

3B Facilities and Equipment *(Revised May 10, 2007)*

3B1 Use of Facilities--The public use of the facilities, equipment and services, (hereinafter **sometimes referred to as property**) of the Kern Community College District should be made available for community purposes when under the supervision of responsible persons. Public use must be within the policy guidelines adopted by the Board of Trustees, provided that such use does not interfere with the educational program of the College(s). Procedures shall be developed which include priorities for use, application, a fee schedule, and the method of payment for the use of District/College-managed facilities, grounds, and equipment. See **Procedure 3B1(a)** of this Manual for Guidelines for Use of District/College Property/Facilities. See **Appendix 3B1(a)** of this Manual for the Application and Agreement for Use of District Property form and **Appendix 3B1(b)** of this Manual for Kern Community College District Facility, Equipment, and Service Fee Schedule.

3B1A Request for use of District/College facilities, equipment, and services for public use must be submitted on the Application and Agreement for Use of District Property form by the applicant [see Appendix 3B1(a)]. The request application form, fees, if applicable, estimated attendance, and the name of the official representative/contact person must be submitted to the District/College thirty (30) working days prior to the requested dates for use of the facility. A District/College representative will respond within ten (10) working days of receipt of a completed application for use of facilities, equipment, and services.

3B1B Statutes on the use of District/College property for public purposes in Education Code Sections 82537, 82542, 82544 and 82548 are policy as if set forth herein.

3B1C Use and occupancy of College property shall be primarily for the educational programs of the District. Any authorized use or occupancy of the property for other than College purposes shall be secondary and subordinate to this primary purpose.

3B1D Any permit may be revoked without previous notice where conflicting days have resulted or where need of the property for District/College purposes have subsequently developed.