

- The cost of opening and closing the facilities, if no college or District employees would otherwise be available to perform that function as a part of their normal duties;
- The cost of a college or District employee's presence during the organization's use of the facilities if it is determined that the supervision is needed, and if that employee would not otherwise be present as part of his or her normal duties;
- The cost of custodial services, if the services are necessary and would not have otherwise been performed as part of the custodian's normal duties; and
- The cost of utilities directly attributable to the organization's use of the facilities.

Except as provided herein, other groups shall be charged an amount not to exceed the direct costs of District facilities. Direct costs shall include costs of supplies, utilities, custodial services, services of any other District employees, and salaries paid District employees necessitated by the organization's use of District facilities. Additionally, except for classroom-based programs that operate after school hours and organizations retained by the college or District to provide instruction or instructional activities to students during school hours, direct costs shall also include the costs for maintenance, repair, restoration, and refurbishment of college facilities and grounds used by the group.

The District shall maintain a fee schedule adopted by the Board of Trustees that includes the hourly fee for each specific school facility and grounds (see Appendix A).

The following shall be charged fair rental value for the use of District facilities:

- Any church or religious organization for the conduct of religious services, which may be conducted for temporary periods where the church or organization has no suitable meeting place for the conduct of such services.
- Entertainments or meetings where admission fees are charged or contributions are solicited and the net receipts of the admission fees or contributions are not expended for the welfare of the students of the District or for charitable purposes.

The American Red Cross or other public agencies may use District facilities, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare, and the District will cooperate with these agencies in furnishing and maintaining services deemed by the Board of Trustees to be necessary to meet the needs of the community.

Rules for Facilities Use

1. Requests for use of District facilities must be made at least thirty (30) days in

cleanup costs related to the use of facilities for custodial and/or maintenance workers, or for any other special equipment setup shall be charged to the facilities use requestor.

Cancellations require 72 hour notification. All expenses incurred by the District or college related to the facilities use request prior to cancellation are non-refundable and these charges are due and payable upon invoicing by the District.

See Appendix A for applicable rental fees.

Collection of Fees for Use of Facilities

The amount of fees collected shall be determined in accordance with the schedule of fees.

The college shall ensure the District Office has a copy of the approved Application and Agreement for Use of District Property and provide the District Office with the amount to be invoiced. The approved application must contain the name of the organization, name of responsible party, address, date(s) of use, facilities requested, and the fees to be charged. An invoice will be prepared by the District Office based on this information.

Fees collected will be deposited as follows:

- 20% of the fee received will be deposited to the college facility use revenue account for college discretionary use for facilities.
- 80% of the fee received will be deposited to a restricted use account established by the fiscal services department for districtwide facility repair and equipment needs.

The total fees collected will be deposited to the following accounts:

District Facility	General Fund Account (20%)	General Fund Restricted (GFR) 41 – Facility & Equipment (80%)
District Office	11-000-000000-48851-100	41-232-651000-48851-100
West Hills College Coalinga	11-000-000000-48851-110	41-232-651000-48851-100
West Hills College Lemoore	11-000-000000-48851-220	41-232-651000-48851-100

This procedure shall be reviewed, at a minimum, every two years. After review, any changes to the Facility/Equipment Rental Fees (Appendix A) shall be presented to the Board of Trustees for approval.

Board approval date: 5/21/02

Reviewed/Revised: 10/26/10; 11/22/10; 9/27/16; 1/21/2020

Special arrangement or setup requirements (attach description if necessary): _____

RULES AND REGULATIONS GOVERNING THE USE OF DISTRICT PROPERTY

1. All users are expected to observe district/college regulations, policies, and procedures. Statutes in Education Code Sections 82537, 82542, 82544 and 82548 are policy as set forth herein.
2. Use and occupancy of district/college property shall be primarily for the educational programs of the district. Any authorized use or occupancy of the property for other than district/college purposes shall be secondary and subordinate to this primary purpose. Final approval for use of district/college facilities shall not be granted more than three (3) months in advance. The Deputy Chancellor or College President may deny the use of district/college facilities if the meeting or event is deemed to be an interference with the educational functions of the district/college. The district/college will assume no obligation in the event that a change of day or time is requested once an application has been approved. The district/college reserves the right to cancel, as a result of extenuating circumstances.
3. Any permit may be revoked without previous notice where conflicting days have resulted or where need of the property for district/college purposes has subsequently developed. Permits may be revoked for other causes at any time upon reasonable notice. Permits are not transferable.
4. District/College furniture or apparatus may not be removed or displaced by any permittee without permission from and under the supervision of the district employee in charge. No alterations or physical changes shall be permitted in any buildings or 7 (n)133.6 (m)-3 (i.3