

Regulations Governing the Public Use of Facilities

1. **Use May Be Denied**

No use or occupancy of any school property shall be permitted if the Board of Trustees, in the exercise of its discretion, determines that such use or occupancy is prohibited by law, or that such use or occupancy will interfere with the use of the property for school purposes, or that it will result in rioting or other disturbance of the peace, or in damage to the property which will render it unfit for or otherwise interfere with its proper use for school purposes.

2. **Advance Notice of Program Materials May Be Required**

The Board of Trustees may require that it be furnished reasonably in advance with a complete program and copies of all speeches and script of any entertainment proposed to be given on school property. If such copy reasonably demonstrates that the program would be in violation of the law, or of these rules, the proposed use shall not be permitted.

3. **Permission to Use May Be Cancelled**

All individuals, groups, or organizations in their use or occupancy of school property shall comply with all applicable laws, rules, and regulations. Any use contrary to or in violation of any laws, rules, or regulations shall be grounds for cancellation of the permit and removing the users from the property and shall bar such individual, group or organization from further use thereof.

4. **Authorization to Issue Permits**

The Office of Student Life and Community Services of the Imperial Community College District is authorized to issue all permits for the use and occupancy of school property by all individuals, groups, or organizations during school hours, and by all authorized individuals, groups, or organizations during non-school hours.

5. **Schedule of Charges**

Permission to use school facilities shall be granted in accordance with a schedule of charges authorized by the Board of Trustees. Copies of the schedule are available in the Office of Student Life and Community Services.

6. **Kitchen Facility**

Kitchen facilities may **not** be used by other than the authorized College staff.

7. **Vending**

The vending of any articles shall not be permitted during any use or occupancy of the school property for Civic Center purposes without permission having been previously granted.

8. **Non-Liability of District**

Any individual, group or organization using school property for Civic Center or other purposes shall hold the Imperial Community College District, the Board of Trustees and individual members thereof, and all District officers, agents and employees free and harmless from any loss, damage, liability, cost or expense that may arise during or be caused in any way by such use or occupancy of school property. The District may require an acceptable certificate of insurance.

9. **Removal of School Property or Equipment**

No District furniture, equipment, or apparatus may be removed or displaced by any person, persons, or organization without express written permission from, and under the supervision of

a duly authorized employee of Imperial Valley College Any furniture, equipment or apparatus so displaced must be replaced to the satisfaction of the duly authorized employee by the party, parties, or organization responsible for the removal or displacement thereof before their departure from the facility.

10. Decorations

Any decorations used at an event must be flameproof and shall be erected and taken down in a manner not destructive to College property The use of any material or device which constitutes a fire hazard is expressly prohibited.

11. Damage to Property

School property shall be protected from any damage or mistreatment and permittees shall be responsible for the condition in which they leave school premises. In the event school property is damaged, the cost of repair or replacement thereof shall be paid by the permittee.

12. Personal Use of Property or Equipment

Permits shall not be granted for personal or individual use of school property or equipment.

13. Supervision and Security

Upon receipt of notice that a permit has been issued to a non-school agency for use, the Director of Maintenance and Operations shall designate a regular District employee to open the building, to be in charge during use, and to close the building after use—such personnel costs to be borne by the User. The District employee in charge of the building or grounds within or upon which any meeting is held is empowered to take all necessary means to enforce these rules. However, it shall be the responsibility of the permittee to see that there is such special police protection as may be necessary for adequate control.

14. Revocation in Case of Conflicting Dates

Any permit may be revoked if conflicting dates have resulted, or where need of the property for College purposes has subsequently developed.

15. Two-Weeks Notice Required

Applications for permits to use College facilities shall be made **at least two weeks in advance** of the date of requested use.

16. Capacity Limitation

Admission to all meetings held in College buildings shall be limited to the seating capacity of the room or space authorized for such use.

17. Discriminatory Activities Not Permitted

No permit for the use of College property shall be granted to any individual or group for any purpose which would reflect in any way upon citizens of the United States because of their race, color or creed.

18. Sunday and Holiday Use

Use of school property on Sundays or holidays is discouraged and subject to the ability of the District to schedule required personnel.

19. Distribution of Literature

Only the authorized holder of the Use Permit shall distribute literature or other materials at a Civic Center meeting. (see #2 of this section)

20. Fees and Charges for Attendance

Whenever the use of school premises without a rental fee is permitted, it is understood that

there shall be no admission charge made, no solicitation of funds, no freewill offering, and no sale of literature or other articles by the organization using the school facilities.

21. **Open Meetings**

If free use is granted, as provided in the Civic Center Act, the meeting shall be non-exclusive and shall be open to the general public.

22. **Adult Sponsorship Required**

Juvenile organizations must verify that adequate adult sponsorship will be present at the event.

23. **Transferability of Permits**

A permit for use of any school facility is non-transferable.

24. **Political Activity**

School premises shall not be used by any person, group or organization as a political campaign headquarters for any purpose.

25. **Gratuities Not Permitted**

No gratuities shall be given to or accepted by custodians, administrators, or other school personnel. All applicable costs for services of College personnel shall be billed to the User by the College business office.

26. **Behavior**

The use of profane language, possession of or use of intoxicating liquors or drugs of any kind, fighting, betting, or any form of gambling, including conducting a raffle or lottery, are all expressly prohibited. The use of tobacco in any form is generally prohibited inside school buildings, except as authorized in specific locations.

27. **Adherence to Schedule**

The hours of use granted on the permit will be strictly observed. Should it be necessary to extend the time beyond that specified in the application, special permission must be obtained from the Office of Student Life and Community Services **before** the meeting convenes. In such instances additional charges will be levied as applicable.

28. **Cancellation**

All applications made on the Facility Reservation form have priority over oral requests and must be made at least two weeks in advance of the date requested. Applicants are responsible for notifying the Office of Student Life and Community Services of cancellations at least 72 hours before the scheduled start of the event. Cancellations occurring within 72 hours of the scheduled starting time may result in the group or organization being liable for all costs incurred by the District as a result of their action.

29. **Application for Multiple Months Use**

There cannot be multiple months use on the request. For consecutive monthly uses, one form for each month's use must be completed.

30. **Insurance**

The College may require the User to provide evidence that a liability and property damage insurance policy is in force. The policy must name the Imperial Community College District as the co-insured.

31. **Printed Materials**

All books, pamphlets, posters, and other items of literature which may have been used or distributed during a period of use must be removed by the permit holder at the end of the event