Sacramento City College
Facilities Use Handbook
INTRODUCTION

Use of Sacramento City College Facilities is governed by Los Ríos Community College District Regulations. LRCCD Regulations 1411 & 1412 very clearly delineate District philosophy, policy, requirements, fees and procedures to be followed in the use of all District facilities. A complete copy of the District Regulations is available in the Facilities Office.

This handbook provides a campus-oriented process to successfully administer District policy at Sacramento City College.

DEFINITIONS

Facilities: Any and all useable buildings, structures and/or open areas on the Sacramento City College main campus. This also includes our Education Centers in Davis and West Sacramento and any leased spaces (e.g. McClellan Park/Aeronautics).

GENERAL

Instructional Scheduling: Scheduling of facilities for instructional purposes has priority over other uses. That scheduling is accomplished within the individual instructional areas (Business Division, Humanities & Fine Arts, etc.) on a semester-by-semester basis.

Scheduling of Facilities for Non-Instructional Purposes: Once all instructional classes are initially scheduled, all rooms are turned over to Operations Division (Facilities Office) for the day-to-day room and facility scheduling and management, as well as for future bookings/rentals for non-instructional events and activities.

USER CATEGORIES

Use of District facilities may only be categorized as either COLLEGE USE or a RENTAL; District regulations do not allow "co-sponsorships".

College Use: This consists of a Sacramento City College staff member or organizational unit (clubs, standing and hiring committees, etc.) requesting the use of a facility for a non-profit event or campus activity which meets the following guidelines:

1. The event or function is planned, organized and run by College staff. At least one College staff member will be present in a supervisory capacity throughout the entire event. Facilities permit will be signed by College staff and/or the Division Dean/Administrator.
2. No admission, entry or participation fees may be charged. Booth space charges may be levied, or donations collected, but all revenues and expenses must be processed through a College trust account in the SCC Business Office.
3. Events/facility use should be closely related to the College Goals and Objectives, it should benefit and/or include primarily students and/or staff, and classification as a "College Use" will not be sought merely to obtain a free facility for an outside group or individual.
4. For "College Use", there will be no facilities charge; however, cost covering fees for custodial, security, supervisory/technical services, etc. will be assessed if the event or activity requires support beyond that provided for normal College operations.
5. Insurance coverage will be required for off-campus food vendors, as well as for any event or function with increased liability due to non-student and/or staff participation in physical activities.
NOTE: Please do not plan, schedule, publicize or commit any resources to your event or activity until you have confirmed both the facilities availability and any support requested.

If the requested use does not qualify as a “College Use” it’s a Rental! Contact Facilities (558-2525) for details on rental requests.

**Rental:** Use of an SCC facility by any group or individual (College or off-campus) whose event or function 1) does not meet the previously stated "College Use" guidelines, or 2) is covered by the Class I, II, or III criteria as outlined in LRCCD Regulations 1411 & 1412. Specifically, any non-SCC individual/organization, or any event generating revenue for a non-College account/ purpose will be categorized as a “rental”.

**NON-INSTRUCTIONAL FACILITIES SCHEDULING**

**Process:** Standard campus facility reservations require a minimum of two (2) weeks lead time; custom setups require a minimum of one (1) month lead time. The Quad, Student Center, Cultural Awareness Center, and conference rooms may be scheduled for the entire year. Classrooms may only be scheduled on a semester by semester basis. If food is requested, City Café (Aramark) requires three weeks advance notification. Facilities are in high demand so for best availability, schedule events as early as possible. Scheduling options are as follows:

1. Download the Facilities Use Request Form (click here to download)
2. Send an email request; this only applies to requests that do NOT require a set-up (Facilities form is not required – the email will replace the form)
3. Call (if you need to confirm a specific facility before you can proceed) however, you will still need to send appropriate paperwork or email.

**Student Activities:** If requesting the use of facilities for Student Clubs, ASG or ICC please make initial contact with the Student Leadership and Development Office (SLD). If this is a Cultural-related activity, please contact the Cultural Awareness Center (CAC). Student Development/Cultural Awareness Center staff will assist in the processing/ coordination of forms, and act as the liaison with the Facilities Office for any non-instructional facilities use involving the above groups or activities. (Click here to download the Student Leadership and Development Use Form)

**EVENT SUPPORT & INFORMATION**

**College Hour:** College Hour is time set aside on Tuesday’s and Thursday’s from 12:00pm – 1:00pm and 5:00pm – 6:30pm for faculty, staff and students to participate in events and activities. SCC has a policy governing outdoor us of amplified sound during designated college hours. For more details or questions related to college hour policies, please contact the Operations/Facilities Office.

**Custodial Services:** Please make sure that all requests for custodial services relative to your event are provided to the Facilities Office and are indicated on Facilities Use Request Form. Requestors will need to allow a minimum of 2 weeks notification for a normal set up and a minimum of 4 weeks notification for a customized setup. If it is determined an event requires service beyond “normal” college use, the Facilities Office will estimate the cost based on the information you provide. (Normal College Hours = Monday-Friday until 5:00pm; Weekend Hours= Friday from 5:00pm – Sunday Midnight)
**EVENT SUPPORT & INFORMATION (cont.)**

**Security:** There may be a requirement to have extra security during the conduct of your event or activity. This will depend on the nature of your event, the number of participants or attendees, the types of facilities used, the hours in use, and other events being held on campus at the same time, etc. Facilities will discuss this process with you in detail if security is required.

**Food/Drink in Facilities:** By District Policy, no food/drinks are allowed in classrooms. By extension that includes both Gyms, LR-105 and the Auditorium. City Café (Aramark) has contractual, exclusive food service rights for catering and food service in the Los Rios District. Three weeks prior notification for food service needs must be provided to City Café (Aramark). Contact City Café at (916) 558-2251 or 2252 to coordinate food service needs. Event location and facility use must be coordinated through Operations/Facilities at least three weeks prior to the event (four weeks if Media Services are required).

**Tablecloths:** Tablecloths are available for indoor events only and are available on a first-come-first-served basis, and should be reserved as part of the facilities request. You will need to complete the Use of Tablecloth Form which requires:

1. Budget Code (If the tablecloths are not returned or are damaged your account will be charged $25.00 per tablecloth to replace the missing/damaged cloth)
2. Tablecloths **must be laundered** before they are returned. If tablecloths are not returned in the same condition they were received, your budget will be charged $15.00 to have them professionally laundered.

**Media Services:** If you need assistance with audio or video equipment setup for standard campus events [click here to download Media Services Event Request form](http://www.saccity-online.org/media_services). Media Services Event Request forms must be submitted directly to Media Services at least two (2) weeks prior to an event. If you need AV/media setup for custom events or for more information, see [http://www.saccity-online.org/media_services](http://www.saccity-online.org/media_services) or call the Media Resources Supervisor at (916) 558-2215.

**Specialized Facilities:** This term generally includes labs, shops, storage rooms, Division offices, lounge areas, and other facilities that have high-value equipment. Specialized facilities will **not** be scheduled for events or activities by individuals or outside groups unless approved by appropriate personnel.

**Auditorium Use:** Contact Facilities Office for new guidelines.

**Quad Use (Main Quad and Art Court Patio):** Advanced arrangements must be made relative to electrical/PA needs to determine appropriate location for power requirements and physical set-up. Outdoor use of PA system is limited to four microphones. SCC has a policy governing outdoor use of amplified sound during a designated college hour. College Hour is defined as Tuesdays/Thursdays, 12:00pm-1:00pm and 5:00pm-6:30pm. For more details or questions related to college hour policies, please contact the Facilities Office.
WHO SCHEDULES WHAT

**Student Leadership & Development**
Student Center – West Hall
Cultural Awareness Center
Conference Room

**Division Offices**
(Some Division Offices schedule their own labs & conference rooms) Here is a list of the Administrative Assistant’s for Division Offices:
Advanced Technology – Andi Parra ext. 2491
Behavioral & Social Science – Margarita Mendoza-Marin ext. 2401
Business – Sarah Eyanson ext. 2581
Counseling – Rhonda McManus x 2289
Humanities & Fine Arts – Terri Hamilton ext. 2551
Kinesiology, Health & Athletics – Margaret McLaughlin-Jordan ext. 2420
Language & Literature – Janice Hans ext. 2325
Learning Resource Center – Catherine Murillo ext. 2253
Math, Science & Engineering – Nanette Hart ext. 2202
Matriculation & Student Development – Rosa Rose ext. 2193
Science & Allied Health – Gloria Galloway ext. 2272
Student Services (EOPS) – Sandra Belmares ext. 2138

**Facilities**
*All Classrooms
Art Court Patio
Auditorium
City Café
City Café Room #1
City Café Room #2
Hughes Stadium
LRC 105
NOG
Quad
RHN 258
SOG 119
SOG
Union Stadium
*once credit classrooms have been scheduled. (Schedule for 50 minute hours.)

**Campus Labs**
**Business Division Open Lab**
(open to all students enrolled in Business & CIS Department classes)
Business Building 151, 1st Floor
558-2507
Mon. - Thurs. 8:00am - 8:15pm
Friday 8:00am - 4:15pm
[http://busdiv.scc.losrios.edu/stre_lab.html](http://busdiv.scc.losrios.edu/stre_lab.html)
WHO SCHEDULES WHAT (cont.)
Campus Labs (cont.)

Business Student Center
Business Building 224, 2nd Floor
(open to all students enrolled in Business Department classes)
650-2763
Monday-Thursday 8:00am-7:00pm
Friday 8:00am-4:30pm
Closed Saturday & Sunday

DRC Assistive Technology Lab
This lab is available by referral only.
Administration of Justice Building, ADJ5
558-2105
Monday - Thursday 8:00am - 6:00pm
Friday 8:00am - 3:00pm

English Lab
Rodda South Building RHS326, 3rd Floor
558-2370
Hours vary-check posted schedule

Learning Resource Center

Academic Computing Lab
Learning Resource Building LRC144 - 1st floor
558-2671
Mon. - Thurs. 7:30am - 8:00pm
Friday 7:30am – 5:00pm
Saturday 9:00 am - 3pm
MS Office Suite, Internet,

Learning Resource Center

Academic Computing Classroom
Learning Resource Building LRC141 - 1st floor
558-2671
Reservations: SCC-LRC141-Reservations
Mon. - Thurs. 7:30am - 8:00pm
Friday 7:30am – 5:00pm
Saturday 9:00am – 3:00pm
MS Office Suite, Internet, Adobe Acrobat Pro, SPSS, Respondus (Lockdown Browser)

Learning Resources

BUS152 Academic Computing Lab
Business Building BUS152, 1st Floor
558-1240
Monday - Friday from 8:00am - 4:00pm
Saturday Closed
MS Office Suite, Diet Analysis, Internet
eServices and Financial Aid:
Monday - Thursday 8:00am - 6:00pm,
Friday 8:00am - 3:00pm
WHO SCHEDULES WHAT (cont.)
Campus Labs (cont.)

Learning Resource Center
Reference Desk
Learning Resource Building - 2nd floor
558-2461
Mon. - Thurs. 7:30am - 8:00pm
Friday 7:30am – 5:00pm
Saturday 9:00am – 3:00pm
LOIS (Library Catalog), Internet, Full Text Database

Mac CAD Lab
Tech 109
558-2277
Mon. - Thurs. 8:00am – 10:00pm
Friday 8:00am – 5:00pm
Sat. & Sun. 10:00am – 5:00pm

Math Lab
(open to all Los Rios students enrolled in Math-related courses and have positive unit classes at SCC)
Rodda South 162, 1st. Floor
558-2162
Mon. - Thurs. 8:00am – 8:00pm
Friday 8:00am – 4:00pm
Saturday 9:00am - 3:30pm
Sunday 10:30am - 3:30pm

Music Lab
(Piano practice lab with 6 PC’s with music editing software)
Auditorium 22
558-2132
Mon., Wed., Thurs. 8:30am – 12:00pm &
1:00pm – 8:00pm
Tues. 9:30am - 12:30pm &
1:00pm – 4:00pm
Friday 8:00am – 12:00pm &
1:00pm – 4:00pm
WHO SCHEDULES WHAT (cont.)
Campus Labs (cont.)

ESL Center
Rodda South 328, 3rd Floor
558-2324
Hours vary - check posted schedule

Mohr Hall Lab
Mohr Hall 25
558-2519
Mon. - Thur. 8:30am - 12 noon &
1:00pm - 5:30pm
Fri. 8:00am - 12 noon &
12:30pm - 4:30pm

Reading Lab
Rodda South 329, 3rd Floor
558-2207
Hours vary - check posted schedule