

**Business Services**

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

2 **References:**

- 3 Education Code, Sections 82537 and 82542;
- 4 Public Resources Code Section 42648.3;
- 5 Title 5 Sections 59601 et seq.;
- 6 *Clark v. Community for Creative Non-Violence* (1984) 468 U.S. 288, 104 S.Ct.
- 7 3065, 82 L.Ed.2d 221

8 **Civic Centers**

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

13 **General Provisions**

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

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

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

36 A college employee, as designated event manager, shall be on site for the duration of the  
37 event whenever a facility is being used. Designated event managers must have  
38 demonstrated experience with the applicable venue. Cerritos College reserves all  
39 concessions and rights.

#### 40 **Fees**

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

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

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

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

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

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

64 Stage productions in the Performing Arts Center, using actors and requiring settings other  
65 than picture screens or speaker platforms, require the use of a District personnel to  
66 oversee the use of the facilities. If required, arrangements will be made by the Civic  
67 Center Office for trained personnel to operate Cerritos College equipment; i.e., P.A.  
68 system, projectors, theatre equipment, etc. Regardless of the classification of the  
69 proposed event, the lessee is bound by determination of the District and is responsible  
70 for these salaries in addition to the basic rental fee.

71 The classification of proposed events will determine the appropriate fee schedule and  
72 direct costs to groups requesting the use of Cerritos College facilities. Payment of 50%  
73 deposit will be required ten (10) business days prior to the use of facilities. Applicants will  
74 be responsible for all costs unless cancellation is received within a reasonable time of  
75 scheduled event.

76 **Classification of District Events:**

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

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

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

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

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

108 5. **Commercial Use Event:** Shall apply to organizations that do not have a non-profit  
109 status filed with the IRS or who generate revenue where the net proceeds are destined  
110 for other than welfare or charitable purposes affecting the students of the District. A

111 District charge shall be made in accordance with the fair market rental fees for  
112 commercial uses as established and approved by the Board of Trustees, including  
113 the direct costs detailed in Section 1, and special requirements such as stage  
114 assembly, equipment needs, or other services deemed necessary by the  
115 determination of the District.

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

### 121 **Rules for Facilities Use**

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

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

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

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

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

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

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

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

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

#### 154 **Priorities for Use of Facilities**

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

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

163 Office of Primary Responsibility: Vice President, Business Services

164 See also BP 6700 titled Civic Center and Other Facilities Use, AP 6750 Parking and  
165 Traffic-Related Items, and AP 5550 titled Speech: Time, Place, Manner, and Commercial  
166 Vendors.

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