

**Business Services**

1 **AP 6700 CIVIC CENTER AND OTHER FACILITIES USE**

2 **References:**

- 3 Education Code, Sections 82537 et seq. and 82542;  
4 Public Resources Code Section 42648.3;  
5 Clark v. Community for Creative Non-Violence (1984) 468 U.S. 288, 104 S.Ct.  
6 3065, 82 L.Ed.2d 221

7 **Civic Centers**

8 Eligible persons or groups may use District buildings or grounds designated as the Civic  
9 Center for public, literary, scientific, recreational, or educational meetings, or for  
10 discussion of matters of general or public interest, subject to this procedure.

11 **General Provisions**

12 District facilities identified as Civic Center or as designated public forums are available  
13 for community use when such use does not conflict with District programs and operations.  
14 For use of the district's designated public forum spaces, please refer to Board Policy 5550  
15 and Administrative Procedure 5550. Facility use under the provisions of this Civic Center  
16 Facilities Use procedure shall be limited to places and times identified by the Vice  
17 President of Business Services, but shall be sufficiently frequent and available on specific  
18 dates and times, so as to allow meaningful use by outside groups. Except as provided in  
19 these procedures and Board Policy 5550 and Administrative Procedure 5550, or as  
20 authorized by law, no organizations shall be denied the use of District facilities because  
21 of the content of the speech to be undertaken during the use.

22 The Director of Physical Plant and Construction Services is responsible for the  
23 coordination and implementation of these procedures.

24 Outside the designated public forum areas, the following shall apply: All user groups shall  
25 be required to provide the District with a completed application packet that includes the  
26 license agreement and appropriate insurance certificate naming Cerritos Community  
27 College District as an additional insured party. This packet will include a hold harmless  
28 and indemnification agreement acknowledging that they will be financially responsible for  
29 any losses, damages, or injuries incurred by any person as a result of their use of the  
30 facilities. All user groups shall also be required to provide a certificate of insurance with  
31 limits acceptable to the District and/or other proof of financial responsibility acceptable to  
32 the District.

33 A college employee, as designated event manager, shall be on site for the duration of the  
34 event whenever a facility is being used. Designated event managers must have

35 demonstrated experience with the applicable venue. Cerritos College reserves all  
36 concessions and rights.

37 **Fees**

38 Fees for facilities shall be established and approved by the Board of Trustees. The base  
39 rental period shall be four hours. Rates will be calculated for entire time of occupancy by  
40 lessee. Additional hourly use charges shall be computed on a prorated basis.

41 The Director of Physical Plant & Construction Services is charged with direction of  
42 community use of college facilities and at his/her discretion may establish charges for use  
43 not listed or for unusual circumstances.

44 The District may require police/security personnel as a condition of use whenever it is  
45 deemed to be in the District's best interests. The Chief of Police or designee will determine  
46 whether security personnel may be required and the quantity of personnel as a condition  
47 of use whenever it is deemed to be in the District's best interests.

48 The District may require custodian services during events or for post event cleanup. The  
49 Operations Manager or designee will determine the quantity of personnel required for  
50 events.

51 The District reserves all parking fee rights. Parking fees will be administered per AP 6750  
52 Parking And Traffic-Related Items. Additional and/or separate charges or waivers for  
53 event parking shall be subject to the prior approval of the Vice President of Business  
54 Services or designee.

55 Cerritos College may host regional or other meetings, trainings, or conferences involving  
56 off campus invitees. The college organizer(s) of such functions may request one-day  
57 permits from the Chief of Police or his/her designee. Depending on the number of off  
58 campus invitees, two types of waivers may be requested: 1) a one-day permit or 2)  
59 parking lot exemption. Waivers may be requested by completing the Parking Waiver  
60 Request Form.

61 Stage productions in the Burnight Theatre (17 and 31) and future Performing Arts venues,  
62 using actors and requiring settings other than picture screens or speaker platforms,  
63 require the use of a District stage manager who shall have complete responsibility and  
64 authority over the use of the theatre facilities. If required, arrangements will be made by  
65 the Civic Center Office for trained personnel to operate Cerritos College equipment; i.e.,  
66 P.A. system, projectors, theatre equipment, etc. Regardless of the classification of the  
67 proposed event, the lessee is bound by determination of the District and is responsible  
68 for these salaries in addition to the basic rental fee.

69 The classification of proposed events will determine the appropriate fee schedule and  
70 direct costs to groups requesting the use of Cerritos College facilities. Payment of 50%  
71 deposit will be required ten (10) business days prior to the use of facilities. Applicants will

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

74 **Classification of District Events:**

75 1. **Elected Official Sponsored Event:** Per Education Code Section 82542(a), elected  
76 officials, when conducting events that are open to the public without charge, promote  
77 community awareness or provide informational services to the public, may use District  
78 facilities at no charge upon payment of the following:

- 79 • the cost of opening and closing the facilities, if no District employees would  
80 otherwise be available to perform that function as a part of their normal duties;
- 81 • the cost of a District employee's presence during the organization's use of the  
82 facilities, and if that employee would not otherwise be present as part of his/her  
83 normal duties;
- 84 • the cost of custodial services, if the services are necessary and would not have  
85 otherwise been performed as part of the custodian's normal duties;
- 86 • the cost of audio/video/technology services, as requested or required;
- 87 • the cost of police/security services, if the services are necessary and would not  
88 have otherwise been performed as part of the personnel's normal duties.

89 2. **Non-Profit Community Group Event:** The groups identified in Education Code  
90 Section 82542(a) will be permitted, "when an alternative location is not available," as  
91 described in the statute, to use District facilities at no charge upon payment only of  
92 costs identified in section 1 above.

93 3. **Non-Profit Agency Large Event:** Non Profit organizations such as school districts or  
94 religious entities requesting the use of college facilities for large scale events such as  
95 graduations, services or other uses will be subject to fair market rental fees for non-  
96 profits as established and approved by the Board of Trustees, including the direct  
97 costs detailed in Section 1, and special requirements such as stage assembly,  
98 equipment needs, or other services deemed necessary by the determination of the  
99 District.

100 4. **Athletic Facilities Event:** Civic Center events for athletic facilities will be  
101 administered through the Civic Center for scheduling, proper fee structure, and  
102 personnel requirements, with prior approval by the Dean of the Health, Physical  
103 Education, Dance and Athletics Division. These events will be subject to direct costs  
104 as outlined above in Section 1. Stadium use that requires post event cleanup will be  
105 the responsibility of the designated event manager, or a facilities cleanup crew will be  
106 organized by Facilities.

107 5. **Commercial Use Event:** Shall apply to organizations that do not have a non-profit  
108 status filed with the IRS or who generate revenue where the net proceeds are destined  
109 for other than welfare or charitable purposes affecting the students of the college  
110 District. A District charge shall be made in accordance with the fair market rental fees  
111 for commercial uses as established and approved by the Board of Trustees, including

112 the direct costs detailed in Section 1, and special requirements such as stage  
113 assembly, equipment needs, or other services deemed necessary by the  
114 determination of the District.

115 The American Red Cross or other public agencies may use District facilities, grounds,  
116 and equipment for mass care and welfare shelters during disasters or other emergencies  
117 affecting the public health and welfare, and the District will cooperate with these agencies  
118 in furnishing and maintaining services deemed by the Board of Trustees to be necessary  
119 to meet the needs of the community.

#### 120 **Rules for Facilities Use**

121 Requests for use of the District's Civic Center must be made at least fifteen (15) business  
122 days in advance of the first date of use being requested. Any request that is not  
123 completed, signed and provided to the Facilities Division within fifteen (15) business days  
124 of the scheduled event may be subject to denial. Requests shall be made to the Director  
125 of Physical Plant & Construction Services or designee on forms provided by the District.  
126 Authorization to use the Civic Center shall be based on a reservation system and the  
127 priorities for student and other use detailed at the end of this Section.

128 Permission to use District facilities shall not be granted for a period to exceed one fiscal  
129 year. No person or organization may be granted a monopoly on any facility.

130 Overnight camping on District facilities, including in the designated public forum areas, is  
131 prohibited. No person or organization may use any District facility for living  
132 accommodation purposes such as sleeping activities, or making preparations to sleep  
133 (including the laying down of bedding for the purpose of sleeping), or storing personal  
134 belongings, or making any fire, or using any tents or other structure for sleeping, or doing  
135 any digging or earth breaking, or carrying on cooking activities.

136 Any persons applying for use of District property on behalf of any groups shall be a  
137 member of the groups and, unless he/she is an officer of the group, must present written  
138 authorization to represent the group. Each person signing an application shall, as a  
139 condition of use, agree to be held financially responsible in the case of loss or damage to  
140 District property.

141 No person applying for use of District property shall be issued a key to District facilities.

142 Future facility requests may be denied on grounds including, but not limited to, abuse or  
143 misuse of District property and failure to pay promptly for any damage to District property.

144 No alcoholic beverages, intoxicants or controlled substances in any form shall be brought  
145 onto the property of the District. Persons under the influence of alcohol, intoxicants, or  
146 controlled substances shall be denied participation in any activity.

147 No structures, electrical modifications, or mechanical apparatus may be erected or  
148 installed on District property without specific written approval by the Director of the  
149 Physical Plant & Construction Services.

150 All decorative materials, including but not limited to draperies, hangings, curtains, and  
151 drops shall be made or treated with flame-retardant processes approved by the State Fire  
152 Marshall.

153 **Priorities for Use of Facilities**

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

- 155 a. Cerritos College instructional classes and classroom activities.
- 156 b. Cerritos College instructional/student services programs and activities.
- 157 c. Cerritos College department programs and services.
- 158 d. Cerritos College student organization programs and activities.
- 159 e. Educational organizations in which Cerritos College faculty or administration hold  
160 membership and are hosts.
- 161 f. Organizations not affiliated with Cerritos Community College District.

162 Also see BP 6700 titled Civic Center and Other Facilities Use, AP 6750 Parking and  
163 Traffic-Related Items and AP 5550 titled Speech: Time, Place, Manner, and Commercial  
164 Vendors.

165 Office of Primary Responsibility: Vice President, Business Services

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**Date Approved: March 26, 2007**

**Dates Revised: June 9, 2010; April 10, 2017**

**Date Reviewed: March 20, 2019**

*(Replaces former Cerritos CCD Policies 5101, 5102, 5103, 5104, 5105, 5106)*