

Board of Trustees Agenda Item

Board Meeting Date: June 4, 2012

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

Background and Analysis:

In conjunction with District Board Policy 3205, De Anza College allows community groups and organizations the use of the 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. The college believes in a rich diversity of viewpoint, age, cultural background, race, purpose, and social interaction. As a consequence, the College strives 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, Fees, Process & Procedures we charge for the rental of facilities.

Attached is the revised policy and fee schedule for the campus, effective July 2012, for Board of Trustee review and approval

Recommendation:

De Anza College President, Brian Murphy, recommends approval of De Anza College's Facilities Policy, Fees, Process & Procedures.

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



General Facilities: Fees, Policy & Steps in the Application Process

Mission

De Anza College provides an academically rich, multicultural learning environment that challenges students of every background to develop their intellect, character and abilities: to realize their goals; and to be socially responsible leaders in their communities, the nation and the world. De Anza College fulfills its mission by engaging students in creative work that demonstrates the knowledge, skills and attitude contained within the college's Institutional Core Competencies: Communication and expression, Information literacy, Physical/mental wellness and personal responsibility, Global, cultural, social and environmental awareness, Critical thinking.

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 and The Visual and Performing Arts Center which have 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. The college believes in rich diversity-in viewpoint, age, cultural background, race, purpose, and social interaction. As a consequence the college strives 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 Campus Facilities Rental Coordinator and in consultation with the appropriate staff (Director of Campus Safety and Security, Division Dean of area where activity is held, Supervisor of Grounds Services or Manager of Custodial

Operations), 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.
- Hourly utility usage fee for classrooms, lecture hall or conference rooms for non-profit groups.
- 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](#).
- Cost for Custodial services. See [Direct Cost Fees](#).
- Cost for grounds services. See [Direct Cost Fees](#).
- Cost for special event set up. See [Special Event Equipment](#)
- Cost for specialized technical support e.g. AV, Electrician, Lifeguard e.g., See [Direct Cost Fees](#).
- Cost for Campus Police Officer. See [Direct Cost Fees](#).

Category 1

De Anza College Student Clubs and Organizations

Student organizations that have been approved by the governing board of the District may be granted the use of community college premises and properties without charge, subject to regulations established by the governing board of the District. They are:

- Not charged facility application process fee.
- Not charged hourly rental fee.
- Not charged utility usage fee.
- Not charged fee for use of specialized equipment
- Direct fees for custodial, maintenance and security are only charged on weekends, holidays and when extra hours would be required.

Category 2

Non-Profit Organizations

Organizations (excluding churches and religious groups), clubs, associations and other public agencies organized for general character building or welfare purposes. These groups must provide documentation of legal non-profit status filed with the Internal Revenue Service, otherwise the private rate applies.

- Must pay \$50 application fee.

- Must pay reduced hourly fee based on fair market value.
- Must pay utility usage fee after normal hours of operation.
- Must pay for use of specialized equipment.
- Must pay for custodial, maintenance and security

Non-profit organizations having fundraising entertainment or meetings where admission fees are charged or contributions solicited must be for the benefit of the students of the Foothill-De Anza Community College District. Otherwise the private fee schedule applies to their rental contract.

Category 3

Religious Organizations and Private or Commercial Groups

The governing board may charge an amount not to exceed its direct costs or not to exceed fair rental value of college facilities and grounds under its control for activities other than those specified above.

- Must pay \$50 application fee.
- Must pay hourly rental fee based on fair market value.
- Must pay for use of specialized equipment.
- Must pay for custodial, maintenance and security

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 Campus Facilities Rental Coordinator and s/he will arrange for them to meet the Director, Campus Safety and Security for Foothill-De Anza Community College District to discuss prepaid parking.

Insurance

All outside groups and organizations must provide the college with a Certificate of Insurance with a separate additional insured endorsement for \$1 million dollars listing Foothill-De Anza Community College District as additionally insured.

Deposits and Billing

A deposit of 50% of the total estimated fee (along with the \$50 application fee) will be required at the time the application is made or approved. Most events will require at least two meetings. The first meeting is upon initial request and the second meeting prior to the event. **Completion of the application online does not constitute an agreement.**

In accordance with Educational Code 82542, all fees are due and payable prior to the event. At that time, the Campus Facilities Rental Coordinator and the applicant will review the final arrangements and confirm preparations for the event.

All payments must be remitted to the De Anza College Cashier's Office. Payments may be made by mail. A check deposit form is available. Credit card payment is available. If an event applicant wishes to pay by credit card, a credit card form will be transmitted to them upon request. Credit card payments can be faxed to the cashier's office. Payments may also be made in person at the De Anza Cashier's office located in the Student and Community Services Building.

Event Cancellations

If it necessary to cancel an activity/event the Campus Facilities Rental Coordinator 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 Facilities Rental Coordinator all monies except the \$50 facility application-processing fee will be refunded. Refunds will not be given for events canceled 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 Campus Facilities Rental Coordinator will mail an Event Evaluation Form to the event applicant with a self addressed stamped envelope provided. Feedback is important for continued improvement of our rental operations.

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. They should be made by completing a Facilities Use Application at the Facilities Rental website. Community groups and organizations can schedule events no more than one quarter in advance of the proposed event. No events can be scheduled during final exam weeks. No events can be scheduled during the day of or the fourteen calendar days preceding De Anza College's Commencement ceremony. 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 or the scheduled activity. In the case of a college cancellation a \$50 application-processing fee will be charged for each application processed.

Steps in the Application process

1. [Facility Rentals Application](#) is available online. Office hours for the Campus Facilities Rental Coordinator are 12 p.m. - 8:30 p.m. Monday - Thursday and 9 a.m. - 6 p.m. Friday
2. Complete the Facility Rental Agreement form and return to the (CFRC) via fax at (408) 864-5454, in person or by mail:

Campus Facilities Rental Coordinator
Administration Building

De Anza College
21250 Stevens Creek Blvd.
Cupertino, CA.95014

3. The completed Facility Rentals Agreement is received by the (CFRC)
4. The (CFRC) reviews the Facility Rentals Agreement and contacts applicant to discuss the event.
5. Applicant and (CFRC) 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. (CFRC) 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 (CFRC) will contact the applicant to confirm campus preparations for the event.
9. Event cancellations must be received and acknowledged by the (CFRC) 72 hours prior to the scheduled event.
10. See billing section regarding payment.

Rental Fees

Current Fee Schedule Effective July 1, 2012.

Direct Cost Fees **(All Staff charges will be at four-hour minimum)**

Service	Hourly Rate
ATC Technical Support	\$60.00/Hr
AV Technician	\$50.00/Hr
Custodial fee	\$68.00/Hr
Electrical	\$90.00/Hr
Grounds Maintenance	\$68.00/Hr
Life Guard 1:50 ratio	\$50.00/Hr
On-Site Supervisor	\$90.00/Hr
Police Officer	\$67.00/Hr
Student Security Officer	\$15.00/Hr
Table and chair set up/take down	\$68.00/Hr

Special Event Equipment

Item	Cost
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
(Three-hour minimum)****Hourly Rental Rates**

Room Capacity	For- Profit	Non-Profit
Classroom 50 and under	\$ 62.00	\$ 50.00
Classroom 51-100	\$ 68.00	\$ 54.00
Classroom 101- 180	\$ 82.00	\$ 66.00
Lecture halls 181 - 320	\$110.00	\$ 88.00
Sunken Gardens	\$106.00	\$ 85.00
Parking Lots	\$123.00	\$ 98.00
Main Gym	\$137.00	\$110.00
Small Gym	\$110.00	\$ 88.00
Baseball Field	\$113.00	\$ 90.00
Softball Field	\$113.00	\$ 90.00
Soccer Field	\$113.00	\$ 90.00
Stadium	\$164.00	\$131.00
Track	\$ 82.00	\$ 66.00
Tennis Courts (each)	\$ 27.00	\$ 22.00
Pool	\$164.00	\$131.00
Diving Well	\$164.00	\$131.00
Locker Room	\$137.00	\$110.00



VPAC Rental Rates and Equipment

Basic Fees and Equipment

The basic rental rates for the Visual and Performing Arts Center will include the utilities and Auditorium Manager, Audio and Lighting Engineer's fee, as all are needed whenever the building is rented. There is a 4-hour minimum for use of the VPAC auditorium.

We have a fee structure base on organization type. Both fee categories include the use of the box office and basic equipment listed below.

- **Category 1** De Anza College Student Clubs and Organizations (Labor charge only)
- **Category 2** Non-Profit Organizations \$360/Hr
- **Category 3** Religious Organizations and Private or Commercial Groups \$430/Hr

Both categories require:

- Application Fee (non-refundable) \$50
- Mandatory Custodial Fee \$275

Sound

Standard: All rentals will be charged for the standard sound package, which includes House Speakers (EAW KF730, SB730) or Cinema Surround Sound Speakers (JBL 3632-T), amplifiers, stage monitors, Dressing room monitors, Green room monitor, Lobby monitor, and intercom.

- **Microphones**(with cable)
 - Instrumental (SM57) *8 available*
 - Vocal (SM58) *12 available*
 - Wireless, *14 handheld, 4 lavalier available*
- **On-stage Speakers** (JBL EON 10 G2) 8 available
- **Compact Disk Player** 1 available
- **Mixer in Booth** (Yamaha MG166CXusb)
- **Mixer in House** (Yamaha Digital M7CL-32) — Requires house sound engineer

Lighting

Rates are based on using only the existing repertory lighting plot. Any rehang for specials or redesign will be extra.

- **Apron only** (in front of main curtain)
- **Half Stage** (in front of mid stage traveler)

- **Full Stage** (entire stage)
- **Ground Row** (Cyc)
- **Boom-Side Trees**, *8 available* (5 ETC Source 4-36 degree instruments per tree)
- **Followspots** *2 available* (back of house catwalk, requires operators)
- **Additional equipment** is negotiable per event

Personnel and Labor

There will be a four hour minimum charge for all personnel.

- Overtime charged (1.5 times base rate) assessed after 5 hours continuous work without a meal break (of .5 hour) until break is taken.
- Overtime will be charged hourly, after an 8-hour day.
- There will be no crew call changes three weeks prior to event.
- The Auditorium Manager must be present whenever renter is in building.

Ask the VPAC Auditorium Rental Coordinator for labor rates for the following support personnel:

- Auditorium Manager \$50/Hr (Always required)
- Sound Engineer \$50/Hr (Always required)
- Lighting Designer \$40/Hr
- Light Board Operator \$30/Hr (Always required)
- Sound Technician \$25/Hr
- Stagehand \$25/Hr
- Projectionist \$40/Hr

The VPAC Facilities Coordinator will make the final decision as to the number of technical and support personnel required for each event.

Per Show Equipment Options

The following list of equipment will be charged in addition to the basic rental rate on a per show basis.

Stage Equipment

- **Concert Shell:** Wegner
- **Marley Dance Floor**
- **Band/Orchestra Risers**
 - Rectangular (4' x 8' x (8" or 16" or 24")) *15 available*
 - Rectangular (4' x 4' x (8" or 16" or 24")) *4 available*
 - Pie (9" x 45" x (8" or 16" or 24")) *4 available*
 - Pie (45" x 82" x (8" or 16" or 24")) *4 available*
 - Pie to Square Edge (41" x 59" x (8" or 16" or 24")) *4 available*
- **Choral Risers** (Wenger 4-step Signature) *7 available*
- **Music Stand** *60 available*
- **Music Stand Lights** ** *12 available*
- **Chairs for indoor use on stage** (Wenger Orchestra Chairs) *60 available*
- **Tables** (3' x 6') *6 available*
- **Easels** *4 available*

Provide a floor plan for stage equipment when submitting VPAC Rental Application

Audio Visual

- **Projection Screen** 15'x35'4" (1.33:1, 1.77:1, 1.85:1, 2.35:1 aspect ratios)
- **Digital Projector** (Christie HD6K, 6500 lumens DLP 2k resolution)
- **42" Plasma Display** in lobby with sound/computer (for auditorium overflow)
- **DVD Player**
- **Blu Ray Disc Player**
- **Fujitsu Tablet PC**
- **Multimedia Podium** (control of projector and basic audio, computer and document camera included)
- **Lecture/Speaker Podium** (goose-neck, built-in microphone)
- **Film Projectors** 16mm-35mm available
- **Other A/V equipment is negotiable**

Piano

- **Steinway 9' Concert Grand Piano**
- **Steinway Upright Piano**
- **Piano Tuning**

Special Requirements

Special requests/requirements need written approval by the VPAC Facilities Coordinator at least four weeks prior to the event.

Recording of Program

Renter may record programs at no cost. Renter must provide own equipment and personnel.

DeAnza will provide sound feed and extension chords. No recording equipment may block aisles.

Outdoor Patio

Request for tables and chairs for Patio must be made four weeks prior to event. Although we cannot guarantee the request can be filled from available stock, the VPAC Facilities Coordinator will notify the renter if it will be necessary to obtain requested tables and chairs from an outside rental agency.