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Handbook for Facility Use – Nevada County Campus

Rental Facilities (Capacity)

Small Classroom (20-29)
Medium Classroom (31-39)
Large Classroom (40-62)
Bell Tower Quad (Outdoor)
Western Quad (Outdoor)

Conference Rooms, N2-201 (27) & N2-203 (50) *
Computer Lab Rooms (20-24) *
Gymnasium, N13-104 (860) *
MPC Lobby Gallery, N12-101 (123) *
MPC House, N12-103 (254 w/seating, 487 w/o) *

MPC Conference Room, N12-110 (12) *
MPC Ticket Booth, N12-111 (2) *
Parking Lots 1-6 (Approx. 700 stalls) *
Public Safety Training Center (Outdoor) *
Sierra College Rotary Field (Outdoor) *

* Please see additional Rules and Regulations pertaining to each of these facilities.

General Rules and Regulations Governing Sierra College Facilities

- Permission to use facilities shall be granted through the approval of the **Use of Facility Application**. All use permits are issued for specific locations and times. Buildings and locations NOT included in the permit shall NOT be entered or damaged. No person applying for use of District property shall be issued a key to District facilities.
- A minimum of one (1) week cancellation notice is required.
- District liability insurance requirements are required for all non-Sierra College users and events at least ten (10) days prior to the event or activity:
 - **Certificate of Liability Insurance** for one million dollars minimum coverage. Certificate should be for a policy active during the date of facility use and must name Sierra College as Certificate Holder.
 - **Additional Insured Endorsement** naming Sierra College as additionally insured on the policy.
- The user agrees to comply with all ordinances, laws, rules and regulations affecting the use and occupancy including all local fire, health and safety laws, ordinances and regulations.
- The college reserves the right to reject, at any time, an application from any organization that proposes an activity that the college determines would not be in the best interest of the college or community. No use or activity shall be permitted which reflects in any adverse way on any person for reasons of sex, race, creed, or color (BP 3410).
- Future facility requests may be denied on grounds including, but not limited to, abuse or misuse of District property or failure to pay promptly for any damage to District property.
- Use of college facilities may be restricted on holidays or on long weekends caused by holidays.
- Applications will be accepted only from persons representing a group or organization. Applications will not be accepted from individuals for use of a personal nature. Any persons applying for use of District property on behalf of any groups shall be a member of the groups and, unless he or she is an officer of the group, must present written authorization to represent the group. Each person signing an application shall, as a condition of use, agree to be held financially responsible in the case of loss or damage to District property.
- Sierra College student activities require the attendance and supervision of an appropriate District staff member.
- Youth groups are required to always have adult supervision in addition to a District staff member for supervision of activity at the expense of the group or organization.
- Where required, proof of copyright and royalty clearance pursuant to Title 17, U.S. Code shall be submitted.
- The District may require security personnel as a condition of use at the expense of the group or organization whenever it is deemed to be in the District's best interest.
- The following information is required on the **Use of Facility Application** to request approval:
 - Moving of any District furniture, fixtures, or equipment.
 - Erected or installed structures, electrical modifications, and/or mechanical apparatus on/to District property.
 - Any decorative materials, including but not limited to, draperies, hangings, curtains, and drops, which shall be made or treated with flame-retardant processes approved by the State Fire Marshal.
 - A sketch of any furniture and/or fixture layout, including table type, size and location, number of chairs and location, number of easy-ups and location, stage location, podium location, etc.
- **PROHIBITED ACTIVITIES:**
 - Groups or organizations shall NOT use the name of the Sierra College District to sell a commercial product or to promote personal services for financial gain. Prior approval from the District is required for the sale of goods, services, promotional, and/or advertising material on all District properties.
 - No alcoholic beverages shall be brought onto District property without prior approval from the District Superintendent/President (AP 3560).
 - No intoxicants, or controlled substances, in any form, shall be brought onto District property. Persons under the influence of alcohol, intoxicants, or controlled substances shall be denied participation in any activity (AP 3550).
 - Tobacco/smoking/marijuana/vaping is prohibited on District property (BP/AP 3570).
 - Gambling is prohibited by law and, therefore, is not permitted on District property (BP 6700).
 - Possession or carrying of firearms and/or weapons of any type on District property is prohibited, except for peace officers when required by local police regulations (BP/AP 3530).
 - District property shall not be used as a political campaign headquarters.
 - Animals are not permitted on District property with the exception of service animals (AP 3925).
 - Remote Control (RC) devices are not allowed on District property (AP 6750).
 - No popcorn or red colored drinks are allowed in any indoor location.

Conference Rooms, N2-201 & N2-203

In addition to the general rules and regulations listed previously, the following rules relate specifically to the Large Conference Room and related facilities.

- For information regarding software on lab computers or how to access the internet please contact the NCC ITS Department at (530) 274-5310 in advance of the event as ITS assistance is not guaranteed during the event/activity.
- For SMART Classroom equipment use, please contact NCC Audio Visual Department at (530) 274-5343 in advance of the event as AV technical assistance is not guaranteed during the event/activity.
- The following information is required on the *Use of Facility Application* to request approval (Additional fees may apply for certain services, equipment, and personnel):
 - Food and/or drink services, including caterer information.
 - Room setup, including layout of tables and chairs.
 - Audio Visual needs, including use of District equipment and services.

Computer Lab Rooms

In addition to the general rules and regulations listed previously, the following rules relate specifically to Computer Lab Rooms.

- For information regarding computer lab software or internet access, contact the NCC ITS Department at (530) 274-5310 in advance of the event as ITS assistance is not guaranteed during the event/activity.
- For SMART Classroom equipment use, contact the NCC Audio Visual Department at (530) 274-5343 in advance of the event as AV technical assistance is not guaranteed during the event/activity.
- No food or drink is allowed in any computer lab room.
- Users must be supervised at all times.

BY USING THE COMPUTERS, YOU ARE AGREEING TO THE TERMS AND CONDITIONS BELOW:

Sierra College reserves the right to monitor and/or log all computer activity with or without notice including network, e-mail, and all internet communications. Therefore, users should have no reasonable expectation of privacy in the use of these resources.

Computer use may be restricted and /or a user may be "locked out" if not complying with the policy.

Permitted uses are:

- Class assignments.
- Independent research relating to class assignments.

It is unacceptable for a user to publish, display, or transmit on the network or any computer any information that:

- Violates or infringes on the rights of any other person, including the right to privacy.
- Contains defamatory, false, abusive, obscene, pornographic, profane, threatening, racially offensive, or otherwise biased, discriminatory, or illegal material.
- Violates state or federal regulations prohibiting sexual harassment.
- Restricts the efficiency of the computer systems or inhibits other users from using the system.
- Encourages the use of controlled substances or uses the system for the purpose of criminal intent.

It is unacceptable for a user to use the computer or network to:

- Solicit the performance of any activity that is prohibited by law.
- Transmit material, information, or software in violation of any local, state, or federal law.
- Use Chat Programs or Play or take part in any type of computer game or amusement (*unless it is a class assignment*).
- Conduct any non-school-related fund-raising or public relations activities.
- Engage in any activity for personal gain or personal business transactions.
- Conduct any activities with an illegal purpose.
- Install software on the network or any computer unless specifically authorized by network administrator or their representative.
- District WiFi may not be used to conduct any business related to sales transactions. Users must provide own WiFi hot spot.

ELECTRONIC MAIL (E-MAIL)

E-mail is considered network activity; thus, it is subject to all guidelines regarding acceptable/unacceptable uses of the computer and the internet.

COPYRIGHTED MATERIAL

Users may download copyrighted material, but its use must be strictly within the agreement as posted by the author or current copyright law. The Federal Copyright Act (Title 17, USC 101, 1988) protects and prohibits misuse of all original works of authorship in any tangible medium or expression, which includes a prohibition on plagiarism.

PUBLIC DOMAIN MATERIAL

Users may download public domain programs for his or her own use, or may redistribute a public domain program non-commercially but does so with the knowledge that by doing so, he or she also assumes all the risks regarding the determination of whether or not a program is in the public domain.

REGULATION AND ENFORCEMENT

Users not in compliance with the above procedures are subject to:

- Immediate expulsion from the lab.
- Suspension of computer and/or network service to that user with or without notice when deemed necessary for the operation and/or integrity of Sierra College's computer labs.

When an instance of noncompliance is suspected or discovered in a computing system or network at Sierra College, the appropriate action will be taken by the responsible parties. Criminal or civil action may be initiated in appropriate circumstances.

Gymnasium, N13-104

In addition to the general rules and regulations listed previously, the following rules relate specifically to the Gymnasium (Gym).

- ONLY Soft soled shoes are allowed on the gym floor.
- The locker rooms are for District use only and are not for rent.
- The following information is required on the *Use of Facility Application* to request approval (Additional fees may apply for certain services, equipment, or personnel):
 - Attendance expectations. If a large attendance is expected, tickets must be issued. Maximum capacity is 860 open, or 600 using folding chairs. Maximum capacity will be enforced as per Fire Marshall Regulations.
 - Folding Chairs may NOT be requested for use along the walls. *There is no bleacher seating in the Gym.*
 - Use of special equipment for badminton, volleyball, basketball, or any other sport. Any damage or loss of equipment will be billed to the user. Future use can be jeopardized if damage or loss occurs.
 - Sound system for amplified sound.
- PROHIBITED ACTIVITIES:
 - No food or drink is allowed in the Gym except for contained water. No other exceptions will be considered.
 - Nails, screws, or any type of physical fasteners shall NOT be driven anywhere within the Gym.
 - Nothing shall be fastened to, or hung from, the walls or mirrors. No pin, wires, or other fastening devices shall be attached to the walls or mirrors.
 - Protective wall mats must be returned to the walls if used on the floor.

Multipurpose Center, N12: Lobby Gallery, House, Conference Room, and Ticket Booth

In addition to the general rules and regulations listed previously, the following rules relate specifically to the Multipurpose Center (MPC) and related facilities.

- No food or drink is allowed without written authorization.
- Any items brought to the MPC by any group must be removed immediately after the event. The College is not responsible for the loss of any items. Items left will be disposed of, and there may be a charge to cover the disposal costs.
- The following information is required on the *Use of Facility Application* (Additional fees may apply for certain services, equipment, and personnel):
 - Which facilities are needed, including the House (N12-103), Lobby Gallery (N12-101), Conference Room (N12-110), and/or Ticket Booth (N12-111).
 - Seating needs and layout.
 - Attendance expectations. If a large attendance is expected, tickets must be issued. Maximum capacity is 254 using bleacher seating, 120 using banquet seating (round tables seating 8 people each), or 487 as an open facility. Maximum capacity will be enforced as per Fire Marshal Regulations.
 - Food and/or drink services, including caterer information.
 - Audio Visual needs, including use of District equipment and services. Supervision by a District Technical Support Specialist will be provided and is required for the entire use period when stage lighting or production sound is needed. If the Technical Support Specialist is required to work beyond normal work hours, personnel costs will be included in the rental fee. The application could be denied if a Technical Support Specialist is unable to provide supervision for an event. All breaks and lunch periods of District personnel must be honored.
 - Any staging plan. The MPC has limited staging available and does not supply pianos or have dressing rooms. All stage lighting, focusing, rigging, etc. is to be done by District staff. Sufficient time must be given to complete any of the above work.
 - Any construction of stage backdrops.
- PROHIBITED ACTIVITIES:
 - Nails, screws, or any type of physical fasteners shall NOT be driven anywhere within the MPC.
 - Nothing shall be fastened to, or hung from, the curtains. No pins, wires, or other fastening devices shall be attached to the draperies.
 - No painting shall be done in the MPC and items with wet paint shall not be taken into the building.
 - No glitter is allowed in the MPC.
 - No popcorn or red colored drinks allowed in the building.
- Copyrights and Royalties:
 - Copyright law (Public Law 94-553, 90 Statutes 25541) became effective January 1, 1978. This law places additional burdens upon the District to determine that no violations occur in connection with any Multipurpose Center activities. Any user of copyrighted material will be required to conform to the requirements of the law or present proof of royalty payment or waiver for those materials not covered by contracts entered into by the District.

Parking Lots 1-6

In addition to the general rules and regulations listed previously, the following rules relate specifically to campus Parking Lots.

- Parking spaces are rented for \$3 per stall per day.
- No power receptacles are available in the Parking Lots.
- Any special setup requiring tables and chairs will be charged overtime personnel rates as a setup/take down fee.

Public Safety Training Center, N22 & N22A

In addition to the general rules and regulations listed previously, the following rules relate specifically to the Public Safety Training Center (PSTC), the open area concrete pad, and related facilities.

- Access to the PSTC will be by electronic fob or keypad, which will be provided by the District and limited to use per approved time slots, or will be provided by College Security.
- Users are expected to clean up and dump all trash into provided garbage bin behind Fire Station 2 or additional fees may be charged.
- Use of the Fire Training Building must be pre-authorized by the Sierra College Fire Coordinator.
- The following information is required on the *Use of Facility Application* to request approval (Additional fees may apply for certain services, equipment, and personnel.):
 - Use of the concrete training pad for driver training. There will be no charge. Alternate driver training space may be available on campus if the PSTC is not available.
 - Use of the live hydrant. User will be billed for the cost of water and must provide own hoses, connectors, and water meter.
 - Use of the pressurized hydrant pump system. User will be billed for the cost of use per the Facility Use Fee Schedule and agencies must provide own hoses and connectors.
 - Use of District or other Fire Agency training props. User will be billed by the Agency that owns the props and additional fees for agency personnel cost/overtime to oversee use and ensure safety may occur.
 - Use of any fire simulator(s). Additional fees may occur from the District or other Fire Agency.
- PROHIBITED ACTIVITIES:
 - Fire retardant foam.
 - Student parking on the PSTC concrete pad. Students must park on Sierra College Drive or in Parking Lot 6.

Sierra College Rotary Field

In addition to the general rules and regulations listed previously, the following rules relate specifically to the Sierra College Rotary Field.

- There are no plumbed restroom facilities. A single ADA Portable Toilet is on site and is serviced once per week.
- There is no potable drinking fountain on or near the field
- No power receptacles are available in the Rotary Playing Fields or the parking lot.
- Users are expected to clean up and dump all trash into the provided garbage bin or additional fees may be charged.
- The District does not maintain the dirt infield of the softball diamond.
- The District does not provide field striping for users. Any striping must be pre-approved by the District in writing and cost to be borne by user group.
- Soccer goals are the property of Gold County Youth Soccer League and Sierra College. Please contact those agencies for permission to use this equipment.
- Users must provide own balls/equipment.
- Parking is limited and emergency access lane and ADA stalls will be enforced by Campus Security. Violators may be ticketed.