abuse or misuse of District property and failure to pay promptly for any damage to District property.

No alcoholic beverages, intoxicants, or controlled substances in any form shall be brought onto the property of the District. Persons under the influence of alcohol, intoxicants, or controlled substances shall be denied participation in any activity.

No structures, electrical modifications, or mechanical apparatus may be erected or installed on District property without specific written approval by the Vice President of Administrative Services or designee.

All decorative materials, including but not limited to draperies, hangings, curtains, and drops shall be made or treated with flame-retardant processes approved by the State Fire Marshall.