

Board of Trustees Agenda Item

Board Meeting Date: January 5, 2010

Title of Item: De Anza Facility Use Policy, Fees, Process & Procedures

Background and Analysis:

In conjunction with District Board Policy 3205, it is the policy of De Anza College to allow community groups and organizations the use of its facilities when that use does not interfere with, infringe on or impede the educational process. We celebrate the diversity of its student body and the communities from which they are drawn. We believe in a rich diversity of viewpoint, age, cultural background, race, purpose, and social interaction. As a consequence we strive to ensure diverse groups and organizations have access to the use of our facilities.

Periodically, De Anza College reviews and revises the Facility Use Policy and the fees we charge for the rental of facilities.

We have attached the revised policy and fee schedule for the campus, effective July 2009, for Board of Trustee review.

Recommendation: De Anza administration recommends approval of the facility use policy, fees, process & procedures as submitted

Submitted by:	Brian Murphy, President, ext 8705
Additional contact names:	Letha Jeanpierre, VP Finance, ext 8976
Is backup provided?	Yes



FACILITY USE POLICY, FEES, PROCESS & PROCEDURES

July 2009

Mission

De Anza College is one of two colleges that make up the Foothill-De Anza Community College District. The mission of De Anza College is to challenge students of every background to develop intellect, character and abilities to achieve their educational goals, and to serve their community in a diverse and changing world. To accomplish this mission De Anza College provides a quality teaching and learning environment and sound educational programs and services, accessible and responsive to the needs and interest of the people of our community.

One of the ways De Anza attempts to respond to the needs and interest of our community is by making our facilities available for use by various community groups and organizations. Educational Code 82542 authorizes the use and fees for the use of college facilities by outside groups.

Facility Use Policy (Excludes Campus Center which has their own policy)

Pursuant to Foothill-De Anza Community College District Board Policy 3205 the use of college facilities by outside groups shall be for short-term and temporary needs. No possessory interest is intended by any permitted use of a college facility. No use shall be permitted under the authorization of this policy that constitutes a monopoly for the benefit of any person or organization.

In conjunction with District Board Policy 3205, it is the policy of De Anza College to allow community groups and organizations the use of our facilities when that use does not interfere with, infringe on or impede the educational process. De Anza College celebrates the diversity of its student body and the communities from which they are drawn. We believe rich diversity-in viewpoint, age, cultural background, race, purpose, and social interaction. As a consequence we strive to ensure diverse groups and organizations have access to the use of our facilities.

An authorized De Anza College employee must be available on campus as a college representative whenever a facility is used. At the discretion of the Coordinator of Facilities Rental (**CFR**) and in consultation with the Assistant Chief of Police and Campus Safety, Division Dean of area where activity is held,

Custodial Manager or Head Grounds Gardener, additional college staff maybe assigned to the event where it is deemed appropriate.

Facility Charges/Fees

The following direct costs will be assessed to all outside organizations or groups using facilities at De Anza.

- **A \$50 facility application processing fee which will be submitted with the invoice.**
- **A \$20/hour utility usage fee for classrooms for non-profit groups.**
- **A \$30/hr utility fee for lecture halls or conference rooms, small gym for non-profit groups.**
- **A \$50/hr utility fee for gymnasiums for non-profit groups.**
- **50% of fee for non-profit groups for track rental.**
- **Cost to open/close facility if no college employee would otherwise be present. See Facility Direct Cost Fees, Page 6 for Student Security Officer.**
- **Cost of college employee to be present during the use of facility if no college employee would otherwise be present.**
- **Cost for room set up and take down. See Direct Cost Fees, Page 6.**
- **Cost for custodial services. See Direct Cost Fees, Page 6.**
- **Cost for grounds services. See Direct Cost Fees, Page 6.**
- **Cost for special event set up. See Special Event Equipment, Page 6.**
- **Cost for specialized technical support e.g. AV, Electrician, Lifeguard e.g., See Direct Cost Fees, Page 6.**
- **Cost for Campus Police Officer. See Direct Cost Fees, Page 6.**

Category 1.

De Anza College Co-sponsored Events/Activity.

De Anza College co-sponsored events/ activities are those functions that further the mission of De Anza College, are educational, student centered and is co-sponsored by a De Anza College faculty and or/ staff who must be present during the event. In accordance with Educational Code 82542 community

organizations and groups that fit this definition will not be charged an hourly rental fee but will be assessed facility charges. In addition if the group or organization requires tuition or fees in order to participate in the event/ activity, the total sum collected, **including revenues from vendor sales**, must be deposited with De Anza College's Student Account's Office.

Category 2.

Civic Center Act under Educational Code 82542 states that Governing boards of any community college may grant use of college facilities or grounds for public, literary, scientific, recreational, educational, or public agency meetings, for the discussion of matters which the board deems proper, and for supervised recreational activities, and subject to the limitations, requirements, and restrictions set forth in this article.

Category 3.

Non-Profits organizations.

In accordance with Educational Code 82542 non-profit organizations (excluding churches and religious groups), clubs, associations and other public agencies organized for general character building or welfare purposes will not be charged an hourly rental fee. **Direct Costs Fees** will apply to non-profits who use college facilities. These groups will be charged for staff to open and close facilities, custodial fees, and utility costs for use of the facility. These groups must provide documentation that shows legal non-profit status filed with the Internal Revenue Service. If no document is provided, this group will be considered Category 4 and charged that rate.

Category 4.

Religious organizations and private or commercial groups. De Anza College shall charge all other outside groups and organizations (including churches and religious groups) that charge fees or solicit contributions all applicable facility fee/ charges and an hourly fee based on fair market value. **(See Hourly/Rental Fee Schedule, Page 7.)**

Parking

Parking is not included in the use of college facilities. Participants in scheduled activities/ events must pay the daily fee to use spaces in the Flint or Stelling Parking Structures or the various student parking lots. If an outside group or organization is interested in securing prepaid parking for activity/ event participants should indicate this to the **(CFR)** and s/ he will arrange for them to meet the Assistant Director of Police and Security for Foothill-De Anza Community College.

Insurance

Outside groups and organizations that are charged an hourly rental fee must provide a Certificate of Liability Insurance for \$1 million dollars listing the Foothill-De Anza Community College District as additionally insured.

Billing

Payment for any event is due prior to the event. An invoice will be developed by the (CFR) and mailed to the renter. All payments will be remitted to the De Anza College Cashier in the self-addressed envelope provided. Credit card payment is available, if a renter wishes to pay by credit card, a credit card form will be mailed to them in a self-addressed envelope to be remitted to the De Anza College cashier's office.

Event Cancellations

If it is necessary to cancel an activity / event the (CFR) must be notified no less than 72 hours prior to the scheduled event. If the 72 hours minimum notification is received and acknowledged by the (CFR) all monies except, the \$50 facility application fee will be refunded. Refunds will not be given for events cancelled after the 72-hour notification period. Refunds will not be given to groups or organizations that fail to show for scheduled event.

Event Evaluation

After the completion of an event / activity the (CFR) will mail an Event Evaluation Form to the event applicant.

Facilities Use Application Procedures and Process

Request for the use of college facilities should be filed at least one month in advance of the proposed event, and made by completing a Facility Rentals Application. Community groups and organizations can schedule events no more than one quarter in advance of the proposed. No events are scheduled during finals week. De Anza College reserves the right to cancel any event scheduled by a community group or organization if the scheduled facility is needed for a college program. If it is necessary to cancel an event the college will make every effort to notify the sponsoring group of the cancellation at least one week in advance of the scheduled activity. A \$50 application-processing fee will be charged for each application processed.

Steps in the Application process

1. Facility Rentals Application is available on the rentals website, www.deanza.edu/rentals. Office hours for the Campus Evening Coordinator/ Coordinator of Facility Rentals are 12 p.m. – 9 p.m. Monday – Thursday and 9 a.m. – 6 p.m. Friday.
2. Complete the Facility Rental Agreement form and return to the **(CFR)** via fax at (408) 864-5454, in person or by mail:

**Campus Evening Coordinator
Administration Building
De Anza College
21250 Stevens Creek Blvd.
Cupertino, CA.95014**
3. The completed Facility Rentals Agreement is received by the **(CFR)**
4. The **(CFR)** reviews the Facility Rentals Agreement and contacts applicant to discuss the event.
5. Applicant and **(CFR)** agree on date, venue and cost of event.
6. **(CFR)** books the event by using an electronic scheduler and schedules a meeting with the group if necessary, to discuss any possible issues of concern.
7. **(CFR)** completes and signs the Facility Rentals Application spelling out date(s), venue and creates an invoice.
8. One week prior to the requested event, the **(CFR)** will contact the applicant to confirm campus preparations for the event.
9. Event cancellations must be received and acknowledged by the **(CFR)** 72 hours prior to the scheduled event.
10. See billing section regarding payment.
11. Renter submits payment.

Direct Cost Fees
(All Staff charges will be at 4-Hour Minimum)

ATC Technical Support	\$85.00/Hr
AV Technician	\$50.00/Hr
Custodial fee	\$70.00/Hr
Electrical	\$81.00/Hr
Grounds Maintenance	\$70.00/Hr
Life Guard 1:50 ratio	\$35.00/Hr
On-Site Supervisor	\$85.00/Hr
Police Officer	\$67.00/Hr
Student Security Officer	\$15.00/Hr
Table and chair set up/take down	\$70.00/Hr

Special Event Equipment

6 ft table	\$5.00 each
Folding chairs	\$1.00 each
10 ft x 10 ft. Canopy	\$20.00 each
Grand Piano in Choral Hall A-11	\$100.00/event

Hourly Rental Fee Schedule (3-Hour Minimum)

<u>Room Capacity</u>	<u>Hourly Rental Rates</u>
Classroom 50 and under	\$60.00
Classroom 51 – 100	\$85.00
Classroom 101- 180	\$125.00
Lecture halls 181 – 320	\$150.00
Sunken Gardens	\$106.00
Parking Lots	\$151.00
Main Gym	\$210.00
Small Gym	\$110.00
Baseball Field	\$90.00
Softball Field	\$115.00
Soccer Field	\$115.00
Stadium	\$150.00
Track	\$100.00
Tennis Courts (each)	\$30.00
Pool	\$200.00
Diving Well	\$164.00
Locker Room	\$70.00

Campus Center Rentals go to:
www.deanza.edu/diningservices

Revised 7/30/09