



ANTELOPE VALLEY COLLEGE
Antelope Valley Community College District
3041 West Ave. K
Lancaster, CA. 93536
(661) 722-6300 Ext. 6296

RULES AND REGULATIONS FOR USE OF DISTRICT FACILITIES

Conduct

- ❖ When a request for use of District facilities is made by any organization, the User will be responsible to ensure that the rules and regulations of the Board of Trustees and other applicable laws are adhered to. In the event the User fails to adhere to these rules and regulations, future requests for use of District facilities may be denied.
- ❖ Use of alcohol or illegal drugs is strictly prohibited.
- ❖ School officials will at all times have full authority to enforce proper and safe conduct of all persons and activities on school property. The Board reserves the right to require police protection for all activities held on school property when it deems such protection desirable.
- ❖ When the use of facilities is granted to any group qualifying under the terms of the Civic Center Act for the purpose of instruction in the ideas or beliefs of the group, it will be the responsibility of the user to notify in writing all those who attend the meetings that the ideas and information disseminated do not have the endorsement or approval of the District and are in no way associated with the instructional program of Antelope Valley Community College District. This information must also be announced at the beginning of each meeting.
 - In the case of meetings limited to one evening, proper notification will consist of a written statement approved by the District and given to each person in attendance.
 - In those instances when classes are conducted for two or more meetings, the User will have the additional responsibility of sending a letter to the home address of the parents of all minor students attending the meeting.
- ❖ User shall offer no gratuities to school personnel nor shall school personnel accept gratuities from the User.
- ❖ When appropriate, a District employee may be assigned to facilities being used by outside groups. It shall be the duty of this employee to see that rules and regulations are enforced and to report any violations or attempted violations to the Director of Facilities. If the Board believes that District rules and regulations have been violated, they may revoke permits previously given to the organization in question and may refuse to grant additional permits.

Supervision

- ❖ When using District facilities, the User will furnish adequate adult supervision and will be responsible for properly caring for such facilities and leaving them in good condition. Cost of any damages shall be borne by the User.
- ❖ Use of District facilities shall be under the supervision of an authorized representative when deemed appropriate by the District.

Safety

- ❖ The User shall at all times during the use and occupancy of the premises thoroughly comply with all ordinances, laws and regulations affecting the use and occupancy thereof, including all state and local fire ordinances and health and safety laws.
- ❖ Injuries to event participants shall be reported to the District Security Office.

Waiver of Liability

- ❖ All participants from off-campus groups will be required to sign a waiver of liability.

Facilities Access

- ❖ The facility to be used will be opened upon presentation of the User's copy of the approved Facilities Use Request and/or contract.
- ❖ Facilities will be opened only at times designated on the "Facility Use Request Form." Time for rehearsal, decorating or any other use will be at the prevailing rate. District employees are not obligated to have the buildings open at any time other than the times shown on the approved use form nor are they authorized to open buildings or facilities not specifically requested and previously authorized.

Parking

- ❖ All Users shall adhere to posted parking regulations.

Smoking

- ❖ Smoking shall be prohibited in all buildings on campus as well as within 25 feet of the entrance to buildings or structures on campus.

Food Service

- ❖ Consumption or sale of food or refreshments will not be permitted unless prior arrangements have been made with Campus Events.

Posting of Literature, Signs or Banners

- ❖ Posting of any literature, signs or banners advertising any on-campus event or program must receive prior approval by the Student Development Office.
- ❖ Signage may not be erected or assembled on District premises without approval by the District.
- ❖ The User is responsible for removing any advertisement or handout material at the end of the event. A cleanup fee will be imposed for advertisements or handouts not removed from the premises.

Structures and Equipment

- ❖ No structures may be erected or assembled on District premises nor may any electrical, mechanical or other equipment be brought thereon without prior written approval of the District.

Aircraft

- ❖ Aircraft-related activities are prohibited. This includes manned or unmanned, powered or non-powered aircraft of any type including helicopters, ultra-lights, hang gliders, hot air balloons, parachuting, etc.

Facilities Capacity & Fire Regulations

- ❖ At no time shall there be more persons admitted to any room or facility than the legal seating capacity will accommodate. Flammable decorations, including stage scenery, shall be fire resistant or flame proofed in accordance with the requirements of the State Health & Safety Code. No device which produces flame, sparks, smoke or explosions, shall be used in any District facility. The use of any material or device which constitutes a fire hazard is expressly prohibited.

Equipment Usage

- ❖ All additional property and / or equipment provided or rented by the User must meet applicable city, county, state and federal safety requirements.
- ❖ District-owned equipment, materials or supplies of any nature that are not a part of the approved permit are off limits to the Users.
- ❖ User shall not be permitted to remove or displace furniture or apparatus (including but not limited to lights, curtains, ceiling pieces, etc.) except with permission and under the supervision of the District representatives in charge.

Inspection for Damage to District Property

- ❖ District property must be protected from damage and mistreatment and ordinary precaution of cleanliness maintained.
- ❖ Prior to and immediately following the event, a representative from the District and a representative from the User in charge shall conduct a visual inspection of the area(s) used, to determine existing conditions and to note any damage, unusual “wear and tear” or situations requiring extra labor on the part of the District work force directly attributable to the User. If the facility is found damaged, abused or dirty after use, the User agrees to be financially responsible. An additional charge for cleaning and / or repair will be billed to User for repair or cleaning. It is the responsibility of the User to contact District personnel assigned to the event to make arrangements for the inspection.
- ❖ User shall be responsible for returning any furniture and / or equipment that has been moved from its proper place.
- ❖ Any removal of District fixtures or other damage to the District property including, but not limited to, unbolting, unscrewing, defacing, painting or other damaging of District facilities is strictly prohibited and may subject User to a fine, repair charges and / or termination of use or occupancy of District property. In the event of damage to property or equipment, the User shall notify the District representative as soon as possible.

The undersigned has read and hereby agrees to abide and enforce all Rules and Regulations, including insurance requirements, pertaining to the use of District facilities as stated above:

Organization (User): _____

Signature of Authorized Representative: _____

_____	_____
Print Name	Title

Address: _____

Phone: _____ Fax: _____ Other Phone Numbers: _____