

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
SANTIAGO CANYON COLLEGE**

RULES & REGULATIONS FOR USE OF COLLEGE PROPERTIES

1. All individuals, groups or organizations in their use or occupancy of college property shall comply with all laws, rules and regulations. Any use contrary to or in violation of any law, rule or regulation shall be grounds for cancellation of the permit and removing the users from the property and shall bar such individual, group or organization from further use thereof.
2. When college facilities are used for a commercial function the organization must carry liability and property damage insurance. Rancho Santiago Community College District requires an applicant for use of college buildings and/or grounds to file with Rancho Santiago Community College District a certificate of insurance with appropriate limits to verify that the user group has liability & property damage insurance to cover its own negligence. Such certificates shall name Rancho Santiago Community College as the certificate holder, have an endorsement on the policy listing the District as additional insured and be in full force and effect no less than 48 consecutive hours prior to the date of the activity shown on the Application for Use, and shall remain in full force and effect for no more than 48 consecutive hours after the termination of the aforesaid activity.
3. No use or occupancy of any college property will be permitted if the Rancho Santiago Community College District Board of Trustees in the exercise of its discretion determines that such use or occupancy is prohibited by law, or that such use or occupancy will interfere with the use of the property for college purposes.
4. There shall be NO INTOXICANTS or NARCOTICS in or about college buildings and premises.
5. There shall be no smoking, food or beverages in classrooms at any time.
6. There shall always be an appointed representative on duty when college premises are being used by outside groups. Whenever the Rancho Santiago Community College District finds that rules and regulations have been violated, it may revoke a permit or permits - given to an organization and may refuse further permits-to-use College Facilities.
7. In locations where parking is allowed on college premises, vehicles must be parked in such a manner that Fire Fighting Equipment may have easy access to buildings and Fire Hydrants at all times. Citation: E.C. (Stats. 1959, c.2, 16560).
8. Permission to use college facilities will be granted in accordance with the schedule of charges adopted by the Rancho Santiago Community College District as they now exist or hereinafter amended.