



FACILITY USAGE RULES

This handout summarizes expectations and commitments whenever a District facility is used. Upon request, the event coordinator will provide the full text of the District's policy, regulations, and rules.

1. General Requirements

- A. All requests to use a facility are processed on a first-come, first served basis contingent upon room availability, requested use, and when appropriate, staffing requirements. The instructional program and college-sponsored events have priority over other events.
- B. No facility use shall be granted in such a manner as to constitute a monopoly for the benefit of any person or organization per Education Code Section 82537(c).
- C. All facility use by outside groups requires a "Facility Rental Application" to be completed and submitted to the Event Coordinator for processing. This form is available on the District's website at www.compton.edu/facilities/usage/application. There is no charge for applying.
- D. Confirmation of facilities usage shall not occur until the Event Coordinator verifies the requested has submitted a signed contract; paid all fees due; and submitted all required supplemental dues.
- E. Based on event complexity, a planning meeting may be required before a commitment to an outside event is made.
- F. If the Requester/Renter cancels the event, a written notification of cancellation must be received by the Event Coordinator within three (3) working days (72 hours) prior to the event in order to avoid financial obligation. If the event is a very large activity, the District reserves the right to require a one (1) or two (2) week cancellation notice. The Requester/Renter is subject to pay any costs incurred by the District due to failure of the Requester/Renter to cancel within the contractually designated timeline.

2. Facility Use Requirements

- A. **Keys** are not issued to organizations or individuals using the facilities. District personnel will open and secure facilities according to times indicated on the Civic Center Permit.
- B. **Parking:** The District reserves the right to determine parking areas for all events and the cost associated with the use of parking fees.
- C. **Equipment, Supplies, Food:** The Event Coordinator arranges for specialized services such as audio-visual equipment, food, etc.

- D. ***Special Electrical Use:*** When any permittee/user requires electrical power other than that which is available using regular outlets, the services of the Facilities Department is required.
- E. ***Laws and Ordinances:*** Individuals / organizations using District property and facilities shall conform to all state, county, and District rules, regulations, and ordinances including, but not limited to those pertaining to fire, health, and safety.
- 1) Alcoholic beverages or drugs in any form are not permitted on District property.
 - 2) No weapons of any kind are permitted on District property. Weapons include bladed weapons, bebe, pellet, replica, or paint guns.
 - 3) Regular exit doors, walkways, and access to fire extinguishers shall not be blocked.
 - 4) Facility capacity (room capacity) ratings shall be followed.
 - 5) Smoking is prohibited inside all areas of District facilities.
 - 6) Consumption of food and beverages restrictions in designated rooms shall be followed.
 - 7) All meetings and events shall be open to the Board of Trustees or their designated representatives.
- F. ***Objectionable Conduct:*** The District reserves the right to eject any individual whose conduct is disorderly or disruptive in one or more of the following ways:
- 1) Intoxication
 - 2) Use of abusive, indecent, profane, or vulgar language
 - 3) Making offensive gestures or displays
 - 4) Abusing or threatening another in an obviously offensive manner
 - 5) Making unreasonable loud noises
 - 6) Fighting with another person
 - 7) Vandalism
- G. ***Damage to Facilities:*** The groups or organizations using facilities under these rules will be liable for any damages to or destruction of school property beyond that caused by ordinary wear and tear. Negligence will result in a group being accountable for damages and withdrawal of consideration upon subsequent request. To prevent such damage, the District reserves the right to cancel or postpone any scheduled event.

- H. ***Lost and Found Items:*** The District cannot be responsible for any lost or stolen item(s) or property left on campus.; Lost and found items will be sent to the District’s designated Lost and Found Office and if not claimed, will be disposed of as abandoned property.
- I. ***Abandoned Property:*** Users are responsible for removing all property at the close of their event. Items which are left on the property will be disposed of as abandoned property.
- J. **Basic Requirements and Clean-Up**
- 1) The use of nails, tacks, staples, or “scotch” tape on walls is strictly prohibited.
 - 2) Any decorations and personal belongs must be removed at the end of the event.
 - 3) Duct, electrical, and similar types of tape is not allowed on floors.
 - 4) Tables are to be cleared of any debris and trash is to be removed to containers.

If additional information or assistance is required, please do not hesitate to contact:

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