

# Merritt College Facilities Rental Policies and Procedures

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Thank you for your interest in using Merritt College as a venue for your planned activity. We are very excited to have the opportunity to host your group, and will do our best to ensure the success of your program. The following policies, procedures, and information will be helpful to you in planning your program(s) at our facilities. Before you plan your event, please take a moment to read and carefully review the below listed guidelines and policies pertaining to your event interests.

## **Policies/Procedures**

Users of facilities must comply with all applicable health and safety regulations. The college cannot assume liability for possible injury to persons or property resulting from use of a facility or event. All aspects of the event and everyone in attendance must comply with all Local, State and Federal Laws, as well as with the College/District policies and procedures.

All uses and charges for the use of College/District facilities are governed by applicable sections of the California Education Code. Use by community groups, public agencies, private organizations or other organizations for public, literary, scientific, educational matters, or matters of general or public interests is governed by the provisions of the Civic Center Act (Educational Code Sections 82537 through 82548). The Civic Center Act and the Community Recreation Act (Education Code sections 10900 through 10915) govern recreational uses of facilities. Use by religious organizations is governed by Education Code sections 82542(d) and (e). Finally, organizations not exclusively governed by the Civic Center Act may have an option to lease college facilities at the discretion of the College/District (Education Code Sections 81378 and 81378.1).

Merritt College complies with the provisions of Title II of the Americans with Disabilities Act of 1990, which says that “no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity.” The facilities of the College afford reasonable accommodations for persons with disabilities. If any member or participant in the external group’s activity requires further accommodation, that group shall be responsible for providing same.

Smoking is prohibited in all indoor and outdoor locations at Merritt College except for the following approved selected areas: all parking lots, except parking lots adjacent to the child care center, between buildings A and D, and the faculty and staff parking lot behind the A building.

## **Reservations**

To make reservations for event space at Merritt College, an Application for Use of Facilities must be submitted. All requests are processed as quickly as possible. However, at various times during the year, the volume of requests is so large that the Facility personnel may be unable to respond to them on the same day that they are submitted. Please provide as much advance notice as possible to allow for the complete processing of your request.

All facility rentals are dependent upon space availability. Popular locations are often booked as much as a semester in advance and hence it is advised that you plan early in order to increase the chance of availability. Before submitting an Application for Use of Facilities, it is strongly recommended that you read all policies and guidelines pertaining to facilities rentals.

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## **Payment Information**

Clients are required to sign a contractual agreement before using facilities at Merritt College. This signed contract will indicate the estimated amount due for your use of Merritt's facilities. Please note that a certificate of liability insurance, a signed contract, 501c3 verification (if nonprofit) and full payment are due two weeks prior to the date of your scheduled event. Methods of payments are cash, check or credit card. Depending on the event to be held in the facilities being rented, i.e. wedding, etc., a security deposit may be required in addition to the full payment.

## **Cancellation**

Written notification of cancellation must be received by the Facility personnel no less than 72 hours prior to the scheduled event. If the 72 hours minimum notification is received and acknowledged by the Facility personnel, all monies, except the \$25 facility application processing fee, will be refunded. Refunds will not be given for events cancelled after the 72-hour notification period. Refunds will not be given to groups or organizations that fail to show for scheduled events.

## **Insurance**

A certificate of public liability insurance for \$1,000,000 and \$500,000 in property damage that names Merritt College and its affiliates as additional insured for the date(s) of the event(s) is required for each organization sponsoring an event at Merritt College. A copy of this certificate must be provided to Merritt College two weeks before the first scheduled date of the event.

## **Non-profits**

If you are considered a non-profit organization, you **must** submit a copy of your IRS 501c3 determination letter with you packet. Otherwise, you will be invoiced at a higher rate.

## **Security**

**Renter must provide own security for sporting events and for events where attendance exceeds 150 persons.** Renters may request a price quote for either the Alameda County Sheriff department or Securitas from the Facility Services Specialist. The college requires documentation of security agreement with a private firm at least 14 days prior to event.

## **Children**

Responsible adults provided by the rental group or organization shall supervise youth or children's group at all times.

## **Pets**

No pets are allowed in the facilities being rented

## **Parking**

Parking is not included in the use of college facilities. If an outside group or organization is interested in securing parking for an activity/event, participants should indicate this to the Facility personnel.

## **Loading/Unloading**

In order to maintain the structural integrity of the campus, **no vehicles** are allowed to drive/park on its perimeter or block any fire lanes. Please contact the Facility personnel if you have items to offload for your group or organization's activity/ event.

If you have any additional questions, please contact the Business Office at (510) 434-3967 or via email at [merfacilities@peralta.edu](mailto:merfacilities@peralta.edu) .