



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Administrative Procedure

AP 7325.2 PUBLIC USE OF DISTRICT PROPERTY

This procedure is applicable to all District programs. It implements District policy concerning public use of District property and prescribes uniform application forms, charges, and approval procedures.

FUNCTION

1. Each campus/center chief administrator (or designee) shall be responsible for:
 - a. Identifying those properties which may be used by the public; and
 - b. Directing public use of the properties
2. Annually, the Management Services Council with input from the institutions will consider the revision of the rental rate schedule and provide recommended schedule changes to the Board of Trustees for implementation in the upcoming fiscal year.

IMPLEMENTATION

1. Each president/center dean shall designate an office of primary responsibility to administer this program at the geographic location under his/her authority.
2. The office so designated shall:
 - a. Review applications
 - b. Issue permits
 - c. Maintain records of public use; and
 - d. Coordinate public use with other offices involved, e.g., Chief of Police, District Parking Services Supervisor, Regional Facilities Officer
3. SDCCD Application (Attachment 1) shall be the exclusive form used by the public to apply for permit to use District property.
4. SDCCD Permit (Attachment 2) shall be the exclusive form used by the District to permit public use of District property.

Determination of Category of Use

1. The Board has:
 - a. Authorized public use of District property
 - b. Designated the properties which comprise the "Civic Center" at each geographic location; and
 - c. Has authorized use of other properties, subject to payment by the permittee.
2. Free Use Civic Center permits shall be issued only to specific organizations for the specific uses and for the properties designated as Civic Center I Policy 7325. If determination is in Question, consult with the Vice Chancellor, Facilities Management, prior to acting on the application.
3. For non-profit organizations, the District can charge direct cost rates.

4. For churches and other religious organizations, the District can charge no less than the fair rental value (FRV).
5. For all other organizations, the District may charge FRV

FORMS/REFERENCES

1. Application for Use of College District Property
2. Permit for Use of College District Property

Supersedes: Procedure 7325.2 – 8/14/80