

**PALO ALTO COLLEGE
COLLEGE PROCEDURE**

Procedure Number: F 5.0
Procedure Title: Use of PAC Facilities by External Organizations
Relevant Board Policy: [G.1.4 Student and Community Use of College District Facilities](#)
Originating Unit: College Events Coordinator
Maintenance Unit: Vice President of College Services

I. Purpose: This procedure describes the method by which PAC facilities may be rented and reserved by organizations external to the Alamo Colleges community. In accordance with 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 the Alamo Colleges.

II. Procedure Statement:

- A. Organizations wishing to reserve or rent PAC facilities should begin their request with the appropriate College events staff member in one of these ways:
1. Submit the Request Use of Facilities form in the “Business and Community” area of the PAC website, at this URL:
<http://www.alamo.edu/room-request/out-of-district/>
This form goes by email to PAC-Events@alamo.edu.
 2. If the room request is part of a request to PR for other services related to the event, an inquiry may also be sent directly to PR at this email address:
PAC-PR@alamo.edu

B. College events staff member takes the following steps in reviewing the appropriateness of use or rental of PAC facilities by the requesting organization (RO):

1. Obtains all relevant scheduling information about the requested event, e.g. date(s), times, duration, types of space(s) required, necessary equipment and space setup, requests for fee waivers, etc.
2. Determines whether the requested spaces are appropriate for the proposed event, and whether they will be available on the requested dates. College events staff member, at his or her discretion, may enter a “tentative” reservation in the campus room scheduling system.
3. Confers with the Vice President of College Services (VPCS) on any unresolved questions regarding the appropriateness of the proposed rental and usage.
4. Completes the following with the RO:
 - a. Informs contact about current district facilities rental rates.
 - b. Asks contact to provide certificate of insurance.
 - c. As appropriate or necessary, requests copies of programs, advertising and news releases that may be associated with the proposed event.
 - d. Informs RO that PAC reserves the right to cancel the agreement (no less than 30 days before the first date of use) where a conflict may occur with College instructional programming or business, or should the College determine that the proposed program or use is contrary to the mission of the College or that the proposed use of facilities may be contrary to the best interests of the community or the College.
 - e. Provides contact person(s) with Facility Use Agreement (FUA) form from the Alamo Colleges Office of Legal Services.

C. Upon determination by College events staff member that the proposed use of PAC facilities falls within appropriate guidelines, and if the RO still desires to proceed with their request:

College events staff member briefs the President’s office about the nature of the event and its participants according to guidelines provided by the President.

D. College events staff member:

1. Completes FUA with RO information from RO and forwards FUA with certificate of insurance to VPCS.
2. After review by VPCS, the FUA & Certificate of Insurance (COI) will be forwarded to Alamo Colleges Office of Legal Services for approval.
3. Alamo Colleges Office of Legal Services submits approved FUA to VPCS to forward to RO for signature.

4. VPCS receives signed FUA from RO and will sign off the FUA and maintain a copy of FUA for PAC records, and forwards signed original FUA together with RO's insurance certificate to Alamo Colleges Office of Legal Services.
5. Changes the room reservation request from "tentative" to "scheduled" in the Astra room reservation system if the event was tentatively scheduled, or enters the event as "scheduled."
6. Forwards instructions to RO regarding payment methods for agreed-upon rental fees and deposits, as applicable.
7. Reminds RO that the College reserves the right to cancel the agreement at any time for non-payment of fees, and that if said program is cancelled by the College, the applicant is entitled to a full refund of any deposit or fees paid less any services already completed.
8. Works with RO to complete arrangements for the scheduled event (including submission of work-orders and overtime requests that may be required for technology, staffing and/or setup and breakdown).
9. Notifies DPS, facilities, and housekeeping of the agreement, as necessary.
10. Requests Facilities department to inspect the rooms or spaces following the event to ascertain condition and recommend any appropriate follow up actions.

Issued: December 17, 2010

College Events Coordinator

Revised: December 4, 2015

Approved: (signed Dr. Mike Flores)
President