



# FACILITIES COMMITTEE AGENDA

1. Welcome/Introductions
2. Agenda – Additions/Deletions
3. Approve Meeting Minutes
4. 5-Minute Public Comment
5. Constituency Updates
  - Admin Association
  - Classified Senate
  - Academic Senate
  - ASGC
6. New FC Co-Chair - Loren Holmquist
7. **FPR (Facilities Project Request) - Loren Holmquist**
8. FMO Staffing - Loren Holmquist
9. IPM Pest Control - Loren Holmquist
10. Keep Doors Closed - Loren Holmquist
11. Construction Timeline and Campus Impacts - Loren Holmquist
12. Office Move Form
13. Key Request
14. Facilities Use Request (FUR)
15. Recap - Loren Holmquist

# FACILITIES PROJECT REQUESTS YEAR 25.26

## FPR Section 2 Received As Of 10/1/25

<b>FPR#</b>	<b>Department</b>	<b>Name of FPR Project</b>	<b>Sec2 Completed</b>
FPR 26-01	Library	Wayfinding Signage in LTR and electronic sign for Living Room	
FPR 26-02	Library	Art Installation Wall	
FPR 26-03	Library	Remove Center Desk and Gates	
FPR 26-04	CSIS/AI program	AI server HVAC and Power	X
FPR 26-05	Behavioral Sciences (Psychology)	White Boards in 70-103/70-104	
FPR 26-06	Biology	Nature Trail Maintenance	X
FPR 26-07	Chemistry	Fume Hood Bars	X
FPR 26-08	Chemistry	Lab Cabinet Repairs	X
FPR 26-09	Chemistry	Wood Cabinet Replacement	X
FPR 26-10	Chemistry	Stockroom Cabinet Repairs	X
FPR 26-11	Chemistry	Stockroom Fume Hood Replacements	X
FPR 26-12	OTA	New Tables	
FPR 26-13	OTA	34-250 and 34-251 Classroom Flooring	
FPR 26-14	ESNH	Storage Container at the Softball Field	X
FPR 26-15	ESNH	Painting Pickleball Court Lines on the Tennis Courts	X
FPR 26-16	Earth Science	Ice Machine Installation	X
FPR 26-17	Earth Science	Ceiling Noise	X
FPR 26-18	Earth Science	Accessible doors at ES entry 36-152	X
FPR 26-19	Office of Professional Development	Teaching and Learning Center	
FPR 26-20	VAH Ceramics	Ceramics Clay Mixer	X
FPR 26-21	Visual Art/Sculpture	elevated ductwork accumulated dust removal	X
FPR 26-22	Visual Art/Sculpture	Ceramics Glaze Lab Ventilation	X
FPR 26-23	Student Health/Mental Health	Add two offices in 60-130	
FPR 26-24	Visual Arts/Sculpture, Jewelry, 3D Design	Preventative Maintenance Contracts for Infrastructure Systems in Building 23.	
FPR 26-25	Visual Arts/ Sculpture	23-114 Welding Lab Light Fixture Replacement	X
FPR 26-26	Business Office Technology	Accordion Door Separation	NO
FPR 26-27	CVTE/CVT Program	Scan Lab Flooring	X
FPR 26-28	LRC /ICS	AI Server	NO
FPR 26-29	Physics and Astronomy	Planetarium Location re-fitting	NO
FPR 26-30	ESW	Volleyball Trees	X

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# APPA LEVELS OF SERVICE

## Association of Physical Plant Administrators

### APPA's Levels of Service

#### Establishing Parameters

Level	<u>Maintenance</u>	<u>Custodial</u>	<u>Grounds</u>
1	Showpiece Facility	Orderly Spotlessness	State of the Art
2	Comprehensive Stewardship	Orderly Tidiness	High Level
3	Managed Care	Casual Inattention	Moderate Level
4	Reactive Management	Moderate Dinginess	Moderately Low-Level
5	Crisis Response	Unkempt Neglect	Minimum Level

The red circled items is FMO's current level of service

<https://www.appa.org/about/welcome-to-appa/>

<https://www.appa.org/bok/abstract-cleaning-operations/>

## **20 CLASSIFIED STAFF REQUEST FOR FMO**

### **CUSTODIANS**

1. Lead Custodian – Night Shift
2. Lead Custodian – Swing Shift
3. Lead Custodian – Day Shift
4. Lead Custodian - Weekend
4. Custodian
5. Custodian
6. Custodian
7. Custodian

### **CLERICAL ASSISTANT**

Clerical Assistant, Intermediate

### **MAINTENANCE**

1. Maintenance General – HVAC Sr.
2. Maintenance General – HVAC Sr.
3. Maintenance General
4. Maintenance General
5. Maintenance General
6. Maintenance General
7. Maintenance General

### **GROUNDS**

1. Grounds Maintenance Worker
2. Grounds Maintenance Worker
3. Grounds Maintenance Worker
4. Grounds Maintenance Worker



# WHY SO MANY STAFF REQUESTS FROM FMO?

1. There used to be sufficient staff but as staff retired or resigned FMO was not allowed to rehire over several years. As a result, positions were lost.
2. As additional square footage has been added to the campus, FMO workers were not hired to support them. We have only hired two FMO classified workers since Prop R and V (15+ years), which was two custodians. Then six Custodians and one Grounds positions were taken away at the time of COVID.

## 2014 FMO Staff Request For Reference

The College has increased gross square feet by 20.6% while we have decreased maintenance staff by 37.5%. In 2010 the GSF maintained per maintenance worker was 63,027. In 2012/2013 it jumped to 116,955 per worker, almost doubling their workload. Prop V construction planning will start soon and will further increase their workload. Additionally, the new building systems are much more complex, the time devoted to building systems adjustments has dramatically increased. The rest of the facilities are over 50 years old which causes entirely different issues for maintenance workers. - Tim Flood, 2014

Year 2025 is now 284,452 SQ' per maintenance worker



# HOW DOES THE FMO DEPARTMENT AFFECT ON-CAMPUS STUDENT EXISTENCE AND SUCCESS?

Schools are considered an Educational (E) occupancy building code under DSA

- DSA (Department of State Architect) is the CA state educational agency for all building codes.
- Such as quantity of functioning restrooms, HVAC & ventilation, ADA, Fire, Life & Safety. If these are not maintained then buildings, departments & programs, and even the whole campus can be shut down.

- There are 12 government agencies that continually inspect our campus for code compliance. We have dodged several building and campus closures in the last five years that could have been avoided with proper amount of FMO workers.

## Cal OSHA Health and Safety

- Need FMO to keep classrooms and offices healthy and safe. Otherwise Cal OSHA can close classrooms and work spaces.

Accreditation: We have to prove the items above for Grossmont Accreditation, including maintaining and cleaning.

# SUPPORTING DATA

Here are a few examples of agencies that have data for Facilities Maintenance and Operations

APPA - Association of Physical Plant Administrators

<https://www.appa.org/about/welcome-to-appa/>

<https://www.appa.org/bok/abstract-cleaning-operations/>

SODEXO

[https://www.wku.edu/facilities/appa\\_standards.pdf](https://www.wku.edu/facilities/appa_standards.pdf)

COMMON EDUCATION DATE STANDARDS

<https://ceds.ed.gov/element/001866>

DE ANZA COLLEGE'S USE OF APPA

<https://www.deanza.edu/gov/apbt/CleaningStds.html>

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*Please*

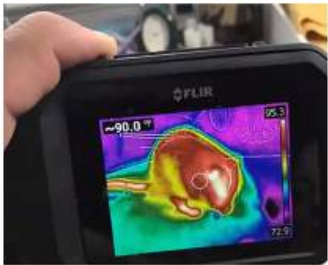
# HELP KEEP OUR SPACES CLEAN

Clean up all traces of food  
and messes.  
Store food securely and avoid  
leaving it out.



G R O S S M O N T  
C O L L E G E

# Cold weather attracts rodents inside structures



## Rat's Temps

- The internal temperature of a Norway Rat is 98.8 degrees
- The rat's external temperature is about 90 degrees without nesting material
- The rat's tail comprises only 5% of the rat's surface area, but it can dissipate about 17% of the rat's body temperature by dilating or constricting the tail's blood vessels



## Structural Temperature Variations





Nobody wants rodents in their house or yard, but commonly used poisons to control them do significant damage to the environment and your family's health.

Starting July 1, California has banned consumer use of these poisons, which are spreading throughout the ecosystem causing massive exposure, disease, and death beyond the intended rodent targets. Scientific studies tell us that rodent poisons are a leading cause of death among carnivores, and also endanger our children and pets. Ninety percent of coyotes, bobcats, hawks, owls, and mountain lions are affected, and the ban represents a huge advance in safety in the environment and around the home.

**IN ONE YEAR I WILL  
EAT 1,000 RODENTS.**

**PLEASE,  
DON'T POISON  
MY DINNER.**

Rodenticides kill  
more than just  
rodents.

Let birds of prey  
do their job.

**RAPTORS ARE  
THE SOLUTION**

[raptorsarethesolution.org](http://raptorsarethesolution.org)

## Pesticides and Consumers

### [Why We Use Pesticides](#)

### [Pesticides Must be Registered With EPA](#)

### [Pesticide Alerts](#)

### [Food and Pesticides](#)

### [Water and Pesticides](#)


### [Reduce Your Child's Chances of Pesticide Poisoning](#)

### [Resources for Schools and Child Care](#)

[Contact Us about Pesticides and Consumers](#)

# Do you really need to use a pesticide?

Like humans, pests need three critical elements to survive: food, water, and shelter. Before using pesticides, try these three simple steps to control or kill pests:

<a href="#">Starve Them Out!</a>	<a href="#">Dry Them Out!</a>	<a href="#">Keep Them Out!</a>
		



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## STARVE THEM OUT!

Pests will eat just about anything, but they might leave you alone if they don't have easy access to food:

- Seal up boxes and bags of food. Roaches love cardboard boxes and can climb into these items with ease.
- Store open food in plastic bags or containers, such as cereal, flour, or sugar. Do you really want to share your sweets with ants?
- Immediately clean up spills and leftover crumbs. Pests love free food left out in the open.
- Don't walk around the house while eating. Meals and snacks should be eaten at a table.
- Clean dirty dishes right away. Pests want whatever is left of your meals.
- Keep a tight lid on trash, and empty it often. It may be trash to you, but pests see it as dinner. Place trash cans far away from a back door entrance.
- Don't leave pet food out overnight. Food can stir up pests' appetites.

## DRY THEM OUT!

Although roaches can live up to one month without food, without water roaches can die in a week's time:

- Always drain dish water from a sink. Because roaches can swim, a sink full of water might become the site of a roach pool party.
- Wipe water and other spilled liquids off the counter as soon as you first see it. Puddles are roach magnets.
- Fix or report leaky faucets, radiators, dishwashers, and washing machines to a building manager.
- Empty excess water in flower pots and plant stands. A drop of water can be all a roach needs to feel satisfied.

## KEEP THEM OUT!

By keeping ants, roaches and rodents out of your home, you can prevent them from ever becoming a problem. Rodents spend most of their lives hiding. They love cracks, and can squeeze just about anywhere. Think smart, and they can't move in on you:

- Seal cracks and openings along baseboards, behind sinks, and around pipes and windows.
- Repair holes in door and window screens to prevent insects and other pests from entering a home.
- Check boxes and bags for roaches before bringing them into a home.
- Clean up clutter, including stacks of newspapers, paper bags, and cardboard boxes. These make good hiding places for pests.
- Set traps to control rats and mice. If you use baits, make sure they are in a tamper-resistant bait station made of durable plastic or metal, and place in an area where children and pets cannot touch them.

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# *Please* **KEEP EXTERIOR DOORS CLOSED**

**COVID-19:** The mechanical engineer assessment has determined for COVID-19 per Cal-OSHA and ASHRAE ventilation standards that 100% fresh air is to go through the HVAC system and not open doors, because COVID-19 is captured through the HVAC MERV 13 filter, which open doors cannot do. Open doors can draw in viruses and allergy pollens.

**Pest Control:** Closed doors are to keep mice, rats, bugs, bees, and rattlesnakes out.

**Energy:** Closed doors keep our utility expenses down and have less impact on the environment.

**Sustainable HVAC:** Open doors strain the HVAC equipment, which causes more frequent shutdowns and expensive repairs.



**G R O S S M O N T  
C O L L E G E**

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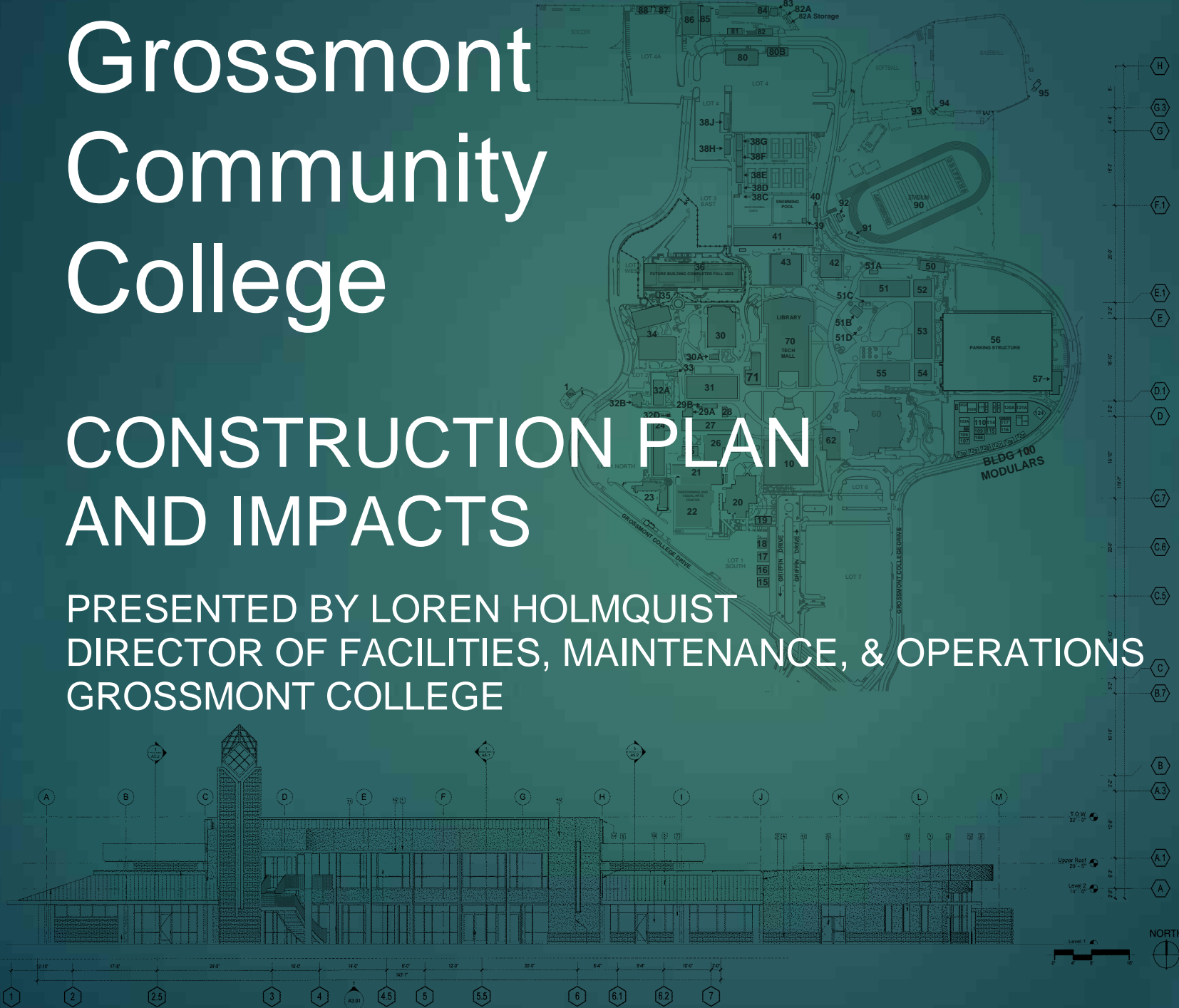
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# Grossmont Community College

## CONSTRUCTION PLAN AND IMPACTS

PRESENTED BY LOREN HOLMQUIST  
DIRECTOR OF FACILITIES, MAINTENANCE, & OPERATIONS  
GROSSMONT COLLEGE



IDENTIFICATION STAMP  
LOREN HOLMQUIST  
SEP 4, 2024  
AC: 115 55  
DATE:  
FILE NUMBER: 11-C

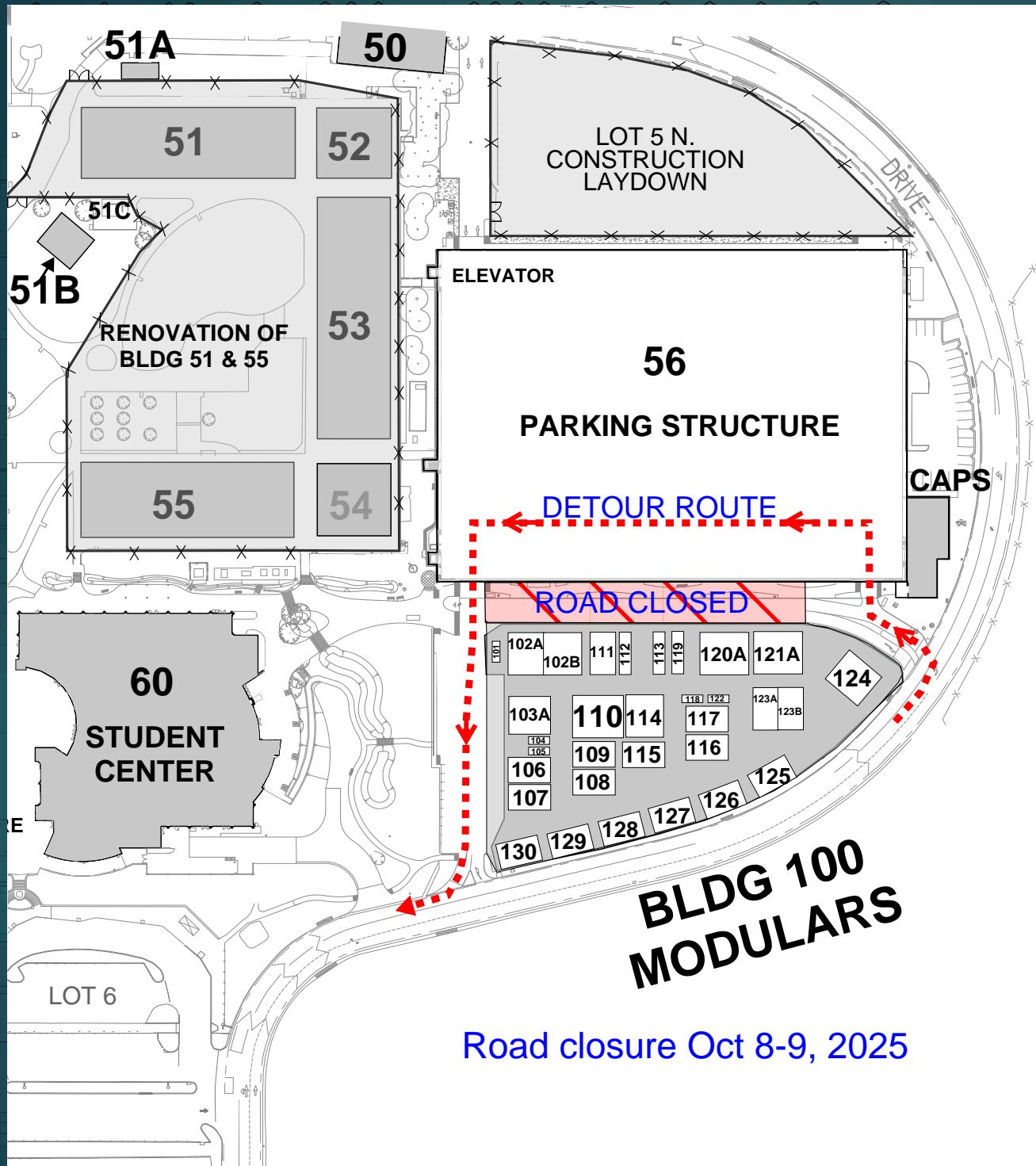
CONSTRUCTION PLAN  
8800 Grossmont College Drive  
El Cajon, CA 92020

NO.	REVISION
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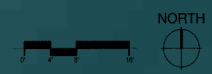
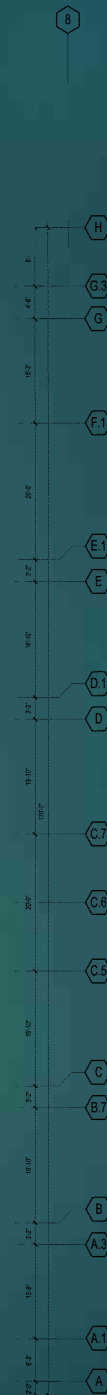
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Date: 09/03/2024  
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COVER  
SHEET

A0.00



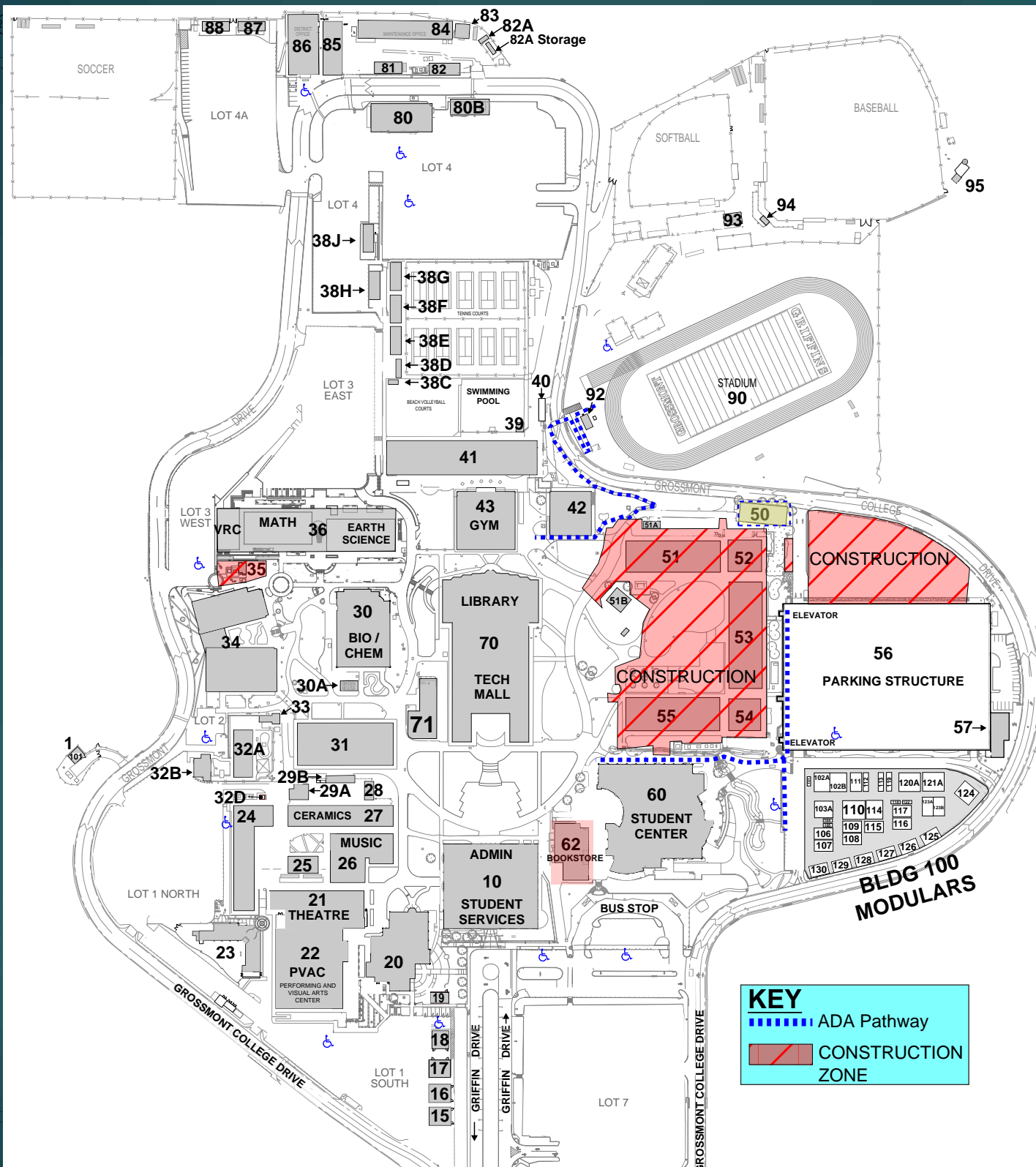
Road closure Oct 8-9, 2025



**CONSTRUCTION PLAN**  
8800 Greenmont College Drive  
El Cajon, CA 92020

Author	10/2/2024
Job No.	2024-0104
Date	10/2/2024
Checked by	Christian
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**COVER SHEET**



# CONSTRUCTION PLAN

8800 Grossmont College Drive  
 El Cajon, CA 92020

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
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## Construction Timeline

Bldg	Grossmont Projects	2025				2026												2027											
		S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
51	51/55 - Construction/Relo																												
52-54	Phase 3 Project - On HOLD																												
50s	52-54 Move Back In - On HOLD																												
20s	20s Swing Space Relocation																												
20s	20s Construction Starts																												
50	Demolition of Bldg 50 - On HOLD																												
51B	Demolition of Bldg 51B - On HOLD																												
30	HVAC/Fume Hood Assessment																												
34	Nursing Mods. 34-170 & 171																												
35	Bldg 35 Hazmat Storage - Completed																												
60	Genuine Shutdown																												
71	Chiller Plant Shutdown																												
90	Demo Ski slop & Golf - On HOLD																												
92	Restroom Trailer																												
	Gizmo Kitchen - Proposed to Bldg 62																												
	Bookstore Downsize																												
	Sea Containers																												
	Padre Dam Water Meeter																												
	Bus Shelters																												
	Front Gates - One Completed																												
	Emergency Eyewash/Shower Repairs																												
	Guard Rail Repairs																												
	Stormwater Outfall Repair																												
	100's Water Meter																												

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## Grossmont College New/Relocation Office Request Form

Office Space Requested For: \_\_\_\_\_ Contact Person Name: \_\_\_\_\_

Department/Program: \_\_\_\_\_ Phone: \_\_\_\_\_ Dean: \_\_\_\_\_

New Bldg/Room No.: \_\_\_\_\_ Existing Bldg/Room No.: \_\_\_\_\_ Date: \_\_\_\_\_

Full Time Faculty ☐

Part Time Faculty ☐

Full Time Classified ☐

Part Time Classified ☐

Other (Fill in status) \_\_\_\_\_

Purpose: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Furniture/Equipment Move & Install Request.

Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*(Please attach sketches and pictures to help describe the location of each item)*

Purpose: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

***No moves or installs are to take place until the GC Facilities Office has approved***

### Required Signatures

- Chair/Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_
- Dean/Director: \_\_\_\_\_ Date: \_\_\_\_\_
- Vice President: \_\_\_\_\_ Date: \_\_\_\_\_

***After appropriate signatures are completed, please send form to Instructional Operations.***

- GC Facilities Director: \_\_\_\_\_ Date: \_\_\_\_\_

### ***Additional Signatures (if required):***

- District Electrical: \_\_\_\_\_ Date: \_\_\_\_\_
- Technology (District/College): \_\_\_\_\_ Date: \_\_\_\_\_
- District Warehouse & Inventory: \_\_\_\_\_ Date: \_\_\_\_\_



# FACILITIES COMMITTEE AGENDA

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  - Classified Senate
  - Academic Senate
  - ASGC
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9. IPM Pest Control - Loren Holmquist
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15. Recap - Loren Holmquist



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GROSSMONT-CUYAMACA  
COMMUNITY COLLEGE DISTRICT

## Building Access Instructions and Protocol

The atmosphere of community at the campus must be one of honesty, acceptance of responsibility and willingness to represent clearly and accurately oneself and one's activities. While on any property owned or occupied by the District, employees and students must identify themselves to Campus and Parking Services personnel when requested, by showing a photo identification card. All District facilities and grounds are closed between the hours of 11:00 p.m. and 5:00 a.m. each day. The following instructions and protocol are applicable to all employees of the district when accessing campus grounds.

### Obtaining Building Access:

Deans, Directors and Supervisors may request Fob Access for their employees by utilizing the attached "Building Access System Form." **Please allow for a five business day turn around on access requests.**

### Rights to Buildings:

Obtaining rights to a building is a privilege which may be revoked at any time. The security system and corresponding access are property of GCCCD and should be treated accordingly. Access fobs/cards should not be shared with anyone, including co-workers and family members. Employees abusing their access will be subject to disciplinary actions and referred to Human Resources. Abuse includes but is not limited to; accessing areas after hours without authorization, distribution of private alarm codes or fob access to other individuals and using others access in lieu of your own.

Hourlies are and NANCE employees are not permitted to have access cards or occupy a building without supervision present. Only under dire circumstances will an hourly be permitted to have an access card and the Dean of the division will be required to sign off on responsibility for the hourlies access. The division signing off on the key request will be responsible for rekeying should a key become lost or stolen.

### Employee Resignation or Termination:

Employees who are terminated or resigned from their position with GCCCD will have their building access deactivated immediately. Supervisors and Directors are requested to notify your access control person upon the conclusion of the employees last work day.

Grossmont College Access: [GCBuilding.Access@gcccd.edu](mailto:GCBuilding.Access@gcccd.edu)

Cuyamaca College Access: [CCBuilding.Access@gcccd.edu](mailto:CCBuilding.Access@gcccd.edu)

### Alarm Codes:

All buildings on campus remain armed when the building is unoccupied. If you are requesting fob access to a building you **may** also need an alarm code. In most cases, this is not required for interior spaces. Once buildings have been opened during the week, the entire building is unarmed. Building alarm code requests should be sent to [District.Electrical@gcccd.edu](mailto:District.Electrical@gcccd.edu). Instructions and a form may be found below.



### Employee Information

Name:

Title:

Department:

Phone:

### Access Location Needs

Bldg. / Room No.

Key access requested:

Fobs Access Requested:

Existing office:

Justification for keys:

Is this a replacement for lost keys? (Check Box) ☐ Date Lost/Stolen [Report](#) Filed \_\_\_\_\_

### Signatures

Employee Sign Below:

Signature

Print Name

Date

Supervisor/Dean Sign Below:

Signature

Print Name

Date

**Vice President of Administrative Services** (Required for sub-master and master key requests.)

Signature

Print Name

Date

**President** (Required for master key requests.)

Signature

Print Name

Date

### Next Steps for Processing

- Email to the appropriate access card programmer:
  - Grossmont College: [GCBuilding.Access@gcccd.edu](mailto:GCBuilding.Access@gcccd.edu)
  - Cuyamaca College: [CCBuilding.Access@gcccd.edu](mailto:CCBuilding.Access@gcccd.edu)
- Please allow for a five business day turn around on access requests.
- Consistent abuse or loss of access fobs may result in a fee for replacement. Replacement fees per access fob are \$10.



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**GROSSMONT-CUYAMACA**  
COMMUNITY COLLEGE DISTRICT

## **Security Alarm Instructions and Protocol**

The atmosphere of community at the campus must be one of honesty, acceptance of responsibility and willingness to represent clearly and accurately oneself and one's activities. While on any property owned or occupied by the District, employees and students must identify themselves to Campus and Parking Services personnel when requested, by showing a photoidentification card. All District facilities and grounds are closed between the hours of 11:00 p.m. and 5:00 a.m. each day. The following instructions and protocol are applicable to all employees of the district when accessing campus grounds.

### **Obtaining an Alarm Code:**

Deans, Directors and Supervisors may request an alarm code for their employees by utilizing the attached "Security Alarm System Form." Questions regarding the alarm code may be directed to [District.Electrical@gcccd.edu](mailto:District.Electrical@gcccd.edu).

### **Rights to Alarm Codes:**

Obtaining an alarm code is a privilege which may be revoked at any time. The security system and corresponding alarm codes are property of GCCCD and should be treated accordingly. Alarm codes should not be shared with anyone, including co-workers and family members. Employees abusing their alarm codes will be subject to disciplinary actions and referred to Human Resources. Abuse includes but is not limited to; accessing areas after hours without authorization, distribution of private alarm codes to other individuals and using others codes in lieu of your own.

### **Operation of Alarm Codes:**

Training and operation of alarms should be completed by a direct supervisor with working knowledge of the system. Questions regarding errors or issues should be directed to: [District.Electrical@gcccd.edu](mailto:District.Electrical@gcccd.edu).

### **Employee Resignation or Termination:**

Employees who are terminated or resigned from their position with GCCCD will have their alarm codes deactivated immediately. Supervisors and Directors are requested to notify [District.Electrical@gcccd.edu](mailto:District.Electrical@gcccd.edu) upon the conclusion of the employees last work day.



\*\*\*PLEASE DO NOT EMAIL OR FAX CODES\*\*\*

Employee Information

Name:

Title:

Department:

Phone:

Alarm Keypad Location

Bldg. / Room No.

Department/Area:

Your Personal Code

5-Digit Code (Do NOT start with 0 or 9)

Signatures

Employee

Signature

Date

Supervisor/Dean

Signature

Print Name

Phone

Date

Next Steps for Processing

1. Seal your completed form in an inter-office envelope.
2. Send to the **District Electronics Department**
3. You & Your Supervisor will be notified when your Alarm Code has been activated.

Please allow up to 5 days for processing. Additional Questions: **x7761** or [district.electrical@gcccd.edu](mailto:district.electrical@gcccd.edu)

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# GROSSMONT COLLEGE

## FACILITY USE REQUEST FORM

PLEASE SUBMIT TO: [grossmont.facilityrequests@gcccd.edu](mailto:grossmont.facilityrequests@gcccd.edu) Instructional Operations; Room 10-124, 8800 Grossmont College Dr., El Cajon, CA 92020

**Internal Request:** Submit at least 4 weeks prior to event / **External Request:** Submit at least 6 weeks prior to event.

**CONFIRMATION OF EVENT WILL BE SENT AFTER APPROVAL** (Event may not be advertised until the confirmation email is received by the requestor).

☐ I UNDERSTAND THAT LATE SUBMISSIONS ARE NOT GUARANTEED

DATE OF REQUIREMENT	CHECK DAY OF REQUIREMENT	TIME OF EVENT	
	S <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> T <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/>	FROM: AM <input type="checkbox"/> PM <input type="checkbox"/>	TO: AM <input type="checkbox"/> PM <input type="checkbox"/>
TYPE OF FACILITY REQUESTED:		Event <u>Set Up</u> Start Time: AM <input type="checkbox"/> PM <input type="checkbox"/>	EXPECTED ATTENDANCE:
NAME OF COLLEGE, DEPARTMENT AND/OR COMMUNITY SPONSORING AGENT:			
EVENT NAME:	TYPE OF ACTIVITY:	Will Admission Be Charged Or Donations Solicited?	YES <input type="checkbox"/> NO <input type="checkbox"/>

### FURNITURE (Please mark what is needed for your event)

CHAIRS: No. \_\_\_\_\_

TABLES: No. \_\_\_\_\_ (6' LONG) No. \_\_\_\_\_ (5' ROUND)

CANOPY: No. \_\_\_\_\_ (10X10)

PODIUM: \_\_\_\_\_

PIANO: \_\_\_\_\_

ELECTRICAL EXTENSION CORD(S): \_\_\_\_\_

WILL FOOD BE SERVED BY AN OUTSIDE VENDOR? ☐ YES ☐ NO

OTHER: \_\_\_\_\_

IF SET-UP IS REQUIRED, A DIAGRAM MUST BE ATTACHED TO FACILITIES REQUEST FORM FOR APPROVAL.

### AUDIOVISUAL EQUIPMENT AND SERVICE

Requestor is responsible for contacting Instructional Media Services at least 1 week in advance at 619-644-7374, by email [Grossmont.IMS@gcccd.edu](mailto:Grossmont.IMS@gcccd.edu).

or visit

<https://www.grossmont.edu/technology/ims/supportrequest.php>

Audiovisual Operator's wages will be defined and charged directly by the college.

☐ I acknowledge I will contact IMS for arrangements.

### PARKING AND SIGNAGE ARRANGEMENTS

Requestor is responsible for submitting a [Parking Services](#)

[Request Form](#) 1 week in advance of event at

[district.parking@gcccd.edu](mailto:district.parking@gcccd.edu).

Parking permits are required Monday through Saturday year round.

☐ I acknowledge I will call CAPS for arrangements.

The Facility will be furnished "AS IS" unless requests for furniture and equipment are indicated above. If equipment is available, a fee for its use will be assessed by the Business Office according to the District's Fee Schedule.

The District allows for the use of its facilities in compliance with the California Education Code permitting the use of public school facilities to be made available for use by the community and non-profit organizations.

A CERTIFICATE OF INSURANCE (COI) in a minimum amount of \$1,000,000 Commercial General Liability Insurance AND Additional Insured Endorsement (AIE) page naming "Grossmont-Cuyamaca Community College District, its officers, employees, agents and volunteers" must be filed with the District prior to any event. Such policy shall be considered primary to all District policies whether self-issued or not.

REQUESTED BY:

NAME (PRINTED)

ADDRESS

CITY

PHONE

PERSON IN CHARGE OF EVENT (MUST BE PRESENT ON SITE DURING EVENT):

PRINT NAME:

NAME (PRINTED)

ADDRESS

CITY

PHONE

## FACILITY USE AGREEMENT

1. Authorized facilities will be used solely for the purpose specified in the approved Facility Use Request form.
2. An Administrator (Dean level and above) is required to be on campus for events on weekends (effective Friday 5:0pm through Sunday); holidays and campus closures.
3. Requestor acknowledges that charges will be assessed for personnel to staff and monitor events on weekends, campus closure dates or holidays. Events which are not properly staffed may be canceled. The Vice President or designee of the college will work with requesting parties to ensure an event may be rescheduled if necessary.
4. If college or district employees are called in during off hours for event support, a fee will later be assessed to the requesting party.
5. External organizations renting a facility from the District **MUST** provide a **CERTIFICATE OF INSURANCE** in a minimum amount of \$1,000,000 Commercial General Liability Insurance **AND** Additional Insured Endorsement page naming "Grossmont-Cuyamaca Community College District, its officers, employees, agents and volunteers" as additional insured prior to any event. Such policy shall be considered primary to all District policies. Non-Profit groups must provide proof of Non-Profit.
6. This agreement can be terminated by either party without cause and without penalty by giving thirty (30) days written notice to the other party prior to the commencement of services. If terminated by the Requestor within fifteen (15) days of the event, only a 50% refund will be issued and if terminated less than fifteen (15) days of the event, no refund will be issued.
7. **The following activities are not allowed:**
  - a) Illegal drugs are prohibited on district property.
  - b) Alcohol without proper licenses and permissions.
  - c) Excessive use of profanity which disturbs the peace.
  - d) Smoking and/or other tobacco use is prohibited on district property (per BP3560)
  - e) Excessive or inappropriately amplified noise.
  - f) No indoor cooking, tailgating or BBQ.
  - g) No animals are allowed on district property with the exception of service animals.
  - h) No skateboards, rollerblades, or hover boards are allowed on campus. Bicycle use on interior campus or pedestrian pathways is prohibited.
  - i) Furniture cannot be moved or relocated.
8. **Other Information:**
  - a) **PUBLICITY INFORMATION:** Contact Student Activities Office for on-campus coverage/clearance.
  - b) Contact Campus photography for services at 619-644-7377 for GC events.
  - c) All facilities are subject to charges for use. Abatement charges indicated at the time of rental are subject to adjustment if actual costs exceed the estimated amount.
  - d) A minimum set-up charge will be assessed if cancellation is received less than 5 business days in advance of the event.
  - e) Requests that are accepted for campus facilities from external users, more than sixty days in advance, are subject to cancellation in the event of required College use.
  - f) All conditions covering federal copyright laws must be adhered to by the entertainer, promoter, or the College nonprofit or profit sponsor for music programs presented on campus.
  - g) The facility user may use the College name *for location identification only* (i.e. on signs and advertisements).
  - h) The approved Facility Use Request form is the functional Facility Use Permit. The event manager/organizer **must** have the signed permit on hand for the duration of the event and be present at the event.
  - i) For special accommodations or questions, please contact ARC at 619-644-7112.

**TERMS AND CONDITIONS:**

FACILITY USER shall hold harmless and indemnify the District and agree that they will be financially responsible for any losses, damages or injuries incurred by any person resulting from their use of the facilities. All user groups shall also provide a certificate of insurance with insurance types and limits acceptable to the District AND provide additional insured endorsements.

FACILITY USER agrees that the District makes no representations or warranties as to the condition of the facilities which the FACILITY USER is entitled to use, and FACILITY USER agrees to take such property and facilities "AS IS." FACILITY USER acknowledges that it shall be FACILITY USER's responsibility and obligation to ensure that the property and facilities are in proper and safe condition to be used for the purpose anticipated; and FACILITY USER acknowledges that it shall be obligated to inspect such property and facilities before they are used and to take affirmative steps where necessary to warn users or rectify hazards in order to prevent injuries to property and persons. APPLICANT FOR FACILITY USE agrees to refuse the use of the property if unsatisfactory conditions are not rectified prior to scheduled use. FACILITY USER further acknowledges receipt of a copy of the DISTRICT's RULES AND REGULATIONS FOR USE OF FACILITIES. By the Applicant's signature below, the FACILITY USER agrees to abide by all rules and regulations governing the use of the District's facilities and the conduct of all meetings. FACILITY USER further acknowledges that facility use is contingent upon full compliance with these rules as well as any site rules specified by the site administrator.

ASSUMPTION OF RISK: FACILITY USER hereby recognizes and acknowledges there are inherent risks of injury or death in the activity in which FACILITY USER shall engage while using or occupying the FACILITIES. FACILITY USER hereby expressly assumes said risks of injury or death while using or occupying FACILITIES or engaged in an activity that is related to or in connection with this Application and Agreement.

ALL PERMISSIVE USERS AGREE BY THEIR SIGNATURE BELOW TO HOLD THE GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT, ITS GOVERNING BOARD AND THE INDIVIDUAL MEMBERS THEREOF AND ALL DISTRICT OFFICERS, AGENTS, VOLUNTEERS, AND EMPLOYEES FREE AND HARMLESS, DEFEND, AND INDEMNIFY FROM ANY LOSS, DAMAGE, LIABILITY, OR EXPENSE THAT MAY ARISE OUT OF, OR IN ANY WAY BE CONNECTED WITH THIS FACILITY USE AGREEMENT. HOWEVER, THIS AGREEMENT DOES NOT PERTAIN TO LOSSES OR INJURIES THAT ARE THE RESULT OF THE SOLE NEGLIGENCE OR WILLFUL MISCONDUCT OF THE DISTRICT.

Name of Representative/Agent (please print):		Date:
Signature of Representative/Agent:		
Name of Facility User's Organization:		Facility Use Date(s):
<input type="checkbox"/> I acknowledge that I am an authorized agent to sign for the above organization and agree to adhere to all terms/conditions/rules and regulations in the Facility Use Request Form.		

INSTRUCTIONAL OPERATIONS USE ONLY FOR WEEKENDS, HOLIDAY & BLACKOUT DATES. (FEES WILL BE ASSESSED).	
Administrator On Site:	
CAPS Notified: <input type="checkbox"/>	FMO Coverage: <input type="checkbox"/>
BCS notified for invoicing: <input type="checkbox"/>	

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