



Merritt College

12500 Campus Drive – Oakland, CA 94619 – (510) 434-3967

Facilities Rental Overview: External Reservation Application for Use of Facilities

Request Deadlines

A Complete Application Packet for Use of Facilities must be turned in to the Merritt College Business Office at least **30 days prior to the scheduled use** in accordance with Peralta District Board Policy 6.64. Any applications not received within this timeframe will be processed at the discretion of staff and may be denied.

Rental Process

Please complete the steps outlined below for facilities rentals:

<p>Step 1: Application Packet</p>	<ul style="list-style-type: none"> A fully Completed Application Packet includes the following: <ul style="list-style-type: none"> Rental Application Forms that are completed and signed by the applicant. Rental Application Forms include the Facilities Rental Overview, the Application for Use of Facilities, the Facilities Rental Needs form, the AV/IT Support form and the Room Setup form, if applicable. A check for \$25 application fee (non-refundable). A separate check for \$200 security deposit (the security deposit may exceed \$200 at the discretion of the Merritt College president in the case of large events). The check for the security deposit to be a separate check from the check for rental fees, the Name of Applicant and Date of Event to be written on memo line of each check. Provide an insurance certificate for a minimum of one million dollars in public liability and five hundred thousand Dollars in property damage, endorsed to the Peralta District, 333-East 8th Street, Oakland CA 94606. The Fully Completed Application Packet to be reviewed by Business Manager or College President for Approval.
<p>Step 2: Costs and Payment</p>	<ul style="list-style-type: none"> Upon approval of Application Packet, an Invoice will be forwarded to Applicant. Facilities are rented on an hourly basis. A schedule of rental fees as mandated by PCCD’s AP 6700 is attached. Reduced rates apply for Special Preferred Users (schools in the PCCD service area) and for Preferred Users (public agencies, colleges, nonprofit organizations/businesses that are granted tax-exempt status by the IRS). The following rental fees will also apply: \$120 open up/set up and \$120 clean/close/lock-up custodial fee, a minimum of \$240 IT/AV Technician Fee if Audio Visual (AV) equipment is rented for the event and \$150/day Athletic Supervisor Fee will apply if Athletic facilities are used. Other personnel fees may apply if deemed necessary, i.e. Grounds Services (\$60/hr), Utility Engineer (\$75/hr), Police/Security Services. Audio Visual (AV) equipment and other equipment are available and can be rented. Rates are shown on attached rates sheets. Total charges are to be paid in full within 10 working days of the rental date. Checks are to made payable to Merritt College; Please indicate the following info on the memo line of the check: <ul style="list-style-type: none"> The name of your Organization/Name of Applicant to Use Facility and the Facility to be used; Date(s) of your event; If rented for a specific range of dates please show date range, i.e., 9/7/15-12/15/15 Mailing Address: Merritt College, Business Office, ATTN: Facilities, 12500 Campus Dr., Rm Q222, Oakland, CA 94619 Cash Payments can be made at the Cashiers Office, Building Q Rm 215, Monday thru Friday: 9am-4pm

Please note:

- During rental time, all college policies and regulations must be observed.**
- The college will retain the right to cancel in the event college personnel discover the request is not made in good faith or in the event the facilities requested are needed for college activities or functions; notice to be given.
- It is expressly **forbidden for renters to subcontract** to other organizations, groups, or individuals.
- Alcoholic beverages and controlled substances are prohibited within and on all Peralta Community College District property** and facilities.
- No smoking or cooking inside** any of the school facilities that may activate smoke detectors/alarm; Facility user to incur additional charges if Fire Dept. is alerted by a false smoke alarm.
- No PETS** are allowed on College premises.
- Events should not be advertised until approval of the event is received.

Parking

All parking regulations are strictly enforced by the Alameda County Sheriff’s Office/ Peralta Police Service. Continuing violations of parking regulations by a group may result in cancellation of the group’s rental agreement. Event goers should purchase a one day \$2 parking permit; parking permit machines to purchase the permits are available in each parking lot on campus.

Security Services Monday-Friday call **Police Services 510-466-7236** Saturday-Sunday call **Securitas at 510-866-1016**

I have read and understood the above.

Signature: _____

Date: _____



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Facilities Office: (510) 434-3967 Carmen Chavez: cell 510-304-0639

Head Custodian Tim Brice: cell 510-517-6279 Business Office Manager Dr. Dettie Del Rosario: cell 707-631-0258

Facilities Rental Needs

I will take the facility AS IS. I will require a set-up. Completed Diagram for Room Set Up
 There will be food/catering. I will provide my own food. There will be no food at this event.

Audio Visual (AV), Information Technology (IT) & Other Needs:

I do not require anything. I will need AV/IT support*

I request the following (Please note: some equipment is only available for certain room):.

Equipment	Cost Per Day	Number Available	How Many requested?	Total Cost
Scoreboard Stadium or Gym**	50/75/100/150			
Easel & Flipchart	\$10	1		
LCD Projector	\$50	2		
Microphone	\$20	3		
SMART CLASSROOM EQUIPMENT State of art integrated system including Document Viewer (projection of hard copy on screen)	\$100	1		
Piano (Huey P. Newton Conference Room, Stadium)	\$50	1		
Sound System (Gym, Huey P. Newton Conference Room, Stadium)**	\$50/75/100/150/250	1		
Whiteboard	\$10	1		
Chairs	\$0	300		
Podium	\$40	1		
Tables (6-Foot)	\$0	45		
** Please Check attached PCCD Athletics Facilities Use Fee Schedule for appropriate fee	TOTAL		COST:	\$

Would you like to invite Merritt College students or the public to your event? YES NO
 Would you like to speak with Merritt College Public Relations or Public Information? YES NO

Please read and initial each statement below:

_____ I understand that all events must be booked at least one month in advance, or requests might not be granted.
 _____ I understand that any changes or additional requests made less than ten business days before an event, are considered last minute, and may or may not be granted, depending upon staff and equipment availability.

Signature: _____ Date: _____

Please Note: RESERVATIONS ARE NOT FINAL UNTIL ALL AUTHORIZATIONS & APPROVALS ARE RECEIVED)

<p>User Rate: _____ Special Preferred User (SPU: Schools in PCCD service area) _____ Preferred User (PU: Public agencies, colleges, non-profit organizations/community groups) _____ Fair Market Value (FRV: Any group not a part of the two groups referenced above)</p> <p>Cost Payment Deadline: _____</p> <p>Approved By: _____</p> <p>Signature: _____ Date: _____</p>
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**Civic Center Facilities Use Fee Schedule 6700
Preferred and Fair Rental Value**

Preferred Users (PU): Public agencies, colleges, non-profit private organized community groups such as youth track club.

Fair Rental Value (FRV): Any group that is not part of the groups referenced above and for profit groups.

FACILITY – COLLEGES	PU/hr. +	FRV/hr. +
Classroom (50 & under)	\$35	\$50
Classroom (51 – 100)	\$55	\$75
Conference Room/Lecture Hall (100+)	\$65	\$90
Forum (Student Lounge)	\$80	\$160
Student Center (eating area outside cafeteria)	\$75	\$125
Gym	\$85	\$170
Locker Room	\$50	\$50
Tennis Court*	\$85	\$170
Track**	\$150	\$300
Parking Lot***	\$80	\$80

+ Cost to rent facilities by the hour. All facilities must be rented for a minimum of three hours.

* Additional tennis courts are & 15 per hour

** Additional \$30 per three hours of light (N/A at Merritt College, No lighting in Stadium)

***A \$200 Cleaning deposit is required. Authorization to refund the deposit may be granted by the Director of Facilities Operations if after inspection it is determined that the parking lot has been returned to the original condition.

ATHLETIC FACILITIES USE FEE SCHEDULE

Definitions:

Special Preferred Users (SPU): Programs sponsored by middle and High Schools in the PCCD service area, who have students the District want to recruit.

Preferred Users (PU): Public agencies, colleges, non-profit private organized community groups such as youth track

Fair Rental Value (FRV): Any group that is not part of the two groups referenced above and for profit groups.

	SPU/Hr.	PU/Hr.	FRV/Hr.	PERSONNEL REQUIRED
Baseball/Softball Fields				
Practice	\$75	\$85	\$170	Supervisor
Game	\$150	\$160	\$320	Supervisor+Grounds
	Flat Fee			
Scoreboard	\$55	\$55	\$110	Operator
Sound System	\$50	\$50	\$100	Operator
	SPU/Hr.	PU/Hr.	FRV/Hr.	
Football Field (3 hr. min)				
Practice	\$100	\$125	\$350	Supervisor
Game	\$150	\$175	\$350	Supervisor+Grounds
	Flat Fee			
Scoreboard	\$75	\$75	\$75	Operator
Sound System	\$75	\$75	\$75	Operator
	SPU/Hr.	PU/Hr.	FRV/Hr.	
Gym				
Practice	\$75	\$85	\$170	Supervisor
Game	\$150	\$170	\$340	Supervisor+Grounds
	Flat Fee			
Scoreboard	\$50	\$50	\$100	Operator
Sound System	\$50	\$50	\$100	Operator
	SPU/Hr.	PU/Hr.	FRV/Hr.	
Soccer: Grass Field (3 hr. min)				
Practice	\$75	\$85	\$170	Supervisor
Match	\$75	\$100	\$200	Supervisor + Grounds
	Flat Fee			
Scoreboard	\$75	\$75	\$150	Operator
Sound System	\$75	\$75	\$150	Operator
	SPU/Hr.	PU/Hr.	FRV/Hr.	
Soccer: Stadium (3 hr. min)				
Practice	\$75	\$85	\$170	Supervisor
Match	\$100	\$125	\$350	Supervisor+Grounds
	Flat Fee			
Scoreboard	\$75	\$75	\$150	Operator
Sound System	\$75	\$75	\$150	Operator
	SPU/Hr.	PU/Hr.	FRV/Hr.	
Tennis for 6 courts				
Practice	\$60	\$70	\$140	Supervisor
Match	\$75	\$85	\$170	Supervisor/Grounds
	Flat Fee			
Timing System	\$75	\$80	\$150	Operator
Sound System	\$75	\$150	\$250	Operator
	SPU/Hr.	PU/Hr.	FRV/Hr.	
Track (3 hr. minimum)				
Practice	\$50	\$70	\$140	Supervisor
Meet	\$125	\$150	\$300	Supervisor+Grounds
	Flat Fee			
Timing System	\$75	\$80	\$150	Operator
Sound System	\$75	\$150	\$250	Operator
	SPU/Hr.	PU/Hr.	FRV/Hr.	
ATHLETIC RENTAL FEES				
*Swimming Pool (2 hr. min)				
Practice	\$45	\$55	\$110	Utility Engineer/Pool Operator
Meet (Two Teams)	\$75	\$85	\$200	Supervisor + Utility Engineer/Pool Operator
Meet (Three Teams or More)	\$100	\$110	\$220	Supervisor + Utility Engineer/Pool Operator
*Must have a lifeguard at all pool activities.				
	Flat Fee			
Scoreboard	\$50	\$50	\$100	Plus Operator
FACILITIES USAGE	Cost/Hour			
Utility Engineer/Pool Operator	\$75			
Grounds Services	\$60			
Custodial Services	\$60			
Audio Visual Technician Services	\$60			
Supervisor	\$150			

**Any fee change set by the Board of Trustees*