



# Solano Community College Campus Reservations & Facility Request Procedures

You want your event to run smoothly; we do too. Here is 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.
- ☑ All users of our facilities must provide proof of insurance naming the College as additionally insured. For events held by private individuals, we can provide assistance in obtaining a one-time certificate of insurance for a single event; contact us the email below for assistance.
- ☑ 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 all 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 \$2/day per vehicle.
- ☑ If your event will draw more than 300 people 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 Community College**

4000 Suisun Valley Road

Fairfield CA 94534-3197

Email: [Campus.Reservations@solano.edu](mailto:Campus.Reservations@solano.edu)

# Using Campus Facilities

**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 VP of Finance 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 Director of Athletics will approve or deny use of any campus 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.

**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 (Monday through Friday, 8 a.m. – 5 p.m., when classes are in session).

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.

In any use, if the event 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 (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 is educational.
- IV. Private organizations commercial interests, and religious organizations.

### **General Procedures:**

1. Applications for use of college facilities are available on-line at [www.solano.edu](http://www.solano.edu), under Campus & Community tab, select Facility Rental under Community Resources.  
[http://www.solano.edu/campus\\_info/facilityrentals.php](http://www.solano.edu/campus_info/facilityrentals.php)
2. All requests for facility use must be submitted in writing to the Facilities Coordinator at least three weeks prior to the event. If approved, a contract will be issued stating all conditions. The signed copy of the contract, the certificate of liability insurance, the “hold harmless” and applicable deposit must be received by the Facilities Coordinator prior to use.
3. If your event draws more than 300 people, you will need to submit the facility application 6 weeks prior to the event.
4. If use is denied, the applicant may appeal the decision to the District Superintendent-President. All appeals must be in writing and sent to the Facilities Coordinator, who will forward it onto the District Superintendent-President.
5. 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 Facilities Coordinator will make arrangements for all necessary District Personnel and equipment.
6. 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. Additional hours will be charged accordingly.
7. Final invoices (minus the 50% 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.
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.

Note: Use of the Theatre must be scheduled with and approved by the Managing Director of Theatre Operations.

**Parking Permits:** Parking permits can be purchased by organizations that will be using the facilities for a period longer than 20 days. For daily parking Monday through Friday, parking meters are at the entrance to each lot, and the Daily Parking Permit may be purchased for \$2/day per vehicle. There is no charge for parking on weekends and holidays.

# 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 Facilities Coordinator 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 on all campuses.
- Overnight camping in or out of vehicles is strictly prohibited. No barbecue fires or cooking of any type is permitted on campus, unless prior approval is given to you from the Facilities Coordinator/ Director of Maintenance.
- Groups with minors in attendance shall provide their own chaperones. The number required shall be in accordance with the CA Health and Safety Code (30751).
- The college does require that the applicant cover the cost of public safety officers as deemed necessary by the Facilities Coordinator and/or the Campus Public Safety Office (PSO), 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 PSO; 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 four hours of custodial services to, clean-up and restock restrooms.
- The college does not allow golf, go carts, skateboarding, 2-wheel balance board/hover board, model airplane flying, drone, 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 an approved catering service for food and/or refreshments to participants. However, if an outside caterer/food vendor is providing food and/or refreshments, then a copy of a valid catering license will need to be provided prior to the event.

- 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 or deposit.
- No employee of the District may accept any gifts or gratuity of any kind from any group using college facilities under any circumstances.
- The Facilities Coordinator 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 1 week 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.

# Parking

Solano Community College (SCC) parking regulations and California Vehicle Code (CVC) regulations are in effect 24 hours a day, 5 days a 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 \$2/day per vehicle. There can be no unauthorized parking in faculty/staff stalls. The PSO 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 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 \$2.00. Parking Permits are valid at any campus for use in Lots 1-6 (except in stalls labeled as reserved spaces).

Parking Permit Dispensers are located in the following areas:

Parking Permit Dispensers	
Fairfield Campus	Lots 1, 2, 3, 4, 5, and 6
Vacaville Center	At the parking lot entrance
Vallejo Center	In the middle of the main 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 SCC Public Safety Office or designee. Parking is not permitted on lawns and fields.

# 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.
- No food or drink concessions may be operated without the proper permits required by the Facilities Coordinator. If portable stands (trailers) are used for concessions, an inspection certificate must be obtained from the Solano County Health Department prior to use.
- Permission to use the 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 Athletic facility with the exception of certified canine assistants.
- Non-conformance with regulations governing the use of athletic facilities may result in the withdrawal of the use permit.

## Gymnasium:

- The gymnasium is not available for such events as light shows, dances, 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.
- Food and beverages are allowed only in the main lobby where the concessions are sold.
- Nothing shall be used on the floors which would mar the playing surface in any way.
- Materials specifically authorized by the Facilities Coordinator 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.
- 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.

## 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, but is negotiable under the discretion of the athletic director or the head swim coach.
- Upon application from management, recognized swim clubs may use the pool for practice. Practices cannot be scheduled earlier than 6 a.m. A certified lifeguard must be present at all times. Lifeguard and CPR certificates must be on file with the Athletic Coordinators office before any use of facilities. If the User does not provide their own certified lifeguards personnel costs for the guards will be borne by the User.
- 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.
- Pool renters will provide officials for home SCC swim meets as part of their current contract.
- 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 Athletic Director.
- All pool rules must be obeyed including: No smoking or food on or around the 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 supervise/monitor them at all times to ensure the safety of the children using the locker rooms and for cleanliness.
- A custodian is required for events with over 50 in attendance during the day and when campus is closed. The PSO's 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 is used properly.

### **Football Stadium:**

- The Stadium football field is available for use by outside groups. 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 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 Sheriff Deputies/SSO's are required for all events, **at the User's expense**, according to the current fee schedule.

### **Tennis Courts:**

- For tournaments, complete court use can be arranged through the Facilities Coordinator with one month's notice.
- Individuals must not interfere with the college's regularly scheduled tennis classes and intercollegiate tennis program from 12-6 p.m.
- 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 & Softball Fields:**

- 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 (baseball) or 60-foot base lines (softball) 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 Facilities Coordinator for details.
  - No vehicles are allowed to park within the fenced area or the service roads.
  - Bases are not provided.

**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.
- A grounds/custodial person and sufficient campus PSO are required for all events, the cost to be borne by the User according to the current fee schedule. A minimum of two campus PSO's are required pending crowd assessment.

# Fee Schedule

**Deposit:** A fifty percent (50%) deposit in the form of a check made payable to Solano College or a credit draft is required with the signed contract, prior to the event. First time users must pay the full amount (100%) of the contract, prior to the event. Failure to submit the deposit, contract and liability insurance will result in cancellation of the reservation.

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.

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

**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.

**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.

## Solano Campus Facility Fee Schedules

FAIRFIELD CAMPUS FACILITIES	Capacity	Non-Profit Hrly Rate	Commercial Hrly Rate
Large Lecture Room (Room 308)	85	\$127	\$164
Regular Classroom	30-50	\$75	\$97
Conference Room	Variable	\$75	\$97
Full Cafeteria (avail on weekends & campus closures only)	302	\$177	\$230
Half Cafeteria	235	\$89	\$116
Bldg 1400 Lobby (avail on weekends & campus closures only)	134	\$80	\$104
Faculty/Staff Lounge	40-60	\$89	\$116
Computer Lab (additional fee for IT Technician)	30-42	\$200	\$260
Clock Tower - Quad - Outdoor Amphitheater		\$55	\$72

VACAVILLE & VALLEJO CENTER FACILITIES	Capacity	Non-Profit Hrly Rate	Commercial Hrly Rate
Multipurpose Room	VV 496 VJO 250	\$127	\$164
Large Lecture Room	75	\$127	\$164
Regular Classroom	30-50	\$75	\$97
Conference Room	16-25	\$75	\$97
Computer Lab (additional fee for IT Technician)	41-43	\$200	\$260
Lobby (avail on weekends & campus closures only)		\$89	\$116

### Athletic Facilities

FAIRFIELD CAMPUS ATHLETIC FACILITIES	Capacity	Non-Profit Hrly Rate	Commercial Hrly Rate
Gymnasium with bleachers	1648	\$100	\$130
Gymnasium w/out beachers	1648	\$75	\$97
Snack Bar / Loby		\$110	\$143
Locker Rooms - Men's & Women's (each)	50	\$58	\$76
Baseball Field		\$58	\$76
Baseball Field Prep (drag/line - flat fee)		\$110	\$143
Softball Field		\$58	\$76
Softball Field Prep (drag/line - flat fee)		\$110	\$143
Soccer Field Usage		\$58	\$76
Soccer field 1st prep		\$400	\$520
Soccer field Touch-up prep		\$100	\$130
Paint - 1st Prep		\$83	\$107
Paint - Touch Up		\$55	\$75
Old Football Practice Field		\$51	\$66
All other fields		\$28	\$36
Tennis Courts - Turnements (12 courts)		\$89	\$116
Football Stadium (no lights)	2400	\$145	\$189
Football Stadium (with lights)	2400	\$185	\$240
Football Stadium Lining (1st pre 2 emps @ 6 hrs each; touch up - 1 emp @ 3 hrs)		\$63	\$82
Ramada		\$31	\$40
Pool -up to 8 lanes with locker room		\$39	\$50
Pool -up to 12 lanes with locker room		\$41	\$53
Pool -all lanes (2 polo areas) with locker room		\$45	\$59
Track - only		\$101	\$132

### Campus Parking Facility Rates

FAIRFIELD CAMPUS PARKING					
Lot	Regular	Disabled	Motorcycle	Non-Profit Hrly Rate	Commercial Hrly Rate
1	399	2	4	\$36	\$47
2	390	6	13	\$36	\$47
3	858	15	7	\$75	\$97
4	411	0	4	\$43	\$56
5	1282	0	0	\$91	\$119
6	248	0	4	\$34	\$44

VACAVILLE & VALLEJO CENTER PARKING					
Lot	Regular	Disabled	Motorcycle	Non-Profit Hrly Rate	Commercial Hrly Rate
VV	359	15	6	\$36	\$47
VJO	348	10	17	\$36	\$47

### Personnel / Labor Rates

PERSONNEL FEES	HOURLY COST All Clients
Audio-Visual Technician	\$66
Custodian	\$47
Electrician or Engineer	\$71
Lead Carpenter	\$74
Carpenter	\$71
Grounds Maintenance	\$49
Phys Ed or Athletic Assistant	\$65
Pool Maintenance Technician	\$49
DPS Sergeant	\$129
DPS PSO	\$77
Support Staff (Emp hourly OT wage)	TBD
Scoreboard/Clock Operator <i>2 for football &amp; basketball</i> <i>1 for all other sports</i>	\$65

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 Public Safety Officers/Aides assigned will be determined by the SCC PSO Department based on numbers in attendance. These additional personnel and support staff costs must be paid by the User. The Campus Reservations team can provide details on time estimates and total costs.