

Procedure 2050-PR(1): Facility Use - Request

Procedure Original Adopted Date: August 20th 2025

Status: Approved

PURPOSE

The purpose of this procedure is to outline the use of District facilities consistent with the established Santa Cruz County Provisional Community College District (SCCPCCD) and District Governing Board (DGB) policy.

DEFINITIONS

- **Concession:** Concession activity is defined as an outside vendor or individual charging for a service (typically food service) provided. This does not include catering that is free of charge to guests that has been secured by an event planner.
- **Facility:** District buildings, other structures, land, or parking lots.
- **Facility Use Request Form:** Qualifies as any event related form(s) the District may develop that is required to use District facilities.
- **Facility Use Agreement Form:** Contractual agreement that permits use of the District facilities.

PROCEDURE

This procedure provides an outline of the steps required for use of Santa Cruz County Provisional Community College District facilities for internal as well as external event planners. Event planners and their guests are required to abide by this procedure as well as all other District policies and procedures.

The use of District facilities is the use of a public resource. Therefore, facility use by non-District parties or District employees for personal, business, or non-District activities must be consistent with applicable state law, federal law, and these policies and procedures.

The CEO or the appropriately designated representative is responsible for administering this policy and procedure and for annually recommending appropriate charges.

FACILITY RENTAL

Santa Cruz County Provisional Community College District divides rentals into three categories as follows:

1. **District** – Any activity that the District is the sole sponsor or an approved and publicized co-sponsor. See the section on Fee Waivers, Fee Reductions and Co-Sponsored Events for additional details on requirements for co-sponsored events.
2. **Non-Profit** – An organization that has a Federal 501(C) (3) tax exempt status.
3. **For Profit** – Private individuals and commercial organizations.

PRIORITY OF USE

Instructional related activities, programs and activities for students, and other District related activities have priority over all other activities as determined at the sole discretion of the District.

The District encourages event planners to submit their Facility Use Request Form as soon as a date has been determined for their event and no less than fifteen (15) District business days prior to the event unless in the first and last week of the Fall or Spring semester (see Scheduling section below for details). Facility use requests are considered on a first come, first served basis. If an event has already been scheduled and approved on the date requested, the approved event will have priority over other non-District sponsored events and other District-related activities. Events may not be moved unless event planners agree to the change in dates or locations, or a situation occurs that is beyond the District's control.

SCHEDULING

This section outlines the process of scheduling facility use at the District. A master calendar shall be made accessible to each campus and instructional site listing the details for each event and contact information for the event planner.

All District and non-District activities are scheduled through the Office of the CEO with the exception of classroom use for credit or non-credit course scheduling. A Facility Use Request Form is not required to schedule a regular District class (credit or non-credit) or a District meeting unless the event requires assistance from another department (i.e., IT, Security, or Facilities) or includes food service.

- A completed Facility Use Request Form initiates the scheduling process when submitted to the Office of the CEO.
- A completed Facility Use Request Form must be submitted to the CEO's Office no less than fifteen (15) District business days prior to the event.
- Space availability for events occurring the first or last week of a semester may be limited due to educational programs and/or services needs.
- If there are circumstances that prevent the event planner from submitting an event request within the required timeline, the event may still be considered by the Office of the CEO.
- Requests may be denied due to use posing a threat to the health and safety of students, staff, or others, or if the proposed use is likely to interfere or compete with normal District operation as determined at the sole discretion of the District.
- Event planners should consider District operations when planning an event. Please make sure that events that happen during the District's posted business hours allow the standard operations of the District to continue.
- Event requests will be reviewed by the Office of the CEO and all departments needed to respond to the event request to ensure that adequate staffing and equipment are available as determined in the sole discretion of the Office of the CEO. Event planners may be asked to modify their event

requests to reduce the staff time needed for the event or to use the District's existing equipment/software.

- A fully executed Facility Use Agreement will need to be on file prior to any event activity taking place.

For requests that include the use of a classroom space, please be aware of the following:

- Classroom schedules are not available until approximately two weeks before the start of each term. Event requests that include use of a classroom cannot be confirmed or approved until that time.
- Since the District's primary goal is to provide instructional related activities, all classes will take priority over other requests for classroom space. However, classes may be moved if the disruption is minimal.
- Computer classrooms will not be scheduled for events during the two (2) weeks prior to Spring and Fall semesters unless approved by the Interim CEO/CEO.

FEE WAIVERS AND REDUCTIONS

Reduced or waived rental fees must be requested on the Facility Use Request Form and must be approved by the Office of the CEO. To be considered for a fee waiver, the event must meet both of the first two bullet points below or fall into the category outlined in the third bullet point below:

- The activity for which the facility is to be used relates directly to the District's mission of education, training, and community enrichment.
- The value or benefit that the District receives from the activity is proportionate to the fee that the District is foregoing and/or the resources expended by the District in facilitating the event.
- The event is for a professional organization in which a SCCPCCD Employee or District Governing Board member actively participates, and whose objectives relate directly to the employee's work at the District or to the District Governing Board member's District responsibilities.

Fee waivers may only be applied to facility use costs such as room or equipment rental fees that do not have a financial impact on the District. In instances where the District incurs additional expenses, costs may be passed along to the event planner even if a fee waiver has been issued. Examples of items that may incur additional costs include:

- Staffing charges (e.g., after-hours charges for security, charges for IT staff to manage a sound system, etc.),
- Custodial and security personnel charges (e.g., charges to clean a space after a weekend event, charges to clean a space after events, etc.),

- Utility Costs (i.e., additional utility charges related to the event),
- Or, any other event related cost that results in the District being charged, invoiced, or incurring costs.

MARKETING RESPONSIBILITIES FOR CO-SPONSORED EVENT/FEE WAIVER EVENT

If the District is a co-sponsor of an event, and some or all the facility use fees have been waived, event planners/requestors are required to:

- List the District as a sponsor of the event.
- Include an official District logo for any advertising distributed.
- The event planner/requestor is responsible for advertising and marketing of the event including any associated costs from said advertising and marketing. The District's Marketing Department may be involved and will review requests for Marketing on a case-by-case basis. No advertising or marketing featuring the District's logo, official endorsement, or which bears the imprimatur of the District's approval may be published or used without advanced approval by the District.