

Physical Resources Committee

Wednesday, March 4, 2026 – 1:30 p.m.
Zoom Meeting: [PRC ZOOM 2026-03-04](#)

Agenda

1. Call to Order – Ingram
2. Introductions – Ingram
3. Approval of Meeting Minutes – November 12, 2025 (Action) – Ingram
4. Proposed AR6700 Civic Center and Other Facilities Use – Matsumoto & Lim
5. Projects Update – Matsumoto
 - Capital and Campus Requested Projects
 - Scheduled Maintenance
 - Districtwide Projects and Planning – Fund 41
6. Sustainability Committee Update – Matsumoto
 - Sustainable RSCCD (SRC) Next Meeting March 18, 2026
 - Website:
<https://www.rsccd.edu/Departments/BusinessServices/sustainable-rsccd-committee/Pages/default.aspx>
7. Update on Campus Facilities Meetings
 - [SAC – Facilities and Safety Committee Update](#) - Hoffman
Next Meeting March 17, 2026
 - [SCC – Facilities and Safety Committee Update](#) – Satele
Next Meeting March 16, 2026
8. Meeting Schedule: Next PRC May 6, 2026
9. Other
10. Adjournment

The Rancho Santiago Community College District aspires to provide equitable, exemplary educational programs and services in safe, inclusive, and supportive learning environments that empower our diverse students and communities to achieve their personal, professional, and academic goals.

Physical Resources Committee Minutes of November 12, 2025

Members Present: Iris Ingram, Carri Matsumoto, Dane Clacken, Darlene Diaz, Suzanne Freeman, Christine Gascon, Bart Hoffman, Bridgette Hernandez, Jennifer Karimpour, Shannon Kaveney, Dylan Schmidt on behalf of Isabella Luna, Joe Melendez, Cristina Morones, Arleen Satele, and Michael Turrentine

Members Absent: Michael Busch

Guests Present: Alejandro Alcala, Hugo Curiel, Francisco Gonzalez, Tae Kim, Kelvin Leeds, David Nakagami, Donald Voght, Barbie Yniguez and Heather Collins (recorder on behalf of Kennethia Vega)

1. Call To Order
Ingram welcomed everyone to the meeting and called the meeting to order upon achieving quorum at 1:32 pm.
2. Introductions:
Committee members and guests introduced themselves and stated the constituency group they represent.
3. Approval of Meeting Minutes – September 3, 2025 (Action) – Ingram
A motion made by Hernandez to approve the minutes of September 3, 2025, meeting as presented was seconded by Clacken. By roll call vote the motion passed with abstentions by Kaveney, Karimpour, Schmidt and Clacken.
4. Physical Resources Committee New Goals for 2025-2026 (Action) – Ingram
The 2024-2025 goals were reviewed with discussion that the goals remain for 2025-2026, but a new goal be added. Discussion ensued and the following recommendation was made for the new 2025-2026 goal to be Review Real Estate Property Disposition matters as needed.

A motion made by Hoffman was seconded by Matsumoto to approve the Physical Resources Committee 2025-2026 goals as discussed and modified. By roll call vote the motion passed with abstention by Schmidt.
5. Real Estate Property Management and Districtwide Workgroup (Ingram)
The workgroup was created to help various groups understand the steps taken with regard to real estate. Members can share this information with their campus constituencies. Membership includes representatives from the Physical Resources Committee and both the colleges' Facilities and Safety Committees and all members agreed to participate in the workgroup. The first meeting is scheduled for November 14, 2025.
6. Review of Redline AR 3501 Campus Security and Access and AR 3501.1 (Ingram)
The redline of AR3501 and redline of AR3501.1 were presented and discussed. There was a workgroup that met multiple times and the redline of AR3501 was presented at Chancellor's Cabinet and approved on November 10, 2025. The only change to AR 3501 was deletion of the test pilot program. The redline of AR3501.1

are the updated key and electronic access control procedures as a result of the test pilots that occurred. The legacy mechanical keys at SAC are currently being changed out to new MEDECO keys and this change will occur at SCC afterwards. Hoffman inquired about who were members of the workgroup. Ingram said this information will be provided to him.

7. Projects Update (Matsumoto)

Matsumoto screenshared the projects update that was re-organized by subsections containing over 80 slides to address the various projects. All updates/revisions are in **blue text**, and the presentation is posted on the PRC webpage for ease of review, reference, and sharing with constituents. The following highlights were mentioned:

- Capital Projects
 - Campus Entrance project at SAC is almost complete and the college is coordinating a grand opening event.
 - Centennial Education Center Redevelopment project study of different modular systems is wrapping up for the replacement of Building B. This also includes a remodel of the culinary kitchen in Building E.
 - Orange Education Center Site Remediation project was discussed. The third quarter remediation report is being prepared for submittal to the OCHCA. The District has been remediating the site for several years with a soil vapor extraction system. Currently three viable options are being considered: 1) lease alternative property; 2) purchase new property; 3) redevelop existing Batavia site. A new property or lease may require a conditional use permit. A new building will also need to meet field act standard requirements.
 - Campus Entrance Improvement Phase 2 at SCC is in construction and there may be rain delays in the schedule.
- Scheduled Maintenance Projects
 - CEC Improvements Phase 2 are exterior improvements and construction is anticipated to begin on November 17, 2025.
 - Building E Pool Equipment Replacement at SAC is in construction.
- Facility Modification Requests
 - Matsumoto briefly reviewed the facility modification requests referencing slides 49-56.
 - New Synthetic Football Field at SAC is in construction.
 - U Village Assessment at SCC is a conditions assessment of the portable buildings.
- ADA Transition Plan & Blaser Settlement
 - ADA work is ongoing and there are no new updates.
- Districtwide Access Control & Key Test Pilot Projects
 - The mechanical keys for SAC will be delivered in the next few weeks and Building A will be the first building to be rekeyed.

- State Chancellor's Office Deadlines
 - State Chancellor's Office deadlines were reviewed. Space inventory report was due October 6, 2025 and was submitted. The Five-Year Scheduled Maintenance plan was due October 27, 2025 and was submitted. Energy Usage Data and Instructional Support Equipment Five-Year Plan are due December 1, 2025.
 - Space inventory codes are transitioning from TOPS (Taxonomy of Programs - State) to CIPS (Classification of Instructional - Federal) in 2026. Every single space code in FUSION will need to be changed. Space inventory planning will begin earlier due to this change. Usually planning begins in the Summer but will need to begin in the Spring.

- Real Estate and Capital Planning
 - The first work group meeting is scheduled for Friday, November, 14, 2025. Craig Hardwick will provide legal guidance on this at the meeting. Staff are working on behalf of both colleges on real estate matters.

- Energy and Sustainability
 - The Board of Trustees approved the 2025 Sustainability Master Plan on November 10, 2025.
 - The next Sustainability Resource Committee (SRC) meeting is November 19, 2025.
 - Alejandro Alcala is the District's Energy and Sustainability Manager and provided some updates.
 - The California Energy Commission (CEC) Energy Benchmarking Annual Report was completed and submitted.
 - The Energy Usage Data will be submitted to the State Chancellor's Office in the next few weeks.
 - Minor revisions were made to the Sustainability Biennial Report and will be reviewed by the SRC at the next meeting and anticipated to be approved and posted on the SRC's website.
 - The microgrid feasibility study at SCC is currently in progress.
 - Compost bins will be provided to the sites and information will be distributed regarding food waste and organic diversion.
 - Staff are currently drafting an RFP for districtwide assessment for stormwater management plan and nonfunctional turf compliance.
 - The SRC completed their third field trip this year to the OC Sanitation Wastewater Treatment Facility in Fountain Valley.

- Fire Life Safety
 - David Nakagami is the District's Facilities System Manager and provided updates on fire life safety projects.
 - AR 6520 Appendix A references which departments are responsible for fire protection systems.
 - Quarterly fire sprinkler inspections were completed in September 2025 and will occur again in March 2026 and June 2026.
 - Annual fire alarm testing, annual fire extinguisher maintenance and 5-year fire sprinkler testing are scheduled to occur in December 2025.

- Other districtwide fire system items include fire protection system repairs, elevator fire testing, backflow testing, fire drills, annual fire department inspections, site safety plan review for DSA required projects, and fire alarm test and fire watch requests.
 - Staff are finalizing scope of work and preparing bid documents for the following projects at SAC:
 - Fire Damper Access & Replacement
 - Bldg J Hydrant Permanent Barrier Installation
 - Hydrant and Hydrant Valve Identification
 - Staff are finalizing scope of work and preparing bid documents for the following projects at SCC:
 - Hydrant Repair
 - Bldg SC In-Duct Smoke Detector Installation Upgrade
 - Bldg D Magnetic Door Holder Upgrade
 - Bldg C Kitchen Door Closer Replacement
 - Hydrant and Hydrant Valve Identification
 - Staff are finalizing scope of work and preparing bid documents for the fire stopping and code repairs project at DOC.
 - The following districtwide fire life safety projects are in the planning phase:
 - Additional Fire Protection Items Survey
 - Fire Rated Assemblies Secondary Project
 - Fire Alarm Dialer Upgrade
 - Carbon Monoxide Detector Installation Upgrade
 - There have been many legacy issues discovered that are a cause of maintenance deficiencies.
8. Update on Campus Facilities and Safety Committee Meetings
- SAC – Hoffman did not have any updates. Next meeting is November 18, 2025.
 - SCC – Gonzalez reported on maintenance projects that have been completed. Next meeting is November 17, 2025.
9. Meeting Schedule for 2025-26
- The next committee communication will be sent via email on February 4, 2026. The next coordinated meetings will be conducted via zoom on March 4, 2026, and May 6, 2026.
10. Other
- There were no further questions or concerns expressed.
11. Adjournment
- A motion made by Hoffman was seconded by Freeman to adjourn the meeting. The meeting adjourned at 2:47 pm.

Administrative Regulations (AR) 6700

Civic Center & Other Facilities Use

Physical Resources Committee Meeting
March 4, 2026



Overview

- Work Group
- Methodology
 - Users
- Application Process
- Questions

Civic Center Act

- The **Civic Center Act**: Authorizes the governing board of a school district to allow the use of school facilities as a civic center for specified purposes as long as it does not interfere with District's own use of its facilities/grounds.
- Board can set all needed rules and regulations for use of space.
- Ref: Education Code Section 82537



History

- ▶ Applicable Board Policy 6700 and Administrative Regulation 6700 was last revised in 2015. During that revision, the Board of Trustees did not authorize the schedule of fees in accordance with Education Code Section 82537. Accordingly, the current fee schedule is not valid under Education Code Section 82537 as there is no recent record of Board Action approving a fee schedule
- ▶ In order to comply with Education Code Section 8253, the Board of Trustees must approve of the schedule of fees as it is authorized to do; however, Title 5 regulations outlines a methodology for the calculation of the fees.
- ▶ The updated Board Policy and Administrative Regulation as proposed now includes the methodology for the fee schedule calculation, along with the expanded definitions and clarity to allow for straightforward compliance with Education Code Section 8253 by all members of the District and the community.



Work Group

The Work Group includes the following:

- Assistant Vice Chancellor, Facility Planning
- Director, Facility Planning
- Vice President of Administrative Services - SAC
- Vice President of Administrative Services - SCC
- Director, Physical Plant/Facilities - SAC
- Director, Campus Budget & Accounting - SAC
- Senior Accountant - SCC
- Facilities Coordinator - SAC & SCC
- Executive Secretary - DOC
- Assistant Vice Chancellor, Information Technologies Services
- Legal Counsel - Sherman Wong, Public Agency Law Group



Work Group

- ▶ There has been a total of 16 Work Group meetings since beginning in 2020.
- ▶ The Work Group undertook extensive work to comply with the methodology outlined in Title 5
- ▶ The recommendations proposed herein are a culmination of the feedback and input from all members of the work group to ensure full and complete input from all stakeholders of the District.



State's Calculator Spreadsheet for each facility to be used as Civic Center

SAC - Small Gym				
California Department of Education - July 2014				
Sample Calculation Using Proposed Title 5 Regulations Sections 59601 through 59606 - Amendments to the Civic Center Act How to Calculate Direct Cost Fees for an Applicant's Use of a XXXX				
Step 1: Determine Proportionate Share				
Line #	Regulation Section	Description of Input		Unit
1	59602(a)(1)	Hours expected to be used by fee payers. In a one-year cycle, the number of hours a specific facility or grounds or type of facility or grounds is expected to be used by direct cost fee payers pursuant to the Civic Center Act (i.e., does not include fair rental value). For example, (2 hours per day * 225 weekdays school is in session) + (4 hours per day * 31 weekdays when school is out of session) + (4 hours per day * 104 weekends)		990 hrs/yr
2	59602(a)(2)	Hours expected to be used by all users. In the same one-year cycle, the number of hours a specific facility or grounds or type of facility or grounds is expected to be used by anyone , inclusive of the hours in Line 1 and the hours dedicated to school use.		3465 hrs/yr
3	59602(a)(3)	Available to be used by Applicants = Line 1/Line 2		29%
Step 2: Determine Capital Direct Costs				
Line #	Regulation Section	Description of Input		Unit
4	59603(a)	The useful life of a specific facility or grounds or type of facility or grounds, in years, from the initial date of occupancy or use.		50 years
5	59603(b)	The estimated cost to repair, restore, or refurbish a specific facility or grounds, at the end of its useful life. Or, the cost to replace a facility or grounds as specified.	\$9,768,582	
6	59603(c)	Annual Capital Direct Costs = Line 5/Line 4	\$195,371.64	\$/yr
Step 3: Determine Operational Direct Costs				
Line #	Regulation Section	Description of Input		Unit
7	59604(a)	The estimated annual cost of salaries and benefits for personnel required to operate, clean, and maintain a specific facility or grounds, or type of facility or grounds	\$112,448.14	\$/yr
8	59604(b)	The estimated annual cost of supplies required to operate and maintain a specific facility or grounds or type of facility or grounds	\$1,092.59	\$/yr
9	59604(c)	The estimated annual cost of utilities required to operate a specific facility or grounds or type of facility or grounds	\$7,246.23	\$/yr
10	59604(d)	The estimated prorated salaries and benefits paid to school district employees, for administering the Civic Center Act	\$64,594.50	\$/yr
Step 4: Establish Fee Schedule and Calculate Fee				
Line #	Regulation Section	Description of Input		Unit
Option A: Capital Direct Costs Only				
11	59605(a)(1)	Hourly rate = (Line 6 * Line 3) / Line 2	\$195,371.64 \$/yr (Responsibility of All)	* 29% (Available to be Used by Applicants)
			= \$55,820.47 \$/yr (Applicant Share)	+ 990 hrs/yr (Applicant Use)
				= \$56.38 \$/hr
Option B: Operational Direct Costs Only				
12	59605(a)(2)	(Line 7 + Line 8 + Line 9) * Line 3 / Line 1	\$120,786.96 \$/yr (Responsibility of All)	* 29% (Available to be Used by Applicants)
			= \$34,510.56 \$/yr (Applicant Share)	+ 990 hrs/yr (Applicant Use)
				= \$34.86 \$/hr
13	59605(a)(2)	Line 10 / Line 1	\$64,594.50 \$/yr (Applicant Share)	+ 990 hrs/yr (Applicant Use)
				= \$65.25 \$/hr
14	59605(a)(2)	Hourly rate = Line 12 + Line 13	\$34.86 \$/hr	+ \$65.25 \$/hr
				= \$100.11 \$/hr
Option C: Capital and Operational Direct Costs				
15	59605(a)(3)	Hourly rate = Line 11 + Line 14	\$56.38 \$/hr	+ \$100.47 \$/hr
				= \$157.58 \$/hr

Methodology

Types of Users - § 82537, § 82542

May be charged	Must be charged
Tier 1 (No charge)	Tier 3 (will be charged fair market value)
Tier 2 (will be charged operational direct costs)	

Methodology

Tier 1- § 82537, § 82542

District Organizations shall be **EXCLUDED** from any charges. District Organizations are:

- Student groups or organizations of Santa Ana College or Santiago Canyon College under the supervision of a District employee
- Educational organizations service District Employees i.e., academic senate, classified employee organizations, Association of California Community College Administrators (ACCCA), Association of Chief Business Officials (ACBO), etc.



Methodology

Tier 2 - § 82537 (a), § 82542 (a)

- Nonprofit organizations and/or clubs for general character welfare purposes
 - Allowable Charges: Direct Operational Costs
-
- Camp Fire Girls, Girl/Boy Scout Troops
 - Farmers' organizations
 - Fundraising entertainment/meetings where admission fees are expended for welfare of students of the District
 - Clubs for recreational, educational, political, economic, artistic, or moral activities of public-school districts
 - Other student clubs and organizations
 - Parent-teachers' associations
 - School-community advisory councils
 - Senior citizens' organizations
 - Clubs organized for cultural activities
 - Organizations providing mass care and welfare shelters

Methodology

Tier 2 - § 82542 (a)(b)

- Classroom-based or instructional programs
 - Allowable Charges: Direct Operational Costs
-
- Classroom-based programs that operate after school hours
 - Organizations retained by the college to provide instruction to students during school hours

Methodology

Tier 3 - § 82542 (c)

- Classification 3: All other organizations
 - Allowable Charges: Fair Rental Value
-
- All other organizations not listed in Classification 1 or 2



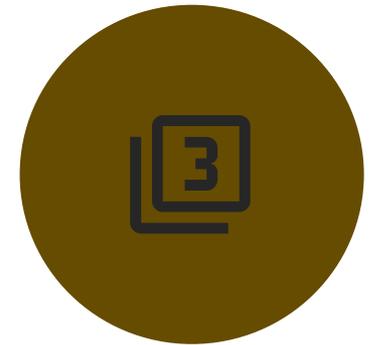
Application Process



Pre-Reservation



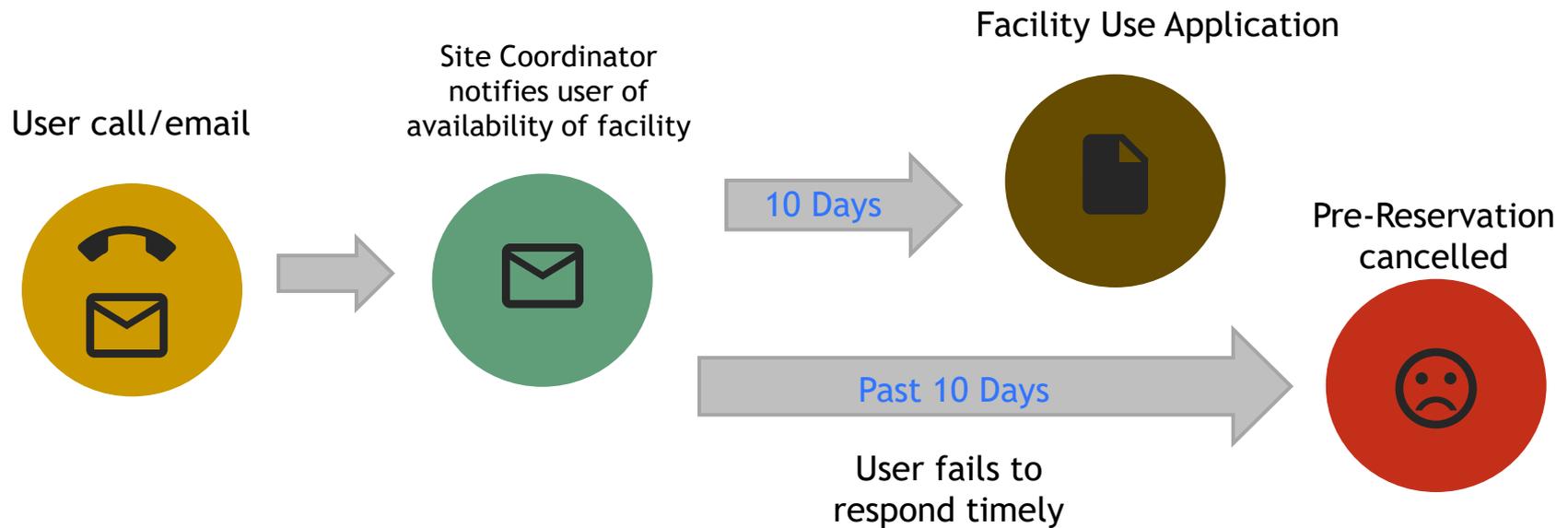
Facility Use
Application



Facility Use
Agreement

Application Process

Pre-Reservation



Application Process

Pre-Reservation

Santa Ana College	Santiago Canyon College	District Operations Center	Centennial Education Center
Facilities Coordinator (Joanne Mejia) 714 - 564 - 6227 Mejia_Joanne@sac.edu	Facilities Coordinator (Jennifer Karimpour) 714 - 628- 4719 Karimpour_Jennifer@sccollege.edu	Executive Secretary (Heather Collins) 714 - 480 - 7510 Collins_Heather@rscdd.edu	Associate Dean, Instruction & Student Services (Nicole Gallegos) 714 - 241 - 5786 Gallegos_Nicole@sac.edu

Application Process

Facility Use Application & Agreement

Due within 10 days after receiving notice of availability:

- Facility Use Application
- Certificate of Insurance

Upon notification of approved application, user must submit within 5 days:

- Facility Use Agreement - Executed / Signed
- Payment for the Facility Use Charge
- Security Deposit (if applicable)



Administrative Regulation 6700 and Exhibits

- ▶ See provided Administrative Regulation 6700 and exhibits.



Questions?



**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE REGULATION 6700
CIVIC CENTER AND OTHER FACILITIES USE**

6700.1. Civic Centers and District Facilities.

6700.1.1. Definitions. The definitions of specific terms herein are established in Exhibit E attached to this Administrative Regulation.

6700.1.2. Site Addresses. The Site addresses are:

Santa Ana College, 1530 W 17th Street, Santa Ana, CA 92706
Santiago Canyon College, 8045 E. Chapman Avenue, Orange, CA 92869
Centennial Education Center, 2900 West Edinger Avenue, Santa Ana, CA 92704
District Operations Center, 2323 N Broadway, Santa Ana, CA 92706

6700.1.3. Civic Centers. Specific facilities at each Site are designated as Civic Centers under Education Code §82537. Use of Civic Centers at each Site shall be limited to allowable Civic Center Users and only for Civic Center purposes defined and described in Education Code §85327(a). The Civic Centers at each Site are identified in Exhibit B to this Administrative Regulation 6700.

6700.1.4. Site Facilities. The Site Facilities available for public use at each Site are identified in Exhibit B to this Administrative Regulation 6700.

6700.1.5. Site Administrators. The Site Administrators at each Site are:

Santa Ana College	Vice President of Administrative Services
Santiago Canyon College	Vice President of Administrative Services
District Operations Center	Assistant Vice Chancellor, Facility Planning, Construction and District Support Services
Centennial Education Center	Santa Ana College Vice President of Administrative Services

6700.1.6. Authority to Designate and Modify Site Facilities. In consultation with the District Administrator, Site Administrators are authorized to modify the Site Facilities by amendment of Exhibit B to this Administrative Regulation 6700.

6700.1.7. Facility Use Agreement Revenue. Revenue generated by Facility Use Agreements shall be used for capital maintenance, repair, restoration, refurbishment, or replacement.

6700.1.8. Availability of District Facilities. Site Administrators may provide public notice of the availability of District Facilities for Civic Center purposes and other public uses on the District's website. Materials available on the District website may include descriptions of District Facilities and links to the District's forms of Facility Use Application and Facility Use Agreement.

6700.2. Facility Use Application.

6700.2.1. General. No use of District Facilities by any member of the public or an organization that is not a District Organization is permitted unless the party requesting use of a District facility has completed a Facility Use Application and enters into the District's form of Facility Use Agreement.

6700.2.2. Facility Use Application. A Facility Use Application shall be defined in accordance with Exhibit F attached to this Administrative Regulation. Use of District Facilities shall be subject to the compliance with procedures established in this Administrative Regulation and the Site Administrator's approval of a Facility Use Application. The District

Administrator is authorized to amend the terms, process, and procedures of the Facilities Use Application from time-to-time, as deemed necessary or appropriate by the District Administrator

- 6700.2.2.1. Facility Use Application Approval. Site Administrator's approval of Facility use Applications shall be subject to the minimum requirements set forth in Exhibit F.
- 6700.2.2.2. Facility Use Agreement. The Facility Use Agreement is attached as Exhibit G to this Administrative Regulation. The District Administrator is authorized to amend the terms of the Facility Use Agreement from time to time, as deemed necessary or appropriate by the District Administrator.
- 6700.2.2.3. Administration of Facility Use Agreement and Use of District Facilities. The Site Administrator is responsible for administering Facility Use Agreements and use of District Facilities at the Site. Scheduling, coordinating and other related actions for use of District Facilities at a Site shall be completed by the Site Administrator or such District staff employed at the Site designated by the Site Administrator. The Site Administrator shall have the authority to designate District employees for completing tasks or actions related to use of District Facilities at the Site.

6700.3. Facility Use Charges.

- 6700.3.1. Operational Direct Costs. Operational Direct Costs are the annual costs as defined in Education Code Section 82542(b), referenced and incorporated in Exhibit E.
- 6700.3.2. Direct Costs. Direct costs are the annual costs as defined in Education Code § 82542, reference and incorporated in Exhibit E.

District FFE Included in District Facilities. Descriptions of District Facilities available for use include descriptions of District FFE in each District Facility. Facility Users may use District FFE, provided Facility Users are liable for costs of repair/replacement for damaged/destroyed District FFE. Facility Users shall waive all claims against the District arising out of use of District FFE and shall indemnify the District from third-party claims arising out of use of District FFE.

- 6700.3.3. Establishment of Facility Use Charges; Revisions to Charges. Facility Use Charges shall be adopted by action of the Board of Trustees, subject to authority of the District Administrator to adjust Facility Use Charges pursuant to these Administrative Regulations. The approved Facility Use Charges are referenced and incorporated as Exhibit B to these Administrative Regulations.
 - 6700.3.3.1. Board of Trustees Action. Facility Use Charges shall be established by action of the Board of Trustees. The Board of Trustees will endeavor to complete periodic review and updating of Facility Use Charges as practicable. District staff will provide the Board of Trustees with data and other materials for Board of Trustees review and updating of Facilities Use Charges as requested by the Board of Trustees.
 - 6700.3.3.2. Revisions. The Board of Trustees authorizes annual adjustments to the rates, not to exceed the State COLA or 8%, whichever is higher. Furthermore, the District Administrator is authorized to revise Operational Direct Costs established by the Board of Trustees if there are material increases in District personnel salaries or benefits. Any revisions by the District Administrator to Operational Direct Costs shall be effective upon approval by the Board of Trustees.

- 6700.3.4. User Groups and Facility Use Charges. Exhibit A to Administrative Regulation 6700 sets forth the groups of Facilities Users by Classification and Facilities Use Charges applicable to each Facility User Classification. In accordance with 5 CCR § 59605, the

Board of Trustees may delegate to the applicable College President the authority to discount and/or waive rental costs and/or discount and/or waive direct operational cost fees charged based on the type or category of applicant, including, but not limited to, those with tax-exempt status.

6700.4. Facility Usage.

6700.4.1. Facility Use Limitations. Specific and/or special facility use limitation are hereby reference and incorporated to these Administrative Regulations as Exhibit H.

6700.4.1.1. District Uses Prioritized. The District shall have priority use of District Facilities.

6700.4.1.2. No Monopolized Use. No organization shall have a monopoly on use of a District Facility. Monopoly use shall mean an organization's exclusive use of a District Facility on an on-going basis, excluding the use of such District Facility by other organizations. Recurring use of a District Facility by an organization shall not be deemed a monopolized use of the District Facility so long as other organizations have an opportunity to submit a Facility Use Application for use of the District Facility. For purposes of this Administrative Regulation a Facility User is deemed to have a "monopoly" use if the Facility User has more than three (3) pending Facility Use Applications or more than three (3) reservations for use of the same District Facilities at any time.

6700.4.1.3. Prohibited Uses. The following are prohibited on District property and in District Facilities:

6700.4.1.3.1. Music; Amplified Sound. Playing amplified music in any form or in any manner (live performance, DJ, recorded, etc.) is prohibited. Amplified audio of any type is prohibited, except for use of a microphone for speech amplification in a District Facility, if approved by the Site Administrator.

6700.4.1.3.2. Tobacco Products. Consumption of tobacco products in any form are prohibited on District property and in District Facilities.

6700.4.1.3.3. Alcoholic Products. Alcoholic products in any form are prohibited on District property and in District Facilities.

6700.4.1.3.4. Food and Beverages. Food and beverage products, except for bottled water, are prohibited in District Facilities. District Facilities may not be used for preparing, selling, donating or gifting food or beverages. Unless authorized by Site Administrator, subject to restrictions, limitations established by Site Administrator.

6700.4.1.3.5. Decorations Prohibited. Facility Users are not permitted to decorate a District Facility with balloons, glitter, candles, signage and other similar materials without the prior consent of the Site Administrator which may be granted, conditioned or denied in the sole discretion of the Site Administrator. The use of glue, markers, tacks, nails, other similar materials in a District Facility is prohibited.

6700.4.1.3.6. Firearms/Weapons Prohibition. Firearms or other weapons, explosives or dangerous substances are prohibited on District property.

6700.4.2. Required District Personnel On-Site. Opening and closing of a District Facility must be completed only by District personnel. District personnel will be assigned for each use of a District Facility. District personnel are authorized to enforce the terms of the Facility Use Agreement.

6700.4.3. Parking. Facility Use Charges do not include charges for use of District parking lots. All Facility Users parking a vehicle in a District parking must pay the then current parking

charge or display a current valid parking permit. Failure to pay required parking charges will subject the vehicle owner to ticketing and/or towing at the vehicle owner's expense. Use of District parking lots is subject to all parking lot rules and regulations. Users of District parking lots assume all risk of loss, damage or destruction of personal property and waive claims against the District arising out of the loss, damage or destruction of personal property while using a District parking lot.

- 6700.4.4. Event Set-Up/Break-Down. The Facility User is responsible for setting-up and tearing down materials necessary for the event organization use of the District Facility. At or prior to the expiration of the event Break-Down time noted in the Facility Use Agreement, the Facility User shall have completed all break-down activities, removed all event personal property from the District Facility and returned the District Facility to the condition existing prior to start of the event. Failure of the Facility User to complete event Break-Down within the time established in the Facility Use Agreement will subject the Facility User to penalties set forth in the Facility Use Agreement and shall be a basis for rejection of subsequent Facility Use Applications submitted by such a Facility User.
- 6700.4.5. Food and Beverage. Service and consumption of food and beverages in District Facilities is prohibited except as expressly provided in the Facility Use Agreement.

[END OF SECTION]

EXHIBIT A - USER FEES FLOW CHART

WHO IS THE USER?

TIER 1	TIER 2	TIER 3
Education Code §82542(d)(2) No Cost	Education Code §82537(a) & §82542 (a) Allowable Charges: Direct Operational Costs	Education Code §82542 (c): Allowable Charges: Fair Rental Value
(i) Student groups or organizations of Santa Ana College or Santiago Canyon College under the supervision of a District employee (ii) Educational organizations that service District employees i.e., academic senate, classified employee organizations, Association of California Community College Administrators (ACCCA) and Association of Chief Business Officials (ACBO), etc.	Education Code §82537(a) <ul style="list-style-type: none"> • Citizens • Camp Fire Girls, Girl Scout Troops, and Boy Scout Troops • Farmers' organizations • School-community advisory councils • Senior citizens' organizations • Clubs and associations formed for recreational, educational, political, economic, artistic, or moral activities of the public school districts Education Code §82542 (a) <ul style="list-style-type: none"> • Other student clubs and organizations • Fundraising entertainments or meetings where admission fees charged or contributions solicited are expended for the welfare of the students of the district • Parent-teachers' associations • Other public agencies • Organizations, clubs, or associations organized for cultural activities and general character building or welfare purposes, such as folk and square dancing • Organizations providing mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare (American Red Cross) Education Code §82542 (d) <ul style="list-style-type: none"> • Classroom-based programs that operate after school hours, including, but not limited to, after school programs, tutoring programs, or child care programs • Organizations retained by the college or community college district to provide instruction or instructional activities to students during school hours 	<ul style="list-style-type: none"> • All other users not listed in Tier 1 & 2, for example, any religious organizations, neighborhood associations vs. homeowner associations, etc. • Any special events/ceremonies/political events that is not part of a club or association • Ad hoc events

WHAT ARE THE COSTS?

Direct Operational Costs - Education Code §82542(b)	Fair Rental Value - Education Code §82542(f)
<ul style="list-style-type: none"> • Cost of opening and closing the facility, if no college staff are available to open/close facility as part of normal duties • Cost of District staff presence during the organization's use of the facilities, if the governing board determines that the supervision is needed, and if District staff would not otherwise be present as part of normal duties. • Cost of janitorial services, if the services are necessary, and would not have otherwise been performed as part of the janitor's normal duties. • The cost of utilities directly attributable to the organization's use of the facility 	<ul style="list-style-type: none"> • Fair Rental Value means the direct costs to the District, plus the amortized costs of the college facilities or grounds used for the duration of the activity authorized. • Direct costs include: <ul style="list-style-type: none"> - Direct Operational Costs (see details on the left) - The share of the costs for maintenance, repair, restoration, and refurbishment, proportional to the use of the college facilities or grounds by the organization using the college facilities or grounds under this section. For the purposes of this subparagraph, "college facilities" shall be limited to only nonclassroom space, and "grounds" shall include, but not be limited to playing fields, athletic fields, track and field venues, tennis courts, and outdoor basketball courts.

EXHIBIT B - SITE FACILITIES

District Operations Center

Tier 1 (No Cost)	Tier 2 (Direct Operational Costs)	Tier 3 (Fair Rental Value)
<p>(i) Student groups or organizations of Santa Ana College or Santiago Canyon College under the supervision of a District employee</p> <p>(ii) Educational organizations that service District employees i.e., academic senate, classified employee organizations, Association of California Community College Administrators (ACCCA) and Association of Chief Business Officials (ACBO), etc.</p>	<p>Education Code §82537(a)</p> <ul style="list-style-type: none"> • Citizens • Camp Fire Girls, Girl Scout Troops, and Boy Scout Troops • Farmers' organizations • School-community advisory councils • Senior citizens' organizations • Clubs and associations formed for recreational, educational, political, economic, artistic, or moral activities of the public school districts <p>Education Code §82542 (a)</p> <ul style="list-style-type: none"> • Other student clubs and organizations • Fundraising entertainments or meetings where admission fees charged or contributions solicited are expended for the welfare of the students of the district • Parent-teachers' associations • Other public agencies • Organizations, clubs, or associations organized for cultural activities and general character building or welfare purposes, such as folk and square dancing • Organizations providing mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare (American Red Cross) <p>Education Code 82542</p> <ul style="list-style-type: none"> • Classroom-based programs that operate after school hours, including, but not limited to, after school programs, tutoring programs, or child care programs • Organizations retained by the college or community college district to provide instruction or instructional activities to students during school hours 	<p>All other users not listed in Tier 1 & 2, for example, any religious organizations, neighborhood associations vs. homeowner associations, etc.,</p> <ul style="list-style-type: none"> • Any special events/ceremonies/political events that is not part of a club or association; • Ad hoc events

Designated Civic Center	Tier 1 (No Cost)	Tier 2 (Direct Operational Costs)	Tier 3 (Fair Rental Value)	INCLUDED FF&E
Santa Ana Room 103 *DESIGNATED CIVIC CENTER	\$0	\$94/hr	\$97/hr	Chairs (14), Conference Table (1)
CONFERENCE ROOMS	Tier 1 (No Cost)	Tier 2 (Direct Operational Costs)	Tier 3 (Fair Rental Value)	INCLUDED FF&E
Santa Ana Room 103 *DESIGNATED CIVIC CENTER	\$0	\$94/hr	\$97/hr	
Executive Conference Room 114	\$0	\$94/hr	\$99/hr	
Board Room 107	\$0	\$97/hr	\$122/hr	

NOTES:

- 1) Every facility use request will be evaluated on an individual basis for additional costs such as Custodial, Maintenance, Safety Officer(s), Media & Stage Technician, etc.
- 2) All projectors will require interface cable which will be supplied by the user (VGA or HDMI cables)

EXHIBIT B - SITE FACILITIES

Santa Ana College

Tier 1 (No Cost)	Tier 2 (Proportionate Direct Operational Costs)	Tier 3 (Fair Rental Value)
<p>(i) Student groups or organizations of Santa Ana College or Santiago Canyon College under the supervision of a District employee</p> <p>(ii) Educational organizations that service District employees i.e., academic senate, classified employee organizations, Association of California Community College Administrators (ACCCA) and Association of Chief Business Officials (ACBO), etc.</p>	<p><u>Education Code 892537(a)</u></p> <ul style="list-style-type: none"> • Citizens • Camp Fire Girls, Girl Scout Troops, and Boy Scout Troops • Farmers' organizations • School-community advisory councils • Senior citizens' organizations • Clubs and associations formed for recreational, educational, political, economic, artistic, or moral activities of the public school districts <p><u>Education Code 892542 (a)</u></p> <ul style="list-style-type: none"> • Other student clubs and organizations • Fundraising entertainments or meetings where admission fees charged or contributions solicited are expended for the welfare of the students of the district • Parent-teachers' associations • Other public agencies • Organizations, clubs, or associations organized for cultural activities and general character building or welfare purposes, such as folk and square dancing • Organizations providing mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare (American Red Cross) <p><u>Education Code 82542</u></p> <ul style="list-style-type: none"> • Classroom-based programs that operate after school hours, including, but not limited to, after school programs, tutoring programs, or child care programs • Organizations retained by the college or community college district to provide instruction or instructional activities to students during school hours 	<p>All other users not listed in Tier 1 & 2, for example, any religious organizations, neighborhood associations vs. homeowner associations, etc., • Any special events/ceremonies/political events that is not part of a club or association; • Ad hoc events</p>

CLASSROOMS Small - up to 1,000 sf Medium - 1,001 - 1,600 sf Large/Lecture - 1,601 sf and over	Tier 1 (No Cost)	Tier 2 (Direct Operational Costs)	Tier 3 (Fair Rental Value)	INCLUDED FF&E
F-102 (small) DESIGNATED CIVIC CENTER	\$0	\$99/hr	\$107/hr	Student Desks/Chairs (38) Teacher Desk (1) Podium (1) TV Monitor (1)
F-103 (small) DESIGNATED CIVIC CENTER	\$0	\$99/hr	\$107/hr	Student Desks/Chairs (46) Teacher Desk (1) Podium (1) TV Monitor (1)
ATHLETIC FACILITIES	Tier 1 (No Cost)	Tier 2 (Direct Operational Costs)	Tier 3 (Fair Rental Value)	INCLUDED FF&E
Baseball Field	\$0	\$111/hr	\$284/hr	Participants (50) Attendees (400)
Gymnasium (large) – G-105	\$0	\$140/hr	\$290/hr	Participants (6 courts / 24 competitors) Bleachers (2,146 attendees)
Gymnasium (small) – W-107	\$0	\$101/hr	\$159/hr	<u>Badminton</u> Participants (3 courts / 12 competitors) Attendees (0 - no bleacher seating) <u>Volleyball</u> Participants (2 courts / 24 competitors) Attendees (0 - no bleacher seating) <u>Basketball</u> Participants (1 court / 24 competitors) Attendees (0 - no bleacher seating)
Football Field	\$0	\$108/hr	\$216/hr	Participants (125) Bleachers (3,000 attendees)
Soccer Field	\$0	\$110/hr	\$293/hr	Participants (50) Bleachers (500 attendees)
Softball Field	\$0	\$104/hr	\$195/hr	Participants (35) Attendees (250)
Tennis Court	\$0	\$102/Per Court/Per Hour	\$105/Per Court/Per Hour	<u>Tennis</u> Participants (2 courts / 8 competitors) Attendees: (0 - no bleachers) <u>Pickle Ball</u> Participants (8 courts / 32 competitors) Attendees (0 - no bleachers)

Track-Field	\$0	\$104/hr	\$179/hr	Participants (10 teams / 220 competitors) Bleachers (3,000 attendees)
CLASSROOMS Small - up to 1,000 sf Medium - 1,001 - 1,600 sf Large/Lecture - 1,601 sf and over	Tier 1 (No Cost)	Tier 2 (Direct Operational Costs)	Tier 3 (Fair Rental Value)	INCLUDED FF&E
F-102 (small) *DESIGNATED CIVIC CENTER	\$0	\$99/hr	\$107/hr	Teacher Desk (1) Podium (1)
F-103 (small) *DESIGNATED CIVIC CENTER	\$0	\$99/hr	\$107/hr	Teacher Desk (1) Podium (1)
D-102 (small)	\$0	\$99/hr	\$107/hr	Student Desks/Chairs (40) Teacher Desk (1) Podium (1) Projector (1)
D-107 (small)	\$0	\$99/hr	\$107/hr	Student Desks/Chairs (26) Teacher Desk (1) Podium (1) Projector (1)
D-108 (small)	\$0	\$99/hr	\$107/hr	Student Desks/Chairs (31) Teacher Desk (1) Podium (1) Projector (1)
D-109 (small)	\$0	\$99/hr	\$107/hr	Student Desks/Chairs (37) Teacher Desk (1) Podium (1) Projector (1)
D-105 (medium)	\$0	\$99/hr	\$111/hr	Student Desks/Chairs (54) Teacher Desk (1) Podium (1) Projector (1)
D-101 (large/lecture)	\$0	\$99/hr	\$116/hr	Fixed Seating (89) Teacher Desk (1) Podium (1) Projector (1)
THEATER	Tier 1 (No Cost)	Tier 2 (Direct Operational Costs)	Tier 3 (Fair Rental Value)	INCLUDED FF&E
Phillips Hall – P-100	\$0	\$168/hr	\$229/hr	Participants (85) Seats/Attendees (390 seats / 10 wheelchair) Speaker System Projector (1) Projector Screen (1) Podium (1) Wireless Microphones (4) Lapel Microphones (12)
JOHNSON STUDENT CENTER Conference Room (Small - 478 sf) Conference Room (Medium - 1,524 sf) Conference Room (Large - 2,923 sf)	Tier 1 (No Cost)	Tier 2 (Direct Operational Costs)	Tier 3 (Fair Rental Value)	INCLUDED FF&E
JSC-104 (conference room, small)	\$0	\$99/hr	\$104/hr	Table (1) Chairs (12)
JSC-109 (conference room, small)	\$0	\$99/hr	\$104/hr	White Board (1) Projector (1)
JSC-219-1 (conference room, small)	\$0	\$99/hr	\$104/hr	Camera (1) - Used for zoom meetings
JSC-219-2 (conference room, small)	\$0	\$99/hr	\$104/hr	
JSC-219-3 (conference room, small)	\$0	\$99/hr	\$104/hr	
JSC-219-1, 2, & 3 (conference room, medium configuration #1)	\$0	\$132/hr	\$148/hr	Projector, Large (1) Pull Down Projector Screen, Large (1) Projector, Small (3) Whiteboard, Small (3)
JSC-219-4 (conference room, medium configuration #2)	\$0	\$132/hr	\$148/hr	Projector, Large (2) Pull Down Projector Screen, Large (2)
JSC-219-1, 2, 3, & 4 (conference room, large)	\$0	\$165/hr	\$195/hr	Rectangle Tables (54) Round Tables (15) Chairs (265) Projector, Large (3) Pull Down Projector Screen, Large (3) Projector, Small (3) Whiteboard, Small (3)

JSC-220 (banquet staging room)	\$0	\$99/hr	\$105/hr	Icemaker (1) Industrial Coffee Maker, Dual (1) Industrial Size Refrigerator (1) Sinks (5) Food Warmers (2) Moveable Rack, 4 racks (1)
OUTDOOR AREAS	Tier 1 (No Cost)	Tier 2 (Direct Operational Costs)	Tier 3 (Fair Rental Value)	INCLUDED FF&E
Amphitheater	\$0	\$103/hr	\$124/hr	Participants (22) Attendees (95)
Quad Area (any portion of Central Mall)	\$0	\$110/hr	\$194/hr	Participants & Attendees (75)
Phillips Hall Patio	\$0	\$101/hr	\$107/hr	Outdoor Tables (30; 4 seaters) Chairs (120, attached to tables)
Johnson Center Patio	\$0	\$102/hr	\$113/hr	Outdoor Tables (40; 2 seaters) Outdoor Tables (36; 4 seaters) 224 seats in total (attached to tables)
PARKING LOT RENTAL	Tier 1 (No Cost)	Tier 2 (Direct Operational Costs)	Tier 3 (Fair Rental Value)	INCLUDED FF&E
Parking Charge (Weekday)	\$0	\$2.00/per space	\$2.00/per space	N/A
Parking Charge (Weekend)	\$0	\$5.00/per space	\$5.00/per space	N/A
Lot 1 (Capacity 216)	\$0	\$432/Day	\$432/Day	N/A
Lot 6 (Capacity 644)	\$0	\$1,288/Day	\$1,288/Day	N/A
Lot 7 (Capacity 680)	\$0	\$1,360/Day	\$1,360/Day	N/A
Lot 8 (Capacity 528)	\$0	\$1,056/Day	\$1,056/Day	N/A
Lot 9 (Capacity 492) - Currently not available, construction yard	\$0	\$984/Day	\$984/Day	N/A
Lot 12 (Capacity 200)	\$0	\$400/Day	\$400/Day	N/A
Lot 13 (Capacity 49)	\$0	\$98/Day	\$98/Day	N/A

NOTES:

- 1) Every facility use request will be evaluated on an individual basis for additional costs such as Custodial, Maintenance, Safety Officer(s), Media & Stage Technician, etc.
- 2) All projectors will require interface cable which will be supplied by the user (VGA or HDMI cables)

EXHIBIT B - SITE FACILITIES

Centennial Education Center

Tier 1 (No Cost)	Tier 2 (Direct Operational Costs)	Tier 3 (Fair Rental Value)
<p>(i) Student groups or organizations of Santa Ana College or Santiago Canyon College under the supervision of a District employee</p> <p>(ii) Educational organizations that service District employees i.e., academic senate, classified employee organizations, Association of California Community College Administrators (ACCCA) and Association of Chief Business Officials (ACBO), etc.</p>	<p><u>Education Code §82537(a)</u></p> <ul style="list-style-type: none"> • Citizens • Camp Fire Girls, Girl Scout Troops, and Boy Scout Troops • Farmers' organizations • School-community advisory councils • Senior citizens' organizations • Clubs and associations formed for recreational, educational, political, economic, artistic, or moral activities of the public school districts <p><u>Education Code §82542 (a)</u></p> <ul style="list-style-type: none"> • Other student clubs and organizations • Fundraising entertainments or meetings where admission fees charged or contributions solicited are expended for the welfare of the students of the district • Parent-teachers' associations • Other public agencies • Organizations, clubs, or associations organized for cultural activities and general character building or welfare purposes, such as folk and square dancing • Organizations providing mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare (American Red Cross) <p><u>Education Code §2542</u></p> <ul style="list-style-type: none"> • Classroom-based programs that operate after school hours, including, but not limited to, after school programs, tutoring programs, or child care programs • Organizations retained by the college or community college district to provide instruction or instructional activities to students during school hours 	<p>All other users not listed in Tier 1 & 2, for example, any religious organizations, neighborhood associations vs. homeowner associations, etc., • Any special events/ceremonies/political events that is not part of a club or association; • Ad hoc events</p>

Designated Civic Center

CLASSROOMS Small - up to 1,000 sf Medium - 1,001 - 1,600 sf Large/Lecture - 1,601 sf and over	Tier 1 (No Cost)	Tier 2 (Direct Operational Costss)	Tier 3 (Fair Rental Value)	INCLUDED FF&E
F-102 (small) *DESIGNATED CIVIC CENTER	\$0	\$99/hr	\$99/hr	Student Desks/Chairs (33), Teacher Stations (2), Rectangular Tables (8), Rolling Chairs (14)
Quad Area (Participants & Attendees 50)	\$0	\$99/r	\$150/hr	

NOTES:

- 1) Every facility use request will be evaluated on an individual basis for additional costs such as Custodial, Maintenance, Safety Officer(s), Media & Stage Technician, etc.
- 2) All projectors will require interface cable which will be supplied by the user (VGA or HDMI cables)

EXHIBIT B - SITE FACILITIES

Santiago Canyon College

Tier 1 (No Cost)	Tier 2 (Direct Operational Costs)	Tier 3 (Fair Rental Value)
<p>(i) Student groups or organizations of Santa Ana College or Santiago Canyon College under the supervision of a District employee</p> <p>(ii) Educational organizations that service District employees i.e., academic senate, classified employee organizations, Association of California Community College Administrators (ACCCA) and Association of Chief Business Officials (ACBO), etc.</p>	<p>Education Code 882537(a)</p> <ul style="list-style-type: none"> • Citizens • Camp Fire Girls, Girl Scout Troops, and Boy Scout Troops • Farmers' organizations • School-community advisory councils • Senior citizens' organizations • Clubs and associations formed for recreational, educational, political, economic, artistic, or moral activities of the public school districts <p>Education Code 882542 (a)</p> <ul style="list-style-type: none"> • Other student clubs and organizations • Fundraising entertainments or meetings where admission fees charged or contributions solicited are expended for the welfare of the students of the district • Parent-teachers' associations • Other public agencies • Organizations, clubs, or associations organized for cultural activities and general character building or welfare purposes, such as folk and square dancing • Organizations providing mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare (American Red Cross) <p>Education Code 82542</p> <ul style="list-style-type: none"> • Classroom-based programs that operate after school hours, including, but not limited to, after school programs, tutoring programs, or child care programs • Organizations retained by the college or community college district to provide instruction or instructional activities to students during school hours 	<p>All other users not listed in Tier 1 & 2, for example, any religious organizations, neighborhood associations vs. homeowner associations, etc., • Any special events/ceremonies/political events that is not part of a club or association; • Ad hoc events</p>

CLASSROOMS	Tier 1 (No Cost)	Tier 2 (Direct Operational Costs)	Tier 3 (Fair Rental Value)	INCLUDED FF&E
<p>Small - up to 1,000 sf</p> <p>Medium - 1,001 - 1,600 sf</p> <p>Large/Lecture - 1,601 sf and over</p>				
U-87 (small) *DESIGNATED CIVIC CENTER	\$0	\$101/hr	\$117/hr	Student Desks/Chairs (38) Teacher Desk (1) Podium (1) TV Monitor (1)
U-94 (small) *DESIGNATED CIVIC CENTER	\$0	\$101/hr	\$118/hr	Student Desks/Chairs (46) Teacher Desk (1) Podium (1) TV Monitor (1)
ATHLETIC FACILITIES	Tier 1 (No Cost)	Tier 2 (Direct Operational Costs)	Tier 3 (Fair Rental Value)	INCLUDED FF&E
Gymnasium	\$0	\$142/hr	\$310/hr	Participants (150) Bleachers (1,800 attendees)
Dance Room	\$0	\$102/hr	\$118/hr	Capacity (100) No seating Mirrors
Soccer Field - Main	\$0	\$121/hr	\$297/hr	Participants (100) Attendees (200 - no seating available)

Soccer Field - Practice	\$0	\$111/hr	\$186/hr	Participants: 100 Attendees (100 - no seating available)
Pool	\$0	\$143/hr	\$177/hr	Participants (45) Attendees (188) Bleachers
CLASSROOMS Small - up to 1,000 sf Medium - 1,001 - 1,600 sf Large/Lecture - 1,601 sf and over	Tier 1 (No Cost)	Tier 2 (Direct Operational Costs)	Tier 3 (Fair Rental Value)	INCLUDED FF&E
U-87 (small) *DESIGNATED CIVIC CENTER	\$0	\$101/hr	\$117/hr	
U-94 (small) *DESIGNATED CIVIC CENTER	\$0	\$101/hr	\$118/hr	
D-204 (small)	\$0	\$101/hr	\$108/hr	
H-113 (small)	\$0	\$101/hr	\$108/hr	
E-206 (medium)	\$0	\$101/hr	\$116/hr	
D-101 (large/lecture)	\$0	\$102/hr	\$121/hr	
H-106 (XL Lecture)	\$0	\$137/hr	\$186/hr	
PARKING LOT RENTAL	Tier 1 (No Cost)	Tier 2 (Direct Operational Costs)	Tier 3 (Fair Rental Value)	INCLUDED FF&E
Parking Charge (Weekday)	\$0	\$2.00/ Space	\$2.00/ Space	N/A
Parking Charge (Weekend)	\$0	\$5.00/ Space	\$5.00/ Space	N/A
Lot 1 (Capacity 1,000)	\$0	\$2,000.00/Day	\$2,000.00/Day	N/A
Lot 2 (Capacity 739)	\$0	\$1,475.00/Day	\$1,475.00/Day	N/A
Lot 6 (Capacity 269)	\$0	\$538.00/Day	\$538.00/Day	N/A

NOTES:

- 1) Every facility use request will be evaluated on an individual basis for additional costs such as Custodial, Maintenance, Safety Officer(s), Media & Stage Technician, etc.
- 2) All projectors will require interface cable which will be supplied by the user (VGA or HDMI cables)

EXHIBIT B - SITE FACILITIES

ADDITIONAL FF&E FEES	
ADDITIONAL AV EQUIPMENT	Cost
Microphone Wired	\$25 each
Microphone Wireless	\$85 each
Speakers - Small Setup (Single Speaker)	\$50 each
Speakers - Large Setup (3+ Speakers)	\$150 total
Podium with Microphone	\$240 each
Video Conferencing Camera/Projector: OWL Camera	\$57 each
Small Screen Projector Setup	\$150 each
Large Screen Projector Setup	\$200 each
AUX Cords (6 feet)	\$5 each
ADDITIONAL MEETING ROOM FF&E	Cost
Table Rental	\$10 each
Chair Rental	\$2 each
Padded Chair Rental	\$5 each
Extension Cords	\$5 each
ADDITIONAL SPECIALIZED FF&E	Cost
Athletic Exterior Lighting	\$70/hr
Electronic Scoreboard (SAC & SCC Athletic Fields only)	\$50.00 Full Day \$25.00 Half Day
Gym Canvas Floor Covering (SAC & SCC Gyms only)	\$270.00
Vendor Fee (Selling items on Campus)	\$150.00/Day

NOTE: Every facility use request will be evaluated on an individual basis for additional costs such as Custodial, Maintenance, Safety Officer(s), Media & Stage Technician, etc.

NOTE: All projectors will require interface cable which will be supplied by the user (VGA or HDMI cables)

Updated January 2026

EXHIBIT C - PERSONNEL RATES

DISTRICT WIDE CIVIC CENTER PERSONNEL CHARGES	
PERSONNEL TITLES	HOURLY RATE
FACILITIES MANAGER	\$ 111.00
MAINTENANCE SUPERVISOR	\$ 87.00
DIRECTOR PHYSICAL PLANT & FACILITIES	\$ 130.00
ATHLETIC FIELD GROUNDS WORKER	\$ 58.00
ATHLETIC/PE EQUIPMENT ASSISTANT	\$ 49.00
ATHLETICS EQUIPMENT COORDINATOR	\$ 65.00
CUSTODIAN PT	\$ 27.00
CUSTODIAN	\$ 50.00
CUSTODIAN SWING SHIFT	\$ 52.00
SENIOR CUSTODIAN/UTILITY WORKER	\$ 54.00
CUSTODIAN, LEAD	\$ 56.00
DISTRICT SAFETY OFFICER	\$ 58.00
DISTRICT SAFETY OFFICER SENIOR	\$ 69.00
DISTRICT SAFETY OFFICER, INTERMEDIATE	\$ 60.00
ELECTRONIC & COMPUTER TECH.	\$ 69.00
GARDENER / UTILITY WORKER	\$ 56.00
GARDENER, LEAD	\$ 60.00
INSTRUCTIONAL MEDIA PRODUCER	\$ 77.00
LIFEGUARD	\$ 51.00
MAINTENANCE / UTILITY WORKER	\$ 56.00
MAINTENANCE WORKER, LEAD	\$ 73.00
MEDIA SYSTEMS ELECTRONIC TECHNICIAN	\$ 69.00
MEDIA SYSTEMS ELECTRONIC TECHNICIAN, LEAD	\$ 77.00
SKILLED MAINTENANCE WORKER	\$ 62.00
TECHNICAL SPECIALIST I	\$ 69.00
TECHNICAL SPECIALIST II	\$ 77.00
TECHNICAL SPECIALIST III	\$ 86.00
TECHNICAL SPECIALIST IV	\$ 104.00
TECHNOLOGY & PRODUCTION COORDINATOR	\$ 77.00
THEATRE FACILITY TECH	\$ 54.00

NOTE: Charges can be reviewed/updated periodically by the Board. Updated charges will be effective upon approval by the board.

Updated January 2026

EXHIBIT D - SECURITY DEPOSITS

SECURITY DEPOSITS FEE SCHEDULE	
FACILITY TYPE	Security Deposit Fee
Athletic Facility	\$500
Phillips Hall Theater (P-100) - SAC	\$500
Board Room (District Office)	\$250
Johnson Student Center (Conference Room) - SAC	\$250
Classroom (Large) / Lecture Hall	\$200
Classroom (Small or Medium)	\$100
Outdoor Area / Parking Lot	\$100
Santa Ana Room & Executive Conference Room (District Office)	\$100

NOTE: Security deposit fee will be based on the type of facility being used and if applicable.

EXHIBIT E - DEFINITIONS

I. Definitions.

- A. Civic Center Uses. Use of a Site Civic Center by Civic Center Users shall be limited to the uses authorized under Education Code §82537(a): supervised recreational activities, and for meeting and discussing, from time to time, any subjects and questions which pertain to the educational, political, economic, artistic, and moral interests of the citizens of the communities in which they reside. If the allowable uses of a Civic Center under Education Code §82537(a) or the regulations implementing Section 82537 are amended, Administrative Regulation 6700 shall be deemed amended to conform to the such amendments to Section 82537 or regulations implementing Section 82537.
- B. Civic Center Users. Civic Center Users are limited to the Civic Center Users described in Education Code §82537(a): citizens, Camp Fire Girls, Boy Scout troops, farmers' organizations, school-community advisory councils, senior citizens' organizations, clubs, and associations formed for recreational, educational, political, economic, artistic, or moral activities of the District. If the organizations permitted to use Civic Centers for Civic Center Purposes under Education Code §82537(a) are modified by amendment of Section 82537 or by regulations implementing Section 82537, the definition of Civic Center Users under Administrative Regulation 6700 shall be deemed amended to conform to the then current definition or description of Civic Center Users.
- C. Community and Neighborhood Organizations/Associations. Community or neighborhood organizations/associations are unincorporated organizations serving the interests of a geographical area or serving the interests of particular groups of individuals. Community and neighborhood organizations/associations are non-profit organizations only if the community or neighborhood organization/association is determined to be tax exempt under the Internal Revenue Code.
- D. Direct Costs. "Capital Direct Costs" include the estimated costs for maintenance, repair, restoration, and refurbishment of facilities or grounds pursuant to Education Code § 82542. Annual capital direct costs are based on the following for each District Facility:
- The useful life of the District Facility in years from the initial date of occupancy or use ("Facility Useful Life").
- Estimate of expected cost to maintain, repair, restore, or refurbish the District Facility at the end of its useful life; if maintenance, repair, restoration or refurbishment would not be practicable or cost effective, the estimated cost to replace the District Facility can be substituted ("Capital Costs").
- Annual costs are determined by dividing the Capital Costs by the number of years of Useful Life.
- E. District. The District is Rancho Santiago Community College District.

- F. District Administrator. The District Administrator is the District's Assistant Vice-Chancellor, Facility Planning, District Construction & Support Services.
- G. District Facilities. The term "District Facilities" as used in Administrative Regulation 6700 refers collectively to Site Civic Centers and Site Facilities.
- H. District FFE. District FFE are items of furniture, fixtures and equipment owned by the District which are installed or set-up in a Site Facility for routine and regular use of the Site Facility for District purposes. District FFE may be used by a Facility user without additional Facility Use Charge.
- I. District Organizations. District Organizations are: (i) student groups or organizations of Santa Ana College or Santiago Canyon College under the supervision of District employee; or (ii) educational organizations serving District employees i.e., academic senate, classified employee organizations, Association of California Community College Administrators (ACCCA) and Association of Chief Business Officials (ACBO), etc.
- J. Facility Use Agreement. A Facility Use Agreement is the District's standard form of agreement for use of a District Facility.
- K. Fair Market Rental Value. Fair Rental Value is equal to the Operational Direct Costs and Capital Direct Costs of the District Facility plus the amortized costs of the District Facility for the duration of a Facility User's use of the District Facility.
- L. Homeowner Associations. Homeowner associations are membership organizations formed to own and maintain common green areas, streets, and sidewalks and to enforce covenants to preserve the appearance of the development. may be exempt as a social welfare organization if it is operated for the benefit of all the residents of the community. A homeowner association is a non-profit organization only if the homeowner association is determined to be tax exempt under the Internal Revenue Code.
- M. Non-Profit Organizations. Non-profit organizations are organizations organized and operated exclusively for religious, charitable, scientific, testing for public safety, literary, educational, or other specified purposes and that have been determined to be tax exempt under Internal Revenue Code Section 501(c)(3).
- N. Operational Direct Costs. Operational Direct Costs are the annual costs of the following:

Salaries and benefits for all District employee labor or contracted services required to operate, clean, and maintain the District Facility, including without limitation, janitorial services, setup and teardown time, and security.

Supplies required to operate and maintain the District Facility, including District FFE and Additional FFE used by the Facility User.

Utilities required to operate the District Facility, including any District FFE or Additional FFE.

- O. Prorated annual salaries and benefits paid to District employees directly associated with the administration of Operational Direct Cost Facilities Use Charges.
- P. Religious Organizations. Religious organizations and churches are organizations with the following attributes:
- Distinct legal existence
 - Recognized creed and form of worship
 - Definite and distinct ecclesiastical government
 - Formal code of doctrine and discipline
 - Distinct religious history
 - Membership not associated with any other church or denomination
 - Organization of ordained ministers
 - Ordained ministers selected after completing prescribed courses of study
 - Literature of its own
 - Established places of worship
 - Regular congregations
 - Regular religious services
 - Sunday schools for the religious instruction of the young
 - Schools for the preparation of its members
- Q. Site. A Site is real property and improvements on the real property that is owned and/or operated by the District for delivery of higher education services. For purposes of this Exhibit and the Administrative Regulation this Exhibit is incorporated into, the Sites are: Santa Ana College, Santiago Canyon College, District Operations Center and Centennial Education Center.
- R. Site Administrator. The Site Administrator is the District employee at a Site who is responsible for managing use of Site Facilities by the public.
- S. Site Civic Center. A Site Civic Center is/are the facility(ies) designated at a Site as a Site Civic Center under Administrative Regulation 6700.
- T. Site Facilities. Site Facilities are the facilities, improvements or other portions of a Site that are designated under this Administrative Regulation 6700 as being available for use by the general public.

EXHIBIT F – FACILITY USE APPLICATION

I. Facility Use Application

A. Submittal of Facility Use Application. Facility Use Applications must be submitted to the Site Administrator at least forty five (45) days and not more than one hundred twenty (120) days before the requested date for use of a District facility. The foregoing notwithstanding, the Site Administrator may consider approval of a Facility Use Application submitted less than forty five (45) days before the request for use of a District Facility. Facility Use Applications must be submitted within ten (10) days after the applicant has been notified that the requested Facility is available and has been pre-reserved for the applicant. Failure of an applicant to submit the Facility Use Application within ten (10) days after the applicant is notified of the pre-reservation of the requested facility will result in rescission of the pre-reservation and the applicant will be required to re-initiate the facility use request.

B. Applications shall be subject to the following minimum requirements:

- The date/time for use of the District Facility does not conflict with or interfere with District and District Organization uses of the District Facility.
- The organization requesting use of the District Facility can meet the District's insurance requirements for use of the District Facility.
- The nature of the requested use of the District Facility does not violate laws, codes, ordinances, rules, regulations, Board Policies or Administrative Regulations.
- The terms and conditions of the District's Facility Use Agreement are accepted.
- The applicant does not have more than three (3) pending Facility Use Applications or more than three (3) pending reservations for use of District Facilities.

C. Facility Use Application Approval. Site Administrators' approval of Facility Use Applications shall be subject to the following minimum requirements:

- The date/time for use of the District Facility does not conflict with or interfere with District and District Organization uses of the District Facility.
- The organization requesting use of the District Facility can meet the District's insurance requirements for use of the District Facility.
- The nature of the requested use of the District Facility does not violate laws, codes, ordinances, rules, regulations, Board Policies or Administrative Regulations.
- The terms and conditions of the District's Facility Use Agreement are accepted.
- The applicant does not have more than three (3) pending Facility Use Applications or more than three (3) pending reservations for use of District Facilities.

**FACILITY USE AGREEMENT
(CIVIC CENTER ACT)**

This Facility Use Agreement (“Agreement”) is entered into by and between Rancho Santiago Community College District (“Licensor”) and [redacted] (“Licensee”) this [redacted] day of [redacted], 20[redacted].

WHEREAS, Licensor is the fee owner of certain real property upon which the Licensor’s [redacted] (“Site”) is situated.

WHEREAS, improvements at the Site include certain facilities known as [redacted] (“Facility”).

WHEREAS, Licensor is authorized to permit the use of the Facility by Licensee pursuant to the Civic Center Act at Education Code §82537 et seq.

WHEREAS, Licensee submitted a Facility Use Application to Licensee; Licensor has approved the Facility Use Application and authorized Licensee to use the Facility pursuant to the terms of this Agreement; the Facility Use Application is incorporated herein by this reference.

NOW THEREFORE, for good and valuable consideration, the receipt of which is acknowledged by Licensor and Licensee, Licensor and Licensee agree as follows:

1. License of Facility for Licensee Use.
 - 1.1. Facility. Licensor grants a license to Licensee for Licensee’s use of the Facility for the purposes and the License Term set forth herein.
 - 1.2. Licensor FFE. Licensee may use items of Licensor furniture, furnishings and equipment (“Licensor FFE”) that is situated in the Facility during the License Term.
 - 1.3. Additional FFE. If Licensee requested use of additional items of furniture, furniture or equipment owned by Licensor (“Additional FFE”) during Licensee’s use of the Facility, Licensor will arrange for the delivery of such Additional FFE to the Facility at or prior to commencement of the License Term.
2. Licensee Acceptance of Facility. Licensee accepts the Facility, District FFE and Additional FFE, if any, situated in the Facility in the “AS IS” condition of thereof. Licensee acknowledges and agrees Licensor has not made and Licensee, in executing and delivering this Agreement, is not relying upon, any warranties, representations, promises or statements relating to the Facility. By taking possession of the Facility, Licensee is deemed to have agreed that the Facility, Licensor FFE and Additional FFE, if any, are in satisfactory condition and suitable for Licensee’s use of the Facility.
3. License Term. The term of this License (“License Term”) commences on [redacted] at [redacted] and expires on [redacted] at [redacted]. Licensee’s use of the Facility during the License Term shall be as set forth below:

Event Set-Up Start Time	[redacted]
Event Time	[redacted]
Event Break-Down End Time	[redacted]

Licensee will not be permitted access to the Facility before the Event Set-Up Start Time. If Licensee has not vacated the Facility and returned the Facility to the condition existing at the commencement of the License Term at or before the Event Break-Down End Time, Licensee shall be subject to an additional charge in an amount equal to two hundred percent (200%) of the hourly Facility Use Charge and the hourly personnel charge per hour or portion thereof until Licensee has returned the Facility to the condition existing at the commencement of the License Term and Licensee has vacated the Facility (“Extended Use Charge”). Licensee shall make full payment of the Extended Use Charge within thirty (30) days of the date of the District’s billing invoice for Extended Use Charges.

4. Facility Use Charge. The Facility Use Charge for Licensee’s use of the Facility during the License Term is the amount of _____ Dollars (\$ _____). The Facility Use Charge shall be paid in full in advance of the License Term.
5. Security Deposit. If a Security Deposit is required, Licensee shall deliver a Security Deposit to Licensor upon Licensee’s execution of this Agreement. Licensee shall not be permitted use or occupancy of the Facility unless the Security Deposit is paid in full.

- Security Deposit Not Required
- The required Security Deposit is _____ Dollars (\$ _____)

If a Security Deposit is required, the unused portion of the Security Deposit shall be returned to Licensee within forty-five (45) days after expiration of the License Term. Licensor is authorized to retain such portion of the Security Deposit as necessary to cover the fees, charges or costs to repair or replace damage or destruction to the Facility, Licensor FFE or Additional FFE, if any, resulting from Licensee use or occupancy thereof. If the fees, charges or costs to repair or replace damage or destruction to the Facility, Licensor FFE or Additional FFE, if any, exceed the Security Deposit, Licensee shall be liable to Licensor for all fees, charge or costs exceeding the Security Deposit.

6. Facility Use.
- 6.1. Facility Use Purposes. During the License Term, Licensee shall use the Facility solely and exclusively for _____ the following _____ purpose(s): _____ . Licensee shall not use and Licensee shall not permit the use of the Facility for any other purpose.
- 6.2. Licensor FEE and Additional FFE. Use of Licensor FFE and any Additional FFE shall be at the sole risk of Licensee and other users thereof. Licensor FFE and Additional FFE shall only be used for the intended purposes of the Licensor FFE and Additional FFE.
- 6.3. Licensor Computer Equipment; Network. Unless authorized by the Licensor approved Facility Use Application, Licensee and users of the Facility pursuant to this Agreement shall not use any Licensor owned computer or information technology equipment. The foregoing notwithstanding, Licensor and users of the Facility pursuant to this Agreement may, during the Term of this Agreement, access Licensor’s publicly accessible Wi-Fi network for internet access. Licensee and other Facility users use of Licensor’s publicly accessible Wi-Fi network is at the sole risk of Licensee and Facility users and shall be in accordance with the Licensor’s Board Policies and Administrative Regulations governing the use of Licensor network resources. By using Licensor owned computer or information technology equipment, Licensee and Facility users shall be deemed to have released Licensor and the Indemnified Parties from all liabilities, claims, demands, actions, or causes of action for any costs, losses, expenses including without limitation, loss of use, damage or destruction to any property arising out of the use of Licensor owned computer or information technology equipment.
7. Licensee Obligations. During the License Term, Licensee’s use of the Facility shall be in accordance with the following:
- 7.1. Compliance with Laws. Licensee and others using the Facility shall comply: (i) with all applicable laws, ordinances, codes, rules and regulations; and (ii) with all applicable Licensor Board Policies and Administrative Regulations.
- 7.2. No Alterations. Licensee shall not, and shall not permit, any alterations, changes or modifications to the Facility, Licensor FFE or Additional FFE, if any.
- 7.3. Licensee Facility Clean-Up. At expiration of the License Term, Licensee shall vacate the Facility and shall return the Facility to the condition existing at the commencement of the License Term. All property and materials belonging to Licensee shall be removed from the Facility upon expiration of

the License Term. Licensee shall be responsible for all costs, fees or charges to return the Facility to the condition existing at the commencement of the License Term.

- 7.4. Facility Use. Licensee and all users of the Facility shall exercise care in the use of the Facility, Licensor FFE and Additional FFE, if any, and to avoid excessive wear or damage. During the License Term, Licensee shall keep the Facility and adjacent areas of the Site in a clean and orderly condition and to remove all waste materials at the expiration of the License Term.
- 7.5. Facility Decorations. Licensee shall not decorate the Facility with balloons, glitter, candles, signage and other similar materials without the prior consent of Licensor which may be granted, conditioned or denied in the sole discretion of Licensor. Licensee shall not use, or permit the use of, glue, markers, tacks, nails, other similar materials.
- 7.6. Licensee Personal Property. Licensee is solely responsible for loss, theft, damage or destruction of Licensee personal property and the personal property Licensee's employees, agents, guests or attendees. Licensee and Licensee's employees, agents, guests and attendees each assume the risk of any such damage or loss and agree to waive all claims, demands, actions or causes of actions against Licensor for recovery of costs, losses or damages arising out of related in any manner to loss, theft, damage or destruction of personal property.
- 7.7. Assumption of Risk of Personal Injury. In accepting the Facility for Licensee use during the License Term, Licensee and Licensee's employees, agents, guests and attendees assume all risk of damage, injury or other loss arising out of or related to use of the Facility. Licensee and Licensee's employees, agents, guests and attendees waive all claims, demands, actions or causes of actions against Licensee for recovery of costs, losses or damages arising out of related in any manner to personal injuries arising out of or related in any manner to use of the Facility.
- 7.8. No Assignment or Subletting. This Agreement is non-assignable and non-transferable.
- 7.9. Right to Enter. Licensor reserves the right to enter and inspect the Facility at any time for any purpose during the License Term.
- 7.10. Licensee Indemnification.
 - 7.10.1. General. To the fullest extent permitted by law, Licensee shall hold indemnify, defend and hold harmless the Licensor and Licensor's Board of Trustees, individual trustees, employees, officers, directors, volunteers and agents (collectively, the "Indemnified Parties") from and against any and all liability, loss, damage, expense, costs (including without limitation costs, attorneys' fees and costs of litigation), action or cause of action of any nature which arise out of: (i) negligent, grossly negligent or willful conduct of Licensee or Licensee's employees, officers, directors, partners, agents, or representatives; (ii) use of the Facility; or (iii) Licensee failure to comply with any of its obligations under this Agreement. Licensee obligations hereunder: (i) are not limited by availability of insurance coverage or the extent of available insurance coverage; and (ii) shall survive expiration of the License Term, until barred by the applicable Statute of Limitations. It is the intention of the Parties that the Indemnified Parties shall not be liable or in any way responsible for injury, damage, liability, loss or expense of Licensee or any user of the Facility pursuant to this Agreement due to accidents, mishaps, misconduct, negligence or injuries, of any kind type or nature. User expressly assumes full responsibility for any and all damages or injuries which may result to any person or property by reason of or in connection with the use of the Facility pursuant this Agreement.
 - 7.10.2. Intellectual Property Infringement. Licensee shall defend, indemnify and hold harmless the Indemnified Parties from liability, loss, damage, expense, costs (including without limitation costs, attorneys' fees and costs of litigation), action or cause of action of any nature alleging infringement of intellectual property rights of any third party arising out use of the Facility

and/or the Licensor’s computer equipment/computer network.

7.10.3. Computer Equipment Infection. Licensee shall defend, indemnify and hold harmless the Indemnified Parties from liability, loss, damage, expense, costs (including without limitation costs, attorneys’ fees and costs of litigation) action or cause of action of any nature alleging damage to computer equipment and/or computer software as a result of malware introduced to such computer equipment and/or computer software as a result of use of the Licensor’s computer network.

7.11. Licensee Insurance.

7.11.1. Liability Insurance. Licensee shall maintain a policy of commercial general liability insurance covering claims for bodily injury, death, personal injury, and property damage occurring in, upon, or about the Facility and any appurtenances thereto. Policy limits under Licensee’s commercial general liability insurance policy shall be as set forth below:

Per Occurrence	Choose an item.
Aggregate	Choose an item.

The Indemnified Parties shall be additional named insureds under Licensee’s Commercial General Liability Insurance policy and Licensee’s Commercial General Liability Insurance policy shall be primary insurance and any insurance or self-insurance maintained by the Licensor shall be excess of Licensee’s insurance and shall not contribute with it. The Licensee’s Commercial General Liability Insurance policy shall incorporate the insurer’s waiver of its right of subrogation against Licensor for losses paid under the terms of such policy.

7.11.2. Workers Compensation/Employers Liability Insurance. If Licensee employs any employees, Licensee shall maintain workers compensation insurance as required by law which shall include Employer’s Liability Insurance for all employees of Licensee, in accordance with the statutory limits required by law. If a minimum coverage amount under the Employer’s Liability Insurance is not established by law, the minimum coverage amount shall be One Million Dollars (\$1,000,000).

7.11.3. Automobile Insurance. If the Licensee’s commercial general liability does not include coverage for liabilities arising out of use of an owned, leased or rented motor vehicle, Licensee shall maintain a policy of Automobile Liability insurance for all owned, rented or leased motor vehicles used in connection with Licensee’s use or occupancy of the Facility with a combined single limit for bodily injury and property damage of not less than One Million Dollars (\$1,000,000).

7.11.4. Certificates of Insurance. Licensee shall submit to Licensor original certificates and amendatory endorsements effecting insurance coverages required under this Agreement. Notwithstanding execution of this Agreement on behalf of Licensor or Licensee, Licensee shall not be permitted use or occupancy of the Facility until Certificates of Insurance evidencing the policies of insurance required by this Agreement have been submitted to Licensor.

7.12. User Release of Licensor. If indicated below, all persons using the Facility must complete, execute and submit to the Licensee the form of Release, Waiver of Liability, Assumption of Risk and Indemnity/Hold Harmless Agreement (“User Release”) attached to this Agreement as Exhibit 1. Any person who has not completed, executed and submitted to Licensee the form of User Release shall not be permitted to use or occupy the Facility. Licensee is solely responsible for: (i) notifying event participants/attendees of the requirement for executing the User Release as a condition to use or occupancy of the Facility; (ii) securing a completed and executed form of User Release from all persons using or occupying the Facility; and (iii) deliver the executed forms of User Releases to the Licensor within twenty-four (24) hours after expiration of the License Term.

- User Release Not Required
- User Release Required

- 7.13. **Food and Beverages.** Licensee may serve and consume in the Facility the following items: (i) bottled water, soft drinks and pre-packaged individual fruit drinks; and (ii) packaged snacks (i.e., potato chips, candy bars, granola bars, pre-packaged cookies, etc.). Licensee may not serve or consume any other food or beverage item unless specifically approved by the Site Administrator. Service and consumption of food or beverage items in the Facility shall be in accordance with the then current provisions of Administrative Regulation 6700.
- 7.14. **Credit Card Sales; PCI Standards.** If the sale of goods or services in the Facility is authorized by the Licensor approved Facility Use Application and payment for such goods or services is by credit card, Licensee shall be responsible for implementing Payment Card Industry Data Security Standards (“PCI DSS”) so that the processing, storage, or transmission of credit card information occurs in a secure environment.
- 7.15. **Licensor Computer Equipment or Computer Network Infection.** Licensee shall be responsible for all costs, fees, expenses or charges resulting from introduction of malware to Licensor computer equipment and/or Licensor’s computer network resulting from Licensor or Facility users’ use of Licensor Computer Equipment or Computer Network.
- 7.16. **Licensee Supervision.** Licensee shall designate adequately trained personnel to supervise the Facility users in their use of the Facility in accordance with safety standards and the terms of this Agreement. Licensee acknowledges that Licensor has no duty to and will not provide supervision Facility users or Licensee conduct of activities in the Facility.

8. Termination.

- 8.1. **Expiration of the License Term.** Unless earlier terminated pursuant to the terms of this Agreement, this Agreement shall expire as of the expiration of the License Term.
- 8.2. **Termination of Agreement.** Licensor may immediately terminate this Agreement and Licensee’s use of the Facility without liability to Licensee if: (i) Licensee or a user of the Facility violate the terms of this Agreement; or (ii) in the event of an emergency or other unforeseen circumstance which in Licensor’s sole reasonable determination make Licensee’s use of the Facility unfeasible. If this Agreement is terminated pursuant to (i) above, Licensee shall not be entitled to any refund of the Facility Use Charge and Licensee shall remain liable to Licensee for losses, damages or costs arising out of Licensee’s violation of the terms of this Agreement. If this Agreement is terminated pursuant to (ii) above, in the sole discretion of Licensor the Facility Use Charge, or a portion thereof, may be refunded to the Licensee.

9. Miscellaneous.

- 9.1. **Amendments.** This Agreement may not be altered, modified or changed orally. This Agreement may be altered, modified or changed only by an agreement in writing signed by the Party against whom enforcement of any alteration, modification or change is sought.
- 9.2. **Time.** Time is of the essence in the Parties’ performance and completion of their respective obligations hereunder.
- 9.3. **Limitation on Licensor Liability.** No officer, employee, agent or representative of Licensor shall be personally liable to Licensee in the event of default or breach of this Agreement by Licensor. No real or personal property of Licensor or any other asset Licensor shall be subject to lien, levy, execution or other enforcement procedure for satisfaction of lee remedies or collection of any judgment relating to, in connection with, or arising out of this Agreement or Licensor’s default hereunder.

- 9.4. No Licensor Waiver. Receipt or acceptance of the Facility User Charge by Licensor shall not be deemed to be a waiver of any default under the covenants, agreements, terms, provisions and conditions of this Agreement. Failure to insist upon the strict performance of any of the provisions of this Agreement or to exercise any right, remedy or election herein contained or permitted by law shall not constitute or be construed as a waiver or relinquishment for the future of such provision, right, remedy or election, but the same shall continue and remain in full force and effect.
- 9.5. Severability. If any term or provision of this Agreement or the application is determined by a court of competent jurisdiction to be invalid or unenforceable, such term or provision shall be deemed deleted herefrom, but the remainder of this Agreement shall not be affected thereby, and all such other terms and provisions of this Agreement remain valid and subject to enforcement.
- 9.6. Governing Law; Interpretation. This Agreement is governed by and shall be construed and enforced in accordance with the laws of the State of California. This Agreement shall be interpreted and construed as a whole and not strictly for or against Licensee or Licensor.
- 9.7. Successors and Assigns. The covenants, agreements, terms, provisions and conditions of this Agreement shall be binding upon and inure to the benefit of the successors and assigns of Licensor and Licensee.
- 9.8. Counterparts. This Agreement may be executed in counterparts, each of which shall be deemed an original and all of which together shall constitute one and the same instrument.
- 9.9. Entire Agreement. This Agreement, Exhibit 1 (User Release) and the Facility Use Application incorporated herein by reference represent the entire agreement of the Parties with respect to the subject matter hereof.

IN WITNESS HEREOF, Licensor and Licensee have executed this Agreement as of the date set forth above.

“Licensee”

[Redacted Signature]

“Licensor”

Rancho Santiago Community College District

By: _____

By: _____

Title: _____

Title: _____

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
RELEASE, WAIVER OF LIABILITY, ASSUMPTION OF RISK AND
INDEMNITY/HOLD HARMLESS AGREEMENT FOR USE OF DISTRICT FACILITY**

This Release, Waiver of Liability, Assumption of Risk and Indemnity/Hold Harmless Agreement (“User Release”) is in connection with the use of the _____ Facility (“Facility”) by the User pursuant to the terms of a Facility License Use Agreement between Rancho Santiago Community College District (“District”) and _____ (“Licensee”) dated _____ for use of the _____ Facility between the hours of _____ and _____ on _____, 20__.

1. User Assumption of Risk. By executing this User Release, the undersigned acknowledges the inherent risks involved in use of the Facility, which includes without limitation, bodily injury, illness, disease or death. **THE UNDERSIGNED USER ASSUMES ALL RISKS ASSOCIATED WITH USE OF THE FACILITY.**
2. Time and Terms of Use. Use of the Facility and related areas by the undersigned User shall only be during the time permitted under the Facility Use Agreement. Use of the Facility and shall be in accordance with the Facility Use Agreement.
3. User Release of Released Parties. In consideration for the permission to use the Facility, the User releases and agrees not to assert any claim in any forum or in any jurisdiction against the Released Parties (as hereafter defined) for: (i) personal injury or death; (ii) sickness or illness; (iii) loss, theft, damage or destruction of personal property; or (iv) any other loss or damages which arise out of in any manner the use of the Facility.
4. User Indemnity of Indemnified Parties. In consideration for the permission to use the Facility, the User agrees to defend, indemnify and hold harmless the Indemnified Parties from and against and all liabilities, lawsuits, causes of action, claims, losses, judgments, or demands, including reasonable attorneys’ fees and costs, that arise out of the User’s use of the Facility.
5. Released Parties and Indemnified Parties. The Released Parties and the Indemnified Parties are: the District, the District’s Board of Trustees, individual members thereof and employees, officers, agents and representatives of the District.
6. Acknowledgement. I HAVE READ THIS USER RELEASE. I UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND HAVE SIGNED IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT, ASSURANCE, OR GUARANTEE BEING MADE TO ME AND INTEND MY SIGNATURE TO BE A COMPLETE AND UNCONDITIONAL RELEASE OF ALL LIABILITY TO THE GREATEST EXTENT ALLOWED BY LAW.
7. Minor User. If the User is a minor under the age of eighteen (Minor User), this User Release must be executed by a parent or legal guardian of the Minor User. In such event, the parent or legal guardian executing this User Release on behalf of a Minor User acknowledges and agrees to the following:

I am the parent or legal guardian of the Minor User. I have read this User Release and I am signing it freely on behalf of myself and the Minor User. I understand the legal consequences of signing this User Release, including (i) releasing the Released Parties from all liability, (ii) waiving my rights and the Minor User’s rights to sue the Released Parties, and (iii) assuming all risks of the Minor User’s use of the Facility. I permit, allow and consent to the Minor User’s use of the Facility. I understand that I am responsible for the obligations and acts of the Minor User as described in this User Release. I agree to be bound by the terms of this User Release and I agree that the Minor User is bound to the terms of this User Release.

I accept and agree to the terms of this User Release.

If the User is over the age of eighteen, sign below:

User Signature

User Name (Printed or Typed)

Date

If the User is under the age of eighteen (Minor User), the parent or legal guardian of the Minor User must sign below:

Minor User Name

Parent or Legal Guardian Signature

Name of Parent or Legal Guardian (Printed or Typed)

Date

EXHIBIT H LIMITATIONS OF USE

Specific/Special Facility Uses.

- I. Safety and Security. If required by the Site Administrator as part of approval of a Facility Use Application, Facility Users may be required to submit a safety and security plan. The Site Administrator may require revisions to a Facility User's proposed safety and security plan as a condition to approval of a Facility Use Application.

- II. Minors. Persons under the age of eighteen are Minors. Minors are not permitted use of District Facilities without adult supervision and monitoring which must be provided by the Facility User. The District may establish specific adult supervision or monitoring requirements for minors' use of a District Facility as a condition to approving a Facility Use Application. If Minors are present at a District Facility, the Facility User shall designate a minimum of one (1) adult supervisor per fifteen (15) Minors.

- III. College Site Facilities. The following limitations apply to the following Site Facilities, if applicable:

Baseball Field & Softball Field.

- No sunflower seeds on field or in dugouts
- No hitting/swinging on grass (feet must be on dirt)
- Must bring own equipment (softballs, bats, nets, etc.)
- Arrangements must be made with Site Administrator or their facilities employee designee to drag/line field
- Must arrange staffing if scoreboard, microphone, or other Additional FFE is requested (coaches will not be present for rentals)

Dance Room and Gymnasiums.

- Only tennis shoes allowed on gym floor surface
- No black sole shoes or hard sole shoes
- Only bottled water permitted on gym floor
- No food or any type are allowed on gym floor
- No tables, chairs, etc. unless they are provided by the college and have the appropriate rubber protection on legs
- No tape of any kind, not even painters' tape

Soccer Field.

- No access to shed or storage closet behind scoreboard (no use of the college's equipment or ice machine)
- No metal cleats
- No dogs or other animals inside facility/on turf
- No sunflower seeds, peanuts, gum, etc.
- Only bottled water allowed on field
- Spectators and non-game personnel must sit in bleachers

- (no chairs are to be set up on turf sidelines)
- Supervisor should be present to ensure that guidelines are followed (i.e., not just open facility and restrooms)

Pool

- All persons using the pool facilities must sign the User Release.
- Facility Users of the Pool are required to provide Lifeguard services at the costs and expense of the Facility User. Lifeguard services must be provided by American Red Cross or YMCA certified lifeguards. Lifeguard certifications must be submitted to the Site Administrator no later than seven (7) days prior to the date of the Pool facility use. Failure to timely submit Lifeguard certifications may result in cancellation of the Facility Use Agreement and forfeiture of the Facility Use Charge. A minimum of one (1) lifeguard per fifty (50) pool users is required. Persons designated to provide Lifeguard services shall not be assigned, or permitted to engage in, other tasks or activities.
- If renter does not supply their own lifeguard, renter must request the College to supply a lifeguard and give 2 weeks' notice. The fee for the lifeguard will be added to the rental agreement.
- If any Pool user is a Minor, in addition to Lifeguard services, the Facility User shall designate a minimum of one (1) adult supervisor per fifteen (15) Minors.
- Swimmers must not be allowed in the Pool without the certified lifeguard(s) and supervisor(s) present if Pool Users are Minors.
- The pool area must not be left unattended at any time during the event.
- Food and beverages are permitted only on the perimeter of the pool deck. No glass may be used in the pool facility.
- No food may be sold at the event.
- The Facility User is responsible for the set up and cleanup of the Pool and adjacent areas.
- All trash must be disposed of properly.
- No running on Pool deck area.
- No diving into the water at any time or any place
- No abusive or vulgar language
- No horse-play or throwing or pushing people into the water and no horse-play in the water.
- Proper swim attire must be worn in the Pool.

CIVIC CENTER USE OF DISTRICT FACILITIES PROCEDURES AND INSTRUCTIONS

1. District Facilities. Designated District Facilities are available for public use through a Facility Use Agreement. The District Facilities available for public use are described in Attachment B, AR 6700, <https://www.rscdd.edu/Trustees/Documents/ARs/ARs-Chapter%206/AR%206700%20Civic%20Center%20and%20Other%20Facilities%20Use.pdf>
2. Requesting Use of District Facilities. Facilities use requests are processed by the administrative staff at each District Site. The procedure for requesting use of a District Facility is as follows:

Step 1: Pre-Reservation Availability. Contact District staff by email or telephone to confirm availability of the requested District Facility for the date/time of your event. If the requested District Facility is available, you will be notified by email and you will have 10 days after receiving notice of the availability of the District Facility to submit the Facility Use Application. If you do not submit the Facility Use Application within 10 days after notice of availability, the pre-reservation will be cancelled.

Site	Contact Information
Santa Ana College	Norma Castillo Castillo_Norma@sac.edu (714) 564-6227 https://www.sac.edu/AdminServices/Pages/Maintenance-and-Operations.aspx
Santiago Canyon College	Jennifer Karimpour Karimpour_Jennifer@scc.edu (714) 628-4719 https://www.sccollege.edu/Departments/AdministrativeServices/Documents/SCC_Application.pdf
District Operations Center	Heather Collins Collins_Heather@rscdd.edu (714) 480-7510
Centennial Education Center	Nicole Gallegos Gallegos_Nicole@sac.edu (714) 241-5786 https://sac.edu/sce/about/Pages/Facility-Use-Application.aspx

Step 2: Submit Facility Use Application. If the requested facility is available, complete the Facility Use Application which can be found in the links above for each site. ***The Facility Use Application must be submitted with a Certificate of Insurance; the District will not process any Facility Use Application that is not accompanied with a Certificate of Insurance.***

A Certificate of Insurance for your organization's general liability insurance must be submitted with the Facility Use Application. If your organization does not maintain a general liability insurance policy, your organization may obtain a single event policy. If your organization needs to obtain single event insurance coverage, such insurance may be obtained through services such as: <https://tulip.aigrms.com/>, <https://www.2sparta.com/>, and <https://www.onedayevent.com/>. The potential sources for obtaining single event insurance are provided for convenience only. District does not endorse, promote, or recommend any of the potential sources of single event insurance and the District is not affiliated with any of the potential sources of single event insurance. The District is not responsible for any terms or conditions of the general liability policy that may be obtained by any of the potential sources of single event insurance. The Applicant may obtain the required general liability insurance policy from any source independently selected by the Applicant.

Step 3: Facility Use Agreement. If the Facility Use Application is approved, your organization will be issued a Facility Use Agreement. You must sign and return the Facility Use Agreement along with payment for the Facility Use Charge and Security Deposit (if applicable) within 5 days after issuance. If the District does not receive the executed Facility Use Agreement and full

payment of the Facility Use Charge and Security Deposit (if applicable) within 5 days after issuance, approval of the Facility Use Application will be rescinded. Your organization and participants in your event must abide by the terms of the Facility Use Agreement.

Step-by-Step Procedure Summary:

Steps	Duration (Calendar Days)						
<u>Step 1A: User</u> Pre-reservation of the requested facility	1						
<u>Step 1B: Site Admin</u> Confirm Availability of Site and Personnel Email User if it's been approved/rejected		7					
<u>Step 2A: User</u> Submit Facility Use Application and COI			10				
<u>Step 2B: Site Admin</u> Review Facility Use Application and COI Calculate the Facility Use Charge if application is approved Email User if it's been approved/rejected				14			
<u>Step 3A: User</u> Submit Facility Use Agreement, Payment for the Facility Use Charge, and Security Deposit (if applicable)					5		
<u>Step 3B: Site Admin</u> Review Facility Use Agreement, Payment for the Facility Use Charge, and Security Deposit (if applicable)						7	
Total # of Days to Process							44

January 22, 2026
 Rancho Santiago Community College District

**FACILITY USE AGREEMENT
(CIVIC CENTER ACT)**

This Facility Use Agreement (“Agreement”) is entered into by and between Rancho Santiago Community College District (“Licensor”) and [redacted] (“Licensee”) this [redacted] day of [redacted], 20[redacted].

WHEREAS, Licensor is the fee owner of certain real property upon which the Licensor’s [redacted] (“Site”) is situated.

WHEREAS, improvements at the Site include certain facilities known as [redacted] (“Facility”).

WHEREAS, Licensor is authorized to permit the use of the Facility by Licensee pursuant to the Civic Center Act at Education Code §82537 et seq.

WHEREAS, Licensee submitted a Facility Use Application to Licensee; Licensor has approved the Facility Use Application and authorized Licensee to use the Facility pursuant to the terms of this Agreement; the Facility Use Application is incorporated herein by this reference.

NOW THEREFORE, for good and valuable consideration, the receipt of which is acknowledged by Licensor and Licensee, Licensor and Licensee agree as follows:

1. License of Facility for Licensee Use.
 - 1.1. Facility. Licensor grants a license to Licensee for Licensee’s use of the Facility for the purposes and the License Term set forth herein.
 - 1.2. Licensor FFE. Licensee may use items of Licensor furniture, furnishings and equipment (“Licensor FFE”) that is situated in the Facility during the License Term.
 - 1.3. Additional FFE. If Licensee requested use of additional items of furniture, furniture or equipment owned by Licensor (“Additional FFE”) during Licensee’s use of the Facility, Licensor will arrange for the delivery of such Additional FFE to the Facility at or prior to commencement of the License Term.
2. Licensee Acceptance of Facility. Licensee accepts the Facility, District FFE and Additional FFE, if any, situated in the Facility in the “AS IS” condition of thereof. Licensee acknowledges and agrees Licensor has not made and Licensee, in executing and delivering this Agreement, is not relying upon, any warranties, representations, promises or statements relating to the Facility. By taking possession of the Facility, Licensee is deemed to have agreed that the Facility, Licensor FFE and Additional FFE, if any, are in satisfactory condition and suitable for Licensee’s use of the Facility.
3. License Term. The term of this License (“License Term”) commences on [redacted] at [redacted] and expires on [redacted] at [redacted]. Licensee’s use of the Facility during the License Term shall be as set forth below:

Event Set-Up Start Time	[redacted]
Event Time	[redacted]
Event Break-Down End Time	[redacted]

Licensee will not be permitted access to the Facility before the Event Set-Up Start Time. If Licensee has not vacated the Facility and returned the Facility to the condition existing at the commencement of the License Term at or before the Event Break-Down End Time, Licensee shall be subject to an additional charge in an amount equal to two hundred percent (200%) of the hourly Facility Use Charge and the hourly personnel charge per hour or portion thereof until Licensee has returned the Facility to the condition existing at the commencement of the License Term and Licensee has vacated the Facility (“Extended Use Charge”). Licensee shall make full payment of the Extended Use Charge within thirty (30) days of the date of the District’s billing invoice for Extended Use Charges.

4. Facility Use Charge. The Facility Use Charge for Licensee’s use of the Facility during the License Term is the amount of _____ Dollars (\$ _____). The Facility Use Charge shall be paid in full in advance of the License Term.

5. Security Deposit. If a Security Deposit is required, Licensee shall deliver a Security Deposit to Licensor upon Licensee’s execution of this Agreement. Licensee shall not be permitted use or occupancy of the Facility unless the Security Deposit is paid in full.

- Security Deposit Not Required
- The required Security Deposit is _____ Dollars (\$ _____)

If a Security Deposit is required, the unused portion of the Security Deposit shall be returned to Licensee within forty-five (45) days after expiration of the License Term. Licensor is authorized to retain such portion of the Security Deposit as necessary to cover the fees, charges or costs to repair or replace damage or destruction to the Facility, Licensor FFE or Additional FFE, if any, resulting from Licensee use or occupancy thereof. If the fees, charges or costs to repair or replace damage or destruction to the Facility, Licensor FFE or Additional FFE, if any, exceed the Security Deposit, Licensee shall be liable to Licensor for all fees, charge or costs exceeding the Security Deposit.

6. Facility Use.

6.1. Facility Use Purposes. During the License Term, Licensee shall use the Facility solely and exclusively for _____ the _____ following _____ purpose(s): _____ . Licensee shall not use and Licensee shall not permit the use of the Facility for any other purpose.

6.2. Licensor FEE and Additional FFE. Use of Licensor FFE and any Additional FFE shall be at the sole risk of Licensee and other users thereof. Licensor FFE and Additional FFE shall only be used for the intended purposes of the Licensor FFE and Additional FFE.

6.3. Licensor Computer Equipment; Network. Unless authorized by the Licensor approved Facility Use Application, Licensee and users of the Facility pursuant to this Agreement shall not use any Licensor owned computer or information technology equipment. The foregoing notwithstanding, Licensor and users of the Facility pursuant to this Agreement may, during the Term of this Agreement, access Licensor’s publicly accessible Wi-Fi network for internet access. Licensee and other Facility users use of Licensor’s publicly accessible Wi-Fi network is at the sole risk of Licensee and Facility users and shall be in accordance with the Licensor’s Board Policies and Administrative Regulations governing the use of Licensor network resources. By using Licensor owned computer or information technology equipment, Licensee and Facility users shall be deemed to have released Licensor and the Indemnified Parties from all liabilities, claims, demands, actions, or causes of action for any costs, losses, expenses including without limitation, loss of use, damage or destruction to any property arising out of the use of Licensor owned computer or information technology equipment.

7. Licensee Obligations. During the License Term, Licensee’s use of the Facility shall be in accordance with the following:

7.1. Compliance with Laws. Licensee and others using the Facility shall comply: (i) with all applicable laws, ordinances, codes, rules and regulations; and (ii) with all applicable Licensor Board Policies and Administrative Regulations.

7.2. No Alterations. Licensee shall not, and shall not permit, any alterations, changes or modifications to the Facility, Licensor FFE or Additional FFE, if any.

7.3. Licensee Facility Clean-Up. At expiration of the License Term, Licensee shall vacate the Facility and shall return the Facility to the condition existing at the commencement of the License Term. All property and materials belonging to Licensee shall be removed from the Facility upon expiration of

the License Term. Licensee shall be responsible for all costs, fees or charges to return the Facility to the condition existing at the commencement of the License Term.

- 7.4. Facility Use. Licensee and all users of the Facility shall exercise care in the use of the Facility, Licensor FFE and Additional FFE, if any, and to avoid excessive wear or damage. During the License Term, Licensee shall keep the Facility and adjacent areas of the Site in a clean and orderly condition and to remove all waste materials at the expiration of the License Term.
- 7.5. Facility Decorations. Licensee shall not decorate the Facility with balloons, glitter, candles, signage and other similar materials without the prior consent of Licensor which may be granted, conditioned or denied in the sole discretion of Licensor. Licensee shall not use, or permit the use of, glue, markers, tacks, nails, other similar materials.
- 7.6. Licensee Personal Property. Licensee is solely responsible for loss, theft, damage or destruction of Licensee personal property and the personal property Licensee's employees, agents, guests or attendees. Licensee and Licensee's employees, agents, guests and attendees each assume the risk of any such damage or loss and agree to waive all claims, demands, actions or causes of actions against Licensor for recovery of costs, losses or damages arising out of related in any manner to loss, theft, damage or destruction of personal property.
- 7.7. Assumption of Risk of Personal Injury. In accepting the Facility for Licensee use during the License Term, Licensee and Licensee's employees, agents, guests and attendees assume all risk of damage, injury or other loss arising out of or related to use of the Facility. Licensee and Licensee's employees, agents, guests and attendees waive all claims, demands, actions or causes of actions against Licensee for recovery of costs, losses or damages arising out of related in any manner to personal injuries arising out of or related in any manner to use of the Facility.
- 7.8. No Assignment or Subletting. This Agreement is non-assignable and non-transferable.
- 7.9. Right to Enter. Licensor reserves the right to enter and inspect the Facility at any time for any purpose during the License Term.
- 7.10. Licensee Indemnification.
 - 7.10.1. General. To the fullest extent permitted by law, Licensee shall hold indemnify, defend and hold harmless the Licensor and Licensor's Board of Trustees, individual trustees, employees, officers, directors, volunteers and agents (collectively, the "Indemnified Parties") from and against any and all liability, loss, damage, expense, costs (including without limitation costs, attorneys' fees and costs of litigation), action or cause of action of any nature which arise out of: (i) negligent, grossly negligent or willful conduct of Licensee or Licensee's employees, officers, directors, partners, agents, or representatives; (ii) use of the Facility; or (iii) Licensee failure to comply with any of its obligations under this Agreement. Licensee obligations hereunder: (i) are not limited by availability of insurance coverage or the extent of available insurance coverage; and (ii) shall survive expiration of the License Term, until barred by the applicable Statute of Limitations. It is the intention of the Parties that the Indemnified Parties shall not be liable or in any way responsible for injury, damage, liability, loss or expense of Licensee or any user of the Facility pursuant to this Agreement due to accidents, mishaps, misconduct, negligence or injuries, of any kind type or nature. User expressly assumes full responsibility for any and all damages or injuries which may result to any person or property by reason of or in connection with the use of the Facility pursuant this Agreement.
 - 7.10.2. Intellectual Property Infringement. Licensee shall defend, indemnify and hold harmless the Indemnified Parties from liability, loss, damage, expense, costs (including without limitation costs, attorneys' fees and costs of litigation), action or cause of action of any nature alleging infringement of intellectual property rights of any third party arising out use of the Facility

and/or the Licensor’s computer equipment/computer network.

7.10.3. Computer Equipment Infection. Licensee shall defend, indemnify and hold harmless the Indemnified Parties from liability, loss, damage, expense, costs (including without limitation costs, attorneys’ fees and costs of litigation) action or cause of action of any nature alleging damage to computer equipment and/or computer software as a result of malware introduced to such computer equipment and/or computer software as a result of use of the Licensor’s computer network.

7.11. Licensee Insurance.

7.11.1. Liability Insurance. Licensee shall maintain a policy of commercial general liability insurance covering claims for bodily injury, death, personal injury, and property damage occurring in, upon, or about the Facility and any appurtenances thereto. Policy limits under Licensee’s commercial general liability insurance policy shall be as set forth below:

Per Occurrence	Choose an item.
Aggregate	Choose an item.

The Indemnified Parties shall be additional named insureds under Licensee’s Commercial General Liability Insurance policy and Licensee’s Commercial General Liability Insurance policy shall be primary insurance and any insurance or self-insurance maintained by the Licensor shall be excess of Licensee’s insurance and shall not contribute with it. The Licensee’s Commercial General Liability Insurance policy shall incorporate the insurer’s waiver of its right of subrogation against Licensor for losses paid under the terms of such policy.

7.11.2. Workers Compensation/Employers Liability Insurance. If Licensee employs any employees, Licensee shall maintain workers compensation insurance as required by law which shall include Employer’s Liability Insurance for all employees of Licensee, in accordance with the statutory limits required by law. If a minimum coverage amount under the Employer’s Liability Insurance is not established by law, the minimum coverage amount shall be One Million Dollars (\$1,000,000).

7.11.3. Automobile Insurance. If the Licensee’s commercial general liability does not include coverage for liabilities arising out of use of an owned, leased or rented motor vehicle, Licensee shall maintain a policy of Automobile Liability insurance for all owned, rented or leased motor vehicles used in connection with Licensee’s use or occupancy of the Facility with a combined single limit for bodily injury and property damage of not less than One Million Dollars (\$1,000,000).

7.11.4. Certificates of Insurance. Licensee shall submit to Licensor original certificates and amendatory endorsements effecting insurance coverages required under this Agreement. Notwithstanding execution of this Agreement on behalf of Licensor or Licensee, Licensee shall not be permitted use or occupancy of the Facility until Certificates of Insurance evidencing the policies of insurance required by this Agreement have been submitted to Licensor.

7.12. User Release of Licensor. If indicated below, all persons using the Facility must complete, execute and submit to the Licensee the form of Release, Waiver of Liability, Assumption of Risk and Indemnity/Hold Harmless Agreement (“User Release”) attached to this Agreement as Exhibit 1. Any person who has not completed, executed and submitted to Licensee the form of User Release shall not be permitted to use or occupy the Facility. Licensee is solely responsible for: (i) notifying event participants/attendees of the requirement for executing the User Release as a condition to use or occupancy of the Facility; (ii) securing a completed and executed form of User Release from all persons using or occupying the Facility; and (iii) deliver the executed forms of User Releases to the Licensor within twenty-four (24) hours after expiration of the License Term.

- User Release Not Required
- User Release Required

- 7.13. Food and Beverages. Licensee may serve and consume in the Facility the following items: (i) bottled water, soft drinks and pre-packaged individual fruit drinks; and (ii) packaged snacks (i.e., potato chips, candy bars, granola bars, pre-packaged cookies, etc.). Licensee may not serve or consume any other food or beverage item unless specifically approved by the Site Administrator. Service and consumption of food or beverage items in the Facility shall be in accordance with the then current provisions of Administrative Regulation 6700.
- 7.14. Credit Card Sales; PCI Standards. If the sale of goods or services in the Facility is authorized by the Licensor approved Facility Use Application and payment for such goods or services is by credit card, Licensee shall be responsible for implementing Payment Card Industry Data Security Standards (“PCI DSS”) so that the processing, storage, or transmission of credit card information occurs in a secure environment.
- 7.15. Licensor Computer Equipment or Computer Network Infection. Licensee shall be responsible for all costs, fees, expenses or charges resulting from introduction of malware to Licensor computer equipment and/or Licensor’s computer network resulting from Licensor or Facility users’ use of Licensor Computer Equipment or Computer Network.
- 7.16. Licensee Supervision. Licensee shall designate adequately trained personnel to supervise the Facility users in their use of the Facility in accordance with safety standards and the terms of this Agreement. Licensee acknowledges that Licensor has no duty to and will not provide supervision Facility users or Licensee conduct of activities in the Facility.

8. Termination.

- 8.1. Expiration of the License Term. Unless earlier terminated pursuant to the terms of this Agreement, this Agreement shall expire as of the expiration of the License Term.
- 8.2. Termination of Agreement. Licensor may immediately terminate this Agreement and Licensee’s use of the Facility without liability to Licensee if: (i) Licensee or a user of the Facility violate the terms of this Agreement; or (ii) in the event of an emergency or other unforeseen circumstance which in Licensor’s sole reasonable determination make Licensee’s use of the Facility unfeasible. If this Agreement is terminated pursuant to (i) above, Licensee shall not be entitled to any refund of the Facility Use Charge and Licensee shall remain liable to Licensee for losses, damages or costs arising out of Licensee’s violation of the terms of this Agreement. If this Agreement is terminated pursuant to (ii) above, in the sole discretion of Licensor the Facility Use Charge, or a portion thereof, may be refunded to the Licensee.

9. Miscellaneous.

- 9.1. Amendments. This Agreement may not be altered, modified or changed orally. This Agreement may be altered, modified or changed only by an agreement in writing signed by the Party against whom enforcement of any alteration, modification or change is sought.
- 9.2. Time. Time is of the essence in the Parties’ performance and completion of their respective obligations hereunder.
- 9.3. Limitation on Licensor Liability. No officer, employee, agent or representative of Licensor shall be personally liable to Licensee in the event of default or breach of this Agreement by Licensor. No real or personal property of Licensor or any other asset Licensor shall be subject to lien, levy, execution or other enforcement procedure for satisfaction of lee remedies or collection of any judgment relating to, in connection with, or arising out of this Agreement or Licensor’s default hereunder.

- 9.4. No Licensor Waiver. Receipt or acceptance of the Facility User Charge by Licensor shall not be deemed to be a waiver of any default under the covenants, agreements, terms, provisions and conditions of this Agreement. Failure to insist upon the strict performance of any of the provisions of this Agreement or to exercise any right, remedy or election herein contained or permitted by law shall not constitute or be construed as a waiver or relinquishment for the future of such provision, right, remedy or election, but the same shall continue and remain in full force and effect.
- 9.5. Severability. If any term or provision of this Agreement or the application is determined by a court of competent jurisdiction to be invalid or unenforceable, such term or provision shall be deemed deleted herefrom, but the remainder of this Agreement shall not be affected thereby, and all such other terms and provisions of this Agreement remain valid and subject to enforcement.
- 9.6. Governing Law; Interpretation. This Agreement is governed by and shall be construed and enforced in accordance with the laws of the State of California. This Agreement shall be interpreted and construed as a whole and not strictly for or against Licensee or Licensor.
- 9.7. Successors and Assigns. The covenants, agreements, terms, provisions and conditions of this Agreement shall be binding upon and inure to the benefit of the successors and assigns of Licensor and Licensee.
- 9.8. Counterparts. This Agreement may be executed in counterparts, each of which shall be deemed an original and all of which together shall constitute one and the same instrument.
- 9.9. Entire Agreement. This Agreement, Exhibit 1 (User Release) and the Facility Use Application incorporated herein by reference represent the entire agreement of the Parties with respect to the subject matter hereof.

IN WITNESS HEREOF, Licensor and Licensee have executed this Agreement as of the date set forth above.

“Licensee”

[Redacted Signature]

“Licensor”

Rancho Santiago Community College District

By: _____

By: _____

Title: _____

Title: _____

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
RELEASE, WAIVER OF LIABILITY, ASSUMPTION OF RISK AND
INDEMNITY/HOLD HARMLESS AGREEMENT FOR USE OF DISTRICT FACILITY**

This Release, Waiver of Liability, Assumption of Risk and Indemnity/Hold Harmless Agreement (“User Release”) is in connection with the use of the _____ Facility (“Facility”) by the User pursuant to the terms of a Facility License Use Agreement between Rancho Santiago Community College District (“District”) and _____ (“Licensee”) dated _____ for use of the _____ Facility between the hours of _____ and _____ on _____, 20__.

1. User Assumption of Risk. By executing this User Release, the undersigned acknowledges the inherent risks involved in use of the Facility, which includes without limitation, bodily injury, illness, disease or death. **THE UNDERSIGNED USER ASSUMES ALL RISKS ASSOCIATED WITH USE OF THE FACILITY.**
2. Time and Terms of Use. Use of the Facility and related areas by the undersigned User shall only be during the time permitted under the Facility Use Agreement. Use of the Facility and shall be in accordance with the Facility Use Agreement.
3. User Release of Released Parties. In consideration for the permission to use the Facility, the User releases and agrees not to assert any claim in any forum or in any jurisdiction against the Released Parties (as hereafter defined) for: (i) personal injury or death; (ii) sickness or illness; (iii) loss, theft, damage or destruction of personal property; or (iv) any other loss or damages which arise out of in any manner the use of the Facility.
4. User Indemnity of Indemnified Parties. In consideration for the permission to use the Facility, the User agrees to defend, indemnify and hold harmless the Indemnified Parties from and against and all liabilities, lawsuits, causes of action, claims, losses, judgments, or demands, including reasonable attorneys’ fees and costs, that arise out of the User’s use of the Facility.
5. Released Parties and Indemnified Parties. The Released Parties and the Indemnified Parties are: the District, the District’s Board of Trustees, individual members thereof and employees, officers, agents and representatives of the District.
6. Acknowledgement. I HAVE READ THIS USER RELEASE. I UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND HAVE SIGNED IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT, ASSURANCE, OR GUARANTEE BEING MADE TO ME AND INTEND MY SIGNATURE TO BE A COMPLETE AND UNCONDITIONAL RELEASE OF ALL LIABILITY TO THE GREATEST EXTENT ALLOWED BY LAW.
7. Minor User. If the User is a minor under the age of eighteen (Minor User), this User Release must be executed by a parent or legal guardian of the Minor User. In such event, the parent or legal guardian executing this User Release on behalf of a Minor User acknowledges and agrees to the following:

I am the parent or legal guardian of the Minor User. I have read this User Release and I am signing it freely on behalf of myself and the Minor User. I understand the legal consequences of signing this User Release, including (i) releasing the Released Parties from all liability, (ii) waiving my rights and the Minor User’s rights to sue the Released Parties, and (iii) assuming all risks of the Minor User’s use of the Facility. I permit, allow and consent to the Minor User’s use of the Facility. I understand that I am responsible for the obligations and acts of the Minor User as described in this User Release. I agree to be bound by the terms of this User Release and I agree that the Minor User is bound to the terms of this User Release.

I accept and agree to the terms of this User Release.

If the User is over the age of eighteen, sign below:

User Signature

User Name (Printed or Typed)

Date

If the User is under the age of eighteen (Minor User), the parent or legal guardian of the Minor User must sign below:

Minor User Name

Parent or Legal Guardian Signature

Name of Parent or Legal Guardian (Printed or Typed)

Date

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Facility Use Application

District Operations Center

Application Date: _____
(APPLICATION MUST BE SUBMITTED AT LEAST 45 DAYS BEFORE EVENT)

District Operations Center
 Facility Planning, Construction & District Support Services
 2323 North Broadway, Suite 112
 Santa Ana, CA 92706
 Heather Collins
Collins_Heather@rscsd.edu
 (714) 480-7510

APPLICATION INSTRUCTIONS

- 1. Submittal of Application.** Applicant must submit this form to the District Operations Center, Facility Planning, Construction & District Support Services at least forty-five (45) days prior to the date of use to ensure time for processing. Applicant acknowledges that the Applicant's use of the requested facility is contingent upon approval of this Application by the Site Administrator. If this Application is approved, User will be mailed a copy of the Facility Use Agreement.
- 2. Certificate of Insurance.** Review and processing of this Application is subject to the Applicant submitting a Certificate of Insurance evidencing that the Application has obtained a liability insurance policy covering death of persons, injury to persons or property damage/destruction which is issued by an insurer authorized to issue liability insurance policies in the State of California with policy limits of not less than One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) in the aggregate for all non-athletic facilities. If the request is for use of an athletic facility, the policy limits shall be not less than Two Million Dollars (\$2,000,000) per occurrence and Four Million Dollars (\$4,000,000) in the aggregate.
- 3. Applicant Acceptance of Facility.** If this Application is approved, the Applicant acknowledges: (i) the Applicant has independently determined that the Facility requested is suitable for the Event the Applicant plans to conduct at the Facility; (ii) Applicant accepts the Facility in the "as is" condition of the Facility; and (iii) use of the Facility shall be subject to: (a) all applicable provisions of the Rancho Santiago Community College District Board Policies and Administrative Regulations and (b) terms of the Facility Use Agreement.
- 4. Facility Use Agreement.** If this Application is approved, the Applicant must execute the Facility Use Agreement and submit the Facility Use Fee due under the Facility Use Agreement within five business (5) days after notice to the Applicant that this Application has been approved. Failure of the Applicant to return the executed Facility Use Agreement and the Facility Use Fee within five business (5) days after notice of the approval of this Application will result in rescission of the approval of this Application. The form of Facility Use Agreement may be reviewed at: <https://www.sac.edu/AdminServices/Documents/Facility-Forms/SAC%20Electronic%20Facilities%20Use%20Application%202015.pdf>.

1. Applicant & Organization			
YOUR NAME	YOUR TITLE		
ORGANIZATION NAME	ORGANIZATION ADDRESS		
DAYTIME PHONE	CELL PHONE		
EMAIL ADDRESS	ORGANIZATION WEBSITE ADDRESS		
TYPE OF ORGANIZATION			
<input type="checkbox"/> CAMP FIRE GIRLS, GIRL/BOY SCOUT TROOPS	<input type="checkbox"/> ORGANIZATIONS, CLUBS, OR ASSOCIATIONS ORGANIZED FOR CULTURAL ACTIVITIES AND GENERAL CHARACTER BUILDING OR WELFARE PURPOSES, SUCH AS FOLK AND SQUARE DANCING		
<input type="checkbox"/> FARMERS' ORGANIZATION	<input type="checkbox"/> ORGANIZATIONS PROVIDING MASS CARE AND WELFARE SHELTERS DURING DISASTER OR OTHER EMERGENCIES AFFECTING THE PUBLIC HEALTH AND WELFARE (AMERICAN RED CROSS)		
<input type="checkbox"/> SCHOOL COMMUNITY ADVISORY COUNCILS	<input type="checkbox"/> AFTER SCHOOL PROGRAMS, TUTORING PROGRAMS, OR CHILD CARE PROGRAMS		
<input type="checkbox"/> SENIOR CITIZENS' ORGANIZATION	<input type="checkbox"/> ORGANIZATIONS RETAINED BY THE COLLEGE OR COMMUNITY COLLEGE DISTRICT TO PROVIDE INSTRUCTION OR INSTRUCTIONAL ACTIVITIES TO STUDENTS DURING SCHOOL HOURS		
<input type="checkbox"/> CLUBS & ASSOCIATIONS FORMED FOR RECREATIONAL, EDUCATIONAL, POLITICAL, ECONOMIC, ARTISTIC, OR MORAL ACTIVITIES OF THE PUBLIC-SCHOOL DISTRICTS	<input type="checkbox"/> RELIGIOUS ORGANIZATION		
<input type="checkbox"/> STUDENT CLUBS AND ORGANIZATIONS	<input type="checkbox"/> NEIGHBORHOOD ASSOCIATION		
<input type="checkbox"/> FUNDRAISING ENTERTAINMENTS OR MEETINGS WHERE ADMISSION FEES CHARGED OR CONTRIBUTIONS SOLICITED ARE EXPENDED FOR THE WELFARE OF THE STUDENTS OF THE DISTRICT	<input type="checkbox"/> HOMEOWNER ASSOCIATION		
<input type="checkbox"/> PARENT-TEACHERS' ASSOCIATIONS	<input type="checkbox"/> OTHER:		
<input type="checkbox"/> OTHER PUBLIC AGENCIES			
IS YOUR ORGANIZATION NON-PROFIT? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, ENTER IRS NON-PROFIT ID#:		
ORGANIZATION PERSONNEL			
<input type="checkbox"/> EMPLOYEES OF THE ORGANIZATION WILL BE ATTENDING OR PARTICIPATING IN THE EVENT			
<input type="checkbox"/> NO EMPLOYEES OF THE ORGANIZATION WILL BE ATTENDING OR PARTICIPATING IN THE EVENT			
IF EMPLOYEES OF THE ORGANIZATION WILL ATTEND OR PARTICIPATE IN THE EVENT, ATTACH COPY OF THE ORGANIZATION'S WORKERS COMPENSATION INSURANCE CERTIFICATE OF INSURANCE. (THIS APPLICATION WILL NOT BE PROCESSED UNLESS THE WORKERS COMPENSATION CERTIFICATE OF INSURANCE IS ATTACHED)			
2. Facility & Event			
SITE FACILITY REQUESTED:			
EVENT DATE:		DESCRIPTION OF EVENT:	
SETUP START TIME:	EVENT START TIME:	EVENT END TIME:	BREAK-DOWN END TIME:
HOW MANY PARTICIPANTS EXPECTED?	HOW MANY SPECTATORS EXPECTED, IF ANY?	WILL YOU CHARGE ADMISSION OR ASK FOR DONATIONS? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, COMPLETE SECTION 5	IF YES, HOW MUCH PER PERSON?

NAME OF PERSON-IN-CHARGE WHO WILL BE PRESENT AT THE EVENT:	CELL PHONE OF PERSON-IN-CHARGE:
--	---------------------------------

3. Special Setups, Services and Additional FFE

ARE YOU REQUESTING ANY SPECIAL SETUPS OR SERVICES? YES NO **IF NO, SKIP THIS SECTION**

SPECIFY THE NUMBER OF EACH ITEM OF ADDITIONAL FEE REQUESTED (SEE EXHIBIT B):

TABLES _____ CHAIRS _____ PADDED CHAIRS _____ VIDEO CAMERA/PROJECTOR _____ PODIUM _____ PODIUM AND /MICROPHONE _____

MICROPHONE _____ SPEAKERS _____ ELECTRONIC SCOREBOARD _____ GYM CANVAS FLOOR COVERING _____

SPECIFY ANY OTHER SPECIAL SETUP, FURNITURE ARRANGEMENT, ETC. BE SPECIFIC, ATTACH SKETCH IF NECESSARY. SKETCH ATTACHED

4. Insurance and Application Fee

A CERTIFICATE OF INSURANCE CONFORMING TO THE INSURANCE REQUIREMENTS SET FORTH IN PARAGRAPH 3 OF THE APPLICATION INSTRUCTIONS IS ATTACHED:

YES NO

5. Food & Beverage

FOOD OR BEVERAGES TO BE SERVED OR CONSUMED: YES NO (APPROVAL AND ALL CONDITIONS, LIMITATIONS OR RESTRICTIONS ESTABLISHED BY THE SITE ADMINISTRATOR)

IF YES, ANSWER THE FOLLOWING

PRE-PACKAGES FOOD & BEVERAGE ITEMS (I.E. BOTTLED BEVERAGES, POTATO CHIPS, CANDY BARS, GRANOLA BARS, PRE-PACKAGED COOKIES, ETC.)

FOOD/BEVERAGE ITEMS IN ADDITION TO THE ABOVE:

DESCRIBE:

6. Soliciting & Sales

MUST BE COMPLETED FOR ANY SALES OF GOODS OR SERVICES OR FOR ANY TYPE OF SOLICITING. (SOLICITING INCLUDES APPROACHING OR PRESENTING OTHERS WITH A REQUEST OR PLEA, WHETHER ACTIVELY OR PASSIVELY.)

TYPE OF SOLICITATION OR SALES:

POST ANNOUNCEMENTS PETITION SIGNATURES SERVICE SALES PRODUCT SALES

VOTER REGISTRATION CONCESSION STAND EMPLOYMENT RECRUITING OTHER (PLEASE SPECIFY)

PRODUCTS OR SERVICES OFFERED:

WILL ANY SOLICITING OR SALES BE PERFORMED BY ANYONE WHO IS NOT A MEMBER OF YOUR ORGANIZATION? YES NO
IF YES, THE PERSON OR OTHER ORGANIZATION MUST COMPLETE THEIR OWN *FACILITY USE APPLICATION*.

IS THIS SOLICITATION OR SALES IN CONJUNCTION WITH ANOTHER EVENT ON CAMPUS? YES NO
IF YES, WHAT EVENT?

DOES THE APPLICANT HAVE A BUSINESS LICENSE? YES NO
IF YES, ISSUED BY WHAT CITY OR COUNTY? _____ LICENSE NUMBER? _____

APPLICANT AGREES TO ABOVE CONDITIONS:

APPLICANT SIGNATURE	DATE SIGNED
APPLICANT NAME (PRINTED LEGIBLY)	TITLE (PRINTED LEGIBLY)
NAME OF ORGANIZATION	

OFFICE USE ONLY				
PUBLIC SAFETY SERVICES (if applicable) <input type="checkbox"/> APPROVED ___ Initials <input type="checkbox"/> DECLINED ___ Initials	PE & ATHLETICS (if applicable) <input type="checkbox"/> APPROVED ___ Initials <input type="checkbox"/> DECLINED ___ Initials	CUSTODIAL (if applicable) <input type="checkbox"/> APPROVED ___ Initials <input type="checkbox"/> DECLINED ___ Initials	SITE ADMINISTRATOR (if applicable) <input type="checkbox"/> APPROVED ___ Initials <input type="checkbox"/> DECLINED ___ Initials	INFORMATION TECHNOLOGY SERVICES (if applicable) <input type="checkbox"/> APPROVED ___ Initials <input type="checkbox"/> DECLINED ___ Initials
OFFICERS REQUIRED: SPECIAL CONDITIONS OR RESTRICTIONS			ESTIMATED CHARGES	
<input type="checkbox"/> CERTIFICATE OF INSURANCE <input type="checkbox"/> EXEMPT STATUS VERIFIED <input type="checkbox"/> ADD'L INSURED ENDORSEMENT				
APPROVAL SIGNATURE OF SITE ADMINISTRATOR (Assistant Vice Chancellor, Facility Planning, Construction & District Support Services)			DATE SIGNED	

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Facility Use Application

Santa Ana College

Application Date: _____
(APPLICATION MUST BE SUBMITTED AT LEAST 45 DAYS BEFORE EVENT)

Santa Ana College
 Administrative Services
 1530 W 17th St.
 Santa Ana, CA 92706
 Norma Castillo
Castillo_Norma@sac.edu
 (714) 564-6227

APPLICATION INSTRUCTIONS

- 1. Submittal of Application.** Applicant must submit this form to the Santa Ana College Administrative Services Department at least forty-five (45) days prior to the date of use to ensure time for processing. Applicant acknowledges that the Applicant's use of the requested facility is contingent upon approval of this Application by the Site Administrator. If this Application is approved, User will be mailed a copy of the Facility Use Agreement.
- 2. Certificate of Insurance.** Review and processing of this Application is subject to the Applicant submitting a Certificate of Insurance evidencing that the Application has obtained a liability insurance policy covering death of persons, injury to persons or property damage/destruction which is issued by an insurer authorized to issue liability insurance policies in the State of California with policy limits of not less than One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) in the aggregate for all non-athletic facilities. If the request is for use of an athletic facility, the policy limits shall be not less than Two Million Dollars (\$2,000,000) per occurrence and Four Million Dollars (\$4,000,000) in the aggregate.
- 3. Applicant Acceptance of Facility.** If this Application is approved, the Applicant acknowledges: (i) the Applicant has independently determined that the Facility requested is suitable for the Event the Applicant plans to conduct at the Facility; (ii) Applicant accepts the Facility in the "as is" condition of the Facility; and (iii) use of the Facility shall be subject to: (a) all applicable provisions of the Rancho Santiago Community College District Board Policies and Administrative Regulations and (b) terms of the Facility Use Agreement.
- 4. Facility Use Agreement.** If this Application is approved, the Applicant must execute the Facility Use Agreement and submit the Facility Use Fee due under the Facility Use Agreement within five business (5) days after notice to the Applicant that this Application has been approved. Failure of the Applicant to return the executed Facility Use Agreement and the Facility Use Fee within five business (5) days after notice of the approval of this Application will result in rescission of the approval of this Application. The form of Facility Use Agreement may be reviewed at: <https://www.sac.edu/AdminServices/Pages/Maintenance-and-Operations.aspx>.

1. Applicant & Organization	
YOUR NAME	YOUR TITLE
ORGANIZATION NAME	ORGANIZATION ADDRESS
DAYTIME PHONE	CELL PHONE
EMAIL ADDRESS	ORGANIZATION WEBSITE ADDRESS
TYPE OF ORGANIZATION	
<input type="checkbox"/> CAMP FIRE GIRLS, GIRL/BOY SCOUT TROOPS <input type="checkbox"/> FARMERS' ORGANIZATION <input type="checkbox"/> SCHOOL COMMUNITY ADVISORY COUNCILS <input type="checkbox"/> SENIOR CITIZENS' ORGANIZATION <input type="checkbox"/> CLUBS & ASSOCIATIONS FORMED FOR RECREATIONAL, EDUCATIONAL, POLITICAL, ECONOMIC, ARTISTIC, OR MORAL ACTIVITIES OF THE PUBLIC-SCHOOL DISTRICTS <input type="checkbox"/> STUDENT CLUBS AND ORGANIZATIONS <input type="checkbox"/> FUNDRAISING ENTERTAINMENTS OR MEETINGS WHERE ADMISSION FEES CHARGED OR CONTRIBUTIONS SOLICITED ARE EXPENDED FOR THE WELFARE OF THE STUDENTS OF THE DISTRICT <input type="checkbox"/> PARENT-TEACHERS' ASSOCIATIONS <input type="checkbox"/> OTHER PUBLIC AGENCIES	<input type="checkbox"/> ORGANIZATIONS, CLUBS, OR ASSOCIATIONS ORGANIZED FOR CULTURAL ACTIVITIES AND GENERAL CHARACTER BUILDING OR WELFARE PURPOSES, SUCH AS FOLK AND SQUARE DANCING <input type="checkbox"/> ORGANIZATIONS PROVIDING MASS CARE AND WELFARE SHELTERS DURING DISASTER OR OTHER EMERGENCIES AFFECTING THE PUBLIC HEALTH AND WELFARE (AMERICAN RED CROSS) <input type="checkbox"/> AFTER SCHOOL PROGRAMS, TUTORING PROGRAMS, OR CHILD CARE PROGRAMS <input type="checkbox"/> ORGANIZATIONS RETAINED BY THE COLLEGE OR COMMUNITY COLLEGE DISTRICT TO PROVIDE INSTRUCTION OR INSTRUCTIONAL ACTIVITIES TO STUDENTS DURING SCHOOL HOURS <input type="checkbox"/> RELIGIOUS ORGANIZATION <input type="checkbox"/> NEIGHBORHOOD ASSOCIATION <input type="checkbox"/> HOMEOWNER ASSOCIATION <input type="checkbox"/> OTHER:
IS YOUR ORGANIZATION NON-PROFIT? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, ENTER IRS NON-PROFIT ID#: _____
ORGANIZATION PERSONNEL	
<input type="checkbox"/> EMPLOYEES OF THE ORGANIZATION WILL BE ATTENDING OR PARTICIPATING IN THE EVENT <input type="checkbox"/> NO EMPLOYEES OF THE ORGANIZATION WILL BE ATTENDING OR PARTICIPATING IN THE EVENT	
IF EMPLOYEES OF THE ORGANIZATION WILL ATTEND OR PARTICIPATE IN THE EVENT, ATTACH COPY OF THE ORGANIZATION'S WORKERS COMPENSATION INSURANCE CERTIFICATE OF INSURANCE. (THIS APPLICATION WILL NOT BE PROCESSED UNLESS THE WORKERS COMPENSATION CERTIFICATE OF INSURANCE IS ATTACHED)	

2. Facility & Event			
SITE FACILITY REQUESTED: _____			
EVENT DATE:		DESCRIPTION OF EVENT:	
SETUP START TIME:	EVENT START TIME:	EVENT END TIME:	BREAK-DOWN END TIME:
HOW MANY PARTICIPANTS EXPECTED?	HOW MANY SPECTATORS EXPECTED, IF ANY?	WILL YOU CHARGE ADMISSION OR ASK FOR DONATIONS? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, COMPLETE SECTION 5	IF YES, HOW MUCH PER PERSON?

NAME OF PERSON-IN-CHARGE WHO WILL BE PRESENT AT THE EVENT:	CELL PHONE OF PERSON-IN-CHARGE:
--	---------------------------------

3. Special Setups, Services and Additional FFE

ARE YOU REQUESTING ANY SPECIAL SETUPS OR SERVICES? YES NO **IF NO, SKIP THIS SECTION**

SPECIFY THE NUMBER OF EACH ITEM OF ADDITIONAL FEE REQUESTED (SEE EXHIBIT B):

TABLES _____ CHAIRS _____ PADDED CHAIRS _____ VIDEO CAMERA/PROJECTOR _____ PODIUM _____ PODIUM AND /MICROPHONE _____

MICROPHONE _____ SPEAKERS _____ ELECTRONIC SCOREBOARD _____ GYM CANVAS FLOOR COVERING _____

SPECIFY ANY OTHER SPECIAL SETUP, FURNITURE ARRANGEMENT, ETC. BE SPECIFIC, ATTACH SKETCH IF NECESSARY. SKETCH ATTACHED

4. Insurance and Application Fee

A CERTIFICATE OF INSURANCE CONFORMING TO THE INSURANCE REQUIREMENTS SET FORTH IN PARAGRAPH 3 OF THE APPLICATION INSTRUCTIONS IS ATTACHED:

YES NO

5. Food & Beverage

FOOD OR BEVERAGES TO BE SERVED OR CONSUMED: YES NO (APPROVAL AND ALL CONDITIONS, LIMITATIONS OR RESTRICTIONS ESTABLISHED BY THE SITE ADMINISTRATOR)

IF YES, ANSWER THE FOLLOWING

PRE-PACKAGES FOOD & BEVERAGE ITEMS (I.E. BOTTLED BEVERAGES, POTATO CHIPS, CANDY BARS, GRANOLA BARS, PRE-PACKAGED COOKIES, ETC.)

FOOD/BEVERAGE ITEMS IN ADDITION TO THE ABOVE:

DESCRIBE:

6. Soliciting & Sales

MUST BE COMPLETED FOR ANY SALES OF GOODS OR SERVICES OR FOR ANY TYPE OF SOLICITING. (SOLICITING INCLUDES APPROACHING OR PRESENTING OTHERS WITH A REQUEST OR PLEA, WHETHER ACTIVELY OR PASSIVELY.)

TYPE OF SOLICITATION OR SALES:

POST ANNOUNCEMENTS PETITION SIGNATURES SERVICE SALES PRODUCT SALES

VOTER REGISTRATION CONCESSION STAND EMPLOYMENT RECRUITING OTHER (PLEASE SPECIFY)

PRODUCTS OR SERVICES OFFERED:

WILL ANY SOLICITING OR SALES BE PERFORMED BY ANYONE WHO IS NOT A MEMBER OF YOUR ORGANIZATION? YES NO
IF YES, THE PERSON OR OTHER ORGANIZATION MUST COMPLETE THEIR OWN *FACILITY USE APPLICATION*.

IS THIS SOLICITATION OR SALES IN CONJUNCTION WITH ANOTHER EVENT ON CAMPUS? YES NO
IF YES, WHAT EVENT?

DOES THE APPLICANT HAVE A BUSINESS LICENSE? YES NO
IF YES, ISSUED BY WHAT CITY OR COUNTY? _____ LICENSE NUMBER? _____

APPLICANT AGREES TO ABOVE CONDITIONS:

APPLICANT SIGNATURE	DATE SIGNED
APPLICANT NAME (PRINTED LEGIBLY)	TITLE (PRINTED LEGIBLY)
NAME OF ORGANIZATION	

OFFICE USE ONLY				
PUBLIC SAFETY SERVICES (if applicable) <input type="checkbox"/> APPROVED ___ Initials <input type="checkbox"/> DECLINED ___ Initials	PE & ATHLETICS (if applicable) <input type="checkbox"/> APPROVED ___ Initials <input type="checkbox"/> DECLINED ___ Initials	CUSTODIAL (if applicable) <input type="checkbox"/> APPROVED ___ Initials <input type="checkbox"/> DECLINED ___ Initials	SITE ADMINISTRATOR (if applicable) <input type="checkbox"/> APPROVED ___ Initials <input type="checkbox"/> DECLINED ___ Initials	INFORMATION TECHNOLOGY SERVICES (if applicable) <input type="checkbox"/> APPROVED ___ Initials <input type="checkbox"/> DECLINED ___ Initials
OFFICERS REQUIRED: SPECIAL CONDITIONS OR RESTRICTIONS			ESTIMATED CHARGES	
<input type="checkbox"/> CERTIFICATE OF INSURANCE <input type="checkbox"/> EXEMPT STATUS VERIFIED <input type="checkbox"/> ADD'L INSURED ENDORSEMENT				
APPROVAL SIGNATURE OF SITE ADMINISTRATOR (Vice President Administrative Services)			DATE SIGNED	

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Facility Use Application

Centennial Education Center

Application Date: _____
(APPLICATION MUST BE SUBMITTED AT LEAST 45 DAYS BEFORE EVENT)

Centennial Education Center
 Administrative Services
 1530 W 17th St.
 Santa Ana, CA 92706
 Nicole Gallegos
Gallegos_Nicole@sac.edu
 (714) 241-5786

APPLICATION INSTRUCTIONS

- 1. Submittal of Application.** Applicant must submit this form to the Centennial Education Center Administrative Services Department at least forty-five (45) days prior to the date of use to ensure time for processing. Applicant acknowledges that the Applicant's use of the requested facility is contingent upon approval of this Application by the Site Administrator. If this Application is approved, User will be mailed a copy of the Facility Use Agreement.
- 2. Certificate of Insurance.** Review and processing of this Application is subject to the Applicant submitting a Certificate of Insurance evidencing that the Application has obtained a liability insurance policy covering death of persons, injury to persons or property damage/destruction which is issued by an insurer authorized to issue liability insurance policies in the State of California with policy limits of not less than One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) in the aggregate for all non-athletic facilities. If the request is for use of an athletic facility, the policy limits shall be not less than Two Million Dollars (\$2,000,000) per occurrence and Four Million Dollars (\$4,000,000) in the aggregate.
- 3. Applicant Acceptance of Facility.** If this Application is approved, the Applicant acknowledges: (i) the Applicant has independently determined that the Facility requested is suitable for the Event the Applicant plans to conduct at the Facility; (ii) Applicant accepts the Facility in the "as is" condition of the Facility; and (iii) use of the Facility shall be subject to: (a) all applicable provisions of the Rancho Santiago Community College District Board Policies and Administrative Regulations and (b) terms of the Facility Use Agreement.
- 4. Facility Use Agreement.** If this Application is approved, the Applicant must execute the Facility Use Agreement and submit the Facility Use Fee due under the Facility Use Agreement within five business (5) days after notice to the Applicant that this Application has been approved. Failure of the Applicant to return the executed Facility Use Agreement and the Facility Use Fee within five business (5) days after notice of the approval of this Application will result in rescission of the approval of this Application. The form of Facility Use Agreement may be reviewed at: <https://sac.edu/sce/about/Pages/Facility-Use-Application.aspx>.

1. Applicant & Organization	
YOUR NAME	YOUR TITLE
ORGANIZATION NAME	ORGANIZATION ADDRESS
DAYTIME PHONE	CELL PHONE
EMAIL ADDRESS	ORGANIZATION WEBSITE ADDRESS
TYPE OF ORGANIZATION	
<input type="checkbox"/> CAMP FIRE GIRLS, GIRL/BOY SCOUT TROOPS <input type="checkbox"/> FARMERS' ORGANIZATION <input type="checkbox"/> SCHOOL COMMUNITY ADVISORY COUNCILS <input type="checkbox"/> SENIOR CITIZENS' ORGANIZATION <input type="checkbox"/> CLUBS & ASSOCIATIONS FORMED FOR RECREATIONAL, EDUCATIONAL, POLITICAL, ECONOMIC, ARTISTIC, OR MORAL ACTIVITIES OF THE PUBLIC-SCHOOL DISTRICTS <input type="checkbox"/> STUDENT CLUBS AND ORGANIZATIONS <input type="checkbox"/> FUNDRAISING ENTERTAINMENTS OR MEETINGS WHERE ADMISSION FEES CHARGED OR CONTRIBUTIONS SOLICITED ARE EXPENDED FOR THE WELFARE OF THE STUDENTS OF THE DISTRICT <input type="checkbox"/> PARENT-TEACHERS' ASSOCIATIONS <input type="checkbox"/> OTHER PUBLIC AGENCIES	<input type="checkbox"/> ORGANIZATIONS, CLUBS, OR ASSOCIATIONS ORGANIZED FOR CULTURAL ACTIVITIES AND GENERAL CHARACTER BUILDING OR WELFARE PURPOSES, SUCH AS FOLK AND SQUARE DANCING <input type="checkbox"/> ORGANIZATIONS PROVIDING MASS CARE AND WELFARE SHELTERS DURING DISASTER OR OTHER EMERGENCIES AFFECTING THE PUBLIC HEALTH AND WELFARE (AMERICAN RED CROSS) <input type="checkbox"/> AFTER SCHOOL PROGRAMS, TUTORING PROGRAMS, OR CHILD CARE PROGRAMS <input type="checkbox"/> ORGANIZATIONS RETAINED BY THE COLLEGE OR COMMUNITY COLLEGE DISTRICT TO PROVIDE INSTRUCTION OR INSTRUCTIONAL ACTIVITIES TO STUDENTS DURING SCHOOL HOURS <input type="checkbox"/> RELIGIOUS ORGANIZATION <input type="checkbox"/> NEIGHBORHOOD ASSOCIATION <input type="checkbox"/> HOMEOWNER ASSOCIATION <input type="checkbox"/> OTHER:
IS YOUR ORGANIZATION NON-PROFIT? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, ENTER IRS NON-PROFIT ID#:
ORGANIZATION PERSONNEL	
<input type="checkbox"/> EMPLOYEES OF THE ORGANIZATION WILL BE ATTENDING OR PARTICIPATING IN THE EVENT <input type="checkbox"/> NO EMPLOYEES OF THE ORGANIZATION WILL BE ATTENDING OR PARTICIPATING IN THE EVENT IF EMPLOYEES OF THE ORGANIZATION WILL ATTEND OR PARTICIPATE IN THE EVENT, ATTACH COPY OF THE ORGANIZATION'S WORKERS COMPENSATION INSURANCE CERTIFICATE OF INSURANCE. (THIS APPLICATION WILL NOT BE PROCESSED UNLESS THE WORKERS COMPENSATION CERTIFICATE OF INSURANCE IS ATTACHED)	

2. Facility & Event			
SITE FACILITY REQUESTED:			
EVENT DATE:		DESCRIPTION OF EVENT:	
SETUP START TIME:	EVENT START TIME:	EVENT END TIME:	BREAK-DOWN END TIME:
HOW MANY PARTICIPANTS EXPECTED?	HOW MANY SPECTATORS EXPECTED, IF ANY?	WILL YOU CHARGE ADMISSION OR ASK FOR DONATIONS? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, COMPLETE SECTION 5	IF YES, HOW MUCH PER PERSON?

NAME OF PERSON-IN-CHARGE WHO WILL BE PRESENT AT THE EVENT:	CELL PHONE OF PERSON-IN-CHARGE:
--	---------------------------------

3. Special Setups, Services and Additional FFE

ARE YOU REQUESTING ANY SPECIAL SETUPS OR SERVICES? YES NO **IF NO, SKIP THIS SECTION**

SPECIFY THE NUMBER OF EACH ITEM OF ADDITIONAL FEE REQUESTED (SEE EXHIBIT B):

TABLES _____ CHAIRS _____ PADDED CHAIRS _____ VIDEO CAMERA/PROJECTOR _____ PODIUM _____ PODIUM AND /MICROPHONE _____

MICROPHONE _____ SPEAKERS _____

SPECIFY ANY OTHER SPECIAL SETUP, FURNITURE ARRANGEMENT, ETC. BE SPECIFIC, ATTACH SKETCH IF NECESSARY. SKETCH ATTACHED

4. Insurance and Application Fee

A CERTIFICATE OF INSURANCE CONFORMING TO THE INSURANCE REQUIREMENTS SET FORTH IN PARAGRAPH 3 OF THE APPLICATION INSTRUCTIONS IS ATTACHED:

YES NO

5. Food & Beverage

FOOD OR BEVERAGES TO BE SERVED OR CONSUMED: YES NO (APPROVAL AND ALL CONDITIONS, LIMITATIONS OR RESTRICTIONS ESTABLISHED BY THE SITE ADMINISTRATOR)

IF YES, ANSWER THE FOLLOWING

PRE-PACKAGES FOOD & BEVERAGE ITEMS (I.E. BOTTLED BEVERAGES, POTATO CHIPS, CANDY BARS, GRANOLA BARS, PRE-PACKAGED COOKIES, ETC.)

FOOD/BEVERAGE ITEMS IN ADDITION TO THE ABOVE:

DESCRIBE:

6. Soliciting & Sales

MUST BE COMPLETED FOR ANY SALES OF GOODS OR SERVICES OR FOR ANY TYPE OF SOLICITING. (SOLICITING INCLUDES APPROACHING OR PRESENTING OTHERS WITH A REQUEST OR PLEA, WHETHER ACTIVELY OR PASSIVELY.)

TYPE OF SOLICITATION OR SALES:

POST ANNOUNCEMENTS PETITION SIGNATURES SERVICE SALES PRODUCT SALES

VOTER REGISTRATION CONCESSION STAND EMPLOYMENT RECRUITING OTHER (PLEASE SPECIFY)

PRODUCTS OR SERVICES OFFERED:

WILL ANY SOLICITING OR SALES BE PERFORMED BY ANYONE WHO IS NOT A MEMBER OF YOUR ORGANIZATION? YES NO
IF YES, THE PERSON OR OTHER ORGANIZATION MUST COMPLETE THEIR OWN *FACILITY USE APPLICATION*.

IS THIS SOLICITATION OR SALES IN CONJUNCTION WITH ANOTHER EVENT ON CAMPUS? YES NO
IF YES, WHAT EVENT?

DOES THE APPLICANT HAVE A BUSINESS LICENSE? YES NO
IF YES, ISSUED BY WHAT CITY OR COUNTY? _____ LICENSE NUMBER? _____

APPLICANT AGREES TO ABOVE CONDITIONS:

APPLICANT SIGNATURE	DATE SIGNED
APPLICANT NAME (PRINTED LEGIBLY)	TITLE (PRINTED LEGIBLY)
NAME OF ORGANIZATION	

OFFICE USE ONLY				
PUBLIC SAFETY SERVICES (if applicable) <input type="checkbox"/> APPROVED ___ Initials <input type="checkbox"/> DECLINED ___ Initials	PE & ATHLETICS (if applicable) <input type="checkbox"/> APPROVED ___ Initials <input type="checkbox"/> DECLINED ___ Initials	CUSTODIAL (if applicable) <input type="checkbox"/> APPROVED ___ Initials <input type="checkbox"/> DECLINED ___ Initials	SITE ADMINISTRATOR (if applicable) <input type="checkbox"/> APPROVED ___ Initials <input type="checkbox"/> DECLINED ___ Initials	INFORMATION TECHNOLOGY SERVICES (if applicable) <input type="checkbox"/> APPROVED ___ Initials <input type="checkbox"/> DECLINED ___ Initials
OFFICERS REQUIRED: SPECIAL CONDITIONS OR RESTRICTIONS			ESTIMATED CHARGES	
<input type="checkbox"/> CERTIFICATE OF INSURANCE <input type="checkbox"/> EXEMPT STATUS VERIFIED <input type="checkbox"/> ADD'L INSURED ENDORSEMENT				
APPROVAL SIGNATURE OF SITE ADMINISTRATOR (Vice President of Continuing Education)			DATE SIGNED	

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Facility Use Application

Santiago Canyon College

Application Date: _____
(APPLICATION MUST BE SUBMITTED AT LEAST 45 DAYS BEFORE EVENT)

Santiago Canyon College
 Administrative Services
 8045 E. Chapman Avenue
 Orange, CA 92869
 Jennifer Karimpour
 Karimpour_Jennifer@sccollege.edu
 (714) 628-4719

APPLICATION INSTRUCTIONS

1. **Submission of Application.** Applicant must submit this form to the Santiago Canyon College Administrative Services Department at least forty-five (45) days prior to the date of use to ensure time for processing. Applicant acknowledges that the Applicant's use of the requested facility is contingent upon approval of this Application by the Site Administrator. If this Application is approved, User will be mailed a copy of the Facility Use Agreement.
2. **Certificate of Insurance.** Review and processing of this Application is subject to the Applicant submitting a Certificate of Insurance evidencing that the Application has obtained a liability insurance policy covering death of persons, injury to persons or property damage/destruction which is issued by an insurer authorized to issue liability insurance policies in the State of California with policy limits of not less than One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) in the aggregate for all non-athletic facilities. If the request is for use of an athletic facility, the policy limits shall be not less than Two Million Dollars (\$2,000,000) per occurrence and Four Million Dollars (\$4,000,000) in the aggregate.
3. **Applicant Acceptance of Facility.** If this Application is approved, the Applicant acknowledges: (i) the Applicant has independently determined that the Facility requested is suitable for the Event the Applicant plans to conduct at the Facility; (ii) Applicant accepts the Facility in the "as is" condition of the Facility; and (iii) use of the Facility shall be subject to: (a) all applicable provisions of the Rancho Santiago Community College District Board Policies and Administrative Regulations and (b) terms of the Facility Use Agreement.
4. **Facility Use Agreement.** If this Application is approved, the Applicant must execute the Facility Use Agreement and submit the Facility Use Fee due under the Facility Use Agreement within five business (5) days after notice to the Applicant that this Application has been approved. Failure of the Applicant to return the executed Facility Use Agreement and the Facility Use Fee within five business (5) days after notice of the approval of this Application will result in revocation of the approval of this Application. The form of Facility Use Agreement may be reviewed at: <https://www.sccollege.edu/Departments/AdministrativeServices/Pages/default.aspx>.

1. Applicant & Organization	
YOUR NAME	YOUR TITLE
ORGANIZATION NAME	ORGANIZATION ADDRESS
DAYTIME PHONE	CELL PHONE
EMAIL ADDRESS	ORGANIZATION WEBSITE ADDRESS
TYPE OF ORGANIZATION	
<input type="checkbox"/> CAMP FIRE GIRLS, GIRL/BOY SCOUT TROOPS <input type="checkbox"/> FARMERS' ORGANIZATION <input type="checkbox"/> SCHOOL COMMUNITY ADVISORY COUNCILS <input type="checkbox"/> SENIOR CITIZENS' ORGANIZATION <input type="checkbox"/> CLUBS & ASSOCIATIONS FORMED FOR RECREATIONAL, EDUCATIONAL, POLITICAL, ECONOMIC, ARTISTIC, OR MORAL ACTIVITIES OF THE PUBLIC-SCHOOL DISTRICTS <input type="checkbox"/> STUDENT CLUBS AND ORGANIZATIONS <input type="checkbox"/> FUNDRAISING ENTERTAINMENTS OR MEETINGS WHERE ADMISSION FEES CHARGED OR CONTRIBUTIONS SOLICITED ARE EXPENDED FOR THE WELFARE OF THE STUDENTS OF THE DISTRICT <input type="checkbox"/> PARENT-TEACHERS' ASSOCIATIONS <input type="checkbox"/> OTHER PUBLIC AGENCIES	<input type="checkbox"/> ORGANIZATIONS, CLUBS, OR ASSOCIATIONS ORGANIZED FOR CULTURAL ACTIVITIES AND GENERAL CHARACTER BUILDING OR WELFARE PURPOSES, SUCH AS FOLK AND SQUARE DANCING <input type="checkbox"/> ORGANIZATIONS PROVIDING MASS CARE AND WELFARE SHELTERS DURING DISASTER OR OTHER EMERGENCIES AFFECTING THE PUBLIC HEALTH AND WELFARE (AMERICAN RED CROSS) <input type="checkbox"/> AFTER SCHOOL PROGRAMS, TUTORING PROGRAMS, OR CHILD CARE PROGRAMS <input type="checkbox"/> ORGANIZATIONS RETAINED BY THE COLLEGE OR COMMUNITY COLLEGE DISTRICT TO PROVIDE INSTRUCTION OR INSTRUCTIONAL ACTIVITIES TO STUDENTS DURING SCHOOL HOURS <input type="checkbox"/> RELIGIOUS ORGANIZATION <input type="checkbox"/> NEIGHBORHOOD ASSOCIATION <input type="checkbox"/> HOMEOWNER ASSOCIATION <input type="checkbox"/> OTHER:
IS YOUR ORGANIZATION NON-PROFIT? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, ENTER IRS NON-PROFIT ID#:
ORGANIZATION PERSONNEL	
<input type="checkbox"/> EMPLOYEES OF THE ORGANIZATION WILL BE ATTENDING OR PARTICIPATING IN THE EVENT <input type="checkbox"/> NO EMPLOYEES OF THE ORGANIZATION WILL BE ATTENDING OR PARTICIPATING IN THE EVENT IF EMPLOYEES OF THE ORGANIZATION WILL ATTEND OR PARTICIPATE IN THE EVENT, ATTACH COPY OF THE ORGANIZATION'S WORKERS COMPENSATION INSURANCE CERTIFICATE OF INSURANCE. (THIS APPLICATION WILL NOT BE PROCESSED UNLESS THE WORKERS COMPENSATION CERTIFICATE OF INSURANCE IS ATTACHED)	

2. Facility & Event			
SITE FACILITY REQUESTED:			
EVENT DATE:		DESCRIPTION OF EVENT:	
SETUP START TIME:	EVENT START TIME:	EVENT END TIME:	BREAK-DOWN END TIME:
HOW MANY PARTICIPANTS EXPECTED?	HOW MANY SPECTATORS EXPECTED, IF ANY?	WILL YOU CHARGE ADMISSION OR ASK FOR DONATIONS? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, COMPLETE SECTION 5	IF YES, HOW MUCH PER PERSON?

NAME OF PERSON-IN-CHARGE WHO WILL BE PRESENT AT THE EVENT:	CELL PHONE OF PERSON-IN-CHARGE:
--	---------------------------------

3. Special Setups, Services and Additional FFE

ARE YOU REQUESTING ANY SPECIAL SETUPS OR SERVICES? YES NO **IF NO, SKIP THIS SECTION**

SPECIFY THE NUMBER OF EACH ITEM OF ADDITIONAL FEE REQUESTED (SEE EXHIBIT B):

TABLES _____ CHAIRS _____ PADDED CHAIRS _____ VIDEO CAMERA/PROJECTOR _____ PODIUM _____ PODIUM AND /MICROPHONE _____

MICROPHONE _____ SPEAKERS _____ ELECTRONIC SCOREBOARD _____ GYM CANVAS FLOOR COVERING _____

SPECIFY ANY OTHER SPECIAL SETUP, FURNITURE ARRANGEMENT, ETC. BE SPECIFIC, ATTACH SKETCH IF NECESSARY. SKETCH ATTACHED

4. Insurance and Application Fee

A CERTIFICATE OF INSURANCE CONFORMING TO THE INSURANCE REQUIREMENTS SET FORTH IN PARAGRAPH 3 OF THE APPLICATION INSTRUCTIONS IS ATTACHED:

YES NO

5. Food & Beverage

FOOD OR BEVERAGES TO BE SERVED OR CONSUMED: YES NO (APPROVAL AND ALL CONDITIONS, LIMITATIONS OR RESTRICTIONS ESTABLISHED BY THE SITE ADMINISTRATOR)

IF YES, ANSWER THE FOLLOWING

PRE-PACKAGES FOOD & BEVERAGE ITEMS (I.E. BOTTLED BEVERAGES, POTATO CHIPS, CANDY BARS, GRANOLA BARS, PRE-PACKAGED COOKIES, ETC.)

FOOD/BEVERAGE ITEMS IN ADDITION TO THE ABOVE:

DESCRIBE:

6. Soliciting & Sales

MUST BE COMPLETED FOR ANY SALES OF GOODS OR SERVICES OR FOR ANY TYPE OF SOLICITING. (SOLICITING INCLUDES APPROACHING OR PRESENTING OTHERS WITH A REQUEST OR PLEA, WHETHER ACTIVELY OR PASSIVELY.)

TYPE OF SOLICITATION OR SALES:

POST ANNOUNCEMENTS PETITION SIGNATURES SERVICE SALES PRODUCT SALES

VOTER REGISTRATION CONCESSION STAND EMPLOYMENT RECRUITING OTHER (PLEASE SPECIFY)

PRODUCTS OR SERVICES OFFERED:

WILL ANY SOLICITING OR SALES BE PERFORMED BY ANYONE WHO IS NOT A MEMBER OF YOUR ORGANIZATION? YES NO
IF YES, THE PERSON OR OTHER ORGANIZATION MUST COMPLETE THEIR OWN *FACILITY USE APPLICATION*.

IS THIS SOLICITATION OR SALES IN CONJUNCTION WITH ANOTHER EVENT ON CAMPUS? YES NO
IF YES, WHAT EVENT?

DOES THE APPLICANT HAVE A BUSINESS LICENSE? YES NO
IF YES, ISSUED BY WHAT CITY OR COUNTY? _____ LICENSE NUMBER? _____

APPLICANT AGREES TO ABOVE CONDITIONS:

APPLICANT SIGNATURE	DATE SIGNED
APPLICANT NAME (PRINTED LEGIBLY)	TITLE (PRINTED LEGIBLY)
NAME OF ORGANIZATION	

OFFICE USE ONLY				
PUBLIC SAFETY SERVICES (if applicable) <input type="checkbox"/> APPROVED ___ Initials <input type="checkbox"/> DECLINED ___ Initials	PE & ATHLETICS (if applicable) <input type="checkbox"/> APPROVED ___ Initials <input type="checkbox"/> DECLINED ___ Initials	CUSTODIAL (if applicable) <input type="checkbox"/> APPROVED ___ Initials <input type="checkbox"/> DECLINED ___ Initials	SITE ADMINISTRATOR (if applicable) <input type="checkbox"/> APPROVED ___ Initials <input type="checkbox"/> DECLINED ___ Initials	INFORMATION TECHNOLOGY SERVICES (if applicable) <input type="checkbox"/> APPROVED ___ Initials <input type="checkbox"/> DECLINED ___ Initials
OFFICERS REQUIRED: SPECIAL CONDITIONS OR RESTRICTIONS			ESTIMATED CHARGES	
<input type="checkbox"/> CERTIFICATE OF INSURANCE <input type="checkbox"/> EXEMPT STATUS VERIFIED <input type="checkbox"/> ADD'L INSURED ENDORSEMENT				
APPROVAL SIGNATURE OF SITE ADMINISTRATOR (Vice President Administrative Services)			DATE SIGNED	



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Santa Ana College • Santiago Canyon College

**BP/AR 6700 CIVIC CENTER AND OTHER FACILITIES USE
Receipt / Proof of Payment**

Company Name:	<input type="text"/>	Receipt #	<input type="text"/>
Street Address:	<input type="text"/>	Date	<input type="text"/>
City, State, Zip Code:	<input type="text"/>	Payment Type	<input type="text"/>
Phone:	<input type="text"/>	Check #	<input type="text"/>
Email:	<input type="text"/>		

Date of Event	Site (SCC, SAC, etc.)	Location (Classroom, Gym, etc.)	Tier (1, 2, or 3)	Rate	# of Hours	Total
						\$ -
						\$ -
						\$ -
Subtotal						\$ -

Personnel Fees

Date of Event	Description of Fee	Rate	# of Hours	Total
				\$ -
				\$ -
				\$ -
				\$ -
Subtotal				\$ -

Additional Fees

Date of Event	Description of Fee	Rate	# of Hours	Total
				\$ -
				\$ -
				\$ -
				\$ -
Subtotal				\$ -

Grand Total	\$ -
--------------------	-------------

	Amount	Received
Security Deposit	\$ -	<input type="text"/>
Balance Due (Grand Total - Deposit)	\$ -	<input type="text"/>

Date Stamp Received	
<div style="border: 1px solid black; width: 100%; height: 100%;"></div>	
Received by: Name:	<input type="text"/>



SANTA ANA COLLEGE

BP/AR 6700 CIVIC CENTER AND OTHER FACILITIES USE Receipt / Proof of Payment

Company Name:		Receipt #	
Street Address:		Date	
City, State, Zip Code:		Payment Type	
Phone:		Check #	
Email:			

Date of Event	Site (SCC, SAC, etc.)	Location (Classroom, Gym, etc.)	Tier (1, 2, or 3)	Rate	# of Hours	Total
						\$ -
						\$ -
						\$ -
Subtotal						\$ -

Personnel Fees

Date of Event	Description of Fee	Rate	# of Hours	Total
				\$ -
				\$ -
				\$ -
				\$ -
Subtotal				\$ -

Additional Fees

Date of Event	Description of Fee	Rate	# of Hours	Total
				\$ -
				\$ -
				\$ -
				\$ -
Subtotal				\$ -

Grand Total	\$ -
--------------------	-------------

	Amount	Received
Deposit (50% of Grand Total)	\$ -	
Balance Due (Grand Total - Deposit)	\$ -	

Date Stamp Received
Received by: Name: _____



Santiago Canyon College

What happens here matters.

BP/AR 6700 CIVIC CENTER AND OTHER FACILITIES USE Receipt / Proof of Payment

Company Name:

Street Address:

City, State, Zip Code:

Phone:

Email:

Receipt #

Date

Payment Type

Check #

Date of Event	Site (SCC, SAC, etc.)	Location (Classroom, Gym, etc.)	Tier (1, 2, or 3)	Rate	# of Hours	Total
						\$ -
						\$ -
						\$ -
Subtotal						\$ -

Personnel Fees

Date of Event	Description of Fee	Rate	# of Hours	Total
				\$ -
				\$ -
				\$ -
				\$ -
Subtotal				\$ -

Additional Fees

Date of Event	Description of Fee	Rate	# of Hours	Total
				\$ -
				\$ -
				\$ -
				\$ -
Subtotal				\$ -

Grand Total	\$ -
--------------------	-------------

	Amount	Received
Deposit (50% of Grand Total)	\$ -	
Balance Due (Grand Total - Deposit)	\$ -	

Date Stamp Received
Received by: Name: _____

Physical Resources Committee Meeting

Project Update



RANCHO SANTIAGO
C E N T E R
Rancho Santiago Community College District

Facility Planning, Construction & District Support Services

March 4, 2026

Table of Contents

- ▶ Capital Projects
- ▶ Scheduled Maintenance Projects
- ▶ Facility Modification Requests
- ▶ ADA Transition Plan and Blaser Settlement
- ▶ Districtwide Access Control and Key Test Pilot Projects
- ▶ Districtwide Unfunded Projects
- ▶ State Chancellor's Office Deadlines
- ▶ Real Estate and Capital Planning
- ▶ Energy and Sustainability
- ▶ Fire Life Safety



Capital Projects

Current Capital Projects

Russell Hall Replacement (Health Sciences Building)

Santa Ana College

Project Summary:

- ▶ Construction of a new 55,563 square foot Health Sciences Building to include Nursing, Occupational Therapy Assistant, Emergency Medical Technician, Pharmacy Technology, and 20 general classrooms and computer labs. New building will be located south of the existing library and north of the new Science Center
- ▶ Demolition of existing Russell Hall Building

Current Status:

- ▶ Notice of Completion approved by the Board of Trustees on December 11, 2023.
- ▶ The College held a Grand Opening event on January 10, 2024.
- ▶ In close-out.

Budget:

- ▶ \$50.4 million expended (includes demo budget). Working on final close-out report.
- ▶ \$20,729,000 state funded (includes demo budget).



Current Capital Projects

Russell Hall Demolition

Santa Ana College

Project Summary:

- ▶ Demolition of existing Russell Hall Building

Current Status:

- ▶ Notice of Completion was approved by the Board of Trustees on November 13, 2024.
- ▶ The State Chancellor's Office approved additional allocation of funds.
- ▶ In close-out.

Budget:

- ▶ See Russell Hall Replacement project budget



Current Capital Projects

Campus Entrance Improvements

Santa Ana College

Project Summary:

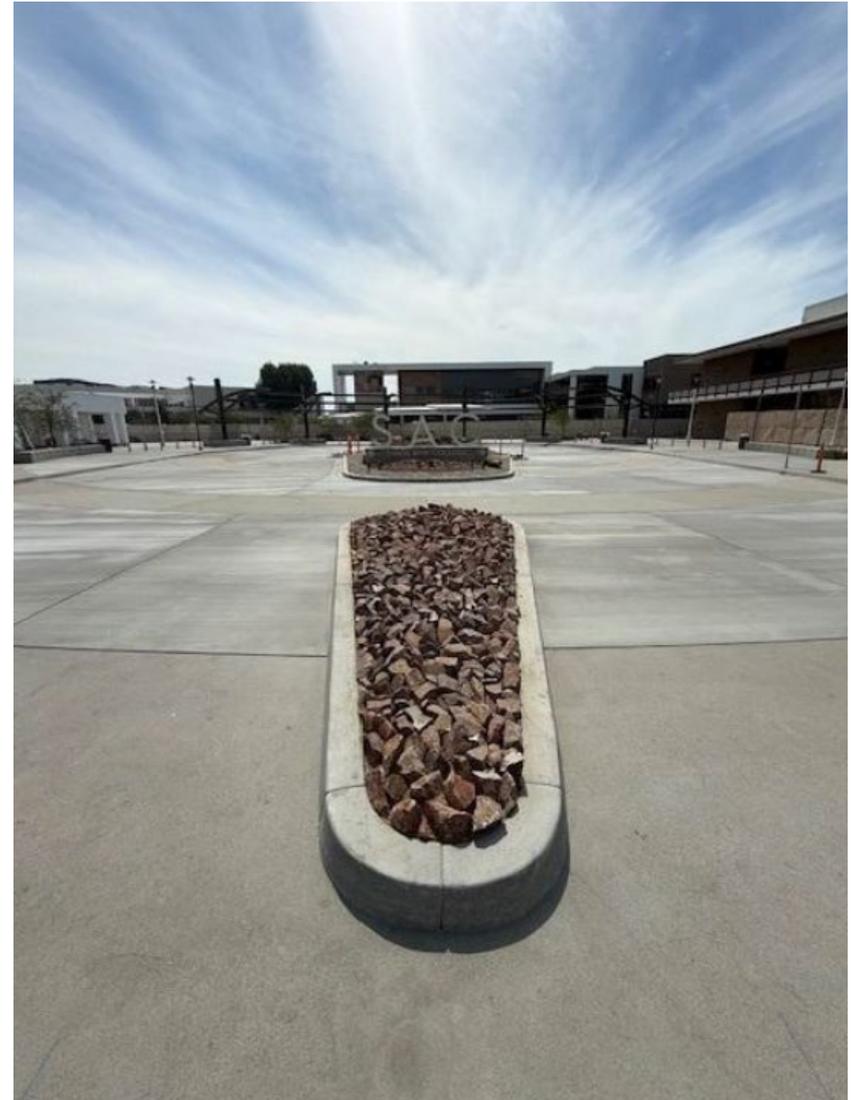
- ▶ Campus Entrance Improvement project Phase 1 is scheduled to start upon completion of Russell Hall Demolition project anticipated October 2024. Project objectives include traffic congestion reduction, improve pedestrian and vehicle circulation, remove accessibility barriers, increase bus/ride-share drop-offs, and improve the campus front entry.
- ▶ In an effort to minimize college impacts and provide flexible construction budget options, project will be phased into three (3) phases.
- ▶ Phase 1: front entry renovations, softscape and hardscape improvements, introduction of a new “hairpin” vehicular turn, shade structure and front entry plaza improvements.
- ▶ Phase 2: Parking Lot # 1 renovations with hardscape and softscape improvements and increased parking stalls counts.
- ▶ Phase 3: Parking Lot # 3 and # 4 renovations with hardscape and softscape improvements, increased parking stall counts, increased drop-off areas, and dedicated ride-sharing areas.
- ▶ All phases will improve traffic and pedestrian circulation & safety and remove accessibility barriers.

Current Status:

- ▶ College held a grand opening on 01/14/26.
- ▶ Entrance opened to pedestrians and vehicular traffic.
- ▶ In close-out.

Budget:

- ▶ \$5.5 million



Current Capital Projects Santa Ana College

Project	Status	Estimated Budget
DW ITS Center Reconfiguration	Pending DSA approval.	\$3,999,000
Building K Hazmat	Construction Phase.	\$46,000

Current Capital Projects

Centennial Education Center Redevelopment

Project Summary:

- ▶ The Centennial Education Center (CEC) was built in 1980.
- ▶ Located at 2900 W. Edinger Avenue in the City of Santa Ana.
- ▶ 80-year lease with City of Santa Ana, May 8, 2020 - June 3, 2101 (supersedes prior agreement from 1979).
- ▶ New lease requires significant improvements.
- ▶ The existing campus comprises seven modular buildings of approximately 48,157 GSF and is currently located within a leased site boundary of approximately 109,000 SF in Centennial Park.
- ▶ The CEC Replacement project is a phased replacement of campus facilities. Phase 1 includes Bldg. B replacement, new culinary instructional kitchen (Bldg. E partial remodel), and various site improvements and renovations to support the new facilities.



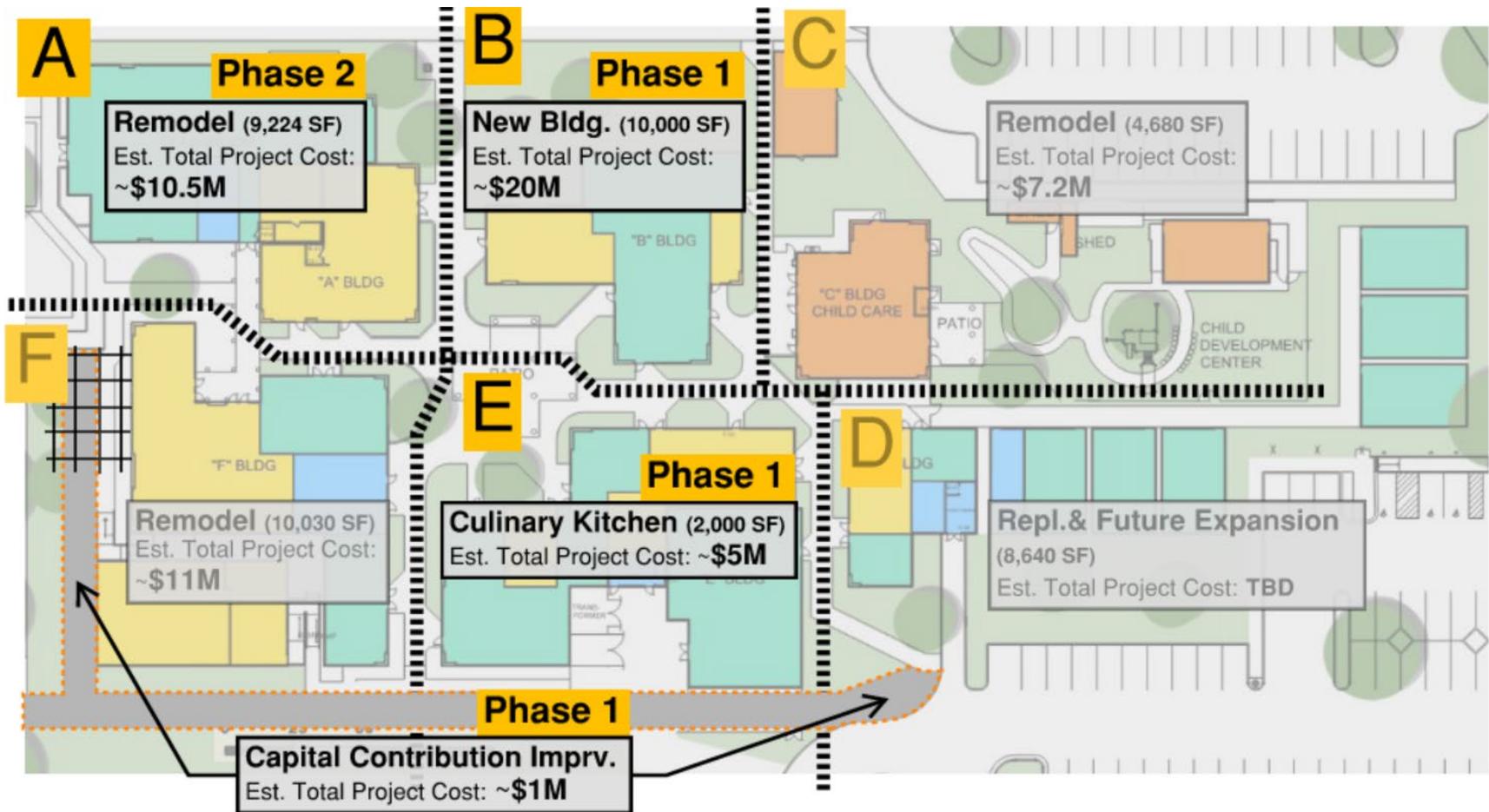
Current Capital Projects

Existing Centennial Education Center Site



Current Capital Projects

Centennial Education Center Phasing Plan



Current Capital Projects

Centennial Education Center Phase 1

Building B Replacement

Project Summary:

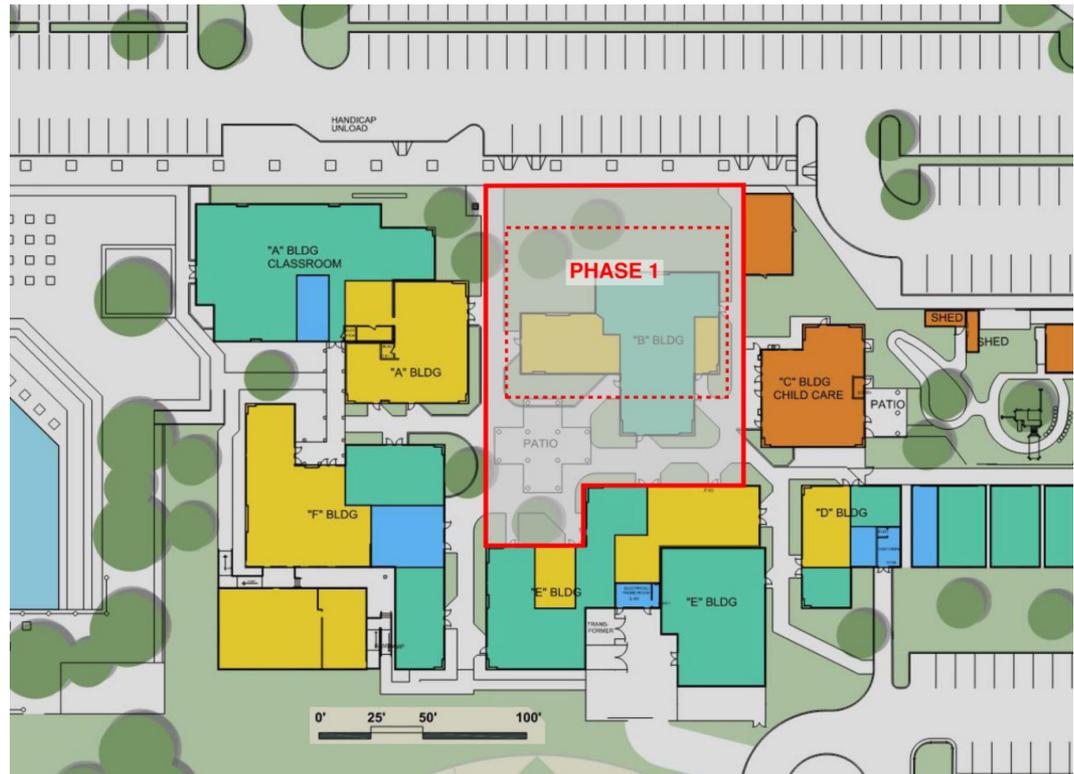
- ▶ Demolish existing Building B
- ▶ New permanent Administrative/Student Services building (~10,000 SF)
- ▶ New courtyard/exterior site improvements

Current Status:

- ▶ Schematic Design

Budget:

- ▶ \$20 Million



Current Capital Projects

Centennial Education Center Phase 1

Culinary Kitchen (Building E)

Project Summary:

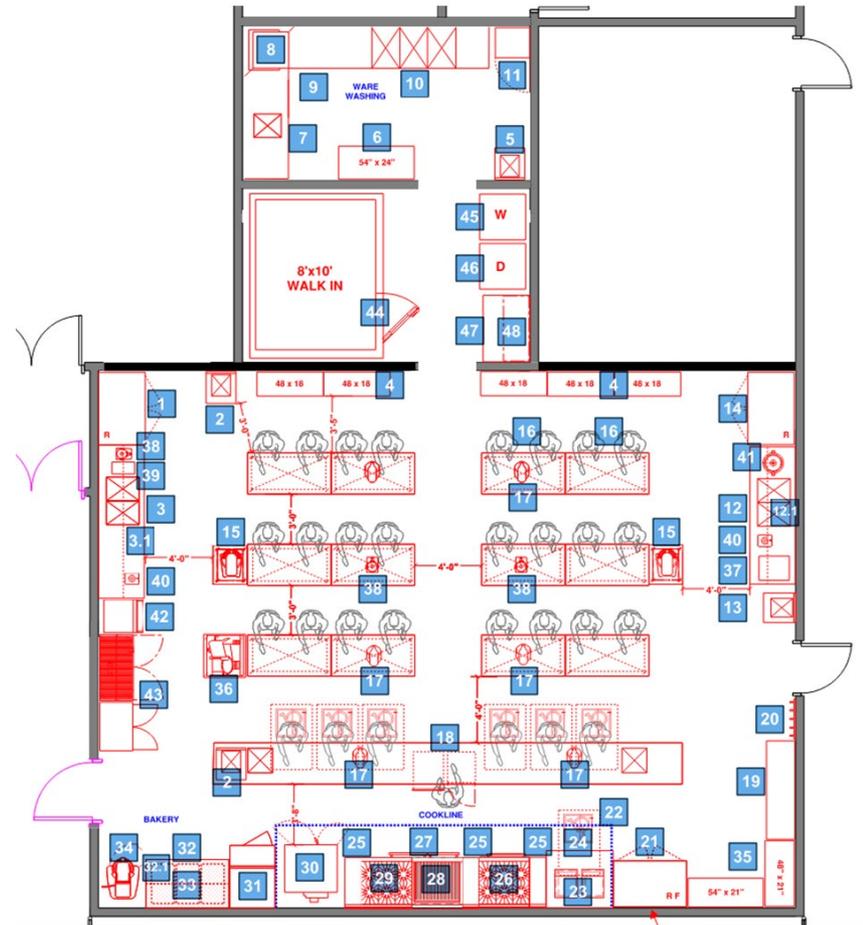
- ▶ Remodel Portion of Bldg. E ~1,500 SF
- ▶ ~1,351 SF laboratory/classroom
- ▶ ~145 SF ware-washing area
- ▶ Exterior site/utility improvements
- ▶ Function as classroom/laboratory

Current Status:

- ▶ Schematic Design

Budget:

- ▶ \$5 Million



Kitchen Preliminary Study

Current Capital Projects

Centennial Education Center Phase 1

Capital Contribution Improvements

Project Summary:

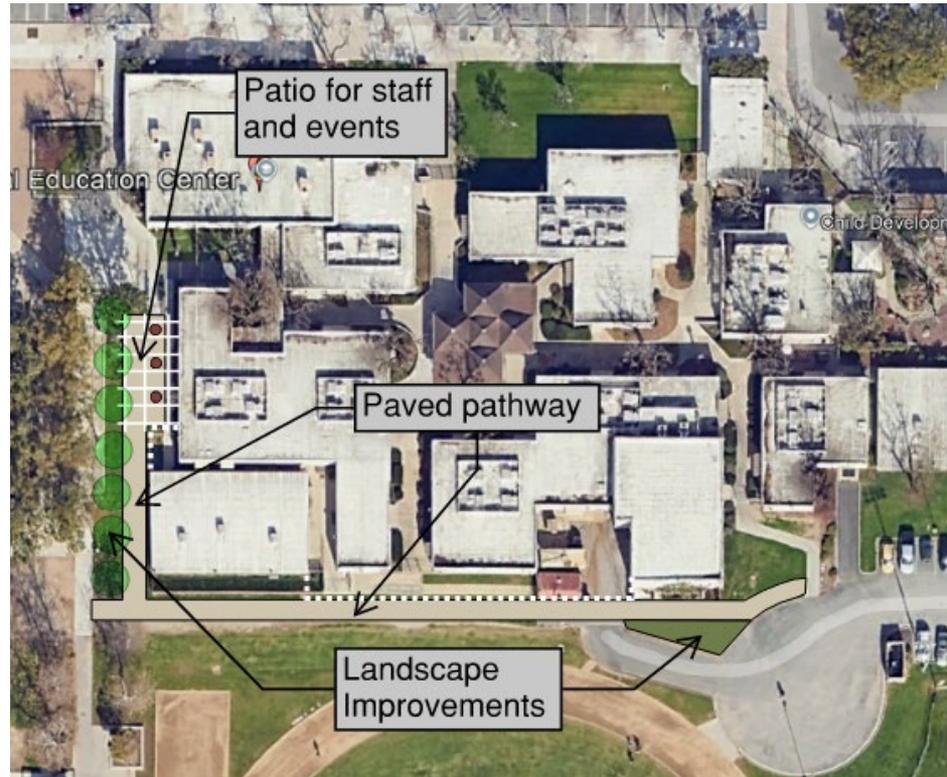
- ▶ One-time Capital Contribution to Centennial Park (\$1M)
- ▶ Ground lease - May 8, 2020, w/ City of Santa Ana - Improvements shall be agreed upon by both parties.
- ▶ Potential improvements to be adjacent to lease boundary:
 - ▶ Concrete pathway
 - ▶ Exterior lighting
 - ▶ Landscape improvements
 - ▶ Outdoor area for events/gatherings

Current Status:

- ▶ Schematic Design

Budget:

- ▶ \$1 Million



Current Capital Projects

Orange Education Center Site Remediation

Project Summary:

- ▶ While undertaking a redevelopment design option to upgrade building to meet DSA building code standards, underground soil vapor contamination was discovered. Historical data revealed existing building resided on a site that was previously used for industrial business use.
- ▶ As a result of newer environmental regulations and to meet Orange County Health Department requirements for commercial clean-up standards, building was demolished March 2020 in order to clean up soil vapors on the property.
- ▶ The District and College are proceeding with the development of the 'non-impacted' area of the site with portables.

Current Status:

- ▶ On-going site remediation is underway.
- ▶ 2025 Q4 progress report was submitted for OCHCA review.

Budget: Under Review

\$25 million remaining in Budget

- ▶ Incurring ongoing remediation and interim housing lease costs



Current Capital Projects

Orange Education Center Portables Phase 1 & 2

Project Summary:

- ▶ The project is located at Orange Education Center (OEC), located at 1465 North Batavia St. in the city of Orange. OEC is seeking to relocate their Chapman and Main programs to the Batavia site. This project will provide the design, permitting and construction to provide portable classrooms and office spaces for the OEC program.

Current Status:

- ▶ Parking study underway
- ▶ Meetings with Orange County Health Care Agency and Division of State Architect
- ▶ Working with architect and user group on site plan layout and scopes of work
- ▶ California Environmental Quality Act (CEQA) consultant hired
- ▶ Townhall meetings occurred on 2/11/26 and 2/12/26
- ▶ Furniture and equipment assessment of existing locations
- ▶ Coordination with ITS department and engineers
- ▶ Working with portable manufacturer
- ▶ Meetings with legal counsel (Emergency Resolution)

Budget:

- ▶ \$15 million (under review)



Current Capital Projects

Campus Entrance Improvements Phase 1

Santiago Canyon College

Project Summary:

- ▶ Project is a result of the Blaser Settlement to correct path of travel slope deficiencies in and around the quad adjacent several building locations, the front campus entrance and access from the public right of way and nearest bus stop, including areas around the fountain.
- ▶ Phase 1: construction of a new roundabout and drop off east of the Library, between parking lot 6 and the East Chapman entry, which is in alignment with the Campus Facility Master Plan.



Current Status:

- ▶ Completed.

Budget:

- ▶ \$5.4 million expended



Current Capital Projects

Campus Entrance Improvements Phase 2

Santiago Canyon College

Project Summary:

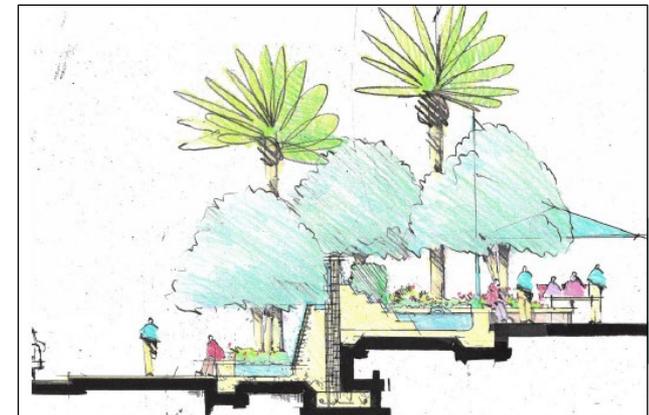
- ▶ Project is a result of the Blaser Settlement to correct path of travel slope deficiencies in and around the quad adjacent several building locations, the front campus entrance and access from the public right of way and nearest bus stop, including areas around the fountain.
- ▶ Phase 2: path of travel improvements from main Chapman entrance west sidewalk up through Strenger Plaza, fountain improvements, and hardscape/landscape work adjacent Buildings D, E and Library.

Current Status:

- ▶ Constructing concrete walkways, water feature system, and expanded fence line up to Bldgs E & L to continue with the remainder of concrete work.
- ▶ Continue with site work in preparation for overall hardscape improvements.
- ▶ Rain delays schedule under review.

Budget:

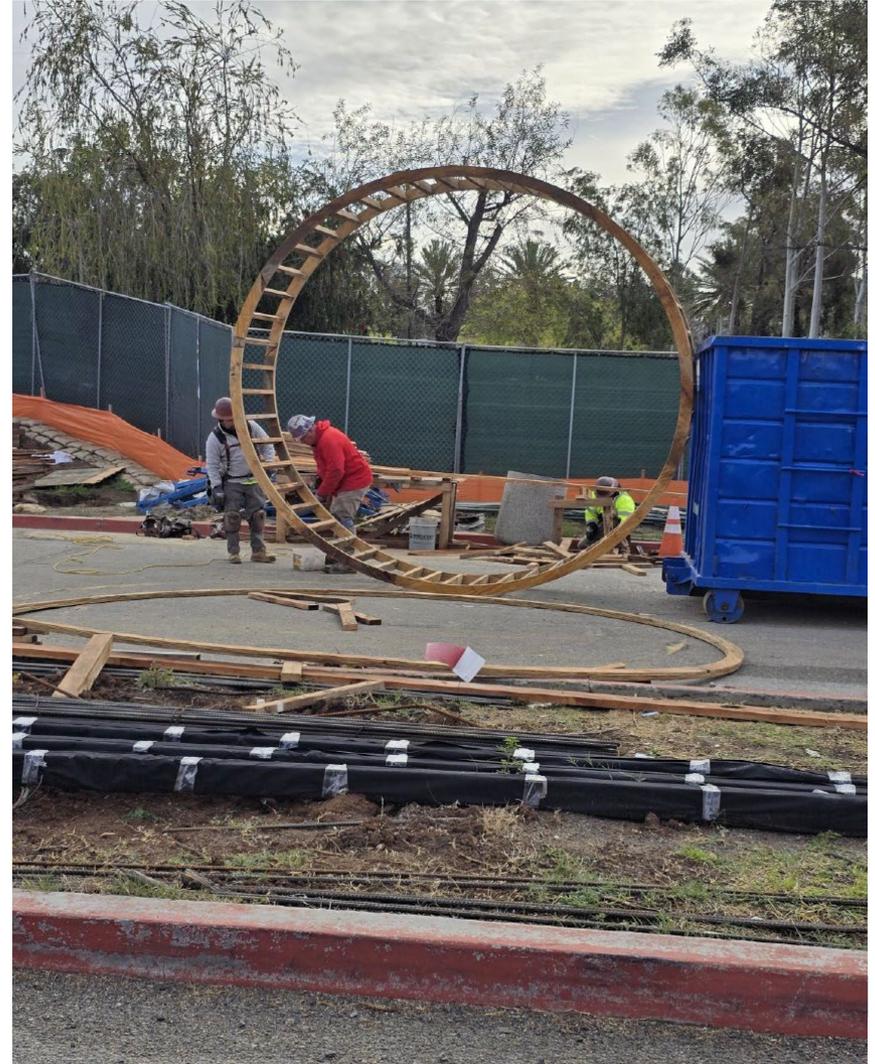
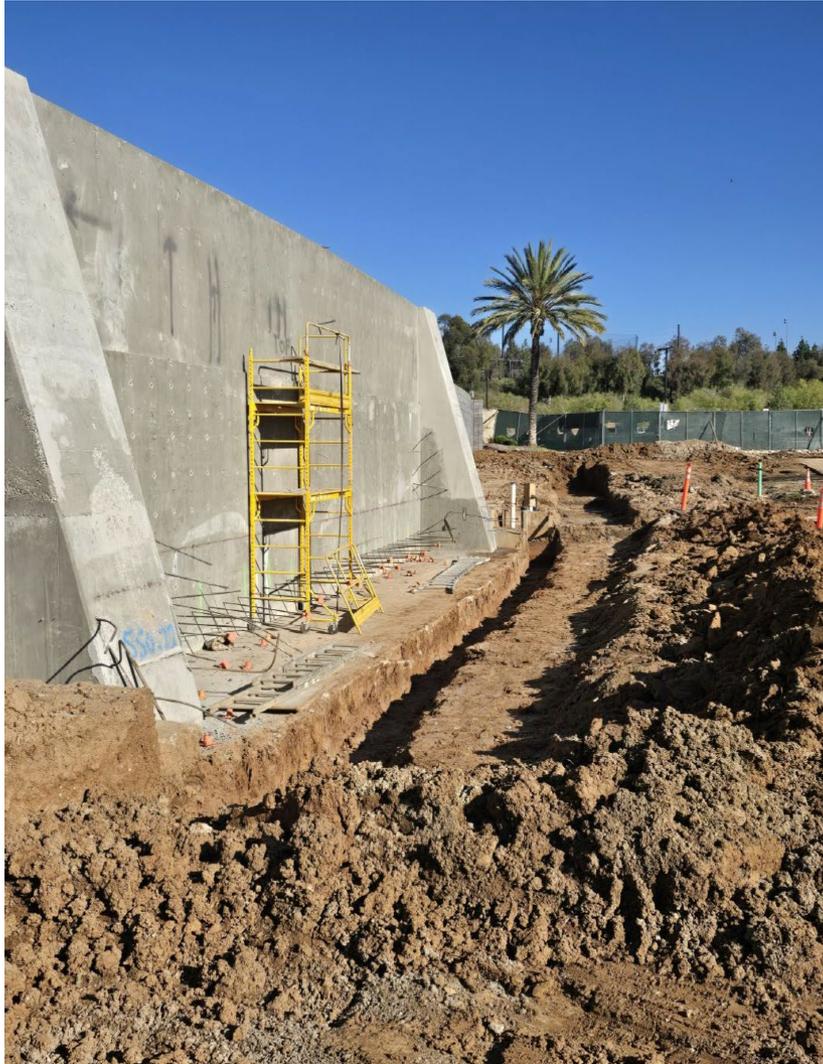
- ▶ \$9.1 million



Current Capital Projects

Campus Entrance Improvements Phase 2

Santiago Canyon College



Current Capital Projects

Campus Entrance Improvements Phase 2 Logistics Plan

Vehicular Routes



Current Capital Projects

Campus Entrance Improvements Phase 2 Logistics Plan

Pedestrian Paths of Travel

SCC Campus Entrance Improvements Project - Phase 2
Construction Closure and New Entrances/Exits



Legend:

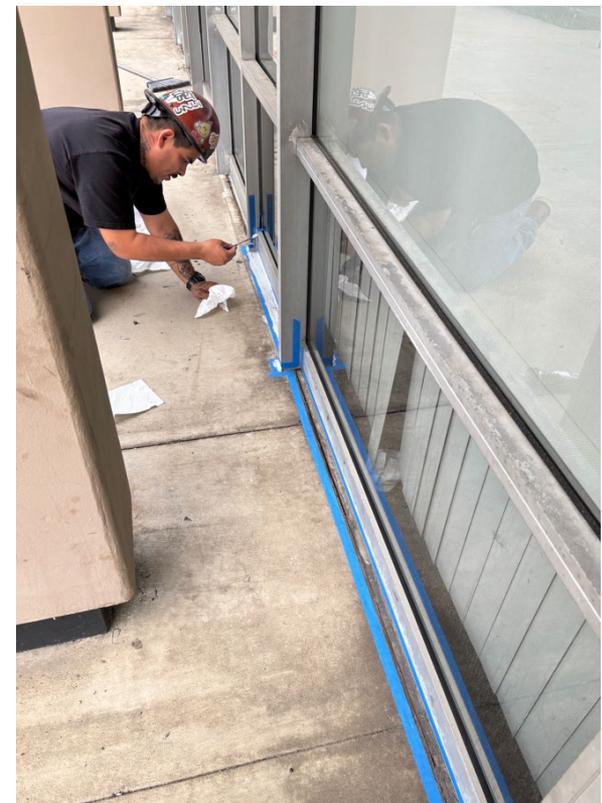
-  Construction and Emergency Vehicle Access Only
-  Accessible Parking Locations
-  Pedestrian Paths of Travel

Current Capital Projects Santiago Canyon College

Project	Status	Estimated Budget
Bldg T ADA Sidewalk Repairs	Bid phase. Construction anticipated to begin in summer 2026.	\$410,000

Current Capital Projects District Operations Center

Project	Status	Estimated Budget
Exterior Window Replacement	Close-out phase.	\$1,200,000





Scheduled Maintenance Projects

2022-2023 (SM23) Scheduled Maintenance Projects

State Allocation

- ▶ Allocation for Scheduled Maintenance and Instructional Equipment from the State was \$7,651,534. All funding will be allocated to Scheduled Maintenance only. The original allocation was \$18,882,875, a reduction of \$11,231,341 due to State budget reductions.
 - ▶ The allocation for 23/24 was \$128,753. The allocation is \$87,553 for SAC and \$41,200 for SCC. All funding for 23/24 is to be utilized for SM23 projects due to shortfall in budgets. Total SM23 allocation is \$7,780,287.

SAC	\$5,057,553
SCC	\$2,181,700
DO	<u>\$541,034</u>
	\$7,780,287

2022-2023 (SM23) Scheduled Maintenance Santa Ana College Projects

Project	Status	Estimated Budget
Fire Systems & Code Repairs (SAC, DMC, CEC & OCSRTA)	Close-out phase.	\$1,177,553
Bldg A Data Center HVAC Upgrade	In DSA review.	\$500,000

2022-2023 (SM23) Scheduled Maintenance Santa Ana College Projects

Project	Status	Estimated Budget
CEC Improvements	Phase 2 for exterior improvements is in construction.	\$1,200,000



2022-2023 (SM23) Scheduled Maintenance Santa Ana College Projects

Project	Status	Estimated Budget
Bldg E Pool Equipment Replacement	97% construction completed.	\$1,635,881



2022-2023 (SM23) Scheduled Maintenance Santiago Canyon College Projects

Project	Status	Estimated Budget
SC Air & Vacuum Systems	Close-out phase.	\$335,700
Bldg D Entrance Auto Door Replacement	Bid phase.	\$60,000

2022-2023 (SM23) Scheduled Maintenance District Operations Center Projects

Project	Status	Estimated Budget
Plumbing Repairs	Construction phase.	\$125,034
HVAC VAV Valve Replacement	Close-out phase.	\$300,000

2022-2023 (SM23) Completed Projects Santa Ana College

Project	Status	Expended Amount
CEC Roofing Repairs	Completed.	\$962,013

2022-2023 (SM23) Completed Projects Santiago Canyon College

Project	Status	Expended Amount
Bldgs D, E, H & SC Lockset Repairs	Completed.	\$41,363
Bldg D HVAC	Completed.	\$117,101
Bldg G Mechanical Insulation Repairs	Completed.	\$39,089
Bldgs A & B Siding Repairs	Completed.	\$79,032
Fire Systems & Code Repairs	Completed.	\$340,439

2021-2022 (SM22) Scheduled Maintenance Projects

State Allocation

- ▶ Allocation for Scheduled Maintenance and Instructional Equipment from the State was \$11,386,817. All funding will be allocated to Scheduled Maintenance only.
 - ▶ The allocation is \$7,284,610 for SAC, \$3,602,207 for SCC and DO \$500,000.

SAC	\$7,284,610
SCC	\$3,602,207
DO	<u>\$500,000</u>
	\$11,386,817

2021-2022 (SM22) Scheduled Maintenance Santa Ana College Projects

Project	Status	Estimated Budget
Building G HVAC Replacement	Bid phase.	\$1,992,831
Barrier Removal Campus-wide	Signage project is completed. Phase 2 will be an ADA path of travel improvement project in front of the CDC and is currently in the design phase.	\$200,000
DW Rekey SAC Phase 1	Installation for the Industrial Complex (Buildings J and K) and Building I are scheduled for early March. Development of key schedules and installations continue.	\$756,000 (partially funded by DO SM22)

2021-2022 (SM22) Scheduled Maintenance Santa Ana College Projects

Project	Status	Estimated Budget
Buildings L, T, W & X HVAC & Roof Replacements	Close-out phase.	\$2,700,323



2021-2022 (SM22) Scheduled Maintenance Santiago Canyon College Projects

Project	Status	Estimated Budget
Building H Water Intrusion	Construction Phase.	\$63,500

2021-2022 (SM22) Completed Projects Santa Ana College

Project	Status	Expended Amount
Buildings F, I, & J Roof Replacement	Completed.	\$1,904,340
Bldg I and B10/B11 Roof	Completed.	\$232,513

2021-2022 (SM22) Completed Projects Santiago Canyon College

Project	Status	Expended Amount
A&B Plaza Entry	Completed.	\$109,020
Buildings A, B, D, G, H, SC Enclosure Repairs	Completed.	\$2,772,931
Building G Pool Repair	Completed.	\$454,748
Buildings A & B Air Handler	Completed.	\$156,401
CDC Repairs	Completed.	\$81,990



Facility Modification Requests

Facility Modification Requests

Santa Ana College Projects

FMR #	Status	Estimated Budget
24-78 OCSRTA AV Upgrades	Close-out phase.	\$398,000
24-113 Campus Safety Furniture	Close-out phase.	\$59,900
24-118 VL205 PRIDE Center	Bid phase.	\$239,500
24-119 VL107 Reconfiguration	Construction phase.	\$171,500
24-149 Fine & Performing Arts Dust Collector	Design phase.	\$198,280
24-150 Fine & Performing Arts Projector & Screen Relocation	Close-out phase.	\$33,820
24-152 Fine & Performing Arts Lockers	Design phase.	\$147,128
25-42 S213 Reconfiguration	100% construction document review phase.	\$165,000
25-51 OCSRTA Storage Containers	Completed and will be removed from future updates.	N/A
25-60 Library Book Drop Box	Completed and will be removed from future updates.	N/A
25-87 MCHS New E-Sports Lab	Completed and will be removed from future updates.	\$21,200
25-95 Kinesiology Branding	FMR is under review by District Facilities.	TBD
26-18 T-107 CNC Lathe Replacement	Close-out phase.	N/A
26-23 Bldgs N & P Canopy	RFP for A/E services in progress.	TBD
26-29 Bldgs D & P AV Upgrade	Form 2 Assessment in progress.	TBD
26-31 S101 Reconfiguration	Form 2 Assessment in Progress.	TBD
26-32 Running Track Resurface	Form 2 Assessment in Progress.	TBD

Facility Modification Requests Santa Ana College Projects

FMR #	Status	Estimated Budget
26-45 Library RFID System	Form 2 Assessment in progress.	TBD
26-46 Campus Wide Digital Signage Replacement	Form 2 Assessment in progress.	TBD
26-48 CDC Exterior Improvements	Form 2 Assessment in progress.	TBD
26-53 CEC CDC Playground Improvements	Form 2 Assessment in progress.	TBD

Current Capital Projects Campus Requested Santa Ana College

Project (Former FMR)	Status	Estimated Budget
3798 New Synthetic Football Field	Construction phase. Schedule has been delayed due to rain.	\$6,540,058



Current Capital Projects

Campus Requested

Santa Ana College

Project (Former FMR)	Status	Estimated Budget
3727 Building K Canopy	Bid Phase.	\$1,053,925
3774 SAC Dunlap Amphitheater Shade	Design development phase.	\$1,917,250
3775 SAC Central Mall Shade	Design development phase.	\$372,167
3785 DMC Relocation	College is not proceeding with project. Close-out.	\$5,811,000
3786 CJA Ground Swales	Schematic design phase.	\$606,566
3787 Weight Rm. Windows/Field Railings	Design phase.	\$825,075
3789 Building L Elevator	In DSA review.	\$734,500
3790 Math Relocation and Reconfiguration	Schematic design phase.	\$2,910,000
3791 Building S Security Doors	Construction phase.	\$288,000
3792 Building T Elevator	In DSA review.	\$767,500
3794 SAC AV Upgrade	In DSA review.	\$746,087
3795 CEC AV Upgrade	In DSA review.	\$1,073,913

Facility Modification Requests Santiago Canyon College

FMR #	Status	Estimated Budget
25-86 H229 Projector	Design phase.	\$305,000
26-01 D208 MESA Center Reconfiguration	College to proceed. Facilities will provide inspection.	N/A
26-04 TV Installations	College revised the scope and additional site assessment in progress.	\$6,000 for preliminary investigation
26-06 Ednovate & Navigator Charter School Leases	College needs to identify proposed facilities to be used and provide further information that is needed for Form 2 assessment phase. On hold. No new information.	\$250,000
26-25 U Village Assessment	A/E facilities assessment phase.	\$41,500
26-38 Bldg E Furniture	Form 2 Assessment in progress.	TBD
26-40 Bldg S Locker Replacement	Form 2 Assessment in progress.	TBD
26-49 CDC Playground Improvements	Form 2 Assessment in progress.	TBD
26-50 CDC C117 EXT Surface Improvements	Form 2 Assessment in progress.	TBD
26-51 CDC Office Reconfiguration	Form 2 Assessment in progress.	TBD

Current Capital Projects Campus Requested Santiago Canyon College

Project (Former FMR)	Status	Estimated Budget
3807 Water/BioTech Lab	Schematic phase review. Pending college approval on scope and budget.	\$3,764,363 (under review)



ADA Transition Plan & Blaser Settlement

ADA Transition Plan

Description/Scope: Removal of Barriers as outlined in the ADA Transition Plan.

Completed Activities as of February 24, 2026:

ADA Transition Plan Progress				
Site	No. of Issues	Completed	Remaining	% Complete
SCC	2937	1428	1509	49%
SAC	6166	2547	3619	41%
DO	526	107	419	20%
Other	1221	168	1053	14%
Total	10850	4250	6600	39%

Blaser Settlement

Blaser Settlement deficiency items completed to date:

- ▶ 388 out of 417 exterior (93%) deficiencies have been corrected and 206 completed out of 241 items for interior (85%).
- ▶ Overall, the Blaser Settlement barrier corrective items are 90% complete.
- ▶ Multiple projects are currently in various phases of planning, design and construction.



Districtwide Access Control & Key Test Pilot Projects

Current Test Pilots Access Control & Key Projects Districtwide

Project	Status	Estimated Budget
SAC Building D	Bid phase.	\$2,500,000 (under review)
SCC Buildings D & H	Received DSA approval in October 2023. Construction is currently unfunded.	\$3,225,787 (under review)
DW Rekey SAC Phase 1	Installation for the Industrial Complex (Buildings J and K) and Building I are scheduled for early March. Development of key schedules and installations continue.	\$756,000 (partially funded by DO SM22)

- ▶ Revisions to the AR 3501 are under review. Work Group meeting to be scheduled.





Districtwide Unfunded Projects

Districtwide Unfunded Projects

- ▶ Five-Year Capital Construction Plan (Facility Master Plan 2026-2030): \$1.2 billion
- ▶ Five-Year Scheduled Maintenance Plan & Repair Work (w/ADA): \$231 million
- ▶ Fire Life Safety Repair Work: \$14 million
- ▶ Stormwater & Sustainability Projects: \$79 million
- ▶ Safety/Security Projects (e.g. Key and Access Control Infrastructure) \$104 million
- ▶ Districtwide Technology Infrastructure (e.g. ITS): \$20.6 million

Note: Projects may be listed on multiple categories due to the nature of the scope of work (e.g. infrastructure and technology)



State Chancellor's Office Deadlines



Districtwide Planning State Chancellor's Office Deadlines

- ▶ 2028-32 Five-Year Capital Outlay Plan pending start
 - ▶ IPP assessing viability for CJA and CEC
- ▶ 2025-26 Space Inventory Report was due October 6, 2025 - submitted
 - ▶ 2026 State Changes to Space Inventory Transitioning from TOPS (Taxonomy of Programs - State) Codes to CIPS (Classification of Instructional - Federal) Codes
- ▶ 2025-26 Five-Year Scheduled Maintenance Plan was due October 27, 2025 - submitted
- ▶ 2024-25 Energy Usage Data was due December 1, 2025 - submitted
- ▶ 2025-26 Instructional Support Equipment Five-Year Plan was due December 1, 2025 - submitted



Real Estate and Capital Planning

Real Estate and Capital Planning

Districtwide Work Group

- ▶ First Meeting occurred November 14, 2025

Santa Ana College

- ▶ Assessing short-term, long-term leases, joint-occupancy as well as surplus of properties processes.
- ▶ Working with Kosmont Realty evaluating best and highest use options for Bristol & 17th Street property.
- ▶ DMC on-hold.



Energy and Sustainability

Districtwide Planning Sustainability Master Plan Update

- ▶ The Sustainable RSCCD Committee completed its review of the 2015 Sustainability Master Plan goals and objectives and finalized its 2025 update.
- ▶ District presented the 2025 proposed plan to the BFC committee on May 20, 2025. The committee requested additional information regarding previous sustainability achievements. This information was presented to the BFC committee on October 21, 2025.
- ▶ The Board of Trustees approved the 2025 Sustainability Master Plan on November 10, 2025.
- ▶ The Sustainable RSCCD Committee completed its review of the 2023-2025 Biennial Report. The report is now published on the RSCCD Sustainability Webpage.
- ▶ Next Sustainable RSCCD Committee meeting is on March 18, 2026.

District-Wide Planning Energy & Sustainability Update

Project	Status
California Energy Commission (CEC) Energy Benchmarking Annual Report	The 2025 energy benchmarking report is in progress. This is an annual energy report that is required for any commercial buildings more than 50,000 sq ft.
Sustainability Biennial Report	The SRC committee reviewed and approved the final report on 11/19/25. The 2023-2025 report is now published on the SRC webpage.
HVAC and Building Automation Optimization	Conducted first phase of assessments and recommendations. Continuing to review existing HVAC equipment and controls to look for optimal settings that will reduce our energy usage and preserve equipment longevity. Provided building automation training to M&O staff to maximize control usage and HVAC scheduling.

District-Wide Planning Energy & Sustainability Update

Project	Status
Energy Management Dashboard	Preparing remaining dashboard sustainability tabs. Will be discussing dashboard landing page options with ITS. Currently updating and preparing Utility Cost Budget Projection for upcoming Fiscal Year.
SCC Microgrid Feasibility Assessment	Microgrid study is currently in progress. Consultant is preparing feasible options and layouts.
Stormwater Management Plan and Nonfunctional Turf Compliance Assessment	Currently drafting RFP for districtwide assessment and other planning related to future compliance with AB1572 for non-functional turf potable water irrigation.
Food Waste / Organic Diversion	District is working with CR&R to provide organic waste bins to District sites. Bin delivery will be coordinated with each site to ensure district sites comply with statewide organic waste mandate. District office implemented use of compost bins in December 2025. College implementation pending.

District-Wide Planning Energy & Sustainability Update

Project	Status
2026 Upcoming Sustainability Related Events	<ul style="list-style-type: none">• SRC Field Trip to OC Water District (Ground Water Treatment Site) - March 2026• Earth Day - Week of April 20, 2026





Fire Life Safety

Districtwide Fire System Inspection, Testing & Maintenance

In accordance with AR 6520 Security for District Property, the Facility Planning, Construction, and District Support Services Department is responsible for the routine testing, inspection, maintenance and repairs of the fire protection systems and the annual certification of all fire extinguishers districtwide. Refer to AR 6520 Appendix A for Fire Protection System Responsibilities.

Appendix A – Fire Protection Systems Responsibilities

Employee	Campus Maintenance & Operations (M&O)	District Safety and Security (DSS)	Facility Planning, Construction, District Support Services (FPCDSS)
<ul style="list-style-type: none"> • Report any building fire and smoke to DSS • Use fire alarm pull stations and other fire protection initiating equipment • Evacuate building upon fire alarm and/or fire sprinkler activation and close fire doors • Proceed to designated emergency area 	<ul style="list-style-type: none"> • Provide support and assistance for vendor access to fire protection equipment • Ensure fire/smoke resistive construction is maintained • Report fire alarm and fire sprinkler maintenance issues to FPCDSS • Ensure fire protection equipment is visually and physically unobstructed 	<ul style="list-style-type: none"> • Coordinate with first responders upon fire alarm and/or fire sprinkler activation • Monitor fire alarm panels for signal warning, trouble warning, alarm warning, and other unusual signals • Conduct fire watch activities as required • Coordinate with fire alarm monitoring company • Report fire alarm and fire sprinkler maintenance issues to FPCDSS • Ensure fire protection equipment is visually and physically unobstructed 	<ul style="list-style-type: none"> • Manage all fire protection vendor bids and contracts • Manage all fire protection testing, maintenance, inspections, and repairs with vendors and coordinate activities with the colleges • Maintain and distribute all fire protection testing, maintenance, inspections, and repair reports • Manage corrective actions • Manage all fire protection construction record documents • Manage fire alarm panel programming changes, software, and dedicated fire alarm network • Manage agency approvals for fire protection system revisions or additions • Provide ongoing fire protection training • Inspect, maintain, and update inventory of fire/smoke resistive construction • Coordinate and conduct Fire Marshal site visits with M&O • Manage the inspection, maintenance, and certification of fire extinguishers



Districtwide Fire System Inspection, Testing & Maintenance

Month	Status	Testing Type
Routine Testing, Inspection, and Maintenance of Fire Alarm and Fire Sprinkler Systems	Ongoing	Year-round tasks: Routine testing, inspection, and maintenance tasks are completed monthly, quarterly, semi-annually, and annually in accordance with the District's Fire Protection Preventative Maintenance Plan.
September 2025	Completed	Quarterly fire sprinkler inspection
December 2025	Completed	Annual fire alarm testing 5-year fire sprinkler testing Annual fire extinguisher maintenance
March 2026	Upcoming	Quarterly fire sprinkler inspection
April 2026	Upcoming	Annual fire extinguisher maintenance
June 2026	Upcoming	Semi-annual fire alarm testing Quarterly fire sprinkler inspection

Districtwide Fire System

Other Items

- ▶ Fire protection system troubleshooting and repairs
- ▶ Elevator fire testing
- ▶ Backflow testing
- ▶ Fire Drills
- ▶ Annual fire department inspections
- ▶ Site safety plan review
 - ▶ DSA required
- ▶ Fire alarm on test and fire watch requests

Fire Life Safety Projects Santa Ana College

Project	Status
Fire Damper Access & Replacement	Bid phase.
Bldg J Hydrant Permanent Barrier Installation	Bid phase.
Hydrant and Hydrant Valve Identification	On hold.

Fire Life Safety Projects Santiago Canyon College

Project	Status
Hydrant Repair	Bid phase.
Bldg SC In-Duct Smoke Detector Installation Upgrade	Design phase.
Bldg D Magnetic Door Holder Upgrade	Design phase.
Bldg C Kitchen Door Closer Replacement	Design phase.
Hydrant and Hydrant Valve Identification	On hold.

Fire Life Safety Projects District Operations Center

Project	Status
Fire Stopping and Code Repairs	Bid phase.

Fire Life Safety Projects Districtwide

Project	Status
Additional Fire Protection Items Survey	Planning phase.
Fire Rated Assemblies Secondary Project	Bid phase.
Fire Alarm Dialer Upgrade	On hold.
Carbon Monoxide Detector Installation Upgrade	On hold.

Physical Resources Committee Meeting

March 4, 2026

Questions



ORANGE EDUCATION CENTER

Portable Project & Environmental Remediation Update

Townhall Meetings

February 11, 2026 1:00 pm – 3:00 pm

February 12, 2026 5:30 pm – 7:00 pm

SCC Facilities & Safety Committee Meeting

February 23, 2026 3:00 pm – 4:30 pm

Agenda

- Historical Background
- Environmental Remediation
- Portable Project

Historical Background

2003: District purchased property and building in December 2003.

2004: Building was renovated for college use.

- The building was 85,130 g.s.f., concrete tilt-up industrial building on 6.37 acres of land. There were 26 classrooms for Continuing Education and 4 Child Development classrooms.
- Original building was built in 5 phases in the 1960s.

2009: The program and building location received state approved Adult Education Center status.

2012: Classes were relocated into temporary leased space and the Santiago Canyon College main campus due to non-certification by the Division of the State Architect (DSA).

2013: District began assessing options for the rehabilitation of the building to ensure compliance with building codes for DSA approval. Also, assessing new environmental regulations by the Orange County Health Care Agency (OCHCA).

2013-2014: Building codes changed in 2013 and District had to undertake further assessment for new code compliance.

Historical Background

2014-2015: Developed design options with Campus Work Group (i.e. partial demolition, renovation, reconfiguration). College and Board of Trustees approved proceeding with renovation of existing building.

2016: District meets with Orange County Health Care Agency to discuss renovation work. OCHCA requires further environmental soils testing to comply with new regulations. District is required to submit an Environmental Work Plan for further sampling and testing.

2016: The rehabilitation of the building and its design is paused. Building rehabilitation and renovation deemed infeasible and cost prohibitive per DSA guidelines.

2017-2018: OCHCA approves the District's environmental work plan for testing and District begins soil sampling investigations. Submittal of reports to OCHCA and approval to enter remediation phase.

2019: Board approves demolition of existing building to proceed with environmental remediation and removal action plans.

2020: Demolition completed. OCHCA approves District Remediation Action Plan.

Historical Background

2021: District prepares remediation design plans (soil vapor extraction system) for bid and construction.

2021-2022: Remediation contractor installs underground soil vapor extraction system.

2022-2023: District working with AQMD for permit to operate the system and coordination with OCHCA. AQMD approves permit to operate.

2023-Current: On-going remediation activities, testing and reporting to OCHCA and AQMD.



Today

- Today, programs related to the Continuing Education Center occur at three locations.
 - ❖ Santiago Canyon College
 - ❖ 1937 W. Chapman Ave. (leased site)
 - ❖ 1572 N. Main St. (leased site)
- The Chapman lease expires on 1/31/2027.
- In February 2025, the owner notified the College that it has sold the property and the new owner intends to start construction at the property in summer 2026.
- The Main lease expires 1/31/2027 but there is an option to extend the lease one additional year through 1/31/2028.
- Current lease for Chapman is beyond statutory time for interim leases (12-year maximum before structural review is required by DSA).

Today

- For 13 years, there has been on-going assessments and a study of various development options, including 1) lease of interim property; 2) purchase new property; 3) redevelop existing site (Batavia).
- The challenges for lease and/or purchase continue to be City zoning limitations, excessive costs, Field Act compliance, lack of appropriate properties suitable for college needs (particularly parking).
- Search for properties to lease or purchase has been actively ongoing for over 7 years but have not yielded viable development options.
 - ❖ Over a dozen properties have been considered in just the last two years.
 - ❖ District facilities staff have been involved in over 50+ meetings working on this project in just the last two years.
- The District was actively negotiating a new lease at 333 S. Anita Dr., Orange for several months and was notified in January 2026 that the landlord couldn't accommodate the college's parking request as originally intended. Containing costs for the lease and tenant improvements also became challenging.

Today

- District has continued to remediate the Batavia site making significant progress in the last three years.
- The Batavia property has always been an option to redevelop even during environmental remediation efforts as there has and continues to be an **unimpacted** area of the property. Given the number of college leadership changes through the years, coupled with how long environmental remediation efforts take, redeveloping the property was not selected as the primary option.
- It wasn't until January 12, 2026, the Board of Trustees provided staff the direction to pursue redevelopment of the Batavia site.

Past and Recent Updates to the Board of Trustees

Updates to Board of Trustees (last three years):

- 6/12/23 Board Closed Session – property negotiations
 - 6/26/23 Board Closed Session – property negotiations
 - 11/13/23 Board Closed Session – property negotiations
 - 12/19/23 Board Ad Hoc Committee Meeting – Orange Education Center
 - 5/6/24 Board Facilities Committee – Capital Projects Update
 - 7/8/24 Board Closed Session – property negotiations
 - 9/23/24 Board Closed Session – property negotiations
 - 11/16/24 Board Closed Session – property negotiations
 - 2/24/25 Board Closed Session – property negotiations
 - 3/24/25 Board Closed – property negotiations
 - 2/20/25 Board Closed Session – property negotiations
 - 03/18/25 Board Facilities Committee – Capital Projects Update
 - 9/9/25 Board Facilities Committee – Remediation Update, Development Scenarios
 - **1/12/26 Board Meeting – Updates on Batavia Property**
- Staff has provided over 25 project updates to the Board and Facilities Committee since 2015.

Environmental Remediation

Background Summary: While undertaking a redevelopment design option to upgrade building to meet Division of the State Architects (DSA) building code standards, underground soil vapor contamination was discovered (2016).

- Solvents referred to as volatile organic compounds (VOCs) were discovered in subsurface soil and soil vapor.
- Additional testing was conducted in response to updated regulations.
- In 2019, to mitigate any potential vapor intrusion, the building was demolished and a new sub-surface Soil Vapor Extraction (SVE) system was installed as a source control measure.
- The Soil Vapor Extraction (SVE) system is a source control system designed to extract underground soil vapor.
- The system operates by imposing a vacuum on the subsurface to capture and treat VOC's to mitigate and eliminate any potential vapor intrusion risk.
- The system is designed to operate 24 hours a day 7 days a week.
- There is regular routine maintenance and testing where the system is not in operation.



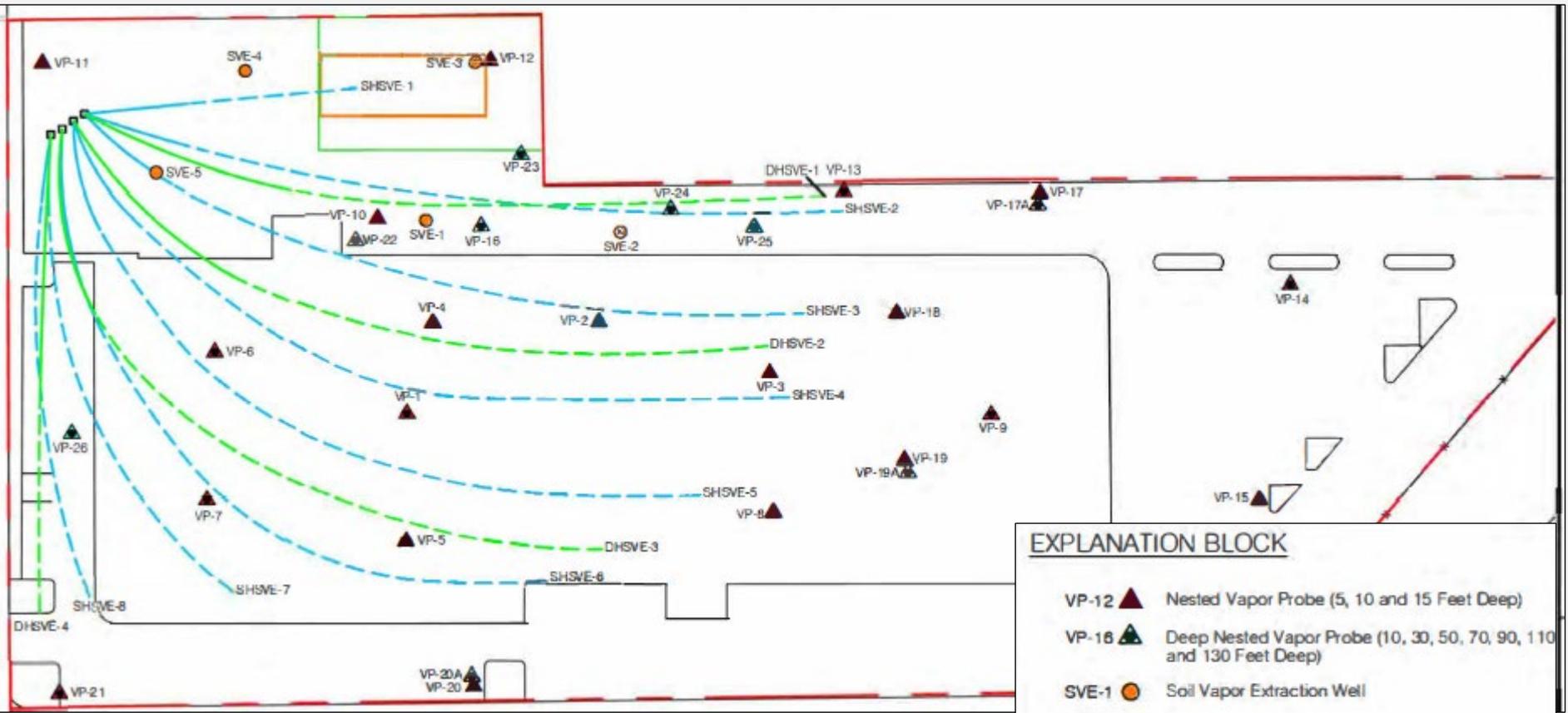
Environmental Remediation

Current Status:

- After the construction and installation of the soil vapor extraction system and since December 2022, there has been on-going remediation and testing efforts.
- Remediation reports have been submitted to the OCHCA and demonstrate the remediation extraction system being successful at removing VOC from the subsurface level, which severs pathways for vapors resulting in improved soil conditions.
- The system will continue to operate under the oversight of OCHCA until the vapor intrusion risk has been successfully mitigated.



Current Soil Vapor Extraction System Activities



EXPLANATION BLOCK

- VP-12 ▲ Nested Vapor Probe (5, 10 and 15 Feet Deep)
- VP-16 ▲ Deep Nested Vapor Probe (10, 30, 50, 70, 90, 110 and 130 Feet Deep)
- SVE-1 ● Soil Vapor Extraction Well
- Orange Box Soil Vapor Extraction Compound
- Green Box Operation Work Zone
- Red Dashed Line Property Boundary
- Green Dashed Line SHSVE Screened Interval
- Blue Dashed Line DHSVE Screened Interval

Generalized Site Plan with Environmental Project Components

What is vapor intrusion?

- Vapor intrusion is a process where chemicals in the vapor phase can travel below ground in soil gas and potentially enter a building through cracks and other openings in a building's foundation which could impact the quality of indoor air.

How is vapor intrusion risk evaluated?

- The Department of Toxic Substances Control (DTSC) issued regulations through the Human and Ecological Risk Office (HERO) which evaluates lifetime risk using screening levels based on continuous exposure to a contaminant for 8 hours per day for 250 days per year for over a 25-year period.

Is it safe to develop and occupy the property based on its current environmental condition?

- Yes, with the underground active source control system in place (soil vapor extraction system), the District can develop and occupy the property safely.

What are we required to do?

- Based on the existing environmental condition and the state of the remedial effort, the Orange County Health Care Agency (OCHCA) is not likely to require any additional mitigation measures beyond the existing operations of the current source control system (soil vapor extraction system). The District has met with the OCHCA to discuss the portable project development plans and there were no concerns about the portable project and development of the site.

Who is making sure the cleanup is done properly?

- The OCHCA is the leading oversight agency responsible for overseeing the environmental cleanup work. They are responsible for reviewing test results, remedial progress, and ensuring the project meets strict safety standards.

How often is the remediation system monitored and maintained?

- The system is inspected and monitored weekly. Equipment checks ensure the system continues to operate effectively and meet regulatory permit guidelines.

Can the remediation system be removed once clean-up is complete?

- Yes, once contaminant levels fall below regulatory risk thresholds and long-term monitoring confirms the site is stable, the system can be decommissioned safely. The system, based on current removal rates is anticipated to operate for an additional 5 years. However, this duration can be updated as needed based on regulatory standards and progress of remediation.

How can the District ensure occupants are not exposed to any of these soil vapor contaminants?

- The underground active source control system (soil vapor extraction system) severs the pathway for vapor to potentially intrude occupied spaces. Further, building portables and structures include passive air gaps. The portables will also be placed on the unimpacted area of the property to further mitigate any potential vapor intrusion risk.
- While **not required**, the District in an abundance of caution plans to develop and implement an indoor air sampling work plan to further monitor and validate indoor air quality is appropriate for occupancy of portables.

Are there examples of similar sites where these systems have worked?

- Yes. Active vapor intrusion systems have been successfully used for decades in governmental, commercial, residential, and educational properties across the country. These well-established remedial mitigation measures provide a safe working environment while soil and soil vapor cleanup is ongoing.

Environmental Remediation – EXAMPLE SITE

McKinley Elementary School (K-5th Grade) – Santa Monica CA

- **Project Overview:** This school expansion project was undertaken to increase campus capacity and included construction of a new two-story classroom and administration building.
- **Environmental Concern:** Subsurface soil vapor impacts from historical site operations created a potential vapor intrusion risk from VOCs.
- **Mitigation Approach:** To support redevelopment and ensure protection of future occupants, the new building was constructed with a Vapor Intrusion Mitigation (VIM) system under DTSC oversight.



McKinley Elementary School
2401 Santa Monica Boulevard
Santa Monica, CA

Environmental Remediation – EXAMPLE SITE

The Currents Development - Fountain Valley, CA (DTSC Site Code 401893):

- **Project Overview:** The Currents is a new single-family residential development consisting of 74 units located at the intersection of Finch Ave and Westwind Steet in the city of Fountain Valley.
- **Environmental Concern:** Subsurface impacts from VOCs, were identified from historical operations of the former Crown Cleaners dry-cleaning facility.
- **Mitigation Approach:** To support redevelopment and address this risk, the new commercial buildings were constructed with an engineered VIM system under DTSC oversight.

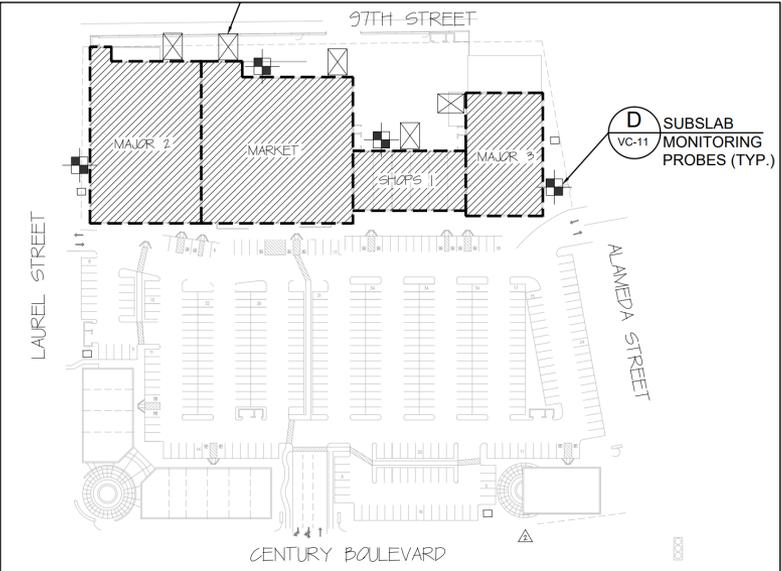


Currents – Single Family Development

Environmental Remediation – EXAMPLE SITE

Jordan Downs Lot 1 Commercial Redevelopment: Los Angeles CA (DTSC Site Code 401893):

- **Project Overview:** The Jordan Downs Lot 1 Redevelopment Project involves redevelopment of a 6.9-acre property at the southwest corner of East 97th Street and South Alameda Street in Los Angeles.
- **Environmental Concern:** Groundwater impacted with VOCs, created a potential vapor intrusion risk in the northern portion of the property.
- **Mitigation Approach:** To support redevelopment and address this risk, the new commercial buildings were constructed with an engineered VIM system under DTSC oversight.



Jordan Downs – Lot 1 Commercial Redevelopment



Theodore Roosevelt Senior High (9th – 12th) Los Angeles, CA

- **Project Overview:** This school project includes installation of a passive methane gas control system to address subsurface gas concerns.
- **Environmental Concern:** Methane generated from natural underground seeps presented a potential accumulation and safety risk beneath the new building.
- **Mitigation Approach:** To ensure safe development, DTSC approved the final system design in February 2024. The methane mitigation system consists of passive venting features that capture subsurface gas and redirect it safely above the roofline.



Theodore Roosevelt Senior High
456 S. Mathews Street
Los Angeles, Ca

Portable Project

Project Overview:

The project is located at Orange Education Center (OEC), located at 1465 North Batavia St. in the City of Orange. OEC is seeking to relocate their Chapman, Main and SCC Continuing Education classes back to the Batavia site. This project will provide portable classrooms and office spaces constructed in two phases.

Two Phase Development:

- Chapman classes (Phase 1 Emergency)
- Main & SCC classes (Phase 2)

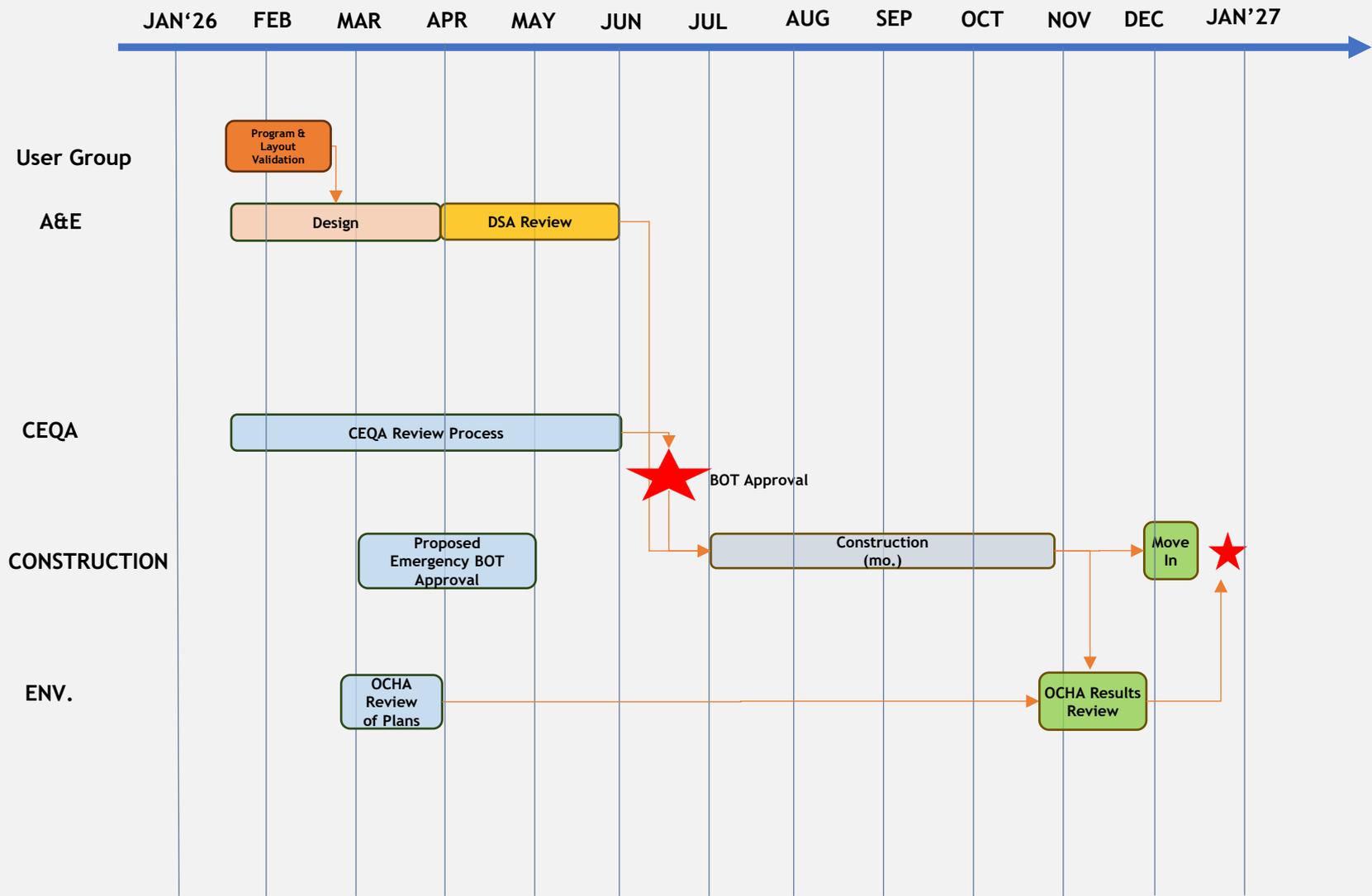
Timeline:

- Phase 1 needs to **start construction by Summer 2026 (June/July) to meet target completion date of December 2026.**
- Phase 2 construction in Spring/Summer 2027 (under review).

Project Constraints:

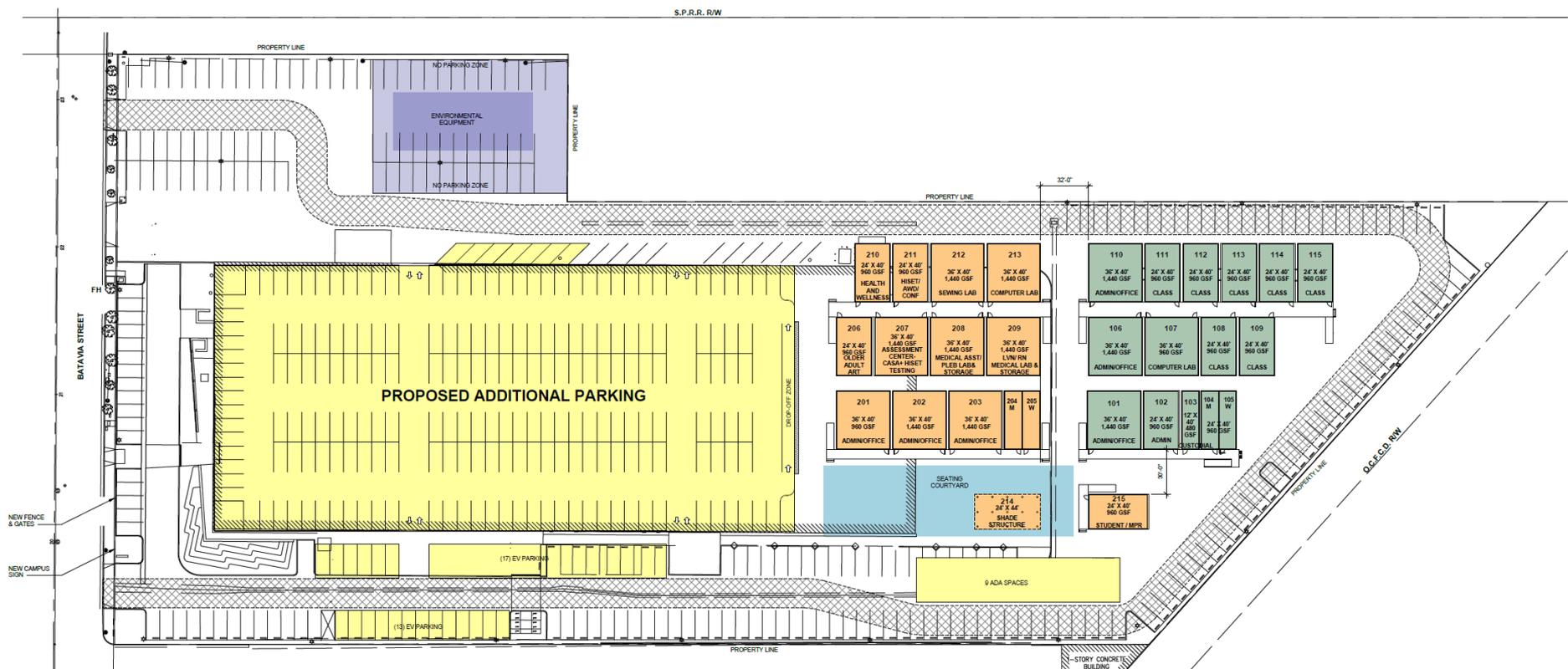
- Extremely compacted schedule
- Pre-defined sizes for portables
- February - college and architect must complete program and interior layouts
- March - architect must complete design plans
- April - architect must submit plans to the DSA
- June - DSA plan check and approval (not guaranteed, agency approval not within our control)

Project Timeline – Phase 1 **DRAFT** Work in Progress



Site Development – Site Layout Option 1 Phase 1 **DRAFT**

Work in Progress



1 OVERALL CONCEPTUAL SITE PLAN
Scale: 1" = 30'-0"

Portable Project – Current Activities

- Parking Study
- Environmental Remediation:
 - On-going soil vapor remediation work under the oversight of OC Health Care Agency (OCHCA)
 - Quarterly progress reporting to OCHCA
- Design Work:
 - Working with OEC User Group to review portable and interior layouts.
 - **This has to be completed in February to meet the April DSA target submittal deadline.**
- California Environmental Quality Act (CEQA) review
- Furniture and equipment assessment of existing locations
- Coordination with ITS department and engineers
- Working with portable manufacturer
- Working to procure other professional consultants needed for project
- Meetings with Agencies (DSA, Orange County Health Agency, Local Fire, etc.)
- Meetings with legal counsel (Emergency Resolution)

Questions