

Foothill College Facility Use Policy

Facilities Rental Policies and Procedures

Pursuant to Educational Code 82537-82548, the governing board of any community college district may grant the use of college facilities or grounds for public, literary, scientific, recreational, educational, or public agency meetings, or for the discussion of matters of general or public interest upon terms and conditions which the Board deems proper, and subject to the limitations, requirements, and restrictions set forth in this article.

Facility Use Authorization

Pursuant to Foothill-De Anza Community College District Board Policy 3205, the use of college facilities by outside groups shall be for short term, temporary needs. Short term is defined as no longer than one academic quarter. No possessory interest is intended by any permitted use of a college facility. No use shall be permitted under the authorization of this policy that constitutes a monopoly for the benefit of any person or organization. The District strives toward fair and equitable treatment of all persons and will revoke any contract should discrimination of fundamental human rights be evidenced.

In conjunction with District Board Policy 3205, it is the policy of Foothill College to accept reservation applications from community groups and organizations for the use of its facilities on a first come, first served basis, only when that use does not interfere with, infringe on, or impede the educational process.

Categories of Rental

Category 1: Student Clubs and Organizations, and Campus Sponsored Events

Student clubs and organizations are encouraged to utilize facility resources at Foothill College. Facility requests must be made by club advisors. Club advisors must be present in the building when the facilities are in use. Student clubs and organizations that are approved by the governing board of the District, and campus sponsored events are exempt from charges as stipulated below.

- Facility application processing fee
- Hourly facility rental fee
- Specialized equipment usage fee

Student clubs and organizations, and campus sponsored events are responsible for the following fees:

Direct costs for all labor including but not limited to, custodial and grounds personnel, pool technicians, lifeguards, Audio Visual, ETS, theatre support, and campus police.

Category 2: Non-Profit Organizations

Organizations (excluding churches and religious groups), clubs, associations, and other public agencies organized for general character building or welfare purposes.

Documentation of legal non-profit status from the Internal Revenue Service must be provided to qualify. The following must be paid:

- \$50 application fee
- Hourly nonprofit rental fee
- Utility usage fee
- Use of specialized equipment
- Direct fees for custodial, grounds, on-site supervisor, pool technicians, lifeguards, Audio Visual, ETS, theatre support, and campus police will be applied.

Category 2: Conditions of Non-Profit Discount

Non-profit organizations having fundraising entertainment or meetings where admission fees are charged or contributions, or any type of donation, are solicited must be for the benefit of the students of the Foothill-De Anza Community College District, otherwise the for-profit fee schedule applies to the rental contract.

Category 3: Religious Organizations and Private or Commercial (for Profit) Groups

The governing board may charge an amount not to exceed its direct labor costs and fair rental value of college facilities and grounds under its control for activities other than those specified above. The following must be paid:

- \$50 application fee
- Hourly for-profit rental fee
- Utility usage fee
- Use of specialized equipment
- Direct fees for custodial, grounds, on-site supervisor, pool technicians, lifeguards, Audio Visual, ETS, theatre support, and campus police will be applied.

Who may Apply for Facilities

The Applicant – Requestor - Responsible Person

- The person applying for facilities use must be over 21 years of age and the requestor is responsible for all charges if mutually agreed upon per the ensuing contract and invoice. This person or a designated representative of the applicant will be on site for the entire event and will be responsible for compliance with applicable laws, facilities rental policies and procedures.
- Applicants who are sponsored by a Foothill College department or division are responsible for filling out the online application and are responsible for all direct costs as per contract and invoice and not the division or department.
- Assignment of a campus representative is for the express safety of the college and client; assignment of a faculty or staff person other than from the Office of Finance and Administrative Services is in addition to onsite supervisor charges.

Campus Representation

An authorized employee of Foothill College Finance and Administrative Services must be assigned to each event and shall act as the campus representative for that event. Onsite supervision is required for the entirety of each event at the expense of the requestor. The campus representative for the event is responsible for assuring the conditions of the contract are carried out as well as checking and verifying the condition of the facility. This verification shall constitute authoritative proof for any damage incurred by the authorized requestor or any of its participants of the event. Additional campus staff may be assigned based the needs of the event. The campus representative may not be assigned to the event if already engaged in any other campus activity which coincides with the event. If the campus representative cannot work the event, the Facilities Rental Office must be contacted.

Summary of Charges and Fees

The following direct costs will be assessed to all outside organizations or groups renting facilities at Foothill College. All fees are listed in Exhibit A.

- Open/close facility
- Onsite Supervisor/ campus representative
- Specialized equipment
- Special event or room set up and takedown
- Custodial services
- Grounds services and pool technicians
- Utility usage fee (Stadium lights)
- Specialized support staff (e.g. AV technician, electrician, IT specialist, theatre support)
- Campus Police

Parking

Parking permits are required at all times at Foothill College. **Parking is not included in the use of college facilities and participants of a scheduled event wishing to park their vehicles must pay for a daily parking permit.** If an outside group or organization is interested in securing prepaid parking for their event, the requestor must contact Campus Police. Any request for a fee waiver or reduction must be Board approved a minimum of two (2) weeks prior to the event. Requests for parking permit waivers must be submitted in writing to the Facilities Rental Coordinator at least 60 days in advance which allows enough time for the request to be forwarded to the College President for submission to the Board of Trustees for approval.

Insurance

All outside groups and organizations must provide the college with a Certificate of Insurance for \$1 million dollars per each occurrence and \$2 million in the aggregate, listing Foothill-De Anza Community College District as additionally insured. Vendors and caterers must also provide evidence of general liability insurance. Food trucks must provide evidence of general liability and auto liability insurance. Evidence of workmen's compensation insurance must be additionally provided if there are employees on site.

Deposits and Billing

In accordance with Educational Code 82540, all fees are due and payable prior to the event. A \$50.00 application fee will be included on the invoice for all rental contracts. Completion of the online application does not constitute an agreement. After conferring with the Facilities Rental Coordinator, a contract is constructed and agreed upon. A signature is required on the contract within ten (10) days of submitting an application and a **deposit of \$500 is required for all Smithwick and Lohman Theatre rental requests to reserve the requested date(s)**. Failure to pay the deposit and sign the contract within the stated time period may cancel reservations. Final payment is due two weeks prior to the start date of the scheduled event. All payments must be remitted in person or by mail to: Foothill College, 12345 El Monte Road, Los Altos Hills, CA 94022, Attention: **Facility Rentals**, in the form of a check, cashier's check, or money order.

College Closures

Foothill College facilities are closed on all legal school holidays listed below and on other holiday or recess periods declared by the President or by the Governor that provides for community colleges to be closed as approved by the Board of Trustees. College closures are designated each academic year.

Independence Day

Cesar Chavez Day (Friday before Labor Day)

Labor Day

Veterans Day

Thanksgiving Day

Day after Thanksgiving

Christmas Eve

Christmas Day

Day after Christmas
December Holidays (per the academic calendar of the current year)
New Year's Eve
New Year's Day
Dr. Martin Luther King, Jr. Day
Lincoln's Day
Washington's Day
Easter Sunday
Memorial Day

Event Cancellations and Rescheduling

By the requester, non-theatre contracts

If it is necessary to cancel or modify a rental contract, the Campus Facilities Rental Coordinator must be notified in writing no less than one week prior to the start date of the contract. If the minimum notification is received and acknowledged by the Campus Facilities Coordinator, all monies except for the \$50 facility application fee will be refunded or a credit issued. Refunds or credits will not be given for contracts canceled or modified less than one week prior to the start date of the contract. Refunds or credits will not be given to groups or organizations that fail to show for scheduled contracts.

By the requester, theatre contracts

If it is necessary to cancel a Smithwick or Lohman theatre rental event, the Campus Facilities Rental Coordinator must be notified in writing no less than six weeks prior to the scheduled event. If the minimum notification is received and acknowledged by the Campus Facilities Coordinator, all monies except for the \$50 facility application fee will be refunded. Refunds will not be given for events canceled with less than six weeks notice of the event. Refunds will not be given to groups or organizations that fail to show for scheduled events.

Request for rescheduling of event

If it is necessary to reschedule a contract, the Campus Facilities Rental Coordinator must be notified no less than four weeks for general rentals and six weeks for theatre rentals prior to the start date of the contract. Each request for rescheduling will incur a \$50.00 change fee.

By the College

Foothill College reserves the right to cancel any event scheduled by a community group, organization or individual if the scheduled facility is needed for a college program. Although rare, if it is necessary for the college to cancel an event, the college will make every effort to notify the group of the cancellation at least one week in advance of the scheduled event. In the case of cancellation by the college, all monies collected will be refunded for each application processed, including the \$50 application fee.

Cancellation due to Inclement Weather

Reservations are made rain or shine and cancellations due to weather are not refundable unless the area is deemed unusable by local weather service or authority.

Timeline for placing a Facilities Application

All general rental requests should be filed at least one month in advance of the proposed event, and all theatre rental requests should be filed at least six weeks in advance of the proposed event. Due to academic scheduling requirements, we can schedule events, but not provide a definitive confirmation regarding availability more than one academic quarter in advance.

Classroom, Lecture, Theatre, and Indoor Physical Education Spaces

Food and beverages are not allowed in classrooms, lecture halls, theatres, and indoor Kinesiology and Athletic spaces without express permission. Food and beverages served in any of these facility types will require custodial support to be on staff for the entirety of the event with no less than a four (4) hour minimum at the renter's expense. Amplified music is prohibited in all parking areas and requires permission in quads and other indoor or outdoor spaces within the campus. The posting of any signage over existing college signs are prohibited.

Reasons for denial of application or cancellation of a reservation

Foothill College strives to accommodate all applicants yet there are times when an application cannot be accommodated. The following list offers some examples:

- The application request could not be filled due to
 - Unavailability of the date/space requested
 - Designated campus holiday
 - Capacity restrictions
 - Conflict with other events on campus
 - Perimeter road closure needs
 - Lack of required documentation as requested by the Facilities Rental Office (signed contract, certificate of insurance, environmental health permits, etc.)
 - Lack of payment

Theater Rentals Process

The steps for renting the theaters are as follows:

1. The requesting group representative must contact the Facility Rentals Coordinator at fhfacilityrentals@fhda.edu to ascertain an available date and time. The agreed upon date can be held for two weeks (14 days) pending submission of an application and receipt of deposit. ***Please note there is a four hour minimum for all theatre rentals.***
2. A facility tour is required for all new clients prior to submitting a rental application. Appointments to view the facility must be scheduled in advance with the Facility Rentals Coordinator, usually Thursdays and Fridays after 5pm and Saturdays and Sundays after 1pm, depending on rental schedule.
3. Once the application has been submitted, you will receive an email from Adobe Sign asking for signature. The requesting group representative must sign the application, plus a non-refundable deposit of \$500.00 (which is applied towards the final bill). Then, the facility coordinator could start to process the application. No application will be accepted less than eight weeks prior to the desired date of use.
4. Reservations are not confirmed until the Facility Rentals Coordinator receives the signed contract and deposit from the applicant.
 - Non-profit rates are available for groups who have a valid 501(c)(3) and will not be charging admission fees. Per Ed Code and/or board policy citing the number.
 - A certificate of liability insurance (COLI) is required for all facility rentals.
 - The certificate must list the names, persons, or organization named on the facility rentals contract as insured under the policy and must list the "Foothill-DeAnza Community College District as certificate holder, and Foothill- De Anza Community College District's Board of Trustees, and the individual members thereof, all District officers and servants are names as additional insured."
 - The coverage must be for a minimum of \$1,000,000.00 of liability per occurrence and \$2,000,000.00 in the aggregate.
 - The certificate of insurance must be received by the Facility Rentals office at least 30 days prior to the scheduled event or the contract and the event may be canceled.
 - The client will be represented by one person, before and during and after the event. This representative should be the contract signer, but if this is not the case, the representative must be approved via email by the contract signer.
 - If more than one person needs to be consulted, for areas such as lighting and sound, these individuals also need to be approved via email by the contract signer.
 - In order to best accommodate technical needs, the client must send technical and other requests to the Theatre Manager moorechristina@fhda.edu no later than six weeks prior to the event.
 - Requests include anything provided by Foothill, including technical equipment, tables, chairs, etc.
 - Any modifications to these requests must be made via email no less than one month prior to the event.
 - Any changes to the contracted starting time must be requested via email no less than one month prior to the event.

- ***These changes can only be requested by the contract signer.***

- Change requests will be honored insofar as they are feasible; the final decision is at the discretion of the Theatre Manager
- Due to limited power supply in the building, outside equipment that requires power may not be able to be accommodated. Client must provide a list of outside rental equipment to the Theatre Manager at least one month in advance of the event. The Theatre Manager will work with the client to make any changes deemed necessary to this list.
- The Theatre Manager will staff the event with District theatre crew. Only theatre crew may operate theatre equipment. Scheduling of crew is solely at the discretion of the Theatre Manager.
 - Theatre personnel work at a four-hour minimum.
 - If your event is scheduled to for more than 8 hours, a theater overtime rate will apply after 8 hours.
 - If the client has equipment to be delivered and/ or picked up at a time other than the contracted time, arrangements must be made with the Theater Manager no less than two weeks in advance.
- Invoicing for the event takes place six weeks prior to the event, with the bill due in full (minus deposit) two weeks prior to the event date. Billing for events is done on the basis of actual time, beginning with the contracted starting time and ending at the time the facility is clear and restored to its original condition. If there are changes or additions to the production, the user (client) shall bear any additional expenses.

General Theater Policies

- The Fine Arts Facilities, including the Smithwick and Lohman Theatres, are available first as classroom spaces, followed by use for other campus events.
 - If space is available on evenings and weekends, outside groups may rent facilities on a first come/first serve basis.
 - The facilities become available for rent to the public each March, for the following academic year (September – June).
- No group will be denied the use of the facilities except under the following conditions-
 - The facility is in use by a campus group, or previously rented by another outside group
 - The requesting group is deemed too large to be accommodated in the requested facility or environs
 - The requesting group has an outstanding bill due to Fine Arts Facilities or any other District entity.
 - The requesting group has damaged or misused District property or equipment in the past
 - Extreme disruption of activity or harassment of personnel can cause cancellation of the rental of any facility.
 - The requesting group wishes to use the facility to slander or discriminate against another group (ethnic, religious, gender, etc.)
 - The requesting group wishes to use the facility for any illegal purpose.

- The event is not covered by insurance.
- At no time may any of the Fine Arts spaces be filled to over permitted capacity. The capacity of the Smithwick Theatre is 941, the capacity of the Lohman Theatre is 140, and the capacity of Appreciation Hall is 168. Contact the Facility Rentals Coordinator for capacities of classrooms.
- The client is responsible for all actions, behavior, and damages caused by their guests/attendees during the occupation of the facilities.
 - Theatre and campus personnel reserve the right to remove any person behaving in an unlawful or dangerous manner.
- No fire is allowed in any campus buildings or grounds. This includes, candles, incense, lamps, barbeques, etc.
- Doors, hallways, and aisles may not be obstructed by equipment or people.
- No animals, other than service animals, are allowed in campus facilities.
- Smoking is only allowed in designated smoking areas.
- For safety and security, only members of the cast and crew are allowed backstage. The client will provide personnel to prevent unauthorized entrance backstage.
- Should the event be cancelled or rescheduled by the client for any reason, the deposit will be forfeited. If the event is cancelled less than 30 days prior to the event, further cancellation fees may be applied. What are those?

Box Office and Ticket Sales

- The Box Office is available to sell tickets; tickets will be sold by the client only. Internet access must be requested XX weeks in advance. ; Clients are responsible for printing their own tickets.
- Clients are to provide their own ushers/ticket takers, and House Manager.

Decorating

- The client may not attach anything to the interior or exterior walls of the theatres, or on any walls on campus. All signs posted must be on stands provided by the client.
- The client may, with the assistance of the theatre crew, hang banners from existing hooks at the theatre front, or tape banners to the front of the stage, using theatre-provided tape. The client is welcome to use the signboards and table in the lobby.
- Any decorations put up must be removed by the client prior to vacating the facility.

Cleaning

- The client must place all trash in receptacles or trash bags.
- All posters, signs, etc., must be removed by the client.
- All equipment used must be replaced and the premises left in a neat and ordered fashion.
- A \$296.00 mandatory cleaning fee will be charged per day for each event. This cleaning will take place after the event and will include cleaning and stocking of bathrooms, vacuuming, emptying of trash, etc.
- The client will be charged an additional \$74/hour if the event takes longer than four hours to clean.

Food and Beverages

- All food and beverage must, by law, be provided by a licensed food provider with a local business and catering license. The caterer must provide a license copy to the Facility Rentals Coordinator a minimum of two weeks prior to the event.
- Open flame is not permitted on campus. No food may be prepared on campus.
- No food or beverages other than bottled water are allowed in the facilities.
 - Performers and crew may bring food for personal consumption backstage, if it is properly disposed of by the end of the event.
 - No food or drink, other than bottled water, is allowed in the dressing rooms.
 - Alcohol is not permitted on campus without a permit which must be requested, approved, and processed a minimum of 6 weeks prior to the event.

Equipment Use

- All theatre equipment is to be operated by Foothill theatre crew only.
- Theatre crews are not responsible for the functioning of outside equipment brought in by clients, i.e. laptops, MP3 players, projectors, fog machines, etc.
- The theatre is not responsible for providing scenery, props, or furniture. Items stored in the theatre belong to the Theatre Arts Department and are not available for rent and cannot be borrowed.
- Due to liability, no one other than Foothill theatre personnel are allowed in the technical booth.

Parking

- Parking regulations are enforced seven days a week.
- Parking is permitted in marked spaces in “Student/Visitor” lots only. The lot behind the theatre is for loading/unloading or handicapped parking only.
- \$3 Daily permits are required seven days per week.
- Pre-paid permits are available through the District. Please contact the District Parking Office at 408-864-8749 or maussjoe@fhda.edu. Parking arrangements must be made at least three weeks in advance of the event.

Lost and Found

- Items left in the theatre will be kept for two weeks by the Theatre Manager (650) 949-7011, and then turned into Campus Police (650) 949-7313.

Any violations of these policies may result in forfeiture of future rental privileges of Foothill College facilities, and additional fees.

We reserve the right to amend these policies as deemed necessary without advance notice.

Fine Arts Facilities Usage for On-Campus Groups

All groups who use any facility in the Fine Arts Area must pay for usage and provide insurance, as per District policy. However, groups who are part of Foothill College, or sponsored by a Foothill College Department or Club (see sponsoring guidelines) are covered by campus insurance and are not required to pay for room rental or campus equipment. All groups are required to pay for any labor and any equipment purchased or rented solely for usage by that group.

Guidelines for Clubs Using the Smithwick Theatre

Foothill clubs may use the theatre for the cost of labor only, provided that:

- The date is available
- The campus advisor, or other full-time Foothill faculty or staff, is present in the theatre for all rehearsal and performance time
- The club has received OBD authorization

-The theatre is to be used for the performance of Foothill students. The performance may have guest artists, but only if:

- Guests are a small percentage of the performance

or

- The group may present an entire performance, but only if all proceeds go to Foothill College or are presented free of charge to the student body
- Outside groups must have separate insurance

-After the event, the theatre will bill the campus club.

-Outside groups may use the theatre for their own performances with club sponsorship, but they will be charged regular (including non-profit) rates.

Any violations of these policies may result in forfeiture of future rental privileges of Foothill College facilities, and additional fees.

We reserve the right to amend these policies as deemed necessary without advance notice.

Included in this policy are the following exhibits:

Exhibit A: 2019 – 2020 Facility Rental Rates

Exhibit B: 2019 – 2020 Insurance Requirements

Exhibit C: 2019 – 2020 Guidelines for Food Related Events and Food Sales

Exhibit D: 2019 – 2020 Alcoholic Beverage Policy

Exhibit E: 2019 – 2020 Parking Waiver Document

Exhibit A

2020-2021 Foothill College Facility Rental Rates

*Three hour minimum

** Four hour minimum

| | For-Profit | Non-profit |
|--|----------------------|----------------------|
| | Per Hour Rate | Rate Per Hour |
| Smithwick Theatre** | \$500.00 | \$400.00 |
| Smithwick Theatre overtime rate (for events going past their scheduled/contracted rental period) | \$750.00 | \$600.00 |
| Smithwick Theatre Without Audience** | \$175.00 | \$140.00 |
| For small groups who only wish to film or livestream their event in the theatre | | |
| Lohman Theatre** | \$250.00 | \$200.00 |
| Lohman Theatre overtime rate (for events going past their scheduled/contracted rental period) | \$375.00 | \$300.00 |
| Lohman Theatre Without Audience** | | |
| For small groups who only wish to film or livestream their event in the theatre | \$150.00 | \$120.00 |
| Appreciation Hall** | \$175.00 | \$140.00 |
| Theatre Courtyard | \$110.00 | \$88.00 |
| | | |
| Room Capacity | | |
| 50 and under* | \$75.00 | \$60.00 |
| 51-100* | \$80.00 | \$64.00 |
| 101-180* | \$125.00 | \$100.00 |
| 181-325* | \$150.00 | \$120.00 |
| | | |
| Dance Studio* | \$125.00 | \$100.00 |
| Library Central Garden* | \$110.00 | \$88.00 |
| Campus Center Conference Rooms and Patios* | \$150.00 | \$120.00 |
| PSEC Quad* | \$110.00 | \$88.00 |
| Dining Room* | \$200.00 | \$160.00 |
| Dental Clinic* | \$150.00 | \$120.00 |
| | | |
| Athletic Facilities | | |
| Main Gymnasium | \$160.00 | \$128.00 |
| Small Gymnasium | \$120.00 | \$96.00 |
| Football Stadium | \$160.00 | \$128.00 |
| Track | \$60.00 | \$48.00 |
| Soccer Field | \$225.00 | \$180.00 |
| Futsal Field | \$75.00 | \$60.00 |
| Pool | \$150.00 | \$120.00 |

| | | |
|---|----------|----------|
| Softball Field | \$115.00 | \$92.00 |
| Softball Field Batting Cages | \$90.00 | \$72.00 |
| Tennis Court (Each) | \$30.00 | \$24.00 |
| Golf Facility | \$75.00 | \$60.00 |
| Direct Costs | | |
| AV Technician** | \$85.00 | \$85.00 |
| Custodian** | \$74.00 | \$74.00 |
| Electrician | \$90.00 | \$90.00 |
| Grounds Maintenance Personnel and Pool Technicians** | \$74.00 | \$74.00 |
| Sergeant | \$100.00 | \$100.00 |
| Police Officer | \$90.00 | \$90.00 |
| Community Service Officer | \$65.00 | \$65.00 |
| IT Technician** | \$95.00 | \$95.00 |
| Lifeguard (1per each15) | \$50.00 | \$50.00 |
| On Site Supervisor | \$90.00 | \$90.00 |
| Stadium Lights | \$80.00 | \$80.00 |
| Table and Chair set up/take down | \$74.00 | \$74.00 |
| Other | | |
| 6 ft. Table (each) | \$6.00 | \$5.50 |
| Folding Chairs (each) | \$1.50 | \$1.25 |
| Additional Services/Special Fees | | |
| Application Fee | \$50.00 | \$50.00 |
| Theatre Rental Deposit | \$500.00 | \$500.00 |
| Piano Tuning Fee | \$150.00 | \$150.00 |
| Marley Dance Floor (Black) | \$200.00 | \$200.00 |
| Crew Overtime Fee for Theatre Events Longer Than 8 Hours | \$125.00 | \$125.00 |
| Crew Overtime Fee for Theatre Events Longer Than 12 Hours | \$250.00 | \$250.00 |
| Beer and/or Wine Use Fee | \$200.00 | \$200.00 |
| Contract Change/Reschedule Fee | \$50.00 | \$50.00 |

Exhibit B

Foothill College Insurance Requirements 2020-2021

All outside groups and organizations must provide the college with a Certificate of Insurance for \$1 million dollars per occurrence and \$2 million in the aggregate listing Foothill-De Anza Community College District as additionally insured. The policy must be on file two weeks prior to the event start date, the same date as final payment is due.

1. A minimum of \$1,000,000.00 per occurrence and \$2,000,000.00 in the aggregate of general liability coverage is required of all renters who are not affiliated with Foothill-De Anza Community College District.
2. On a separate piece of paper, with the heading "Additional Insured", the certificate must contain the following additional insured statement worded in its entirety and exactly as follows:

"Foothill-De Anza Community College District its Board of Trustees, and the individual members thereof, all District officers and servants are named as additional insured." must be named as additionally insured."

3. The certificate holder is:
Foothill-De Anza Community College District
12345 El Monte Road
Los Altos Hills, CA 94022

Exhibit C

Food Consumption and Vending Policy and Allowable Options

Pacific Dining:

Foothill College catering is made possible by Pacific Dining and whenever possible, an outside party should contact Pacific Dining for a non-binding food services quote. The Facilities Rental Coordinator will notify Pacific Dining of any upcoming events that require food service, or the requestor may contact them directly by calling Richard McMahon at:

Pacific Dining - Food Service Management
P.O. Box 6789
San Mateo, CA 94403
408-406-8487
rick@pacific-dining.com

Outside Catering

Unless the food is “pre-boxed” and is sealed for distribution, in order to adhere to the procedures defined in the California Retail Food Code, a licensed caterer must be onsite for the event to serve. To minimize food contamination, all caterers are required to provide the following documentation two weeks prior to the event start date.

Truck Caterers

- 1) Evidence of a current Environmental Health Inspection Certificate
- 2) General liability insurance certificate in the amount of \$1 million per occurrence and \$2 million in the aggregate
- 3) Auto liability insurance certificate in the amount of \$1 million per occurrence and \$2 million in the aggregate
- 4) If employees are on site instead or in addition to the owner of the catering company, statutory limits for workmen’s compensation insurance must be provided in the amount of \$1 million stating it is the employer’s liability

Food Trucks must receive approval of their parking location from the Facilities Rental Coordinator and Police Records Specialist a minimum of five (5) days prior to the event start date.

Non-Truck Caterers

- 1) Evidence of a current Environmental Health Inspection Certificate
- 2) General liability insurance certificate in the amount of \$1 million per occurrence and \$2 million in the aggregate
- 3) If employees are on site instead of the owner, workmen’s compensation insurance must be provided.

Other Food Vending Options

In accordance with California Retail Food Code, if a renter wants to vend food, all items must be pre-packaged and fully sealed by the food manufacturer.

Exhibit D

Alcoholic Beverages (2020-2021)

Alcoholic beverages are not allowed to be consumed on campus without a permit and are not allowed to be served at Foothill College without written permission. Should you want to have alcoholic beverages at your event the following procedures are required.

The District's primary concern is to protect the health and welfare of all guests. Only beer and or wine are allowed on campus. All requestors who are permitted to serve beer and or wine at their event are expected to promote responsible consumption.

Type of Event

Issuance of a **Beer and/or Wine Permit** is dependent on the purpose of the proposed event, such as weddings, celebratory events, fundraisers, etc.

- The application must clearly state the purpose of the event and describe the program or activity with the stated purpose.
- Participants under 21 years of age may not be served, so requestors will be required to describe the group and their guests for consideration.
- The permitted requestor must demonstrate how the number of attendees of the private event will be monitored.
- A minimum of 45 days is required to process a permit and the request must prove sufficient planning has occurred to avoid potential problems.

Hours of Events with Beer and/or Wine

Requests for Permits will only be approved if they fall within the following time periods:

- There are no instructional or student activities in the facility
- After 5 pm on weekdays, 4 pm on Fridays
- After 10 am on Saturday and Sunday
- Serving cannot exceed a four-hour time limit, the event can be longer
- If a full meal is served and there is a dancing component following, a longer time may be negotiated

Designated Responsible Person

- The person seeking permission to provide beer and/or wine at Foothill College must be the same person who applies for the facility. If permission is granted, appropriate supporting documents will be provided by the Office of Administrative Services and Finance to the requester and their caterer who holds the necessary California State licensing which authorizes the dispensing of beer and or wine at temporary sites (supplemental license ABC58). This person, in addition to Foothill campus representation, will be on site for the entire event and will be responsible for compliance with applicable laws, facilities rental policies and procedures.

Serving the Beer and/or Wine

- Beverages must be served by a licensed caterer

- Equal amounts of non-alcoholic beverages must be available for consumption
- There shall be no sale of alcoholic beverages; exchanging any consideration for alcoholic beverages constitutes a sale
- Caterer is required to check identification to insure proper age

Fees, Security, and Approval

- Pursuant to Board Policy AP 3500 Alcohol on Campus, approval to serve alcohol must be granted no less than 45 days prior to the event.
- Additional security personnel will be required
- A \$200.00 application fee per permit request date is required

Exhibit E

Foothill College Parking Waiver Policy

According to the October 2013 update of the District Police Department Parking & Traffic Regulations, Chapter 8, both internal and external requests for parking fee waivers must be ratified by the Board of Trustees.

External “No Fee” Parking Waiver Request Procedure

If a request for a parking fee waiver is from an external company, please forward the requesting party directly to the President’s Office. If a “no fee” parking waiver is granted, the President’s Office will place this item on the Board of Trustees agenda for ratification.