District facilities identified as Civic Center 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 Director of Physical Plant and Construction Services, 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 the use of District facilities because of the content of the speech to be undertaken during the use.

The President/Superintendent delegates the authority to administer the use of District facilities to the Vice President of Business Services.

General Use Provisions
No use shall interfere with the use of the buildings or grounds for college purposes, or with the regular conduct of college work. Cerritos College uses the following fee structures as specified in Education Code, Sections 82537 and 82542.

“Free” Use shall apply to those organizations that qualify under the provisions of Education Code, Sections 82537 and 82542. All meetings qualifying under these provisions shall be nonexclusive, open to the public, and free of charge. Special facilities or services required will be charged at the actual cost.

“Welfare” Use shall apply to organizations that charge admission fees or solicit contributions to be used for the welfare of the students in the college District or for charitable purposes sponsored by established organizations supported by the community. A District charge shall be made in accordance with the approved college fee schedule.

“Commercial” Use shall apply to organizations that do not have a non-profit status filed with the IRS or who solicit contributions where the net proceeds are destined for other than welfare or charitable purposes affecting the students of the college District. A District charge shall be made in accordance with the approved college fee schedule.

“Lease” Use shall apply to organizations desiring the college facilities for special events not covered in this procedure statement. The Governing Board may offer to lease such facilities in conformance with Education Code, and shall set a rental fee.
Application Requirements

As described in AP 5550 titled Speech: Time, Place, Manner, and Commercial Vendors, the request to use facilities does not apply to groups intending to use available designated public forums for expressive activities.

Any group organization wishing to use facilities of the Cerritos Community College District may secure application blanks for such use from the Civic Center Office.

All applications under the Civic Center Act shall originate with established and responsible organizations and shall comply with the Cerritos College Board Policy.

Negligence on the part of the groups or organizations will result in the groups or organizations being held accountable for damages and withdrawal of consideration of subsequent requests.

The Civic Center Clerk will check the application form submitted and assist in the detailed arrangements. The Director of Physical Plant and Construction Services shall give final approval for use of college facilities.

Applicants will be responsible for all costs unless cancellation is received within a reasonable time of scheduled event.

Application for use of college facilities where said use will be for other than its specifically designed purpose shall be reviewed on an individual basis by the Director of Physical Plant and Construction Services.

Whenever a Cerritos College employee co-sponsors an event with an off-campus group that is not instructional related, such events shall be treated as off campus sponsored and shall be charged accordingly. Exceptions may be made by the responsible Vice President.

Fees

Use of Facilities Fees shall be established and approved by the Board of Trustees. The Director of Physical Plant and Construction Services is charged with direction of community use of college facilities and at his/her discretion may establish charges for use not listed or for unusual circumstances.

Use of Facilities and Equipment

Payment of deposit will be required prior to the use of facilities.

Application must be accompanied with:

a. Certificate of insurance naming Cerritos Community College District as "additional insured" in the amount of $1,000,000 or more OR applicant may purchase tenant user liability insurance coverage through the District.

b. Use of facility and equipment contract (Form CS-14).
The base rental period shall be four hours. Building will be open normally one-half hour before commencement of usage and closed one-half hour after adjournment. Additional use charges shall be computed on a prorated basis.

All equipment and facilities to be used must be listed on the application. Arrangements will be made by the Civic Center Office for trained personnel to operate Cerritos College equipment; i.e., P.A. system, projectors, theatre equipment, etc. The lessee is bound by determination of the District and is responsible for these salaries in addition to the basic rental fee.

A college employee shall be on duty whenever a facility is being used. He/she shall be in charge of facility use and will report to the District or Facilities regarding the use, including the deportment and discipline of user.

The Director of Physical Plant and Construction Services shall develop and have available a description and availability of all facilities. Rooms and facilities with special equipment or requiring extensive special set-up will be evaluated on an individual basis by the Director of Physical Plant and Construction Services, and may result in additional fees.

The group or organization using the facilities under these rules will be liable for any damage to or destruction of college property beyond that caused by ordinary wear and tear. The facility will be inspected prior to and after an event by the facility manager and the applicant or their representative. If any damage to college property is found, the user will be charged for all damages and repairs needed to restore said facility. Cerritos College reserves the right to request a damage deposit.

Decorations must be flameproof and erected in such a manner as to not damage college property and must be removed immediately following the event or organization will be charged extra labor fees. Decorations are not permitted on any painted surface and cannot be hung from the ceiling. Any advertisement or handout material must be removed at the end of the event.

No alcoholic beverages in any form are permitted on Cerritos College property at any time.

Applicant is responsible for the preservation of order and enforcement of all regulations pertaining to the use of Cerritos College facilities.

Posted parking regulations shall be adhered to by all participants in use of college facilities.

Cerritos College or its designated agent retains the right to provide and operate all concessions in the gymnasium or stadium. The college reserves all concessions and parking rights.
Facilities are available during vacation periods only if the use does not conflict with cleaning and renovating activities, and if necessary, personnel are available for supervision.

Stage productions in the Burnight Theatre (17 and 31) using actors and requiring settings other than picture screens or speaker platforms, require the use of a District stage manager who shall have complete responsibility and authority over the use of the theatre facilities.

**Priorities for Use of Facilities**

The following priority is established for reserving use of Cerritos College Facilities:

a. Cerritos College instructional programs and activities.
b. Cerritos College student services programs and activities.
c. Cerritos College Community, Industry, and Technology Education programs and activities.
d. Cerritos College student organization programs and activities.
e. Educational organizations in which Cerritos College faculty or administration hold membership and are hosts.
f. Organizations within the Cerritos Community College District (cities included in the Cerritos College District are Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, La Mirada, Norwalk, and portions of Bell Gardens, Lakewood, Long Beach, Santa Fe Springs and South Gate).
g. Organizations outside Cerritos Community College District.

**Use of the College Stadium (seating, field, track, and related facilities)**

Priority for Scheduling Athletic Events/Practices

a. Scheduled Cerritos College athletic events/practices.
b. In-District schools when both competing schools are within the District.
c. Cerritos College in-District school is the host and has scheduled an opponent not in the Cerritos District.
d. Out-of-Cerritos College District school is host and the opponent is an in-District school.
e. Neither school is in the Cerritos District.

Guidelines for Scheduling Athletic Events/Practices

1) Outside organizations must check with the Civic Center Clerk for available stadium dates after the Cerritos College schedule is approved.

2) The stadium will be available for scheduling throughout the year. These dates are selected in consideration of:

a. Pep Unit Practice
b. Maintenance Schedule - It is necessary to keep a maintenance schedule which is planned around dates that the field will be used.
c. Parking – Parking needs for scheduled classes shall have priority over special events parking.
d. Cerritos College Football Program - The Cerritos College team uses the Field House as a dressing room and lecture facility and uses the playing fields for practice which could conflict with other scheduled uses of the stadium. The home
side of the Field House will not be available for rental. All exceptions will be
considered by the Vice President of Business Services.

Office of Primary Responsibility: Vice President, Business Services

Also see BP 6700 titled Civic Center and Other Facilities Use and AP 5550 titled Speech:
Time, Place, and Manner.

Date Approved: March 26, 2007
Date Revised: June 9, 2010
(Replaces former Cerritos CCD Policies 5101, 5102, 5103, 5104, 5105, 5106)