



San Diego Community College District

City College · Mesa College · Miramar College · College of Continuing Education

Administrative Procedure

Chapter 6 – Business and Financial Services

AP 6700 – 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. The Chancellor or appropriate college president (or designee), shall be responsible for:
 - a. Identifying those properties associated with their college which may be used by the public;
 - b. Directing public use of such identified properties; and
 - c. District Property not associated with a college shall be under the purview of the Chancellor or designee.
2. Periodically and no less than once every five (5) years, the Management Services Council, with input from the campuses, will consider the revisions of the rental rate schedule. Rates related to personnel costs will be updated in alignment with any District salary schedule or Collective Bargaining Agreement changes.
3. Each college president shall designate an office of primary responsibility to oversee the processes for the public use of District properties at the site(s) under their authority; all other District properties shall be under the Office of the Executive Operations Officer.

IMPLEMENTATION

1. The designated office shall have the responsibility of managing and overseeing the processes for public use of District property for their respective area of oversight:
 - a. Reviewing and approving applications;
 - b. Collect Certificate of Insurance(s);
 - c. Collecting fees, timely depositing into District banking institution and recording in the District's financial system of record;
 - d. Issuing permits;
 - e. Maintaining records of public use;
 - f. Coordinating with other offices involved, such as SDCCD Police, District Parking Services, and the appropriate Regional Facilities Officer; and
 - g. Ensuring fees associated with an event utilizing District property are provided for all direct costs, including the cost of returning the rented space to its pre-use condition.

2. All forms are completed to their entirety and submitted to the applicable college representative. All applicable forms can be found on the District Special Events Website: <https://www.sdccd.edu/departments/operations/space-rentals.aspx>
 - a. SDCCD Application shall be the exclusive form used by the public to apply for a permit to use District Property.
 - b. SDCCD Permit shall be the exclusive form used by the District to permit public use of District Property.
 - c. SDCCD requests to Serve Alcoholic Beverages on District Property shall be the exclusive form used by the public to apply for approval to serve alcohol on District Property, see Administrative Procedure, AP 3561, *Alcoholic Beverages for Non-Instructional Purposes*.
3. Determination of Category of Use
 - a. The Board has:
 - 1) Authorized public use of District property to approved entities
 - 2) Designated the properties which comprise the "Civic Center" at each geographic location; and
 - 3) Has authorized use of other properties, subject to payment by the permittee.
 - b. No Fee Use Civic Center permits shall be issued only to specific organizations for the specific uses identified in Education Code Section 82542. If determination is in question, respective college leadership shall consult with District Executive Business Officer, or designee, prior to acting on the application. Such organizations will be charged for direct costs related to their event (e.g., safety officer). Such events may only take place during normal working hours so as not to incur District staffing overtime.
 - c. Applicable Non-Profit organizations (e.g., 501(c)(3)), fees as identified in the Civic Center Rate Sheet are available on the District Special Events website.
 - d. For Profit – All other entities
 - 1) The District can charge the standard as outlined in the rate sheet for all for-profit entities, churches, and/or other religious organizations.
 - e. Unusual Expenses
 - 1) These expenses will be paid by the permittee, such as, but not limited to:
 - a) Consumable supplies
 - b) Special equipment and operators

RULES & REGULATIONS

1. Requests for use of District facilities must be made at least thirty (30) days in advance, and requests shall be on forms provided by the District. Permission to use facilities shall be granted by the respective President or designee.

2. Permission to use District facilities shall not be granted for a period exceeding one fiscal year. No person or organization may be granted a monopoly on any facility.
3. All charges for the use of District facilities are payable at least 48 hours in advance.
4. Any person applying for use of District property on behalf of any group, must present written authorization to represent the group. Each person signing the application shall, as a condition of use, agree to be held financially responsible in the case of loss or damage to District Property. Such authorization subject to review and approval by Finance and Business Services.
5. The District may require Campus Police presence as a condition of use whenever it is deemed to be in the District's best interest.
6. Future facility requests may be denied on grounds including, but not limited to, abuse or misuse of District property, or failure to pay promptly.
7. Without prior approval, no alcoholic beverages shall be brought on district-owned or operated property. No intoxicants, controlled substances, vaping, or tobacco in any form shall be brought onto district-owned or operated property. Persons under the influence of alcohol, intoxicants, or controlled substances shall be denied participation in any activity. Alcoholic beverage use and service may be considered. Such consideration requires an Alcohol Service permit approved and issued by the District. All rules and guidelines must be followed upon issuance of a permit to serve alcohol on District property.
8. No structures, electrical modifications, or mechanical apparatus may be erected or installed on District property without specific approval of the Executive Operations Officer or designee.
9. All decorative materials, including but not limited to draperies, hangings, curtains, and drops, shall be made or treated with flame-retardant processes approved by the State Fire Marshall. No screws or holes are authorized to be made in walls, ceilings, or structures of the District.
10. Charges for public use shall be in accordance with this procedure and documents referenced herein, and no other charges may be added to it.
11. Permittees are required to provide the District hold-harmless agreements and Certificates of Insurance (COI) with limits acceptable to the District and/or other proof of financial responsibility acceptable to the District.
12. Keys shall not be issued to the permittee.
13. All fees paid by a using organization shall be accounted for in the appropriate financial system.
14. General liability coverage of one million dollars (\$1,000,000), and auto insurance is required for any Permit of Use by an individual (e.g., private party such as a wedding).

15. General liability coverage of one million dollars (\$1,000,000), workers' compensation, and auto insurance is required for any Permit of Use for organizations and companies.
16. Permits for the purpose of athletic activities, rental of specialty spaces, and activities where alcohol is served or sold, shall, as a condition of use, require a Certificate of Insurance evidencing a minimum of two million dollars (\$2,000,000) for any liability for injury to persons or damage to District property.

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

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