

Los Angeles City College Administrative Services “ How To” Book	Use of Campus (LACC) Property	VII J-1
How Do I Issue A Civic Center Permit?		

A. Brief Description

These procedures are established to guide staff through the issuing of a Civic Center Permit to a non-profit organization. The Civic Center Permit is issued only to a non-profit organization requesting the use of campus facilities. The application process may take an average of two weeks from the commencement to the completion of the process and prior to the organization’s utilization of the facility.

B. How To

1. In order for a non-profit organization to use the campus facilities, the representative of the organization must contact the Administrative Aide in the Campus Purchasing Department to inquire as to the availability of the facilities on the particular date requested.
2. The Administrative Aide reviews the facility availability log and notifies the representative of the organization as to the status.
3. If the date requested by the representative of the organization is not available, an alternative date is proposed by the Administrative Aide based on the available dates in the log.
4. Once the date and the availability of the facility have been established and agreed upon, the facility (space, room, etc.) is booked. The Administrative Aide then informs the representative of the organization to complete an application form at the Purchasing Department.
5. The Facility Use Form may be faxed or e-mailed to the organization if requested or the form can be completed at the Administrative Services Department. The form can also be found online at the College Website at www.lacitycollege.edu (Section VII-A-6). The sample of the form can be found at (Section VII-B-6)
6. The application is then submitted to the Vice President of Administration for review upon receipt or completion.
7. A copy of the State Approved Exempt Qualification letter must be presented to the Administrative Aide in the Purchasing Department prior to the releasing of any facility to the representative of the organization.
8. A copy of certificate of insurance is also required and the LACCD must be an additional insured on the insurance. The insurance document must be presented to the College two weeks prior to the event.

9. The nonprofit organization is assessed only the cost to be incurred by the campus in the execution of the organization's activities on campus.
10. The following costs are assessed based on the duration and the facility to be utilized:
 - a. Custodial
 - b. Sanitary supplies
 - c. Rubbish pick-up
 - d. Sheriff's Overtime
 - e. Facility Rental
 - f. Parking Rental (at a special discounted rate)
 - g. Utilities
 - h. Administrative Costs (10% of the subtotal amount)
11. A formal agreement is prepared by the Administrative Aide between the LACCD and the non-profit organization by utilizing the District Standard Agreement form.
12. The Agreement is submitted to the Vice President of Administration for signature of approval and subsequently transmitted to the authorized representative of the organization for signature of approval.
13. Upon receipt of the signed agreement by the Administrative Aide from the non-profit organization's representative, an invoice is generated by the Administrative Aide and submitted to the representative of the organization for payment.
14. The payment must be made in check or money order to the Administrative Aide prior to the granting of the permit.
15. Upon receipt of payment, the Administrative Aide grants the "Civic Center Permit" to the non-profit organization.
16. The facility then becomes available for use by the organization as agreed upon on the date booked and the terms and conditions set forth in the signed agreement.
17. The Administrative Aide then informs the respective departments' Managers or Heads that are to provide services to the organization of the approval of the agreement and the reserved date and pending services to be provided.