

Use of Facilities

In accordance with the provisions of the Education Code §82537-82548 the Board of Trustees of the Ventura County Community College District may 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

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

1. Off campus student 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

Group 2

1. Churches or religious organizations using college facilities or grounds for the conduct of religious services (EC 82537 & 82542).
2. Commercial (profit-making) organizations.
3. Any group holding a meeting/entertainment where admission fees are charged or contributions solicited which are not expended for the welfare of VCCCD students or for charitable purposes.

Insurance Requirements

The Ventura County Community College District requires that any individual, group, or organization requesting the use of district property submit a Certificate of Insurance naming the District as an additional insured with property damage and liability limits of not less than one million dollars. Higher limits of property damage or liability may be required by the District depending upon the nature and scope of activities to be performed.

Fee Schedule

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

	Group 1	Group 2
Facility Charge Per Hour (minimum two hours):		
1. Theater, 350-400 seats (MC, VC)	\$75.00	\$135.00
2. Small Theater	\$35.00	\$60.00
3. Forum/Specially Equipped Classroom	\$40.00	\$100.00
4. Amphitheater (MC, OC)	\$20.00	\$54.00
5. Observatory (MC)	\$50.00	\$75.00
6. Small Classroom (34 or less)	\$17.00	\$30.00
7. Large Classroom (35 or more)	\$22.00	\$40.00
8. Student Dining Area*	\$35.00	\$75.00
9. Choral Music Room	\$22.00	\$40.00
10. Guthrie Hall (VC)	\$40.00	\$75.00
11. Outside Quad Area	\$20.00	\$40.00
12. TV Editing Room & Equipment	\$300.00	\$600.00
13. LRC Patio/Kitchen (VC)	\$200.00	\$300.00
14. Computer/Science Labs	\$40.00	\$80.00
*Student Dining Area <u>Does Not</u> Include Kitchen Facilities		
Physical Education/Athletic Facility Charge Per Hour:		
(Minimum two hours):		
1. Large Gym	\$80.00	\$150.00
2. Small Gym (VC)	\$45.00	\$80.00
3. Dance Studio	\$25.00	\$40.00
4. Locker Room (each)	\$25.00	\$30.00
5. Football Practice Field (MC)	\$35.00	\$50.00
6. Track & Field	\$40.00	\$70.00
7. Baseball Field	\$35.00	\$60.00
8. Softball Field	\$35.00	\$60.00
9. Hockey/Soccer Field	\$45.00	\$80.00
10. Soccer Field (OC)	\$65.00	\$100.00
11. Griffin Stadium (MC)	\$150.00	\$325.00
12. Stadium (VC)	\$150.00	\$325.00
13. Golf Driving Range	\$35.00	\$60.00
14. Golf Putting Green	\$20.00	\$30.00
15. Basketball Courts (outside/OC)	\$15.00	\$25.00
16. Volleyball Courts (outside)	\$15.00	\$25.00
17. Aquatic Facility (VC)	\$75.00	\$150.00
18. Tennis Courts (per court)	\$12.50	\$20.00
(Lighting Outdoor Facilities is an Additional Charge)		
Teleconference Fee		
(In addition to room rental charge)	\$100.00	\$125.00
Custodian Rate	\$35.00	\$35.00

Filming and Parking Lot Rental Fees Negotiable

How to File for Use of Facilities

The application for use of college facilities shall be made on the forms provided by the College. An authorized representative of the group applying must certify the application.

The application must be submitted at least two weeks prior to requested date, unless waived by the college president as an emergency. Permission to use facilities will be granted only for the current semester unless and until the needs for instructional purposes for the following semester have been determined.

The application shall contain:

1. The name of the organization
2. Name, address, title and telephone number of the authorized representative.
3. Type of purpose of the organization.
4. Facilities requested and the date and time of use.
5. Use for which any admission charge shall be put.

RENTAL CONDITIONS

1. Proof of Insurance shall be required for all organizations using VCCCD facilities.
2. Only the organization whose name is on the application is approved to use the facility.
3. The use of restrooms is included in each rental.
4. Additional charges may be required for labor (e.g., custodial, security, etc...)
5. Charges for additional equipment, preparation of athletic fields, supplies and personnel will be determined by the responsible supervisor based on the nature of the event and the facilities requested.
6. VCR's, large screen TVs, PA system, and other media equipment may be rented at an additional cost from the College Media Center.
7. The rules and regulations shall be read, and the groups must agree to hold the VCCCD harmless from any liability or damage, which may result from the use of college facilities.

PAYMENT OF FEES

Payment of fees must be made at least one week prior to the first scheduled use or permit will be cancelled.

Payment must be received at least two weeks in advance for requests that involve the scheduling of extra or overtime labor.