



What you should know when hosting your event at Sacramento City College

BASIC INFORMATION

- At least thirty (30) business days are required for processing. Requests received less than thirty (30) business days prior are subject to an administration fee of \$50/day minimum.
- Any cancellation less than sixty (60) business days prior to the event will result in only a fifty percent (50%) refund of the entire rental fee.
- An insurance certificate showing at least \$1,000,000 general liability coverage and naming Los Rios Community College District 1919 Spanos Court, Sacramento, CA 95825 as additional insured including an endorsement page must be provided to the campus no later than ten (10) business days prior event.
- Payment is due no later than ten (10) business days prior to event. Payments may be in the form of a check. Payments with credit cards must be made in person at our Business Services Office during normal business hours.
- Rental times must clearly state the event time (when guests will be on site) and include ALL set-up and clean-up time that will be required by the permittee and/or their vendors.
- Los Rios Community College District will determine security requirements that may be necessary for your event. This will be charged accordingly and indicated on your invoice.

GENERAL RULES APPLICABLE TO ALL USERS

Facility Hours of Use: Normal College operational hours are Monday through Thursday, 7:00 a.m. to 10:00 p.m. and Friday, 7:00 a.m. to 5:00 p.m., with weekend and summer operating hours being determined by the individual Colleges. Normal District Office operational hours are Monday through Friday, 8:00 a.m. to 5:00 p.m.

Generally, the maximum daily time allowed for the use of District/College property or facilities shall be eight (8) consecutive hours. This limit includes the time required for setting up, practice, performance, games, setting and removal of equipment, release of personnel, etc. If more than one (1) performance or game is held, however, a separate charge may be made for each. Time will be counted from the moment of initial use under a use permit until the moment that use of the facility is no longer required.

Use of facilities is limited to the specific facilities, purpose(s), dates, and times stated on the Facility Use Permit. Permittee is responsible for knowing the specific facilities authorized under the terms of the permit. Any use of facilities not specifically authorized on an approved Facility Use Permit will be subject to immediate termination of the event and assessment of the appropriate use fees. Use beyond the hours scheduled on the permit, will result in immediate termination of the event and/or assessment of additional charges for the extended hours of use of facility and related staffing costs.

Facility, date(s) of use, and hours is subject to change based on the needs of SCC. Permit shall be revoked when the use interferes with college needs or when Permittee fails to comply with the terms of the permit, any relevant policy, regulation, or law. Permits will not be renewed when revoked for misuse.

Facility Use Responsibility: Permittee is responsible for returning the facility to its original condition and for cleaning the facility, including all expenditures for the removal of all waste and debris and restoration of property to the condition that existed prior to its use by Permittee. The rental fee only covers final cleaning and disinfecting the facility and restrooms after the Permittee has removed all garbage and returned the facility to its original condition. Permittee will be charged for any additional clean-up and/or damages. Furthermore, the Permittee agrees that the District makes no representations or warranties as to the fitness and/or condition of the facilities which the Permittee is entitled to use, and Permittee agrees to take such property and facilities "as is." Permittee is responsible to ensure that the property and the facilities are in proper and safe condition to be used for the purpose stated above. Permittee shall inspect the property and its order to prevent any injuries or damage to the property. Permittee shall refuse the use of the facilities if unsatisfactory conditions are not rectified prior to scheduled use.

The Permit Holder is responsible for any loss or damage to the facility or its contents.

Unanticipated costs incurred related to the event for cleanup, security, damage, etc. will be billed and paid by the Permittee after the event.

Set Ups: If special equipment or assistance is needed, please be specific. Include a diagram showing specific arrangement if special plans are to be used, and list all technical needs. If more

space is needed, provide further information and attach details on a separate sheet. District furniture, apparatus, and/or equipment shall not be removed, altered, or displaced without permission from an authorized District employee.

Any special requests beyond what is covered in the Facility Use Permit will be at the sole discretion of the **Vice President of Administration** and must be requested in writing AT LEAST fifteen (15) working days prior to the **Event**.

Parking: Permittees and participants/spectators are responsible for payment of all parking fees and must observe all parking regulations. Parking regulations are enforced twenty-four (24) hours, daily. Parking permits may be purchased in machines located in the Parking Garage (2nd, 3rd & 4th floors), North, F, H and West Parking Lots.

Unless otherwise authorized in writing by the Los Rios Community College District (LRCCD) Vice Chancellor of Finance and Administration, all funds collected for parking shall remain the property of LRCCD.

The Permittee may not advertise, sell, or collect funds for any parking on campus.

Security: A security plan may be required based on the type and size of the event. If a security plan is required, it must be submitted at least thirty (30) days prior to the event for approval by the Director of Administrative Services, Campus Operations. Permittee is responsible for all security costs, including the cost of District police, which will be provided at the District's discretion.

No Smoking: Los Rios Community College District is a smoke, vape, and tobacco-free campus. Smoking, vaping, and the use of tobacco products is prohibited on the grounds of all Los Rios Community College District property.

Recycling: SCC encourages recycling. Please separate and dispose of all recyclable material at the end of the event, including empty bottles, cans and clean paper products in the blue recycling containers and the large recycle bins.

All marketing for an event must clearly state that "possession, sale, or consumption of any alcoholic beverage, or being under the influence of alcohol or drugs is prohibited." Promotional materials must be approved in advance by the Director of Administrative Services, Campus Operations.

Food: The sale or distribution of food and drinks must be approved in advance by the Director of Administrative Services, Campus Operations. In addition, the specific types and brands of products must be approved to ensure compliance with State laws and District policies, regulations and contractual agreements. Permittees shall be responsible for compliance with all health and safety regulations, including obtaining necessary permits for food sales, tents, etc.

Possession of drugs, firearms and other weapons, and fireworks, are not permitted in or on District/College property. Possession of alcohol is not permitted in or on District/College property except as provided in District Policy P-1414 and Administrative Regulation R-1414. It is the permit holder's responsibility to enforce this provision.

Open Flame: Fire Department regulations prohibit the use of lighted candles, torches with open flame, or fire of any type on District/College premises. Materials used for decorations shall be flameproof and must be removed from the facility after use.

Insurance: Permit holder shall provide an insurance certificate showing commercial general liability insurance with a minimum coverage of \$1,000,000 per occurrence. Where alcohol is served by an approved caterer, the caterer shall provide a certificate of commercial general liability insurance with at least \$1,000,000 per occurrence with an endorsement showing valid liquor liability coverage. Where alcohol is served, permit holder's insurance certificate shall provide proof of host liquor liability coverage with a minimum coverage of \$1,000,000. All required insurance coverages shall contain policy endorsement naming the Los Rios Community College District as an additional insured. Permit holder (and caterer's) insurance shall be primary with respect to District. Any insurance or self-insurance maintained by District shall be in excess of permit holder's (and caterer's) insurance and shall not contribute to permit holder's (and caterer's) coverage.

Indemnification: The Permit Holder shall defend, indemnify, and save harmless the Los Rios Community College District, its trustees, officers, agents, members, employees, affiliates, consultants, sub-consultants, volunteers, and representatives, and each of them, of and from any and all claims, demands, suits, causes of action, damages, penalties, violations of employee occupational health and safety laws, costs, expenses, attorneys' fees, losses, or liability, property damage, personal injuries to (including, but not limited to, bodily injury, emotional injury or distress, sickness, or disease) or death of persons, in law or in equity, of every kind and nature whatsoever which actually or allegedly arises out of, is related to or connected with the Event or Use Permit.

Rental Fees: Your contract will state the total amount due for your event. Rental fees are governed by the Los Rios Community College District Board Regulations which include the use of the allotted space, tables and chairs owned by Sacramento City College, custodial cleaning, staff support on-site during your event and set-up/breakdown of facility tables and chairs. Additional fees may apply depending on your event and what facility is scheduled.

Cancellation: Use fee amount/deposit is fully refundable if the District/College facilities representative is notified of the activity cancellation in writing no less than sixty (60) calendar days prior to the use, and is fifty percent (50%) refundable with notification of less than sixty (60) days.

If a refund is due, the College will request that the authorized amount of refund be made and distributed by the District Business Services Office. The entire refund process may take four (4) to six (6) weeks.

Cancellation with cause by Sacramento City College: If Client fails to comply with the terms and conditions set forth herein, the Sacramento City College reserves the right to cancel at any time, with or without notice. Such cancellation shall result in the forfeiture of all fees.

SACRAMENTO CITY COLLEGE RENTAL RATES

Class I users may use District/College property and facilities free of charge when there are no additional costs for labor (e.g. setup, cleanup, technical support, supervision, security), equipment, and other costs (e.g. supplies, repairs and maintenance, utilities) (collectively “direct costs”).

Class II users shall be charged at the cost-covering Class II rates listed below.

Class III users shall be charged not less than the Class III rates listed below.

Where there are direct costs, Class I, Class II and Class III users shall also be assessed charges for those direct costs incurred by the District/College as set forth below.

Direct costs shall be charged as follows:

Type	Charge
Equipment (e.g., A/V, tables/chairs, etc. at discretion of the College/District)	To be determined by District/College
Supplies	Cost-covering
Repairs and Maintenance	Cost-covering
Utilities (e.g., lighting, heating/cooling, refuse disposal)	To be determined by District/College

BASE RENTAL FEES FOR FACILITIES

Please note, these fees are only rates for our facilities. Other fees may apply depending on required support for your event such as set up arrangements, security, sound/lighting technicians, etc.

CLASSROOMS:

Type A: General purpose classroom with no specialized equipment.

Type B: Classroom/lab with limited equipment used in the event (e.g., art/music labs, P.E. facilities).

Type C: Classroom/lab with significant specialized equipment used in the event (e.g., business, science, technical or vocational labs, P.E. fitness room).

Type	Seating Capacity	Fee for Class II (per hour)	Equipment Surcharge (per hour)	Fee for Class III (per hour)	Equipment Surcharge (per hour)
Type A	60	\$2	N/A	\$9	N/A
Type A	60+	\$12	N/A	\$43	N/A
Type B	60	\$2	\$25-50	\$9	\$50-75
Type B	60+	\$12	\$25-50	\$43	\$50-75
Type C	60	\$2	\$75-100	\$9	Generally not rented
Type C	60+	\$12	\$75-100	\$43	Generally not rented

COMMUNITY ROOM	Seating Capacity	Fee for Class II (per hour)	Fee for Class III (per hour)
Student Center	350	\$12	\$38

THEATRE	Seating Capacity	Fee for Class II (per hour)	Fee for Class III (per hour)
Performing Arts Ctr. (technician required)	612	\$30	\$115

CAFETERIA	Fee for Class II (per hour)	Fee for Class III (per hour)
Main Dining Room ³	\$21	\$73
Banquet Rooms (per room)	\$12	\$43

GYMNASIUM	Fee for Class II (per hour)	Fee for Class III (per hour)
North Gym	\$54	\$108
South Gym	\$34	\$68
Locker Room Use	\$50-75/event	\$100-150/event

STADIUM AND TRACK	Fee for Class II (per hour)	Fee for Class III (per hour)
Hughes Stadium	\$163	\$281

PARKING LOTS AND OPEN AREAS	Fee for Class II (per hour)	Fee for Class III (per hour)
Quad/Open area	\$16/each area	\$24/each area
Parking Lot (~500 spaces)	\$150	\$182

ATHLETIC FIELDS (Individual Game Area)	Fee for Class II (per hour)	Fee for Class III (per hour)
Baseball diamond	\$67	\$134
Softball diamond	\$29	\$58
Competition field	\$45	\$90
Practice field	\$30	\$60
Cross-country trail	\$50	\$75

TENNIS COURTS

Fees do not apply to non-rental/general public usage

Fee for Class II (per hour)	Fee for Class III (per hour)
\$12/court	\$24/court

SWIMMING POOL

Fees apply to all categories of users.

Equipment	Fee for Class II (per hour)	Fee for Class III (per hour)	Equipment Surcharge (per use)
None	\$5/lane	\$10/lane	N/A
Goals/Nets	\$5/lane	\$10/lane	\$5
Lane Dividers	\$5/lane	\$10/lane	\$5
Timing System	\$5/lane	\$10/lane	\$100
Starting Blocks	\$5/lane	\$10/lane	\$5
PA System	\$5/lane	\$10/lane	\$5
Other Equipment (e.g. ADA lift chair)	\$5/lane	\$10/lane	\$5

FREQUENTLY ASKED QUESTIONS

How soon will I hear back regarding my application?

While being sensitive to your event deadlines for preparations, advertisements and planning, Sacramento City College is an educational facility and our credit classes and campus events are priority. We need to check several schedules and clear availability with different departments to ensure the requested facility is free of any other activities. Due to this process, we require at least (30) business days for processing. Requests received less than thirty (30) business days prior will be charged an administration fee of \$50/day minimum.

When is my reservation considered confirmed?

Your reservation may be considered confirmed once we have received your Certificate of Insurance, paid your deposit and have signed our Facility Use Permit.

When is my balance due?

Payment is due no later than ten (10) business days prior to event

Do you Co-Sponsor?

Sacramento City College and/or the Los Rios Community College District does not co-sponsor.

Can I come tour the facility?

Due to credit classes, sports practices, and other campus events we will need to schedule an appointment for tours of any facility. Please contact Campus Operations at (916) 558-2543 to coordinate a time to visit our campus.

ADD LATER

ADDITIONAL RENTAL RATES

Risers
Tables
Chairs
Podium

Sound Tech
Light Tech
Custodial
On-Site Event Support

Built-In A/V Equipment
Built-In Screens and Projectors
Built-In A/V Package
Wireless Microphone

Portable Screen
Portable LCD Projector
Portable A/V Package
(Screen, projector, microphone and podium) Computer and AUX not included
Basic A/V (Podium and Microphone)
Laptop
CD Player/AUX Cord
Easels