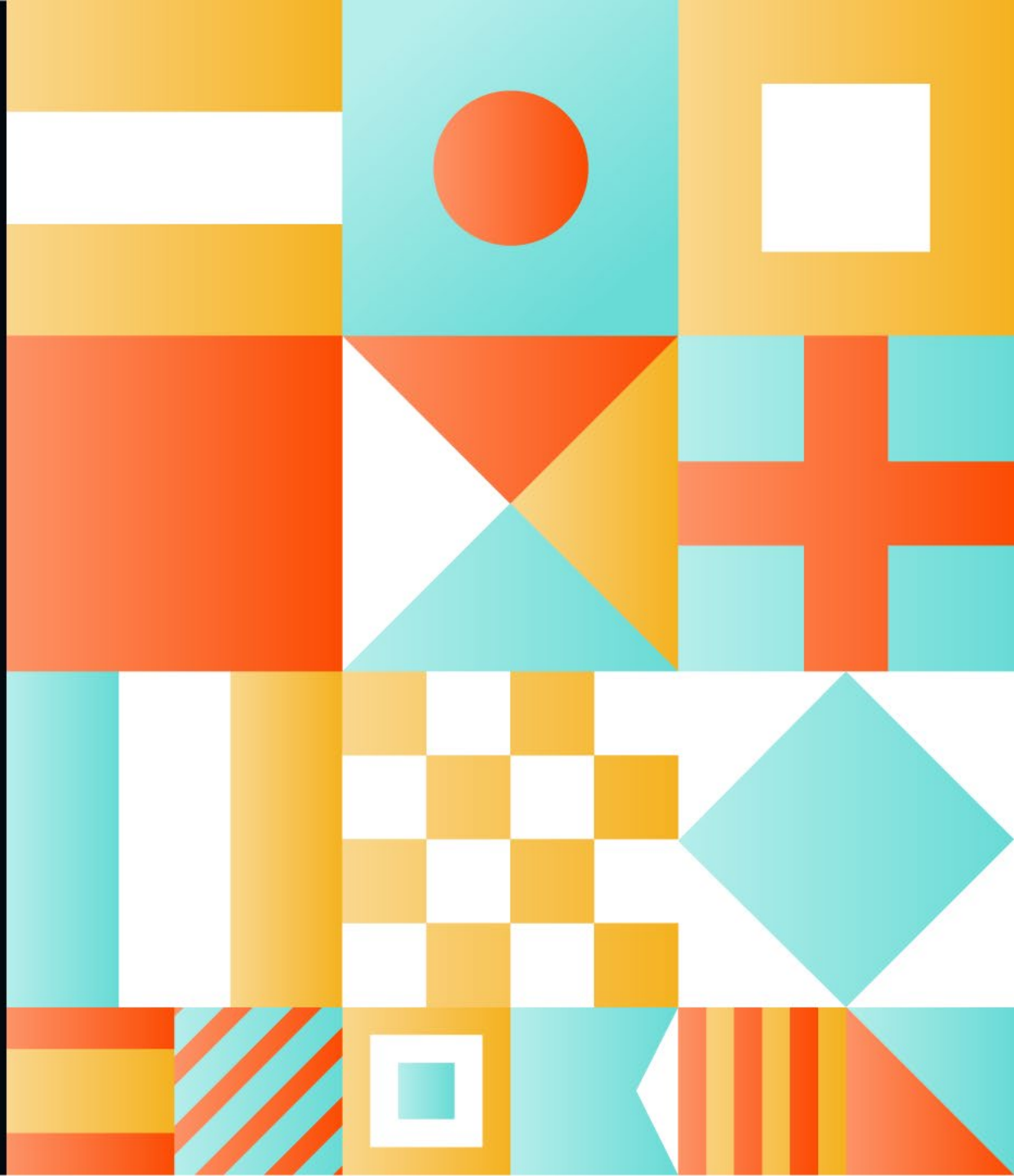


# Civic Center Act and Facilities Use Agreement



# Panelists

**Carrie Everts**, Facilities Assistant & Civic Center Coordinator  
MiraCosta Community College District

**Mina Hernandez**, Director of Purchasing & Material Management  
MiraCosta Community College District

**Tom Macias**, Director of Facilities  
MiraCosta Community College District

**Sherman Wong, Esq.**  
Public Agency Law Group



# Civic Center Act

## **Users and allowable charges under the Civic Center Act**

- Civic Center and Civic Center Users
- Other facilities

## **Other statutory authority for short-term facilities use**

## **Board Policies/Administrative Procedures**

## **Facilities Use Revenue**



# Allowable Facility Use Charges

## Allowable charges

- No charge (Civic Center Users)
- Direct operational costs (personnel to open/close facility, personnel at event, janitorial services)
- Direct costs (supplies, utilities, janitorial, personnel; maintenance, repair, restoration and refurbishment)
- Fair rental value

## Calculating allowable charges

## Civic Center account



# Civic Center Charge Accounts

## Revenue

- 11-XXXX-XXXXX-XXX-XXXX-XXXX

## HR Related Expenses

- Classified hourly standard hours for temporary personnel & permanent employee's extra hours (include labor burdens)
- Classified overtime hours at 1.5x (standard pay rate)

## Building Related Expenses

- Supplies and utilities
- Maintenance, repairs, and replacement



# Processing Facilities Use Requests

## Application

- Current application
- Third party facilities rental service provider
- Special event insurance

## Deposits

- Form of payments:
  - Check
  - Credit Card
- Application deposit/fee
- Security deposit



# Special Event Insurance

## Example language:

Any contractor/vendor who provides services to our District's colleges must procure insurance. It protects you and it protects the District. The limits noted are standard limits statewide. I recommend you contact your insurance company to assist you in obtaining the insurance required for the agreement. Most insurance companies will provide you with coverage for the length of the agreement. Here are other recommended websites you may reach out to as well:

- (Provide event insurance links – contact your district's insurance for assistance)

Once you received a Certificate of Insurance (COI), you will need to have your insurance send us a COI Endorsing us as follows:

MiraCosta Community College District, its officers, officials, agents, employees, and volunteers as additional insureds.  
Attn: Justin Crast, Risk Manager  
1 Barnard Drive  
Oceanside, CA 92056

**Must confirm event insurance prior to signing the Facilities Use Agreement**



# Facilities Use Agreements

- Insurance
- Liability Waiver
- Signature Authority
- Facilities Use Notice
- Permitted/Prohibited Uses





# Facilities Use Notice

- District not sponsor or organizer of event
- District role with event limited to providing facility
- District not responsible for event activities or contents of event communications
- Event organizer responsible for event activities/content and safety/security of attendees and personal property of attendees



# Enforcement and Event Monitoring

## Risk Management

- Safety & Security
- Minors
- Sports/Recreational events
- Property damage

## Event Logistics

- Logistical meetings are key
- Custodial
- Media Services
- College Police
- District personnel at event
- Reserving area through event scheduler program
- Food and Beverage (non-alcoholic campus)
- FF&E

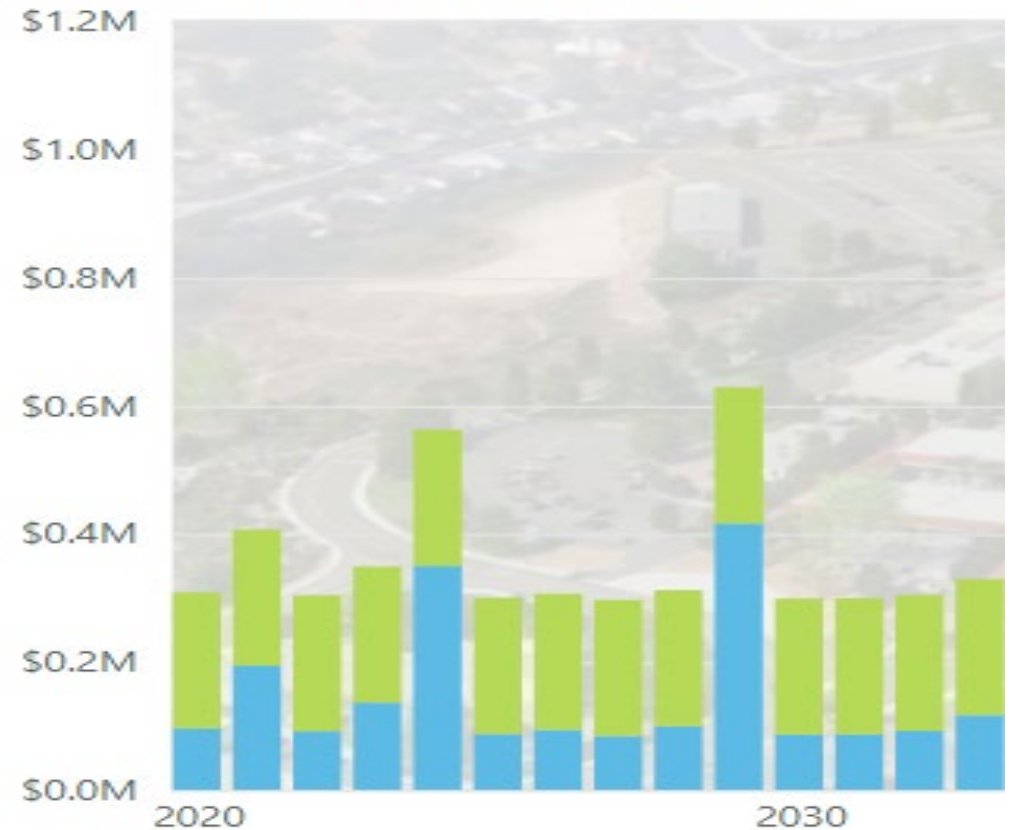


# Facilities Direct/Operational Costs

**Operational Cost** - Operational Costs consist of anticipated typical annual custodial, energy, grounds, pest control, refuse, security, telecom, water & sewer costs throughout the building's expected useful life.

Baseline Model Costs By Year

● Baseline M&R ● Baseline Operations



# Questions?

Thank you!

