



COMMUNITY SERVICES FACILITY REQUEST PROCEDURES

You want your event to run smoothly, we do too. Here's how you can help us help you:

- Submit your application as early as possible, and at least three weeks prior to your event. Be sure to return your liability insurance for \$1,000,000 naming the college as **"Additionally Insured"** with the signed contract and the **"Hold Harmless"** form.
- Any changes to your contract must be in writing – this helps to reduce misunderstandings.
- Make sure we have a daytime contact number for you in case we have questions or need to clarify a request.
- We will automatically notify maintenance and the campus police of your activity – they will be responsible for opening and closing the facility. We are not able to give you keys.
- Send us any flyers or promotional materials so we will be able to answer simple questions about your activity (especially if you're selling pre-event tickets).
- Please advise participants about our parking regulations which are in effect Monday - Friday. There are no parking fees on weekends for designated student parking lots. Parking meters are at the entrance to each lot, and the Daily Parking Permit may be purchased for \$1/day per vehicle.
- If your event will draw more than 300 participants you will need to contact the Cordelia Fire Department to file an emergency evacuation plan and to arrange for ALS ambulance service (707-864-0468).

And please remember, although we book hundreds of events and meetings each year, we are an educational institution, not a conference center. We will, however, do our best to see your event is a success.

**Thank you for your cooperation,
Solano College Community Services**
4000 Suisun Valley Road
Fairfield CA 94534-3197
Phone: 707-864-7000 ext. 4400
Fax: 707-864-7198
Email: Janice.eaves@solano.edu

Using Campus Facilities

(Regulations and Fee Schedules)

General Policy

The use of District facilities by community groups and public agencies is granted under provisions of the Civic Center Act and the Community Recreation Act, and also may be granted under the provisions of the Education Code Sections 82537-82548, to private groups and religious organizations.

All use of college facilities for activities other than regularly scheduled classes and events requires approval of the District Superintendent-President or his/her authorized representative. This applies to any group of students or employees of the District. Community groups, governed by this policy, must have written approval before using the college facility.

Facility Use by Campus Affiliates

Organizations that are directly affiliated with Solano Community College District students or staff will be able to use campus facilities on a no-charge basis, if it is deemed that there are not substantial costs to the District. The Dean of Student Development and Outreach will prepare an annual list of those campus organizations or affiliates eligible to use the campus facilities on a no-charge basis. The Dean of Physical Education, Wellness & Athletics **will approve or deny** use of any campus Physical Education Wellness & Athletic facilities (i.e. pool, gymnasium, baseball field, etc.) **if available**, and if the use will not detract from the educational use of the facilities.

Due to the rising cost of energy, it may be necessary to charge for the use of campus facilities to recover the incremental cost of power or natural gas. These decisions will be rendered on a case-by-case basis.

Use by Non Profit Groups

Non-profit groups may be granted a contract for use of campus facilities for meetings, programs and recreational or cultural activities that benefit the community and the use occurs during SCC normal hours of operation. Non-profit groups must supply their Non-profit tax ID number when a contract is signed to get the non-profit rate for facility rentals.

SCC normal hours of operation are: Monday through Friday, 8 a.m. – 5 p.m., when classes are in session.

In any use, if it requires special equipment and/or services, such as supervision, set-up, clean-up, security, etc., the organization shall be charged equipment and labor charges in accordance with the appropriate Fee Schedule.

Commercial Users (For Profit Users)

Private organizations not qualifying as Not-Profit may apply for a permit to use college facilities (not to exceed five rentals each fiscal year) provided the User plans to present events of educational, cultural, or recreational nature which otherwise would not be available to the community. Applications for dances and/or concerts may not be considered.

Religious Organizations

The use of college facilities by a religious organization for religious purposes shall be based on fair rental value and shall not exceed five rentals in each fiscal year. The current Fee Schedule (Non-Profit rate) shall be deemed fair rental value. (See Education Code Section 82537-82548).

Priorities for Facility Use

To provide for maximum use of college facilities and to minimize potential conflict these priorities are followed:

- I. College educational programs/college events.
- II. Non-profit groups such as youth groups, District schools and the Office of Education, civic and service groups, and other community groups, organized for cultural, educational or recreational activities.
- III. Public agencies when the purpose of the use is educational.
- IV. Private organizations, commercial interests, and religious groups.

General Procedures

1. Applications for use of college facilities are available from the Community Services Office located in (Room 1638) in person, by mail, e-mail, and by phone request.
2. All requests for facility use must be submitted in writing to the Community Services Office at least three weeks prior to the event. If approved, a contract will be issued stating all conditions. At that time the required deposit must be submitted. The signed copy of the contract, the certificate of liability insurance, the "hold harmless" and applicable deposit must be received by the Community Services Office prior to use.*
3. If use is denied, the applicant may appeal the decision to the District Superintendent-President.
4. The application must include all requested facilities, equipment, hours needed (including set-up and take-down) and personnel. Facilities and equipment not listed on the contract cannot be used. The Community Services Office will make arrangements for all necessary District Personnel and equipment.

5. Contracts for facility use are for the dates and times specified. Users cannot arrive before the authorized time and must leave college premises by the time noted.
6. Final invoices (minus the 25% deposit) are mailed by the college business office within 30 days following the event; payment is expected within 60 days of use. Failure to remit on time will result in the organization being barred from future campus use and submission of the bill to a collections agency.
7. Use of the Theatre must be scheduled with and approved by the Managing Director of Theatre Operations.
8. Student-sponsored events requiring extraordinary set-up/clean-up will be charged according to Fee Schedule I (Non-profit rate).
9. Organizations that are directly affiliated with Solano Community College District students or staff will be able to use campus facilities on a no-charge basis if it is deemed that there are not substantial costs to the District. College personnel must participate fully in and assume at least equal responsibility for the event, i.e., a member of the SCC group must be involved in planning, development, implementation and production, and must be present and responsible at the event.

***For use of the theatre facility, the application along with the signed contract, certificate of insurance and any required deposit should be sent to the Managing Director of Theatre Operations. A Theatre Technician must be present for use of the Theatre.**

ALL FACILITIES

- Applications under the Civic Center Act shall originate with established and responsible clubs, organizations, or associations.
- Applications from individuals are not accepted.
- Permits for use of campus facilities cannot be issued when the purpose of such use is for private or personal gain.
- In accordance with Education Code no permit will be issued to any individual, group or organization whose purpose is to accomplish the overthrow of the government of the United States by force or violence.
- The laws of the State specify that no entertainment shall be permitted which reflects negatively in any way upon persons because of ethnic group identification, religion, age, sex, physical or mental disability, race, national origin, marital status, pregnancy, political activities or affiliation, medical condition, veteran status, or sexual orientation.
- The pool, Student Center, gym and stadium can be rented while the campus is open (Monday through Friday 8AM-5PM) and there is a custodian assigned to cover the campus (additional personnel will be assigned based on the size and scope of the use at the User's expense). Use outside of these hours will include costs for appropriate personnel.
- The use or possession of narcotics, firearms, dangerous drugs, alcoholic beverages, (with the exception of the theatre use under Section 25608 of the Business and Professions Code) or gambling equipment on college property is expressly prohibited. Any person under the influence of intoxicating liquor, narcotics or drugs shall be denied opportunity to participate in any way.
- Groups using college facilities shall conform to all City and County ordinances and fire regulations.
- Approval must be obtained from the Community Service Office for any decorations to be used.* Decorations must be flame retardant and shall be erected and taken down in a manner not destructive to property. The use of any material or device which constitutes a hazard, as determined by the college, is expressly prohibited.
- Smoking is prohibited in all campus buildings.
- Groups with minors in attendance shall provide their own chaperones. The number required shall be determined by the college.
- The college may require, that the applicant cover the cost of police officers as deemed necessary by the Community Service Office and/or the Chief of College Police/Public Safety, as well as additional liability insurance, in a specific amount, naming the College District as an additional insured. All security requirements for any event will be covered by the District Campus Police; outside security is not permitted.
- Any group using the outdoor facilities only (e.g., playing fields, tennis courts, parking lots) when the campus is closed, must arrange for their own portable sanitation units, or will pay for a minimum of three hours of custodial services to, clean-up and restock restrooms.

- The college does not allow golf, go carts, skateboarding, model airplane flying, horseback riding or radio-controlled cars on campus at any time. All dogs shall be leashed and no animals shall be allowed on the inner campus during school hours with the exceptions of certified canine assistants.
- The college has a sole-provider for food with the first right of refusal for all campus events that include food and/or refreshments to participants. Outside caterers/food vendors are not allowed to provide campus food services without prior consent.
- The User is liable for the care and protection of college property and facilities and will be charged for any damages sustained to the premises, furniture or equipment because of the occupancy of the college premises.
- The User shall be held responsible for any and all loss, accident, negligence, injury or damage to person, life or property which may be the result of, or may be caused by, the User's occupancy of the facilities or premises, and for which the District might be held liable. The User shall protect and indemnify the District, the Board and /or any officer, agent or employee of the District and save them harmless in every way from all suits or actions at law for damage or injury to persons, life or property that may arise or be occasioned in any way because of the occupancy of the facilities or premises, regardless of responsibility or negligence.
- Cancellation of a contract must be made at least 48 hours prior to the scheduled use. Failure to provide this notice will result in a charge equal to half the estimated contract amount.*
- No employee of the District may accept any gifts or gratuity of any kind from any group using college facilities under any circumstances.
- Community Services Office may cancel or revoke any permit or contract for any of the following:
 - a. If the group fails to comply with college rules and regulations.
 - b. If the conduct of the group is unsatisfactory.
 - c. If any youth group meets without appropriate adult supervision.
 - d. If there are any overdue charges for rental, labor costs, or damages.
 - e. Incorrect or misleading information has been given on the application.
 - f. The signed contract, required deposit or certificate of insurance is not received prior to the event date.
 - g. If the group has not supplied their non-profit tax identification number or commercial group does not supply their business tax identification number.

***Theatre facility decorations and/or scenery must be approved by the Managing Director of Theatre Operations. Due to additional incurred costs when using the theatre facility, please see "SCC Event Guidelines" for information regarding minimum cancellation notice and deposit refund guidelines. A Theatre Technician must be present for use of the Theater**

PARKING

- **Solano Community College (SCC) parking regulations and California Vehicle Code (CVC) regulations are in effect 24 hours a day, 5 days per week, Monday through Friday.**
- **There are no parking fees on weekends for designated student parking lots. Parking meters are at the entrance to each lot and the Daily Parking Permit may be purchased for \$1/day per vehicle. There can be no unauthorized parking in faculty/staff stalls. The SCC Police Department will enforce all parking and CVC regulations.**

All vehicles parked on campus grounds (including the Vallejo Center and Vacaville Center) require a parking permit except in designated 30-minute visitor parking and 15-minute child care drop off / pick up. Parking is free in the designated parking stalls along the perimeter road. Parking is prohibited in unmarked areas. All other reserved spaces require a special parking permit.

Motorcycles do not require a parking permit if parked in designated motorcycle spaces. Otherwise, a parking permit is required.

Designated disabled parking spaces are available at all Solano Community College campuses. A disabled placard or plates AND a SCC parking permit are required.

Visitors to any Solano Community College campus may park in Visitor parking for a maximum of 30 minutes only. If the visit is longer than 30 minutes, visitors must purchase a Daily Parking Permit for \$1.00. Parking Permits are valid at any campus for use in Lots 1-6 (except in stalls labeled as reserved spaces).

- **Permit machines are located in the following areas:**

Parking Permit Dispensers	
Fairfield Campus	Lots 1, 2, 3, 4, 5, and 6
Vallejo Center	Middle of main parking lot
Vacaville Center	At entrance of parking lot

- Student and general parking are allowed in numbered lots (1-6) except for designated reserved parking spaces.
- Faculty/Staff parking (Lots A-F and designated reserved spaces in Lots 1-6) require an employee permit.
- Public vehicle access to the inner campus is not allowed day or night without the prior approval of the Chief of Police or designee. Parking is not permitted on lawns and fields

SOLANO COLLEGE CAMPUS THEATRE

Facility Use Guidelines and Procedures

Use of the Solano College Theatre is coordinated by the SCT Production Manager: (707) 864-7199. Applications and contracts for use are issued by the Theatre Production office. Normally, a fifty-percent deposit is required prior to Theatre use.

SCHEDULING

1. The SCT Production Manager will maintain the master schedule. All theatre requests shall be directed to the Theatre Production office for consideration.
2. Submission of a completed Campus Theatre Facility Use Application must be made not less than thirty (30) working days prior to the intended use date. No reservations shall be made until the completed packet has been received.
3. Scheduling of Solano Community College instructional activities will be done annually (in May) for the following academic year, prior to the scheduling of non-instructional or outside activities. The priority of scheduling is as follows:
 - a. 1st Priority: Theatre Arts Department
 - b. 2nd Priority: Other SCC Performing Arts (Music, Dance, Speech, Film)
 - c. 3rd Priority: Other, non-performance SCC activities (Class 1 Users)
 - d. 4th Priority: Community-based performing arts groups/non-profits (Class 2 Users)
 - e. 5th Priority: All others (Class 3 Users)
4. Placement of an event on the schedule DOES NOT supersede the requirement to submit a completed Facility Use Application by the required date.
5. Changes in the theater schedule cannot be made informally. Such changes must be confirmed in writing with the SCT Production Manager. It is the Applicant's responsibility to confirm that any changes have been approved.

OPERATIONS

Staffing

1. All front-of-house, box office, custodial, security, and technical services will be provided by Solano College at the use group's expense. Additional backstage crew may be provided by User, subject to approval by the Managing Director of Theatre Operations.
2. The number and type of staff required to operate an event in a safe and efficient manner shall be at the discretion of the Managing Director of Theatre Operations and shall be

included in the Facility Use contract and estimate. The minimum required staff for all events is one technician and one house manager. Any event using the stage rigging in any way will require at least one additional technician. For events requiring an admission fee of any kind, a box office technician is also required. Additional event staff may be required at the sole discretion of the Managing Director or his designate.

3. The Technical Director or her designee shall have sole authority to determine whether a member of the User's crew is qualified to operate theatre equipment. The theatre operations staff reserves the right to remove any person from the User's crew for inappropriate or dangerous behavior.
4. The minimum labor charge for all staff persons is four hours. Technicians shall receive one 15 minute break near the middle of every four hour block of time worked, except during performances, in which case the break may be delayed until an appropriate time. Every four hours, each technician will be given a one hour break.

Scenic Elements

1. Any scenic elements provided by the User, including all flown scenery, flats, platforms, wagons and furniture, must be approved in advance by the Theatre Technical Director.
2. All scenery must be flame proofed or sealed on both sides. Flame proofing must be Rosco Corporation's Flamex (or equivalent). Open flames and pyrotechnic devices are prohibited. The use of any material or device which constitutes a hazard is expressly prohibited.
3. Flats, platforms and other equipment cannot be placed in the halls or in the passageways either on a permanent or temporary basis. Doing so violates fire regulations.
4. Scenery and properties cannot be set up so that they interfere with the operation of the fire curtain.
5. All rigging and operation of flown scenery shall be done by theatre production staff, under the supervision of the Technical Director. Users may not operate any theatre line sets at any time.
6. Outside groups may not use the shop (except as a passageway to load-in equipment into the theatre) or the equipment in the shop. The college will not provide tools of any kind for use groups. The loading dock may be used under the supervision of college personnel only.
7. No nails, screws, etc. shall be driven into the hardwood or Vinyl wall coverings. All such items used in the soft wood sections of the stage floor shall be removed when the stage is cleared.
8. Nothing shall be fastened or hung from the stage curtains or drapes. No pins, wires or other fastening devices shall be attached to the stage drapes for any purpose.
9. Structural modifications (such as painting or affixing anything to the building itself) are not permitted without prior consent of the Managing Director of Theatre Operations.

10. No scenery, properties or costumes may be left at the college between rehearsals or between performances unless permission is secured in advance from the Managing Director of Theatre Operations. All scenery, props and costumes must be removed from the college premises immediately after the final performance. Items left will be disposed of at User's expense.

Lighting/Sound

1. A repertory lighting plot will be provided by the college. This lighting plot may not be altered in any way without prior arrangement with the Production Manager. Specialized equipment and/or hardware of any kind will not be provided by the college.
2. Changes to the repertory lighting plot shall only be made by the Master Electrician or by staff under his/her supervision. User may provide qualified lighting crew, subject to approval of the Master Electrician and Technical Director. Use of any non-repertory equipment is subject to approval and may require additional costs.
3. User shall be charged the labor costs of changing and restoring the repertory light plot. All proposed changes must be submitted to the Master Electrician not less than three weeks prior to the event.
4. User shall be responsible for procuring any additional lighting and/or sound equipment (including intelligent devices, special effects equipment, microphones, speakers, playback and processing equipment). Installation and use of outside equipment shall be subject to approval by the Technical Director, the Master Electrician and/or the Production Manager.
5. Cueing of scene shifts, lighting and/or sound cues must be provided by a stage manager supplied by the User.
6. The House lighting and sound systems may only be operated by SCC staff or persons expressly approved by the Master Electrician.

General

1. No chairs may be set up on the carpeted sections of the seating area. Any obstruction, regardless of the size (including video cameras), set up in any row precludes the seating of patrons of a performance from sitting in that row, and are prohibited. The exits from the seating area may not be blocked in any way. The maximum capacity of the seating area must be adhered to: (374 or 321 depending upon theater configuration - check with Managing Director of Theater Operations to determine maximum capacity for any particular event). Seating of patrons is limited to the seating area of a theatre. All fire laws must be adhered to.
2. The use or possession of narcotics, firearms, dangerous drugs, alcoholic beverages, (with the exception of the theatre use under Section 25608 of the Business and Professions Code) is not permitted on college property and any person under the influence of such shall be denied opportunity to participate in any manner.
3. Eating and drinking are not permitted in the theater seating area, control room, shop, backstage or orchestra pit at any time. Smoking is not permitted in any campus building.

4. Damage to, or loss of, college property will be charged to User. Excessive clean-up labor will be billed to User. Any group dirtying the lobby carpet in an excessive manner as determined by the Managing Director of Theatre Operations will be billed for cleaning the lobby carpet and all contiguous carpet, including that contained within the seating area.
5. The Solano College Theatre Association has first right of refusal for all theatre concessions. No use group may sell concession items in the theatre lobby or related areas.
6. No catering or other food service of any kind is allowed in the theater or related areas without the written permission of the Managing Director of Theatre Operations.

BOX OFFICE

1. Ticketing for all events in the Campus Theatre will be done utilizing the SCC Box Office system at the User's expense. Box office hours of operation will be determined and scheduled by the Managing Director of Theatre Operations. Additional hours and clerks may be scheduled at the User's expense if so requested.
2. A box office reconciliation report will be provided within fourteen (14) days of the conclusion of the use group's event. Any revenue received beyond the amount due the college for theatre use and services will be remitted to the use group within twenty-one (21) days of the reconciliation report.
3. For events at which there is no charge of any kind for admission, the Managing Director of Theatre Operations may waive the normal box office fees and authorize the printing of tickets for distribution to the User (group) at actual cost.
4. There are no refunds or ticket exchanges. This information will be printed on the tickets and should be included in any advertising.
5. Groups wishing to distribute free tickets outside of the Box Office must make special arrangements with the Box Office Manager.
6. No changes to ticket prices are allowed after tickets have gone on sale.
7. All promotional offers, discount coupons, vouchers, etc. must be filed with the box office before they are offered to the public. The box office will not honor any such promotions which are not already on file.

THEATRE INFORMATION

Theatre Production Office: (707) 864-7199 Fax: (707) 864-7299

Theatre Technical Information: <http://www.solanocollegetheatre.org/theatre.html>

Seating: 374. No more people may be in the seating area than there are seats available. For public performances, EVERY PERSON MUST BE SEATED AND MUST HAVE A TICKET. No event will be allowed to continue if there are more persons present than there are seats available. No seats may be added to the auditorium. Positioning of tripods and cables for cameras and other recording devices must be approved by Production Manager or the House Manager and may not obstruct aisles or exits.

Class I Users: SCC Administration, Departments, Programs, and ASSC Clubs

Class II Users: Non-Profits, Public Agencies, and Community Groups

Class III Users: Commercial Groups – For Profit Organizations

Personnel, Equipment, and Services Class I, II, and III Users	
Personnel	Rate
Theatre Technician	\$13.75/hour - 4 hour minimum
House Manager	\$10.00/hour - 4 hour minimum
Box Office Technician	\$10.00/hour - 2 hour minimum
Equipment and Services	
Use of Stage Lighting Equipment	\$50 for one week or less
	\$100 for more than one week
Box Office Services	\$100 set up fee + \$1 per ticket

Theatre Rental - Class II Users (Non-Profits, Public Agencies, and Community Groups)	
Event - Any Public Presence SCC charges either option A or B depending on which is higher.	
A) \$225 per hour with a four (4) hour minimum plus labor costs	B) 23% of gross ticket revenue plus labor costs
Non-Event – Rehearsal, etc.	
\$200 per hour with a four (4) hour minimum plus labor costs	

Theatre Rental - Class III Users
(Commercial for Profit)

Event - Any Public Presence

SCC charges either option A or B depending on which is higher.

A) \$350 per hour with a four (4) hour minimum plus labor costs

B) 30% of gross ticket revenue plus labor costs

Non-Event – Rehearsal, etc.

\$300 per hour with a four (4) hour minimum plus labor costs

ATHLETIC FACILITIES

Limitations on Use

- Permission to use the Physical Education/Athletic facilities cannot be granted for a period of more than one semester, and events cannot be scheduled more than six months in advance.
- Non-conformance with regulations governing the use of athletic facilities may result in the withdrawal of the use permit.
- No food or drink concessions may be operated except by concessionaires under contract with Solano Community College unless other provisions have been approved by the Community Services Office and the Dean/Athletic Director. If portable stands (trailers) are used for concessions, an inspection certificate must be obtained from the Solano County Health Department prior to use. Solano College retains the first right of refusal for all concessions.
- Permission to use the Physical Education/Athletic facilities will be granted only when college personnel are available to open and close the facility. **No keys will ever be given to outside Users.**
- No animals shall be allowed in any Physical Education/Athletic facility with the exception of certified canine assistants.

Pool

- Time available for organized swim club activities shall be shared equally between clubs. Time schedules for club use will be subordinate to scheduled college programs. There shall be a half hour buffer between college use and use by outside groups.
- Upon application from management, recognized swim clubs may use the pool for practice. Practices cannot be scheduled earlier than 5 a.m. A certified lifeguard must be present at all times. Lifeguard and CPR certificates must be on file with the Community Service Office before any use of facilities.
- Groups using the pool first in the morning and last in the evening are responsible for removing the pool covers and replacing them properly. Under no conditions should there be more than one cover-per roller.
- A minimum of one (1) certified lifeguard is required on deck when the pool is in use. The Community Service Office will decide the optimum and minimum number of guards required for each event. If the User does not provide their own certified lifeguards personnel costs for the guards will be borne by the User.
- In order to prevent unnecessary damage to college adaptive and swim team equipment, use of this equipment is prohibited unless prior approval is granted by the Dean/Athletic Director.
- Overnight camping in or out of vehicles is strictly prohibited. No barbecue fires or cooking of any type is permitted on campus.

- All pool rules must be obeyed including: no smoking or food on pool decks.
- In order to prevent electrical overload, excessive usage of electrical outlets is not permitted.
- Decks and rest areas must be cleaned daily. Groups wishing to erect tents must receive prior permission to the event.
- Groups using the locker rooms must monitor them for cleanliness.
- A custodian is required for events with over 100 in attendance during the day and when campus is closed. Campus Police are required for events with over 100 in attendance during the day and for all night events. All such costs will be paid by the User according to the current fee schedule.
- Users must follow the Pool User's Check-List to ensure all facilities and equipment are used properly.

Stadium

- The Stadium football field is **not available for use by outside groups August through March of each year**. Emergency requests made by local schools will be considered on a case-by-case basis.
- Only participants and officials are allowed on the football field.
- Any activity that could damage the football field is strictly prohibited.
- No vehicles, other than those of Solano College maintenance, are allowed on the football playing field and track.
- The football field shall be maintained by college employees. Users shall exercise care and good judgment in the use of college property and facilities. The cost to prepare the field prior to an event and the subsequent clean-up will be paid by the User according to the current fee schedule.
- If field conditions (such as heavy rains) so dictate any scheduled use of the stadium can be cancelled by the Dean/Athletic Director, and/or the Director of Maintenance.
- Locker rooms must be maintained in an orderly manner and all equipment left undisturbed.
- A grounds/custodial person and sufficient campus police are required for all events, at the User's expense, according to the current fee schedule.

Gymnasium

- The gymnasium is **not available** for such events as dances, light shows, jazz festivals, concerts, circuses or similar activities.

- Only non-marking gym shoes (or dance shoes in the dance studio) are permitted on the hardwood floors and these must be cleaned before entering if they have been worn outside.
- Food and beverages are prohibited in the gymnasium, auxiliary facilities and locker rooms.
- Nothing shall be used on the floors which would mar the playing surface in any way.
- Materials specifically authorized by the Community Service Office for decorations cannot be attached with nails or tacks. Decorating materials must be removed immediately after the event.
- A custodian may be required for events with the cost paid by the User according to the appropriate fee schedule.
- Facilities must be vacated by 9:00 PM so custodial services can clean the room(s).
- Saturday and Sunday Users must hire a campus custodian so facilities are clean for classes on Monday morning.
- Use of or moving the mats, stereos, piano or other supplies/equipment in these rooms is prohibited.

Tennis Courts

- For tournaments, complete court use can be arranged through the Community Service Office with one month's notice.
- Individuals must not interfere with the college's regularly scheduled tennis classes.
- The following regulations are to be observed:
 - a. The tennis courts shall be used for no activity other than playing tennis.
 - b. Tennis shoes must be worn on the courts.
 - c. No smoking, food, or beverages are allowed on the courts.
 - d. Players must refrain from hanging or sitting on the nets.
 - e. No vehicles of any kind including roller skates, skateboards, bicycles, wagons, etc. are allowed on the tennis courts.
 - f. Metal racquets must have head guards.
 - g. Players are limited to two (2) sets, or one (1) hour, if others are waiting.
 - h. No private tennis instruction is allowed.

Baseball Field

- Field Users are required to pay the labor cost for infield preparation, which includes pre and post event infield care.
- Only games using 90-foot base lines are permitted.
- The following regulations must be observed:
 - a. No pitching allowed in front of pitcher's mound.
 - b. No hitting is allowed against the backstop or fences.
 - c. Players must stay off the mound and diamond area when it is being serviced for a game.
 - d. Garbage containers must be used for refuse.
 - e. No pets are allowed on the athletic playing fields.
- Electrical hook-ups are available for a fee. Contact the Community Service Office for details.
- No vehicles are allowed to park within the fenced area or the service roads.
- Bases are not provided.

Softball Field

- Field Users are required to pay the labor cost for infield preparation, including pre and post event infield care.
- Only games using 60-foot base lines are permitted.
- The following regulations must be observed:
 - a. No pitching allowed from anywhere other than the pitching rubber.
 - b. No hitting is allowed against the backstop.
 - c. Players must stay off the pitching rubber and diamond area when it is being serviced for a game.
 - d. Garbage containers must be used for refuse.
 - e. No pets are allowed on the athletic fields.
- Electrical hook-ups are available for a fee. Contact the Community Services Office for details.
- Bases are not provided.

Old Football Practice Field

- When not used for Solano College instructional purposes this field can be used for such activities as touch football, softball, soccer and field hockey and are primarily available for practice sessions or contests not involving spectators.
- Golf practice and model airplane flying are not permitted.

Soccer Fields

- The Soccer fields are **not available for use by outside groups August through March of each year**. Emergency requests made by local schools will be considered on a case-by-case basis.
- Only participants and officials are allowed on the soccer field.
- Any activity that could damage the soccer field is strictly prohibited.
- No vehicles, other than those of the college maintenance, are allowed on the soccer playing field and track.
- The soccer field shall be maintained by college employees. Users shall exercise care and good judgment in the use of college property and facilities. The cost to prepare the field prior to an event and the subsequent clean-up will be paid by the User according to the current fee schedule.
- Locker rooms must be maintained in an orderly manner and all equipment left undisturbed.
- A grounds/custodial person and sufficient campus police are required for all events, the cost to be borne by the User according to the current fee schedule. A minimum of two campus police officers are required pending crowd assessment.

FACILITY, PERSONNEL, AND PARKING USE Fee Schedules 2010-2011

Deposit: A twenty-five percent (25%) deposit is required with the signed contract, prior to the event. Failure to submit the deposit and contract will result in cancellation of the reservation

I. Non-Profit Groups, Public Agencies, and Personnel Use

Non-Profit Groups and Public Agencies are allowed use of campus facilities free of charge when all the following conditions are met. (An example of this is a meeting of which Solano College participates):

1. No set-up, clean-up or supervision is required.
2. There are no direct or indirect costs to the District.
3. The use takes place during the college's normal hours of operation (8a.m. – 5 p.m.)
4. No equipment or personnel is required.
5. No admission fee or money is collected. Money collected includes the following: admission charge, solicitation of a donation, freewill offering, tuition payment, registration fee, entry fee, and charge for class supplies or payment of a speaker, or sale of literature or any other materials.

Please Note: If any of the conditions listed above—do not apply, the organization will be billed according to the fee schedule for Non-Profit Groups and Public Agencies.

II. Facility Schedule for: Non-Profit Groups and Public Agencies

Please Note: All facilities rentals are based on an hourly rate except where noted and do not include personnel costs.

FAIRFIELD CAMPUS FACILITIES	CAPACITY	HOURLY
Multipurpose Classroom (Rm. 402/403)	64	\$85
Large Lecture Room (Rm. 308)	95	\$85
Regular Classroom (8-5PM)	30-50	\$50
Regular Classroom (after 5PM)	30-50	\$75
Conference Room	Variable	\$50
Full-Cafeteria	302	\$120
Half-Cafeteria	235	\$60
Lobby (Bldg. 1400)	134	\$60

FAIRFIELD CAMPUS ATHLETIC FACILITIES	CAPACITY	HOURLY
Gymnasium (Room 1701) with Bleachers	2300 (960 each side)	\$150
Gymnasium (Room 1701) without Bleachers		\$37.50
Baseball Field		\$35
Baseball Field Preparation		\$120
Softball Field		\$35
Softball Field Preparation		\$100
Soccer Field Usage		\$30
Soccer Field Lining		\$50

FAIRFIELD CAMPUS ATHLETIC FACILITIES	CAPACITY	HOURLY
Old Football Practice Field		\$30
Old Football Practice Field Lining		\$50- \$120
Tennis Courts for Tournaments		\$60/per day
Football Stadium (no lights)	2400	\$100
Football Stadium (with lights)	2400	\$125
Football Stadium Lining		\$120
Ramada		\$20
Pool – Winter Use (October 15 – May 15) Up to 8 Lanes or one polo area with locker room		\$30
Pool – Winter Use (October 15 – May 15) Up to 12 Lanes w/locker room		\$33
Pool – Winter Use (October 15 – May 15) All Lanes (2 polo areas) with locker room		\$36
Pool – Summer Use (May 16 – October 14) Up to 8 Lanes or one polo area with locker room		\$28
Pool – Summer Use (May 16 – October 14) Up to 12 Lanes or one polo area with locker room		\$31
Pool – Summer Use (May 16 – October 14) All Lanes (2 polo areas) with locker room		\$34

VALLEJO & VACAVILLE CENTER FACILITIES	CAPACITY	HOURLY
Multipurpose Room	250	\$85
Large Lecture Room	75	\$85
Regular Classroom (8 – 5PM)	30-50	\$50
Regular Classroom (after 5PM)	30-50	\$75
Conference Room	16-25	\$50

Scheduled Campus Closures: During scheduled campus closures, special arrangements may be made to use facilities at the Users expense as long as all direct and indirect costs are covered by the use.

Please Note: When figuring costs for SCC facility use, campus personnel time is required. Campus personnel costs are not included in facility costs. Personnel must set-up prior to an event and clean-up after the event. Campus Hourly Rates apply to any additional Support Staff needed. The number of Police Officers/Aides assigned will be determined by the SCC Police Department based on numbers in attendance. These additional personnel/support staff costs must be paid by the User. The Community Services Office can provide details on time estimates and total costs.

Commercial Organizations: Those that do not meet the requirements of a non-profit organization under the Civic Center Act will be billed on a rental schedule for Commercial Users.

III. Parking Schedule for: Non-Profit Groups and Public Agencies

Non-Profit & Public Agencies Parking Schedule				
Lot	Regular	Disabled	Motorcycle	Per Hour Cost
1	399	2	4	\$21.00
2	390	6	13	\$21.00
3	858	15	7	\$45.00
4	411	0	4	\$25.00
5	1282	0	0	\$55.00
6	248	0	4	\$20.00

Fees are subject to yearly increase: July 1, of each year, prices are subject to ten-percent (10%) increase (rounded up to the nearest dollar) at the discretion of the Superintendent/President.

Additional labor: Costs apply for any special set up, equipment use, and custodial or grounds work.

IV. Personnel Schedule for: Non-Profits, Commercial, and Public Agencies

Personnel	Cost Per Hour three (3) hour minimum
Audio-Visual Technician	\$50.00
Custodian	\$35.00
Electrician, Engineer	\$50.00
Grounds Maintenance	\$40.00
Lifeguard (Required-College does not provide)	\$15.00
Police Aide (when available)	\$20.00
Police Officer	\$42.00
Pool Maintenance Tech	\$50.00
PE/Athletic Assistant	\$40.00
*Scoreboard/Clock Operator (per game)	\$40.00/Per Game
Physical Education/Athletic Assistant	\$40.00
Support Staff	\$42.00
Utility Pool Technician	\$50.00
Pool Manager	\$20.00
Scoreboard/Clock Keeper (per game/operation*)	\$20.00
Support Staff	(employee hourly wage)

*Scoreboard/Clock Keeper – 2 operators are needed for football and basketball, 1 for all other sports.

Please Note: When figuring costs for SCC facility use, campus personnel time is required. Campus personnel costs are not included in facility costs. Personnel must set-up prior to an event and clean-up after the event. Campus Hourly Rates apply to any additional Support Staff needed. The number of Police Officers/Aides assigned will be determined by the SCC Police Department based on numbers in attendance. These additional personnel/support staff costs must be paid by the User. The Community Services Office can provide details on time estimates and total costs.

Commercial Organizations: Those that do not meet the requirements of a non-profit organization under the Civic Center Act will be billed on a rental schedule for Commercial Users.

Personnel costs: Remain the same for outside Users.

V. Facility Schedule for: Commercial Organizations

Commercial Organizations and those that do not meet the requirements of a community group under the Civic Center Act shall be billed on the following Fee Schedules:

FAIRFIELD CAMPUS FACILITIES	CAPACITY	HOURLY
Multipurpose Classroom (Rm. 402/403)	64	\$110
Large Lecture Room (Rm. 308)	95	\$110
Regular Classroom (8-5PM)	30-50	\$85
Regular Classroom (after 5PM)	30-50	\$110
Conference Room	Variable	\$75
Full-Cafeteria	302	\$155
Half-Cafeteria	235	\$77.50
Lobby (Bldg. 1400)	134	\$77.50
Gymnasium (Room 1701) with Bleachers	2300 (960 each side)	\$195
Gymnasium (Room 1701) without Bleachers		\$48.75
Baseball Field		\$50
Baseball Field Preparation		\$120
Softball Field		\$45
Softball Field Preparation		\$100
Soccer Field Usage		\$45
Soccer Field Lining		\$50
Old Football Practice Field		\$45
Old Football Practice Field Lining		\$50 - \$100
Tennis Courts for Tournaments		\$80/Day
Football Stadium (no lights)	2400	\$275
Football Stadium (with lights)	2400	\$300
Football Stadium Lining		\$150
Ramada		\$35
Pool - Winter Use (Oct. 15 - May 15) Up to 8 Lanes or one polo area w/locker room		\$70
Pool - Winter Use (Oct. 15 - May 15) Up to 12 Lanes with locker room		\$90
Pool - Winter Use (Oct. 15 - May 15) All Lanes (2 polo areas) with locker room		\$100
Pool – Summer Use (May 16-Oct 14) Up to 8 lanes or one polo area with locker room		\$65
Pool – Summer Use (May 16-Oct 14) Up to 12 lanes or one polo area with locker room		\$85
Pool – Summer Use (May 16-Oct 14) All lanes (2 polo areas) with locker room		\$105

VALLEJO & VACAVILLE FACILITIES	CAPACITY	HOURLY
Multipurpose Room	250	\$120
Large Lecture Room	75	\$110
Regular Classroom (8 – 5PM)	30-50	\$85
Regular Classroom (after 5PM)	30-50	\$75
Conference Room	16-25	\$50

VI. Parking Schedule for: Commercial Organization

Commercial Organization Parking Schedule				
Lot	Regular	Disabled	Motorcycle	Per Hour Cost
1	399	2	4	\$30.00
2	390	6	13	\$30.00
3	858	15	7	\$54.00
4	411	0	4	\$34.00
5	1282	0	0	\$64.00
6	248	0	4	\$28.00

Fees are subject to yearly increase: July 1, of each year, prices are subject to ten-percent (10%) increase (rounded up to the nearest dollar) at the discretion of the Superintendent/President.

Additional labor: Costs apply for any special set up, equipment use, and custodial or grounds work.