

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE

ADMINISTRATIVE SERVICES

Chapter 6

Civic Center and other Facilities Use

AP 6700

FOR NON-INSTRUCTIONAL USE OF COLLEGE FACILITIES

PRIORITIES FOR USE OF FACILITIES

Groups qualifying for use shall adhere to Victor Valley Community College District policies and to established procedures. In order to avoid conflict among groups which wish to use facilities at the same time, the following priority system has been established:

PRIORITY RANK GROUPS

- 1 Official College groups, including student and employee organizations.
- 2 Public schools, including recognized parent organizations, and other public agencies. Non-profit in-district groups
- 3 Non-profit out-of-district groups
- 4 Commercial enterprises when approved by the Superintendent/President or designee.

Use of facilities is denied to individuals and organizations that advocate overthrow of the government by unlawful means.

Use of Victor Valley College facilities shall be consistent with purposes for which the facilities were designed.

VICTOR VALLEY COLLEGE EDUCATIONAL PROGRAMS

Activities which are extensions of educational programs have priority for the use of District facilities. Use of facilities by Victor Valley

College educational programs shall be consistent with the educational needs of the District. These activities are extension of Educational Programs, Student Services, and/or support services as determined by the Board of Trustees.

Educational activities include:

- 1. Scheduled credit, non-credit, and not for credit courses including those activities required by instructors of record of all students enrolled in credit, non-credit, and/or not-for-credit courses.
- 2. Scheduled District community service programs (such as Fee Base or Contract Education).
- 3. Meetings and other activities under sponsorship of the Board of Trustees, its sub-committees and its authorized agents.
- 4. Meetings of District recognized student and staff clubs, associations, committees, task-forces, and administrative units such as departments, divisions, and programs.
- 5. Contests, performances, shows, and other activities which are extensions of the approved instructional or student activities programs. such programs must be under the supervision of District staff.

VVC Educational Programs Rental Fees

Normal Hours of Operation:

Monday through Friday, 6:00 a.m. to 10:00 p.m.;

Saturday and Sunday, 6:00 a.m. to 10:00 p.m.

CLASSIFICATION 1

Use of facilities during normal District operating hours involving Victor Valley College students, staff, and/or trustees in their official college capacity where supervised by College staff and no additional personnel is required, and no admission fee requested, **NO FEES SHALL BE CHARGED**. No voluntary contributions or promises of contributions shall be solicited. Facilities shall be open to the public.

CLASSIFICATION 2

Use of facilities for non-class related student events/activities which occur outside of normal working hours and which are supervised by District staff, these events/activities involving the exclusive performance of Victor Valley College students **WILL BE CHARGED DIRECT COSTS** for utility, administrative cost, cost of custodial services as needed, security deposit as needed, and for special personnel for opening/setup/breakdown. (See page 5). Admission may be charged and/or voluntary contributions solicited. Such admission and/or contributions must be processed in a manner approved by the Director of Auxiliary Services.
(NOTE: Custodial fees may be waived or reduced for student events/activities which provide their own clean up service if condition of cleanliness is mutually agreed upon.)

CLASSIFICATION 3

Use of college facilities by students, staff or trustees acting in their private citizen capacities unless representing non-profit or other public agencies, **FEES WILL BE CHARGED**. Fees will be for fair rental value (direct costs and rental of facility) which may include utilities, rental of facility, security deposit and administrative fees.

Staff Use of Facilities

Staff use of facilities for purposes other than those defined as educational activities is prohibited unless approved through the Civic Center Code provision found elsewhere in this handbook.

CIVIC CENTER ACT - FACILITY USE

FEES

1. FACILITY USE **WITHOUT CHARGE**

In accordance with the Civic Center Act, no rental charge will be made for the use of facilities when an alternative location is not available by the following groups: Parent Teacher Associations, Camp Fire Girls, Boy Scout and Girl Scout Troops, or school-community advisory councils. Student clubs, senior citizens organizations, other public agencies are also exempted from rental charges. Fundraising activities for which admission fees are charged, or contributions are solicited and/or other fundraising activities are employed are exempted where the funds are expended for the welfare of the students of the Victor Valley College District.

Fees other than rental may be charged to these organizations for amounts not to exceed the following:

- a. Cost of opening and closing facility if no college employee is available to perform that function as a part of his/her normal duties.
- b. If supervision is needed, and that employee would not normally be present as part of his/her normal duties.
- c. Cost of custodial services if such services are necessary and would not have otherwise been performed as part of the normal custodial work cycle.
- d. Cost of utilities directly attributable to the organization's use of the facilities.

All meetings or events qualifying under these provisions shall be nonexclusive, open to the public, and free of charge (no admission fee,

contribution, or membership fee shall be solicited). E.C.85542 2.

2. FEES FOR NONPROFIT USERS

(Page 5)

A charge for the use of facilities will be made to nonprofit organizations with current IRS tax exempt status. A copy of the facility fee schedule is available from the Office of Auxiliary Services.

TOTAL CHARGE: Nonprofit Fee + Direct Costs

3. FEES FOR COMMERCIAL/PRIVATE USERS

(Page 6)

A fair rental fee will be charged to organizations not qualifying for nonprofit status. Such events must be of an educational, cultural, or recreational nature which otherwise would not be available in the community.

TOTAL CHARGE: Commercial + Direct Costs

4. FEES FOR PAC (Page 7), FEES FOR SAC (Page 10)

APPLICATION AND PAYMENT

PROCEDURES (for use of facilities for other than credit, non-credit, and/or not-for-credit courses)

Applications for the use of facilities during the academic year (July 1 through June 30) must be submitted **in writing or by phone** to the Office of Auxiliary Services. prior to the time the facility is needed for approval.

Groups utilizing facilities will be liable for any damage to or destruction of District property beyond that caused by ordinary wear and tear as determined by the District. In addition, a security deposit may be required and future consideration for use of facilities may be denied.

All charges are due and payable within ten (10) days prior to the event/activity.

DENIAL OF PERMITS

1. ORGANIZATIONS WITH PROGRAMS INTENDED TO OVERTHROW THE GOVERNMENT OF THE UNITED STATES

Any use, by any individual, society, group, or organization for the commission of any act intended to further any program or movement the purpose of which is to accomplish the overthrow of the government of the United States or of the state by force, violence, or other unlawful means shall not be permitted or suffered.

Any individual, society, group, or organization for the commission of any act intended to further any program or movement the purpose of which is to accomplish the overthrow of the government by force, violence, or other unlawful means while using college property, is guilty of a misdemeanor. (E.C. 82545).

Any use by any individual, society, group or organization for the commission of any act which is prohibited by law or for the commission of any crime shall not be permitted or suffered.

2. DENIAL BECAUSE OF VIOLATION OF DISTRICT POLICIES AND PROCEDURES

The District, at its discretion, has the right to cancel and terminate a permit immediately and without notice upon its discovery of a violation of any term, condition, or provision of the permit on the part of the user. Should any such violation occur, the District, at its discretion shall have the right to deny any future requests by the user for the use of any other District property or facilities. (E.C. 82545)

SCHEDULE OF RENTAL CHARGES

Charges shall include services of at least one college employee to open the facility, be available during the period of use, and close the facility. Charges also shall include time to prepare the facility and clean after usage.

If, in the opinion of the District or at the request of the using organization, additional services such as technical, security, etc., are required, an additional charge for each employee shall be made. A schedule of rates is available from the Office of Auxiliary Services.

Payment of all fees will be made to the Auxiliary Services Accounting Department upon receipt of statement. Billing questions should be directed to the Office of Auxiliary Services.

A certificate of insurance naming the Victor Valley Community College District as an additional insured for the amount of one million dollars (\$1,000,000) single limit, including a "hold harmless" clause for "any acts or omissions" in favor of the Victor Valley Community College District is required and shall be presented to the Office of Auxiliary Services at least seven (07) days prior to the date of such property use.

In case of an organization or company which carries equipment and/or which brings a stage crew for purposes of staging a show or presentation or activity or other cases determined by the college, a guaranteed deposit in an amount to be determined by the college, depending upon the facility used, shall be placed with the college. Damage to college equipment, and/or property occurring during and by reason of the use and/or occupancy of the premises, shall be paid from this guarantee deposit. The balance, if any, shall be returned to the organization. If the guarantee deposit is not sufficient to cover damage, the group shall be liable for the difference.

DAMAGES - User and/or lessee shall be responsible for and shall pay for any repairs or replacement of any character whatsoever which are occasioned or made necessary by reason of negligence or misuse of District premises. Damage occasioned by acts of God is excepted.

CANCELLATION BY USER - Facilities shall be made available for the user until one-half hour after the time designated in the permit that the meeting is to begin. Notification of cancellation of usage must be received at least thirty-six (36) hours prior to the time for scheduled use. All cancellations shall be reported to the permit-issuing office.

LEASES

College buildings, grounds, and facilities may be leased from the Board of Trustees as long as such property is not needed for college purposes during the term of the lease. Rental for property leased shall be the fair rental value as determined by the rental schedule adopted by the Board of the Trustees.

Applications for leases shall be made to the Victor Valley Community College District, Office of Vice President, Administrative Services, after ascertaining from the college Superintendent/President or designee that the facility is available.

All general terms for use of facilities apply to leases except the requirement for meetings to be open to the public.

Lessee agrees to take out and keep in force during the life hereof at lessee's expense public liability and property damage insurance against any liability to the public, incidental to the use of

or resulting from any accident occurring in or about said premises, in the amount of ONE MILLION DOLLARS (\$1,000,000) single limit. Said policy shall name the Victor Valley Community College District as an additional insured and be placed on file with the lessor, and the lessee is to obtain a written obligation on the part of the insurance carriers to notify lessor in writing prior to any cancellation thereof. Lessee agrees if lessee does not keep such insurance in full force and effect, the lessor may take out the necessary insurance and pay the premium and the repayment thereof shall be deemed to be part of the rental and payable at once.

The District, at its discretion, shall have the right to cancel and terminate a lease immediately and without notice upon its discovery of a violation of any term, condition, or provision of the lease on the part of the lessee. Should any such violation occur, the District, at its discretion, shall have the right to deny any future requests by the lessee for the lease of college property which is subject of this lease, or for any other District property or facilities.

PARKING ON CAMPUS

Victor Valley College parking is by permit only.

Students are required to pay for their use of parking on campus during the week. Parking fees are required for outside groups that use campus facilities. Parking is currently \$1.50 per day, and can be purchased at individual parking meters located at parking sites. If an outside organization is using a facility during a full semester, it is suggested that persons pay for a parking pass which is \$40.00 per semester. (Parking fees are subject to change)

REQUIREMENTS AND CONDITIONS FOR FACILITY USE

1. Applications under the _____ originate with established and Civic Center Act shall _____

responsible organizations in the District.

2. All meetings under the Civic Center Act shall be open to the public.

3. No use shall be inconsistent with the purpose for which the facility was designed nor inconsistent with use of facilities for school purposes or interfere with regular college classes and services.

4. No use shall be granted in such a manner as to constitute a monopoly for benefit of any person or organization. (E.C. 82532)

5. No usage or entertainment shall be permitted which reflects in any adverse way on any persons because of race, color, religion, sex, sexual orientation, gender, disability, or national origin.

6. College premises shall not be used as political campaign headquarters.

7. Facility use permits shall not be issued for a period exceeding one semester. Long-term facility use permits are not valid on holidays or when the college is closed unless specified when the request is made.

8. Applications for use shall be filed at least two (2) weeks in advance of the proposed usage.

9. Any facility or equipment usage is limited to that listed on the application and contract. Special requirements must be requested in writing at least two (2) weeks prior to usage.

10. No promotional or advertising materials shall be sold without prior approval without approval from the Vice President, Administrative Services.

11. A District employee shall be fully in charge of any facility being used which is sponsored by Victor Valley College.

12. No goods or services may be sold on the college campus without prior approval from the Director of Auxiliary Services.

13. Concession operation approval must be obtained from the college.

14. Organizations shall not use the name of the District, facilities or equipment to sell a commercial project or to promote personal service to gain financial or material advantage.

15. The user at all times during the use and occupancy of the premises shall

thoroughly comply with all ordinances, laws, and regulations affecting the use and occupancy thereof, including all state and local fire, health, and safety laws, ordinances, and regulations.

16. Smoking is prohibited in all District facilities.

17. Lighted candles and any devices having any form of open flame are prohibited. Any material or device which constitutes a fire hazard is expressly prohibited.

18. The possession and carrying of firearms and weapons of any kind on District premises shall be prohibited, except for peace officers and police officers when required by local police regulations.

19. No person while in or on District facilities or grounds shall possess, consume, give or deliver to any other person any alcoholic beverage, other intoxicants or narcotics. A person convicted of a violation of this section, in addition to the penalty imposed for the misdemeanor, shall be barred from further use of the facilities. (Business and Professional Code, Section 25608).

20. No structures may be erected or assembled on District premises nor may any

electrical, mechanical, or other equipment be brought thereon unless authorized.

21. No activity shall be conducted which constitutes a violation of any federal, state, or local law.

22. The District is not responsible for articles left on District property.

23. Use of facilities for dances shall be subject to additional fees as determined by the District.

24. The District reserves the right to cancel facility use permits at any time without notice.

25. The District reserves the right to reject at any time an application for use of District facilities from any organization which proposes an activity which could cause potential damage or which the District determines would not be in the best interests of the District or the community.

26. No food or drinks will be allowed in classrooms or meeting rooms, including the gymnasium and dance studio, without prior approval from the Superintendent/President or designee.

NON-PROFIT FACILITY FEE SCHEDULE

FACILITY	CAPACITY	DIRECT COST Includes utilities and admin. costs	MINIMUM 4 Hr Base M-F/ Sat-Sun-H	HOURLY (cost over 4-hr base) M-F/ Sat-Sun-H	FEE INCLUDES
Standard Classroom	25-45	\$3/hr*	\$15/\$25	\$5/\$10	Seating, use of chalkboard, media equipment in room, rest rooms, and personnel to open/close.
Hum 15 & 16	55	\$5/hr*	\$20/\$30	\$7.5/\$10	Seating, use of chalkboard, media equipment in room, rest rooms, and personnel to open/close.
Music 1 Bus 5 AH 12 ART 10 Sci 18	125 85 72 60 65	\$7/hr*	\$25/\$35	\$10/\$15	Seating, use of chalkboard, media equipment in room, rest rooms, and personnel to open/close.
AD 8 (Dining Room)	45	\$3/hr*	\$15/\$30	\$5/\$7.5	Banquet tables and chairs, chalkboard, rest rooms, and personnel to open/close. No access to kitchen.
Board Room	50	\$5/hr*	\$20/\$30	\$7.5/\$10	8' tables, chairs, conference/speaker equipment. Restrooms available.
Staff Lounge	30	\$3/hr*	\$15/\$30	\$5/\$10	8' tables, chairs. No rest rooms.

* Utility rates are subject to change and will vary depending upon time of the year and whether it is necessary to heat or cool an entire building for the scheduled use. Set-up/breakdown, cleaning, security, parking, etc., are examples of additional direct costs.

ATHLETIC FACILITIES - NON-PROFIT RATES

ALL CHARGES FOR ATHLETIC FACILITIES REFLECT A FOUR (4) HOUR MINIMUM, unless otherwise noted. Hourly rates are applied in excess of the four (4) hour minimum.

FACILITY	CAPACITY	DIRECT COST	MINIMUM 4 Hr Base M-F/ S-S / H	HOURLY (cost over 4-hr base) M-F/ S-S -H	FEE INCLUDES
PE 1-Auxiliary Gym	100	\$5/hr*	\$25/\$40	\$10/\$15	Personnel to open/close.

GYM 6 – Dance Studio	40	\$5/hr*	\$20/\$35	\$5/\$7.5	Personnel to open/close.
GYM 10–Tennis Courts	10 courts	\$2/hr	\$10/\$15	\$5/\$10	Access to courts.
GYM 11 – Fields Baseball	1 game 2 games	\$5/hr	\$35/\$50 \$65/\$85	\$10/\$20	Field preparation, bases. Personnel to open/close.
Softball, Soccer, Track		\$2/hr	\$20/\$30	\$10/\$15	Access to field.
Locker Rooms/ Rest rooms		\$3/hr*	\$20/use	N/A	Includes showers. User must provide own towels. User will be charged for any damage sustained.
CAMPUS GROUNDS	Minimum Charge of \$25. \$25 for restrooms				

VVC does not have any track equipment. Weight Training Room and equipment/supplies are not available to non-athletic department users.

ACCESS TO RESTROOMS – will include a one-hour custodial cleanup charge of \$20.

SPECIAL PREPARATION OF GYM OR FIELDS – will be charged a minimum of \$20 per hour per custodian or as determined by the District designee (i.e. \$100 per athletic field to stripe for use)

COMMERCIAL / PROFIT - FACILITY FEE SCHEDULE

FACILITY	CAPACITY	DIRECT COST Includes utilities and admin. costs	MINIMUM 4 Hr Base M-F/ Sat-Sun-H	HOURLY (cost over 4-hr base) M-F/ Sat-Sun-H	FEE INCLUDES
Standard Classroom	25-45	\$3/hr*	\$50/\$60	\$15/\$20	Seating, use of chalkboard, media equipment in room, rest rooms, and personnel to open/close.
Hum 15 & 16	55	\$5/hr*	\$60/\$70	\$20/\$25	Seating, use of chalkboard, media equipment in room, rest rooms, and personnel to open/close.
Music 1 Bus 5 AH 12 ART 10 Sci 18	125 85 72 60 65	\$7/hr*	\$70/\$80	\$25/\$30	Seating, use of chalkboard, media equipment in room, rest rooms, and personnel to open/close.
AD 8 (Dining Room)	45	\$3/hr*	\$50/\$60	\$15/\$20	Banquet tables and chairs, chalkboard, rest rooms, and personnel to open/close. No access to kitchen.
Board Room	50	\$5/hr*	\$60/\$70	\$20/\$25	8' tables, chairs, conference/speaker equipment. Restrooms available.
Staff Lounge	30	\$3/hr*	\$50/\$60	\$15/\$20	8' tables, chairs. No rest rooms.

* Utility rates are subject to change and will vary depending upon time of the year and whether it is necessary to heat or cool an entire building for the scheduled use. Set-up/breakdown, cleaning, security, parking, etc., are examples of additional direct costs.

ATHLETIC FACILITIES: COMMERCIAL - PROFIT RATES

ALL CHARGES FOR ATHLETIC FACILITIES REFLECT A FOUR (4) HOUR MINIMUM, unless otherwise noted. Hourly rates are applied in excess of the four (4) hour minimum.

FACILITY	CAPACITY	DIRECT COST	MINIMUM 4 Hr Base M-F/ S-S / H	HOURLY (cost over 4-hr base) M-F/ S-S -H	FEE INCLUDES
GYM 1-Auxiliary	100	\$5/hr*	\$70/\$80	\$25/\$30	Personnel to open/close.

Gym					
GYM 6 – Dance Studio	40	\$5/hr*	\$60/\$70	\$20/\$25	Personnel to open/close.
GYM 10–Tennis Courts	6 courts	\$1/hr	\$30/\$40	\$10/\$15	Access to courts.
GYM 11 – Fields Baseball	1 game 2 games	\$2/hr	\$100/\$125 \$150/\$175	\$35/\$40	Field preparation, bases. Personnel to open/close.
Softball, Soccer, Track		\$2/hr	\$50/\$60	\$15/\$20	Access to field.
Locker Rooms/ Rest rooms		\$3/hr*	\$30 per use	N/A	Includes showers. User must provide own towels. User will be charged for any damage sustained.
CAMPUS GROUND	Minimum Charge of \$50. \$45 to open rest room.				

VVC does not have any track equipment. Weight Training Room and equipment/supplies are not available to non-athletic department users.

ACCESS TO RESTROOMS – will include a one-hour custodial cleanup charge of \$20.

SPECIAL PREPARATION OF GYM OR FIELDS – will be charged a minimum of \$20 per hour per custodian or as determined by the District designee (i.e. \$100 per athletic field to stripe for use)

Rate Schedule

PERFORMING ARTS CENTER

Victor Valley College

18422 Bear Valley Road
Victorville, CA 92392
(760) 245-4271

CAPACITY: 493

DEPOSIT/MINIMUM BASIC CHARGE:

The deposit/minimum basic charge is to be remitted at the time the signed contract is returned to Victor Valley College, at least TWO WEEKS prior to the event. It will be the sole discretion of the Victor Valley Community College District whether to cancel the event if the contract and deposit are not received. The charges accrued during your event will be subtracted from this deposit/minimum basic charge, and you will be invoiced for any charges exceeding this amount. In the event your charges amount to less than the deposit/minimum basic charge, no refund will be made, since this is the minimum charge for using the facility.

INSURANCE:

All Performing Arts Center (PAC) users MUST PROVIDE A CERTIFICATE OF INSURANCE in the amount of one million dollars (\$1,000,000) at least TWO WEEKS prior to the scheduled event. If a valid certificate of insurance is NOT on file at least two weeks prior to the event, it will be the sole discretion of the Victor Valley Community College District whether or not to cancel the event. If the event is canceled 50% of the deposit will be charged.

RENTAL FEES:

Category I: Seminar Rate

A Deposit/Minimum Basic Charge of \$250 shall be paid by organizations, clubs, or associations serving the recreational, educational, political, economic, artistic, or moral activities of the community whether or not dues, contributions, or admissions are accepted. This category is applicable when two (2) or less technical staff members are required. Additional charges shall be made for additional services, personnel, or equipment required by the Licensee.

Deposit/Minimum Charge.....	\$250.00	Basic
Usage Rate.....		
per hour		
HOLIDAY/Overtime Rate.....	\$150 per hour	Usage
Penalty Charge(s).....		Refer to Special Charges Section

Category II: Production Rate Non-Profit Organizations

A Deposit/Minimum Basic Charge of \$500.00 shall be paid by non-profit organizations. Entertainments, meetings, etc. not qualifying for the Category I: Seminar Rate, or when admission fees are charged or contributions solicited and such receipts are expended for the welfare of students or for charitable purposes. A non-profit identification number, issued by the U.S. Internal Revenue Service, must be presented at the time of deposit. This category is applicable when more than two (2) and a maximum of four (4) technical staff members are required. Additional charges shall be made for additional services, personnel, or equipment required by the Licensee.

Deposit/Minimum Charge.....	\$500.00	Basic
Usage Rate.....	\$120.00	
per hour		
HOLIDAY/Overtime Rate.....	\$195.00 per hour	Usage
Penalty Charge(s).....		Refer to Special Charges Section

Category III: Production Rate Profit-Making Organizations

A Deposit/Minimum Basic Charge of \$650.00 shall be paid by organizations, entertainments, or meetings not qualifying for the Category I: Seminar Rate or Category II: Production Rate Non-Profit Organizations, or when admission fees are charged or contributions solicited and such receipts are not expended for the welfare of the students or for charitable purposes. This category is applicable when more than four (4) technical staff members are required. Additional charges shall be made for additional services, personnel, or equipment required by the Licensee.

Deposit/Minimum Charge.....	\$650.00	Basic
Usage Rate.....	\$135.00	
per hour		
HOLIDAY/Overtime Rate.....	\$210.00 per hour	Usage
Penalty Charge(s).....		Refer to Special Charges Section

ADDITIONAL LABOR CHARGES:

1. Additional technicians and crew members.....\$10 per hour
2. House Personnel (ushers).....\$10 per hour
3. Lobby reception Custodial Charge/Refreshments.....\$25.00 per event
4. Green Room clean-up.....\$15.00 per event
5. Additional clean-up.....\$50.00 per event

ADDITIONAL CHARGES REQUIRING LABOR AND TECHNICIAN SUPPORT

1. Additional microphone (beyond three).....\$5.00 each
2. Sound equipment (beyond public address).....\$6.00 per item
3. Movable speakers.....\$5.00 pair on-stage
4. Record performance (archival only).....\$10.00 per event
5. Record effects, mood music, etc.\$15.00 plus labor
6. Use of movie projectors.....\$15.00 per event

7. Use of slide projector.....\$5.00 per event
8. Use of video playback system.....\$20.00 per event
9. Use of overhead projector.....\$10.00 per event
10. Use of Grand piano.....\$25.00 per event
11. Grand piano tuning fee.....Estimated fee \$90.00 or as charged
12. Upright piano tuning fee.....Estimated fee \$80.00 or as charged
13. Upright piano set into orchestra pit.....\$25.00 per event, plus labor
14. Orchestra pit filler section:
 - a. Remove all sections.....\$30.00 per event, plus labor
 - b. Remove partial sections.....\$15.00 per event, plus labor
 - c. Raise all sections.....\$40.00 per event, plus labor
 - d. Raise partial sections.....\$25.00 per event, plus labor
15. Disposal of equipment, props, etc.\$25.00 per event

SPECIAL CHARGES

1. Cancellation of performance 2 weeks prior to event, 50% charge
Of preliminary charges or rental charges 1 week, prior to event, 75% charge
2. The PAC staff, in conjunction with the Director of Auxiliary Services, is charged with the direction of community use of the facility, and at their discretion, may establish additional charges for uses not defined herein because of unusual needs.
3. During national/state/or college holidays (as published each year by Victor Valley College), a TIME-AND-A HALF additional fee shall be charged for use of Victor Valley College facilities.
4. If, at the discretion of the Performing Arts Center staff, the type of event scheduled is such that security and/or a security deposit is needed, the cost shall be passed on to the Licensee.

MAIN GYMNASIUM

Insurance

All gym users must provide a certificate of insurance in the amount of one million dollars (\$1,000,000) at least two weeks prior to the scheduled event. If a valid insurance certificate is not on file at least two weeks prior to the event, it will be the sole discretion of the Victor Valley Community College District whether or not to cancel the event. **For some events, where the probability of injury is unusually high, additional insurance may be required.**

Rental Fees

PURPOSE OF CHARGE	NONPROFIT ORGANIZATION	PROFIT-MAKING/ PROFESSIONAL ENTERTAINMENT ORGANIZATIONS	PUBLIC ENTITIES
Minimum Base Charge <hr/> Fee includes use of facility; utilities; gym manager; technical support; use of sound system/score board; rest rooms; dressing rooms; showers; personnel to open/close; parking.	\$725 per day	\$1,000 per day	
Personnel (minimum): Technician Gym Mgr	\$20 per hour \$25 per hour	\$20 per hour \$25 per hour	(4-hour base min) \$20 per hour \$25 per hour
Utilities	\$150 per day	\$150 per day	\$150 per day
Security 1 officer: 500 people	\$35 per hour/officer	\$35 per hour/officer	\$35 per hour/officer
Ticket Seller	\$10 per hour	\$10 per hour	\$10 per hour
Ticket Taker	\$10 per hour	\$10 per hour	\$10 per hour
Set up/Breakdown	\$20 per hour/person	\$20 per hour/person	\$20 per hour/person
Custodian	\$20 per hour	\$20 per hour	\$20 per hour

	(4-hr base min)	(4-hr base min)	(4-hr base min)
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Gym Seating Capacity: 2,008
Main gym floor: 1,510
Mezzanine (upstairs): 498

Student Activities Center

Conference Center:	Capacity	Initial per hour cost*
Room A	15	\$20
Room B	35	\$40
Room C	60	\$65
Room D	25	\$30
Quiet Room	15	\$20
Food Court	300	\$250
Faculty/Staff Dining Room	45	\$50
Rooms A & B		\$50
Rooms B & C		\$90
Rooms C & D		\$80
Rooms B, C & D		\$110
Rooms A, B, C & D		\$125

* Includes standard set-up of tables and chairs, overhead projector and screen, and when necessary, sound system.

Second hour – 75 percent of cost of first hour

Third hour – 50 percent charge of first hour

Fourth hour – 40 percent of first hour

*Each subsequent hour will be billed at the fourth hour rate.

Special set-ups: Set-up and take down costs are \$10 per hour per worker, hours are rounded to the hour and a minimum charge of \$20.

Additional charges: Cleaning: \$20 per hour per custodian will be charged. Parking: \$.50 per anticipated attendee.

COMMERCIAL USE OF FACILITIES

Where the Superintendent/President has approved use of facilities to commercial users, utility and full rental fees will be charged. These fees will also be charged to agencies which conduct an education program and an admission fee is charged, or where voluntary contributions are solicited. Additional fees for special equipment or services shall be charged to the sponsoring group.

A twenty-five percent (25%) deposit must be paid at the time the agreement is approved (this requirement may be waived for public agencies). This deposit is not refundable for groups that subsequently cancel their request, but it is applied to the total fee. If the college cancels the activity, the full refund will be made.

All fees must be paid at least three (3) working days prior to the event.

Organizations will be liable for any damage to or destruction of District property beyond the normal wear and tear as determined by the District.

CHARGES FOR COMMERCIAL USE

Fair rental value (utilities, administrative fees, and rent) will be charged to organizations not qualifying for nonprofit status, or where admission fees are charged or contributions are solicited and where net receipts of admission fees or contributions do not directly benefit the District. Education Code 82530 requires that the District assess these fees for the use of facilities by a church or other religious organization when the requested use of the facility is for conducting religious services. Hence churches and other religious organizations are not eligible for free facility, notwithstanding the provisions stated above and must pay basic charges.

PROCEDURE FOR REQUESTING FACILITY USE

Application is to be submitted to the Director of Auxiliary Services, Victor Valley Community College 18422 Bear Valley Road Victorville, CA 92395. (760) 245-4271 extension 2395, Fax (760) 241-5723.

OFF-CAMPUS USERS OF VIDEOCONFERENCE SERVICES
RATE SHEET

This Videoconference Rate Sheet is for videoconference services which use a Bridge to facilitate Point-to-Point connection between one Victor Valley College (VVC) videoconference facility, also referred to as the near-end, and one off-campus videoconference facility using compatible equipment, also referred to as the far-end. The service provides live, interactive video and audio communication between near end and far end users.

VIDEOCONFERENCE SERVICE FEES

*1 hour minimum (*with 30 minute no charge grace) (Includes cost-free to user grace period up-to 30 minutes for continuation of services beyond the 1 st hour)	\$165
Each additional hour	\$65

*Additional 1 hour is charged if services extend beyond grace.period.

Fees to include:

On-site Technical Operator
Parking permit
Campus Site Map and Videoconference Facility User Guide

Use of:

Polycom adaptive send/receive videoconferencing equipment
Adaptive send/receive user table
Wireless lavalier microphone
Telephone
FAX

ADDITIONAL FEES

Cancellation Charge	\$65
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(applies only if written notification of cancellation is not received within 36 hours of event)

*Grace period of up-to 30 minutes applies only to 1 hour minimum fee.

This document accompanies and is not meant to replace any portion of the Victor Valley College ADMINISTRATIVE PROCEDURE FOR NON-INSTRUCTIONAL USE OF COLLEGE FACILITIES. Please refer to that document for non-instructional facilities use information and guidelines.