

**USE OF COLLEGE FACILITIES**

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Sonoma County Junior College District, as a community institution, is oriented to the educational, cultural and recreational needs of all citizens of the College District, and the Board and administration encourage the use of all facilities when they are not required to carry on the programs of the College.

The use of District facilities by community groups and public agencies shall be granted under the provisions of the Civic Center Act (Education Code Section 82537 et seq) and the Community Recreation Act (Education Code Section 10900 et seq) in accordance with the policy. The use of District facilities by private groups and religious groups for religious purposes may be granted under the provisions of Education Code in accordance with this policy.

All use of College facilities and equipment for activities other than regularly scheduled classes requires written approval of the Superintendent/President or designee. This applies to any individual or group of students or employees of the District.

The District administration shall permit use of available facilities and shall charge fees to the various community, public, non-profit, private and religious organizations under the conditions of and as authorized by Ed Code Sections 82542 and 82544. The administration shall determine the utility costs, direct costs and the fair rental value and establish a schedule of fees which shall be adjusted as needed upon approval of the Vice President of Business Services.

In accordance with Ed Code 82542, the District establishes the following criteria for granting facility use permits and charging appropriate fees:

1. District sponsored or co-sponsored events of a nature consistent with the Mission of Santa Rosa Junior College and where proceeds, if applicable, are spent entirely to support District students and programs, shall be granted use without charge.
2. Non-profit groups and public agencies shall be charged the cost of utilities directly attributable to their use.
3. Non-profit groups and public agencies shall be charged direct costs (utilities, supplies, janitorial services, services of any other District employees, and salaries paid District employees necessitated by the organization's use of District facilities and property) when admission fees or monies are collected. Money collected includes the following: admission charge, solicitation of a donation, freewill offering, tuition payment, registration fee, entry fee, charge for supplies, payment of a speaker, or sale of literature or any other material.
4. Private and commercial organizations shall be charged an amount at least equal to the fair rental value (as defined by the Civic Center Act) of the facilities or property used for the duration of the activity authorized. This provision also applies to religious organizations offering services in District facilities.
5. In addition to above charges, all groups shall be charged a processing fee. If any use requires special services such as supervision, set-up, clean-up, security, etc., groups shall be charged personnel costs sufficient to cover all costs to the District.

The Superintendent/President may waive all fees for any organization which donates the net proceeds of the money collected for the welfare of students of this District or another educational institution; or for any charitable organization which uses the net proceeds of money collected for welfare purposes. An accounting may be requested at the discretion of the Superintendent/ President or designee.