

**GUIDELINES FOR PROCESSING APPLICATIONS  
FOR USE OF FACILITIES**

1. In all cases of community use of facilities, a college employee shall be responsible for supervision of the facility use.

The supervision may be part of the regular shift of an employee if immediate supervision for the duration of the use is not required. In such cases there will be no labor fee for supervision.

If specialized facilities are being used and an employee is assigned on an overtime or hourly basis specifically to supervise the scheduled use on an exclusive basis, the organization shall be required to pay the labor fee for supervision.

Where multiple uses are scheduled at one time and one employee is deemed adequate, the cost shall be prorated.

2. If moneys are being collected, Police Services are to be notified about the event. Moneys collected include the following:

- Admission charge
- Solicitation of a donation
- Freewill offering
- Tuition payment
- Registration fee
- Entry fee
- Charge for class supplies or payment of a speaker
- Sale of literature or any other material

3. Recreational use will include all use for aquatic sports and athletics.

It will also include use of the gymnasium or fields for activities such as band reviews, shows and baton twirling.

4. The laboratory fee will be charged for use of the Los Medanos College drama facility and the Diablo Valley College drama laboratory (arena theater).