

Rules, Regulations and General Information Governing Use of College Facilities

- **Animals**- No animals are allowed on District property, with the exception of trained service animals. (Additional information regarding service animals can be found in Administrative Procedures 5140).
- **Alcohol**- Possession and/or consumption of alcoholic beverages on District property is forbidden by law.
- **Cancellation Fee**- Cancellations must be submitted in writing by 5:00 p.m. at least five (5) business/school days in advance of scheduled use. If Cancellation is not received within five (5) business/school days, the user/group may be responsible for rental fees.
- **Cancellation by College**-The College will not arbitrarily cancel your event. However, we reserve the right to cancel if the facility is needed for instructional purposes, a campus activity or due to field conditions for outdoor events. In the event the College must cancel your event, no charges will be incurred to the user/group.
- **Certificate of Insurance**- Applicant shall provide the District with a Certificate of Insurance per the requirements specified in the Hold Harmless Addendum.
- **Children**- Youths on campus or those using District facilities must be under adult supervision at all times and must not be left unattended.
- **Decorations and Signage**- Decorations and event information signs can be used as long as you do not deface the facilities. Duct tape, tacks and nails are prohibited. Masking or transparent tape may be used. After your event is completed, please remove all signs, including tape used to install them.
- **Extended Education Sites**- All applications must be submitted to the Main Campus UOF Office first.
*If your event is scheduled at a site other than the Redding Main Campus or the Downtown HSUP Campus, please call the following numbers for assistance:
 - Tehama Campus (Red Bluff) (530) 529-8980
 - Trinity Campus (Weaverville) (530) 623-2231
 - Intermountain Campus (Burney) (530) 335-2311
- **Facility**- Only those facilities approved in the application shall be used, and dates and hours of use approved must be observed.
- **Facility Assistance**- Physical Plant Department (530) 242-7920 for assistance. If you are calling outside of normal office hours please call the Physical Plant Director at (831) 206-7938 for assistance. Please note, for safety reasons, rooms will not be opened if you are not there. If you will be later than the scheduled opening time, please call to let us know.
- **Fees & Payment Terms**- Rental facility use fees are calculated using information provided by the user, and are considered an estimate of costs. All facility costs must be agreed to in advance of the scheduled date of usage via signed confirmation form. Any additional fees accrued during or after an event will be calculated and added to the final bill according to the use agreement. Facility billings are sent out on or about the 15th of each month. (Applicable to Community Groups Only).
- **Food Service**-The Shasta College Food Service must sign off any event where food is to be served. If a caterer is required, the Shasta College Food Service must be given the first option for catering the event. If the College declines to cater the event, or if your group intends to provide its own food, the Food Service Department may impose guidelines. For more information contact the Director of Food Services, at (530) 242-7770. ***NOTE: If Shasta College Food Service is not providing the catering for your event, you must obtain a food handling permit from Shasta County in order to serve food to the public and/or students on any of the Shasta College campuses.***
- **Freedom of Speech Activities**- Groups reserving an area on any District property under this category shall provide their own setup (i.e. tables, chairs, canopies). Equipment and/or setup will not be provided by the District.

- **Lost and Found-** The District takes no responsibility for personal effects and possessions left on the property during or after any event. However, the District maintains a Lost & Found located in the Campus Safety Department, Room #5015 or call (530) 242-7910.
- **Parking-** Parking permits are available for \$2.00 per day, and are required for day and evening use Monday through Friday (except holidays). Permit dispensers are located in designated lots on campus. No parking is permitted in staff spaces or in areas not designated for parking. Handicap spaces are restricted to those with an appropriate permit.
- **Physical Education Equipment-** PE equipment shall not be used unless a qualified instructor or supervisor is present.
- **Restrooms-** Restroom will be available for use during events at no additional charge for most areas of the campus.
- **Recycling-** All recyclables (aluminum, glass, plastics) should be placed in appropriate recycling receptacles provided.
- **Room Cleaning-** Most rooms on campus are not cleaned on the weekend. Should you request extra cleaning, there will be a charge for the service.
- **Repairs/Cleaning/Damages-** If extensive cleaning or repairs are deemed necessary beyond normal use/wear then the user/group will be charged the amount to restore an item to its original condition. If the building or any part of the premises or its historic contents, including furniture or artwork is damaged during an event, the user/group will be solely responsible for such damage and expressly agrees to restore or replace the item(s) with a like, if item is unavailable.
- **Security/Campus Safety-** For non-emergencies call (530) 242-7910 or pick up the receiver of any blue emergency phone located in most buildings throughout the campus and wait for a response from an officer on duty. Campus Safety is on duty 24 hours per day, Monday-Friday, Saturday and Sunday 7:00 a.m. to 3:00 p.m. Regular office hours are Monday-Friday 8:00 a.m. – 5:00 p.m. Some events may require additional security. Event planners may be required to hire Campus Safety Officers to cover events. Please contact the Director of Campus Safety (530) 242-7910 for more information.
- **Set-ups-** College personnel will be responsible for set-up needs, as indicated on the UOF Application form.
- **Smoking/Tobacco Use** – Use of tobacco products on District property is restricted to designated areas only.
- **Swimming Pools:** Swimming pool users must provide certified lifeguards. Lifeguard, first aid, and CPR certifications must be submitted prior to the date of the scheduled use. The number of lifeguards required will depend on the number of pools used and the number and age of participants. ***Dive Pool.** Use of high dive board is **not permitted** and will remain locked except when previously authorized for recognized swim team(s) practice(s)/swim meet(s) and fire/rescue/law enforcement agency training.
- **Trash-** Garbage should be placed in appropriate receptacles provided. Excessive clean-up required by campus custodial staff after an event may result in additional charges to the sponsoring organization/user. Large events may be required to rent large refuse containers at their own expense.
- **Violation of Facility Use Agreement-** Failure to comply with any rules or regulations of the District will be grounds to cancel an event, and deny permission for use or future use of the District facilities by the user/group. Should an event be cancelled due to user/groups failure to comply, a full or partial refund of fees, if any, will be made only at the sole discretion of the District.