

Palo Alto College Procedure

Procedure Number:	F 5.0
Procedure Title:	Use of PAC Facilities by External Organizations
Relevant Board Policy:	G.1.4 Student Community Use of College District Facilities
Originating Unit:	Campus Operations
Maintenance Unit:	Vice President of College Services

I. Purpose: This procedure describes the method by which Palo Alto College (PAC) facilities may be rented and reserved by organizations external to the Alamo Colleges District community. In accordance with the Alamo Colleges District Board policy, PAC wishes to make its facilities available to members of the larger community, but such use must not conflict or interfere with regular college programs and activities, and must be consistent with the mission of Palo Alto College.

II. Procedure Statement:

- a. Organizations wishing to reserve or rent PAC facilities should begin their request with the appropriate department by initiating the following communication.
 - 1) For Natatorium, Gymnasium or Athletic Field event rentals (competition games, tournaments, practices, corporate parties, etc.), all inquiries and/or requests should be submitted to the Office of the Athletic Director at the Aquatic and Athletic Center at PAC-AAC@alamo.edu or call 210-486-3800.
 - 2) For all other facility and room reservations, the Request Use of Facilities form should be submitted to Campus Operations at pac-events@alamo.edu or call 210-486-3956.

III. A Facility Usage Agreement (FUA) between the renting organization and The Alamo Colleges District-Palo Alto College must be on file prior to the event date(s). To obtain an FUA, the following steps must be completed at least six weeks prior to the event date(s):

- 1) Natatorium, Gymnasium, and Athletic Fields: Inquiry and/or Pre-Contract Information Form must be submitted to the Office of the Director at the Aquatic and Athletic Center
- 2) All other facility and room reservations: Use of Facilities Request Form must be submitted to Campus Operations at pac-events@alamo.edu

- 3) All forms must include the following scheduling information: date(s), time(s), space(s) required, estimated guests, floor plans, audio visual needs, special requests, etc.
- 4) If claiming non-profit status, a 501(c)3 document will be required. If any fee(s) are to be waived, a Facilities Rental Fee Exception form will need to be completed and submitted to the President's Office for approval.
- 5) The renting organization shall obtain at its own cost a Certificate of Insurance (COI) to cover the organization's use of the facility for its scheduled function at the following minimum levels of coverage:

Organization shall, at the time of execution of this agreement, provide Alamo Colleges with a copy of a certificate of insurance evidencing all applicable required policies which must list "Alamo Community College District" as a NAMED ADDITIONAL INSURED and beneficiary of contractual indemnification coverage and waiver of subrogation.

WORKERS' COMPENSATION	STATUTORY
Must include coverage for alternate employers and borrowed servants	
EMPLOYER'S LIABILITY	
Each Accident (bodily injury)	\$500,000.00
Policy Limit (bodily injury by disease)	\$500,000.00
Each Employee (bodily injury by disease)	\$500,000.00
GENERAL COMMERCIAL LIABILITY	
General Aggregate	\$2,000,000.00
Each Occurrence (bodily injury/property damage)	\$1,000,000.00
Each Occurrence (personal injury/advertising injury)	\$1,000,000.00
Each Occurrence (Damage to Premises Rented to you)	\$1,000,000.00
All coverage must be primary and non-contributory	
UMBRELLA/EXCESS LIABILITY	
Each Occurrence	\$1,000,000.00
POLLUTION ON-SITE LIABILITY (required if Use presents risk)	
Each Occurrence	\$1,000,000.00

If the renting organization is the U.S. Federal Government, the organization shall self-insure in at least the amounts, and for the types of liabilities, described above, with no certificate required.

- 6) The Alamo Colleges District will provide an FUA to the renting organization for review and signature within four weeks of receiving all necessary documentation. All FUAs must be approved by the Alamo Colleges District Legal Services and reviewed and signed by both the renting organization and the Vice President of College Services prior to event date(s). A copy of the signed FUA will be provided to the renting organization upon completion.

- 7) Payment for services must be provided within the agreed upon schedule determined within the FUA. Non-payment(s) may result in legal action.

Attachments:

Aquatic and Athletic Pre-Contract Information
Facilities Rental Fee Exception Approval Form
Sample Certificate of Insurance

Date Created: April 22, 2020

Date updated/approved: July 6, 2020

Approved:

(signed: Katherine Doss)
Interim Vice President of College Services

(signed: Robert Garza)
Palo Alto College President