

Overview of the Facilities Rental Program

Prepared by request for the Revenue & Resources Committee, December 2018

What is the facilities rental program?

Educational Code 82537-82548 states the governing board of any community college district may grant the use of facilities or grounds for public, literary, scientific, recreational, educational, or public agency meetings. Our District Board Policy 3205 guides our facility rental policies and activities at Foothill and DeAnza. Facility Rental events must not infringe on, or impede the educational process; our academic classes/programs always take precedence over Facility Rental requests. Our Facilities Rental program consists of Fine Arts Facility Rentals which covers the Smithwick and Lohman Theaters, and General Facility Rentals which covers all our other rentals (athletic fields, gyms, classrooms, dining hall, meeting rooms, outdoor courtyards, etc.) We have a wide variety of rental clients ranging from groups renting the Smithwick Theater for elaborate theatrical productions to soccer, field hockey, volleyball, swimming, archery, basketball, and church groups, as well as various professional organizations. Many of our clients are regular, long-standing renters such as LAMVAC who rents our pool and MVLA who rents our soccer field. We also continue to work on attracting new clients through our fairly new pages on Yelp and Google Business.

What is the process and costs involved to rent facilities?

A prospective renter can submit a rental application through the facility rentals website, <https://foothill.edu/facilityrentals/applications.html>, to request and confirm availability of their desired space and date. Our Facilities Rental Coordinator then works with the potential renter to confirm availability and client needs for the event.

The costs charged to the client include, at a minimum, the room (or athletic field, gym, pool, theater, etc.) rental fee and a \$50 application fee. Other fees which may be charged to the client include custodial, grounds, police, on-site supervisor fee, a/v technician, stadium lights, etc. Parking is not included in our rental rates giving the client the option of renting an entire parking lot(s) from campus police, or purchasing day permits for each vehicle.

How are revenue generated from facilities rentals?

The revenue from facilities rentals comes from the hourly facility rental fee which varies depending on the particular venue and capacity and other fees as mentioned above. An important point to note is the fact the intent of the facilities rental program isn't necessarily to turn a profit, it is to make our facilities available for public use per Ed Code 82537-82548, while at the same time ensuring we are charging enough to cover all facility maintenance and overhead (staffing costs, utility costs, maintenance, wear and tear, etc.).

What are some costs borne by facilities rentals? Is facilities rentals supposed to be self-sustaining?

Facilities Rental is, and is supposed to be, self-sustaining; it should/does bring in enough in rental income to cover salaries and benefits for personnel involved in the program/process, utilities, maintenance, and wear and tear. Every year we review our rental rates to ensure we continue to charge enough to cover our direct and indirect costs related to the program. We have used surplus funds in our rental accounts to put back into our campus facilities. Some of the larger projects funded by facilities rentals include replacement of the soccer field, and installing programmable football stadium lights (which as a result will provide some labor savings). This winter the rental revenue will fund professional seat and carpet cleaning in the Smithwick Theater.