DRAFT

REQUEST FOR USE OF COLLEGE FACILITIES

CHABOT LAS POSITAS COMMUNITY COLLEGE DISTRICT

Chabot College
25555 Hesperian Blvd.
Hayward, CA 94545
(510) 723-6617

Performing Arts Center
Chabot College
25555 Hesperian Blvd.
Hayward, CA 9454
(510) 723-6976

TYPE OR USE BALL POINT ONLY PRESS HARD

Organization San Lenadro High School Date of Application 05/21/2012

Address 2200 Bancroft Ave City San Leandro Zip 94577

Purpose of Use Varsity and Junior Varsity Football Games

Number Expected 1500 Performance Starting Time 4:00 pm Materials to be Sold: Yes ☑ No ☐

If yes, List Admission

DATES OF REQUESTED USE

ACTIVITY/ PERFORMANCE MO/DY/YR	REQUIRED ENTRY TIME	ACTUAL EXIT TIME
August 31, 2012	3:00 pm	10:00 pm
October 12, 2012	3:00 pm	10:00 pm
November 1, 2012	3:00 pm	10:00 pm

REHEARSAL MO/DY/YR	REQUIRED ENTRY TIME	ACTUAL EXIT TIME

IF YOU ARE APPLYING FOR USE OF ONE OF THE FOLLOWING FACILITIES, PLEASE CHECK YOUR CHOICE IN APPROPRIATE SPACE.

☐ Classroom Room number(s) _____ ☐ Tennis Courts Number) _____

☐ Board Room (Restricted Use) ☐ Mini Gym ☐ Handball Courts (Number) _____

☐ Student Center Conference Room (2340) ☐ Auditorium Green Room ☐ Other _____

Media Services needed? List equipment needed: _____

THE FOLLOWING FACILITIES REQUIRE COMPLETION OF A TECHNICAL CHECK LIST. PLEASE INDICATE YOUR CHOICE THEN COMPLETE THE APPROPRIATE CHECK LIST.

☐ Auditorium ☐ Little Theater ☐ Student Center ☐ Lecture Hall ☐ Swimming Pool ☐ Main Gymnasium

☑ Athletic Field(s) Football Stadium, Locker rooms in 2800

THE APPLICANT AGREES THAT THE USE OF THE COLLEGE FACILITIES SHALL BE IN ACCORDANCE WITH THE RULES AND REGULATIONS OF THE BOARD OF TRUSTEES OF THE DISTRICT AS STIPULATED IN THE GOVERNING BOARD POLICY NO. 1112 (See reverse side of application).
NOTICE TO APPLICANT: This is an application for use only – You will receive confirmation of use and invoice under separate cover.

Signature of Applicant _____ Jerome Manos _____ Telephone (Day) _____
Authorized Representative (PRINT NAME)

Division Dean/ Club Advisor _____ Telephone (Eve) _____

FOR OFFICE USE ONLY

TOTAL FEES $_____

Deposit Required _____ % of Box Office Required _____

Equipment Fees: $_____ Facility Fee: $_____ Service Fee: $_____

Permit Number: _____ Security Fee: $ _____ Revenue Account: _____

Date Permit Due: _____ Signature: _____ Date: _____

Insurance Required: _____ On File: _____

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
WHITE – ORIGINAL BLUE – USER'S COPY GREEN – BUSINESS OFFICE CANARY – MAINTENANCE PINK – DIVISION OFFICE GOLDENROD – CHABOT BUSINESS OFFICE

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT GOVERNING BOARD POLICY 1112(a)
USE OF DISTRICT FACILITIES

General Policy

The Board of Trustees of the Chabot-Las Positas Community College District recognizes as an important responsibility of a community college the development and implementation of a comprehensive program of community services for the residents of the District. While it is the policy of the Board to encourage full use of College facilities by community groups at such time as they are not required for the educational program, it is also the policy of the Board that such usage must be on a cost-reimbursement basis.

The use of District facilities by community groups shall be granted under the provisions of the Education Code Sections 82530-82544 and the Education Code Sections 10900-10915 in accordance with this policy.

Priorities for Use of Facilities

To provide for maximum use of College facilities by the community and to minimize the potential for conflict, the following priorities are established:

1. First priority is reserved for the College's educational program and for College sponsored events.
2. Second priority will be given youth groups, civic and service groups and other groups organized for cultural, educational or recreational activities.
3. Third priority will be given to local public agencies and schools and colleges when the purpose of the use is educational.
4. The priorities for the use of the auditorium shall be those prescribed in the Agreement with the Hayward Area Recreation and Park District.
5. Organizations within the District will have priority over those from outside the District.
6. Priorities shall be maintained in such a way that no group will monopolize a facility.
7. Groups which are not generally recognized as "non-profit" will receive the lowest priority when requesting use of the facilities.
8. Once an application has been approved, the use shall not be preempted by another applicant with a higher priority.

Application for Use of College Facilities

1. Applications for use of College facilities may be obtained from the Chabot College Office of Facility Reservations.
2. The Office of Facility Reservations will approve the dates and times the facilities are to be used, post the events on the master calendar and issue the permit.
3. Applications for use of College facilities should be filed at least two weeks in advance of the time the use of the premises is desired. Permits shall not be issued for a period exceeding one year.
4. The College may limit or deny applications that require scheduling a series of dates for facility use.
5. When a rental or service fee is to be charged, the date of payment established on the permit shall be honored by the applicant. Except in cases of extenuating circumstances, the fee must be paid in advance.
6. The application and the Technical Check Lists must include a description of all requested facilities and equipment. The Office of Facility Reservations will make arrangements for personnel to operate equipment requiring skilled operators. Changes in the application for facilities, equipment and services will not be accepted less than 48 hours in advance of use.
7. Permits to use District facilities are for the dates and times specified. The District assumes no obligation in the event that a change of either dates or times is requested.

Special Requirements and Conditions

1. In accordance with the agreement between Chabot-Las Positas Community College District and the Hayward Area Recreation District, the following requirements and conditions apply:
   a. The "auditorium shall be available for use for recreational purposes when such use is not inconsistent with the use of the buildings or grounds for school purposes."
   b. "In granting the use of said auditorium, requests for its use by the Recreation District shall be given first preference over similar requests by other parties or groups."
   c. The Chabot-Las Positas Community College District will make the "auditorium available for use by the Recreation District and by civic or other public groups for public recreational and for civic center purposes as much as possible but not less than twenty percent (20%) of the total auditorium schedule."
2. Applications shall be accepted only from established and responsible organizations of good reputation. Groups not qualifying as community organizations but making an application for non-commercial purposes may also qualify for use of facilities.
3. Applications from individuals for personal, private or commercial use and gain will not be considered.
4. The laws of the State contain certain restrictions against the use of school property for sectarian purposes. Also, State law specifies that no entertainment shall be permitted which reflects in any way upon persons because of race, color, national origin, religion, sex, age or handicap.
5. Whenever a College facility is being used, a District employee shall be on duty and shall be fully in charge of the facility being used.
6. At no time will the possession or use of alcoholic beverages or illegal drugs be permitted on College property. Any person under the influence of intoxicating liquor or illegal drugs shall be denied opportunity to participate in any way.
7. Groups or organizations using College facilities shall conform to all city and county ordinances and fire regulations.
8. Decorations must be flame-proof and shall be erected and taken down in a manner not destructive to property. The use of any material or device which constitutes a hazard is expressly prohibited.
9. Announcements which community organizations may wish to display on campus must be approved and posted as directed by the Office of Facility Reservations. Such materials shall not be posted longer than two weeks and must be removed immediately after the event. On-campus groups and organizations must have display materials approved and posted as directed by the Office of Student and Alumni Activities. Materials which advertise off-campus commercial programs or events will not be approved for posting. Unauthorized materials are subject to removal without notice.
10. Restrictions regarding smoking, eating, drinking and use of photographic or sound reproduction equipment in particular rooms and buildings must be observed.
11. Groups with minors in attendance shall provide their own chaperones. The number required may be determined by the District.
12. The District may require as a condition for approval of an application that the applicant provide for the cost of security officers as is determined necessary by the District.
13. The lessee is liable for the care and protection of College property and facilities and will be charged for any damages sustained to the premises, furniture or equipment because of the occupancy of the College premises by the lessee.
14. The lessee shall be held responsible for any and all loss, accident, neglect, injury or damage to person, life or property, which may be the result of, or may be caused by the lessee's occupancy of the facilities or premises, and for which the District might be held liable.

    The lessee shall protect and indemnify the District, the Board and/or any officer, agent or employee of the District and save them harmless in every way from all suits or actions at law that may arise or be occasioned in any way because of the occupancy of the facilities or premises, regardless of responsibility or negligence.

    The District may require, at its discretion except when the use is as defined in Sections 10900-10915 of the Education Code, and as related to the intended use of facilities or premises, the furnishing of a certificate of liability insurance by the lessee in an amount appropriate to the intended use.
15. The Statement of Rules and Regulations accompanying each Technical Check List shall be a part of these special requirements and conditions.
16. Video and Sound Recording in the Performing Arts Center

    Video taping, sound recording or photographing of any performance or the possession of any device for such purposes inside the theatre, without the written permission of the management, is prohibited. Violations may result in cancellation of the program and may render the offender liable for money damages.

    It is the responsibility of the applicant to enforce the terms of this policy.

    Cancellation of the event due to the violation of this policy will not entitle the applicant to any reduction in fees owed the College.

Fees

The use of all College facilities requires payment of fees in an amount sufficient to cover all the costs to the District.

Swimming pool charges will be by lane rather than for entire pool. Therefore, more than one user group may have access to the pool at the same time. This will make the pool accessible to various size groups at affordable prices.

Public tax-supported agencies, schools and colleges may use College facilities excluding the swimming pool with payment of actual costs only unless admission fees, tuition or course fees, or contributions are collected for other than educational, cultural or recreational activities, or they shall be subject to a percent of gross profit assessment.

When admission fees, tuition or contributions are collected for other than educational, cultural or recreational purposes (for example: profit-making, political and private purposes), the organization will pay rental costs plus actual costs and a percent of gross receipts.

The actual sum to be paid is to be determined by the President in accordance with a fee use schedule which has been established after review of actual cost as related to the particular usage. These fees may be revised as cost to the College changes.

Chabot-Las Positas Community College District

X_____

ACKNOWLEDGEMENT BY APPLICANT

Date_____ Revised: July 21, 1993