POLICIES
for
COMMUNITY SERVICES
of the
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

Dr. Glenn G. Gooder, Superintendent/President

March 1977
Revised May 13, 1977
POLICIES FOR COMMUNITY SERVICES

INDEX

0100 GOALS FOR COMMUNITY SERVICES

0110 Community Center
0120 Educational Service
0130 Community Resource
0140 Cultural, Intellectual, Social Activities
0150 Public Information
0160 Recreation Program

0200 DEFINITIONS

0210 Civic Center
0220 Recreation
0230 Community Services Classes

0300 COMMUNITY USE OF COLLEGE FACILITIES

0310 Public Use
0320 College Priority
0330 Costs
0340 Civic Center Use
0350 Types of Use

0351 Free Use
0352 Public Service Use
0353 Commercial Use
0354 Lease Use

0360 Rules and Regulations for Public Use

0360.1 Use for Religious Purpose Not Permitted
0360.2 Use May Be Denied
0360.3 Advance Notice of Program Materials May Be Required
0360.4 Permission to Use May Be Cancelled
0360.5 Authorization to Issue Permits
0360.6 Schedule of Charges
0360.7 Cafeteria and Kitchen Facility
0360.8 Vending
0360.9 Non-Liability of District
0360.10 Furniture and Equipment
0360.11 Damage to Property
0360.12 Personal Use of Property or Equipment
0360.13 Supervision and Security
0360.14 Revocation in Case of Conflicting Dates
0360.15 Two-Weeks Notice Required
0360.16 Capacity Limitation
0360.17 Activities Not Permitted
0360.18 Sunday and Holiday Use
0360.19 Distribution of Literature
0360.20 Fees and Charges for Attendance
0360.21 Open Meetings
0360.22 Adult Sponsorship Required
0360.23 Transferability of Permits
0360.24 Political Activity
0360.25 Gratuities Not Permitted
0360.26 Behavior
0360.28 Off-Campus Groups
0360.29 Campus Groups
0360.30 Application for Multiple Months' Use
0360.31 Filing Fee
0360.32 Laboratory Facilities - Adult Education Center
0360.33 Insurance
0360.34 Food

0400 CHARGES FOR USE
POLICIES FOR COMMUNITY SERVICES

0100 GOALS FOR COMMUNITY SERVICES

The Board of Trustees recognizes that it has a responsibility for educational opportunities in the community beyond the regular instructional program and that the role of the District is to bring a comprehensive program of post-secondary education to interested groups or individuals within the Santa Barbara Community College District. In accordance with this philosophy the Board directs the Superintendent to establish a diversified program of Community Services directed toward meeting the recreational, cultural, and educational needs of the District.

The Santa Barbara Community College District through its comprehensive Community Services Program shall endeavor to meet the following goals:

0110 Serve as a Center of Community Life by encouraging the use of college facilities and services by community groups when such use does not interfere with the college's regularly scheduled day and evening programs;

0120 Provide Educational Services not available through the Continuing Education Division for all age groups which utilize the special skills and knowledge of the college staff and other experts and are designed to meet the needs of community groups and the college district community at large;

0130 Serve as a Community Resource by Providing Leadership and Coordination Capabilities and by joining with individuals and groups in considering unsolved problems;

0140 Contribute to and Promote the Cultural, Intellectual, and Social Life of the college district community and the development of skills for the profitable use of leisure time;

0150 Provide Accurate, Concise, Timely, and Interesting Information about the college to the general public;

0160 Develop and Maintain a Recreation Program for the citizens of the college district. The program will be offered during the summer and at other appropriate times during the year as a contribution to the health and physical well-being of the citizens of the community. A nominal charge may be made for all or part of the program. The Board of Trustees may, at its discretion, contract with other municipal and/or governmental agencies to jointly participate in recreation-oriented programs. (Ed Code 10900 - 10915)
DEFINITIONS

CIVIC CENTER: (Ed Code 82537)

"There is a Civic Center at each and every public school building and grounds within the state where the citizens, ..., clubs, and associations formed for recreational, educational, political, economic, artistic, or moral activities of the public school districts may engage in supervised recreational activities, and where they may meet and discuss, from time to time, as they may desire, any subjects and questions which, in their judgment, appertain to the educational, political, artistic, and moral interests of the citizens of the communities in which they reside."

RECREATION: (Ed Code 10901)

"Recreation means any activity, voluntarily engaged in, which contributes to the physical, mental, or moral development of the individual or group participating therein, and includes such activity in the field of music, drama, art, handicraft, science, literature, nature study, nature contacting, aquatic sports, and athletics, or any of them, and any informal play incorporating any such activity."

COMMUNITY SERVICES CLASSES: (Ed Code 78300)

"The governing board ... is authorized ... to establish and maintain community services classes in civic, vocational, literacy health, homemaking, technical, and general education, including but not limited to classes in the fields of music, drama, art, handicraft, science, literature, nature study, nature contacting, aquatic sports, and athletics ... "

COMMUNITY USE OF COLLEGE FACILITIES

The Governing Board of the Santa Barbara Community College District recognizes that the college facilities belong to the college community. Therefore, it is their policy to permit and encourage the use of these facilities by groups and organizations whose purposes and objectives contribute to the development and welfare of that community at large. The use of college facilities must comply with the Civic Center Provision of the Education Code of the State of California, Santa Barbara Community College District Policy, and Administrative Regulations. (Ed Code 82530 – 82537)

The Governing Board recognizes that the primary use of college facilities is to carry on a college educational program and that other uses must not interfere with this program. Any authorized use or occupancy of the property for other than public school purposes shall be secondary and subordinate to this primary purpose.
The Governing Board also recognizes that there are costs involved in non-college use of facilities and that charges are necessary so that college monies will not be used in support of non-college activities.

The Governing Board further recognizes the Civic Center provisions of the Education Code of the State of California and makes them a part of this policy statement. (Ed Code 82530 - 82537)

**TYPES OF USE**

The Governing Board may grant the use of college facilities for public, literary, scientific, recreational, or educational meetings, that are not in conflict with the Education or Government Codes or the Santa Barbara City College Policy and Administrative Regulations. (Ed Code 82530 - 82538, 10900 - 10901)

No use shall be inconsistent with the use of the buildings or grounds for college purposes, or interfere with the regular conduct of college work. (Ed Code 82531)

**Free Use** shall apply to those organizations which qualify under the provisions of the Civic Center Act. All meetings qualifying under these provisions shall be non-exclusive, open to the public, and free of charge. Special facilities or services required will be charged at the actual cost. (Ed Code 82542, 10912) No filing fee.

**Public Service Use** shall apply to organizations which charge admission fees or solicit contributions to be used for the welfare of the students in the college district or for charitable purposes sponsored by established organizations supported by the community. A District charge shall be made in accordance with the approved college fee schedule. (Ed Code 82543) A filing fee may be charged.

**Commercial Use** shall apply to organizations which charge admission fees or solicit contributions where the net proceeds are destined for other than welfare or charitable purposes sponsored by established organizations supported by the community. A District charge shall be made in accordance with the approved college schedule. (Ed Code 82543) A filing fee will be charged.

**Lease Use** shall apply to organizations desiring the college facilities for special events, not covered in this policy statement. The Governing Board may offer to lease such facilities in conformance with the Education Code, and shall set a minimum rental fee. (Ed Code 81360 - 81379) A filing fee will be charged.
In conformance with Sections 82530 – 82547 of the Education Code, the Board of Trustees of the Santa Barbara Community College District has adopted the following rules and regulations covering the use of school facilities for other than school purposes:

0360.1 Use for Religious Purpose Not Permitted

Pursuant to Article IV, Sections 30 and 31, and Article IX, Section 8 of the California Constitution and Sections 82530 and 82547 of the Education Code, no use or occupancy of school property shall be permitted for or in aid of any religious purpose, nor shall any sectarian or denominational doctrine be taught, or instruction therein be permitted, directly or indirectly, at any meeting on school property.

0360.2 Use May Be Denied

No use or occupancy of any school property shall be permitted if the 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 school purposes, or that it will result in rioting, or other disturbance of the peace, or in damage to the property which will render it unfit for or will interfere with its proper use for school purposes.

0360.3 Advance Notice of Program Materials May Be Required

The Board of Trustees may require that it be furnished reasonably in advance with a complete program with copies of all speeches and addresses and script of any entertainment proposed to be given on school property. If such copy reasonably demonstrates that the program would be in violation of law or of these rules, the proposed use shall not be permitted.

0360.4 Permission to Use May Be Cancelled

All individuals, groups or organizations in their use or occupancy of school property shall comply with all applicable laws, rules and regulations. Any use contrary to or in violation of any law, rules or regulations 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.

0360.5 Authorization to Issue Permits

The Office of Community Services of the Santa Barbara Community College District is authorized to issue all permits for the use and occupancy of school property by all individuals, groups or organizations during school hours, and by all authorized individuals, groups or organizations during non-school hours.
Such permits will be issued only by the Office of Community Services. If the authorized agent of the Board has any question as to the propriety of the request or proposed use, lessor shall not issue a permit, but shall refer the application to the Board of Trustees for its consideration and action. The lessee's application shall state the date of use requested, the hour of opening and closing; the names of the speaker or speakers; the topic of discussion; the title and nature of the entertainment, if an entertainment; the name of the organization for which the application is made; and the name of the owner, producer or controlling agency if other than the applicant. All requests must be typed or they cannot be accepted.

0360.6 Schedule of Charges

Permission to use school facilities shall be granted in accordance with a schedule of charges authorized by the Board of Trustees. Copies of the schedule are available in the Office of Community Services.

0360.7 Cafeteria and Kitchen Facility

Requests for use of cafeteria facilities shall be considered only when the Food Services Manager or an assigned substitute can be present to supervise the activity. Kitchen facilities may not be used by other than the authorized college staff.

0360.8 Vending

The vending of any articles shall not be permitted at any use or occupancy of the school property for civic center purposes without permission having been previously granted.

0360.9 Non-Liability of District

Any individual, group or organization using school property for civic center or other purposes shall hold the Santa Barbara Community College District, the Board of Trustees and individual members thereof, and all District officers, agents and employees free and harmless from any loss, damage, liability, cost or expense that may arise during or be caused in any way by such use or occupancy of school property.

0360.10 Furniture and Equipment

School furniture or apparatus shall not be removed or displaced by any permittee without permission and without supervision by the District employee in charge.

0360.11 Damage to Property

School property shall be protected from any damage or mistreatment and permittees shall be responsible for the condition in which they leave school premises. In case school property is damaged, the cost thereof shall be paid by the permittee.
0360.12 Personal Use of Property or Equipment

Permits shall not be granted for personal or individual use of school property or equipment.

0360.13 Supervision and Security

Upon receipt of notice that a permit has been issued to a non-school agency for use, the Director, Facilities and Operations, shall designate a regular employee to open the building, to be in charge during the use, and to close the building after the use—such costs to be borne by the user excepting where the user qualifies under the provisions of the Civic Center Act for free use of the facilities. The school district employee in charge of the building or grounds within or upon which any meeting is held is empowered to take all necessary means to enforce these rules. However, it shall be the responsibility of the permittee to see that there is such special police protection as may be necessary for adequate control.

0360.14 Revocation in Case of Conflicting Dates

Any permit may be revoked where conflicting dates have resulted or where need of the property for public school purpose has subsequently developed.

0360.15 Two-Weeks Notice Required

Applications for permits to use school facilities shall be made at least two weeks in advance of the date of requested use.

0360.16 Capacity Limitation

Admission to all meetings held in school buildings shall be limited to the seating capacity of the room, auditorium or cafeteria authorized for such use.

0360.17 Activities Not Permitted

No permit for the use of school property shall be granted to any individual for any purpose which would reflect in any way upon citizens of the United States because of their race, color or creed.

0360.18 Sunday and Holiday Use

It is the general policy that school property shall not be used on Sundays or holidays. All off-campus requests for Sunday or holiday use must be approved by the Board of Trustees.

0360.19 Distribution of Literature

Only the authorized holder of the permit shall distribute any literature or other material at a civic center meeting.
0360.20 Fees and Charges for Attendance

Whenever the use of school premises without a rental fee is permitted, it is understood that there shall be no admission charge made, no solicitation of funds, no freewill offering, and no sale of literature or other articles by the organization using the school facilities.

0360.21 Open Meetings

If free use is granted, as provided in the Civic Center Act, the meeting shall be non-exclusive and shall be open to the general public.

0360.22 Adult Sponsorship Required

Juvenile organizations must have adequate adult sponsorship.

0360.23 Transferability of Permits

A permit for use of any school facility is non-transferable.

0360.24 Political Activity

School premises shall not be used by any person, group or organization as political campaign headquarters for any purpose.

0360.25 Gratuities Not Permitted

No gratuities shall be given to or accepted by custodians, administrators, or other school personnel. All costs for services of custodians, stage crews, etc., shall be billed to user by the Business Office. Any charges for food services shall be billed by the Santa Barbara City College catering department.

0360.26 Behavior

The use of profane language, possession of or use of intoxicating liquors, or drugs of any kind, fighting, betting, or any form of gambling, conducting a raffle or lottery, are all expressly prohibited. The use of tobacco in any form is generally prohibited inside school buildings, except as authorized in specific instances.

0360.27 Vacating of Premises

School premises shall be vacated no later than 12 midnight except by prior arrangement.

0360.28 Off-Campus Groups

The hours requested will be strictly observed and, should it be necessary to extend the time beyond that specified in the
application, special permission must be obtained from the college or an understanding made with the Office of Community Services before the meeting convenes and in such instances additional charges will be made.

0360.29 Campus Groups

All applications made on the prescribed form have priority over oral requests and must be made at least two weeks in advance of the date requested. Applicants are responsible for notifying offices of cancellations within 72 hours of the event.

0360.30 Application for Multiple Months' Use

There cannot be multiple months' use on the request. For consecutive monthly uses, one form for each month's use must be completed.

0360.31 Filing Fee

A filing fee of $10.00 will be charged on all commercial applications and on Public Service applications when a charge is levied. This fee is refundable if cancellation notice is made to the Office of Community Services no less than 72 hours before the scheduled event.

0360.32 Laboratory Facilities – Adult Education Center

Laboratory facilities at the Adult Education Center are not available for use except to other public education institutions.

0360.33 Insurance

The college may require the user of its facilities to provide evidence that lessee has a liability and property damage insurance policy in force. The policy must name the Santa Barbara Community College District as the insured.

0360.34 Food

The service or sale of food or refreshments will not normally be permitted in college property or in college facilities.
CIVIC CENTER CHARGES

Chart of authorized and required charges for Civic Center use of school facilities as provided in Sections 82542 and 82543 of the Education Code.

<table>
<thead>
<tr>
<th>Designated Receipt and Use of Funds</th>
<th>TYPE OF GROUP</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Groups Organized for General Character Building or Welfare Purposes</td>
</tr>
<tr>
<td>1. No admission fees charged and No contributions solicited</td>
<td>Public Service; cannot charge</td>
</tr>
<tr>
<td>School Districts or ASB</td>
<td>EC 82542 (1)</td>
</tr>
<tr>
<td>2. a. No net receipts, or b. Net receipts expended for either (1) welfare of pupils of district or (2) charitable purposes</td>
<td>Cannot charge</td>
</tr>
<tr>
<td></td>
<td>EC 82543 (1)</td>
</tr>
</tbody>
</table>

| a. No membership dues accepted | Must charge | Must charge |
| EC 82543 (1) | EC 82543 (1) |
| b. Membership dues or contributions accepted which are not used solely for support of the group or advancement of character building or welfare work of group, if any. | Must charge | Must charge |
| EC 82543 (1) | ED 82543 (1) |
| c. Membership dues or contributions accepted which are used solely for support of group or advancement of character building or welfare work of group, if any. | Charge discretionary | Must charge |

March 1977
ADMINISTRATIVE GUIDELINES
for
COMMUNITY SERVICES
of the
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

March 1977
Rev. May 13, 1977
COMMUNITY SERVICES

ADMINISTRATIVE GUIDELINES

I. Elements of the Community Services Program
   A. Public Information and Communication
   B. Press Relations
   C. Speakers Bureau
   D. Printed Materials

II. Application Requirements

III. Provisions for the Use of Facilities and Equipment

IV. Priorities for Use of Facilities
   V. Use of La Playa Stadium

VI. Concessions

VII. Fees
I. ELEMENTS OF THE COMMUNITY SERVICES PROGRAM

A. Public Information and Communications

Every effort should be made on the part of the College staff to enhance good communication between the College and the community which it serves. It is recognized by the Board that good public support of the institution is based upon accurate information concerning the role of the community college in the California Master Plan for Higher Education and the part which the Santa Barbara City College plays in the educational plan of the District. This shall be the function of the College Information Office.

B. Press Relations

Liaison with the area newspapers will be maintained through regularly scheduled published news releases. In addition to the news releases, frequent contacts will be made with editors and reporters on the various newspaper staffs to ensure the accuracy of reporting. Accepted press relations will be maintained within the limits of California School Law. This shall be a function of the College Information Office.

C. Speakers Bureau

The administration will encourage the establishment of a "Speakers Bureau" made up of members of the College staff.

The list of speakers and topics each fall will be disseminated broadly to organizations in the District with the notice that the staff members listed are available as speakers at times which are mutually acceptable. This shall be a function of the College Information Office.

D. Printed Materials

The administration is authorized to have printed and distributed brochures describing curricular offerings, newsletters of general interest, and other printed materials which will assist in keeping the District public informed concerning the programs offered at the College.

II. APPLICATION REQUIREMENTS

Any group or organization wishing to use facilities of the Community College District may secure application blanks for such use from the Community Services Office. All requests for use of college facilities under the Civic Center Act will only be considered at the time the organization or group has returned the completed application form to the Office of Community Services, along with any required filing fee.
All applications under the Civic Center Act shall originate with established and responsible organizations and shall comply with the Santa Barbara City College Board Policy and Administrative Regulations.

Negligence on the part of the groups or organizations will result in the groups or organizations being held accountable for damages and withdrawal of consideration of subsequent requests.

The Office of Community Services will check the application form submitted by the group or organization and assist in the detailed arrangements. The Office of Community Services will issue the permit for use of facilities.

The Office of Community Services will verify availability of facilities.

Applicants will be responsible for all costs, including filing fee, unless cancellation is received at least seventy-two (72) hours in advance.

Applications for use of facilities to be used for other than their specifically designed purposes shall be reviewed on an individual basis by the Office of Community Services.

III. PROVISIONS FOR THE USE OF FACILITIES AND EQUIPMENT

Alcoholic beverages in any form will not be permitted on college property at any time, and any person in possession of, or under the influence of intoxicating liquors, or drugs shall be denied participation in any manner in the activities and requested to leave the property.

All books, pamphlets, posters, and other items of literature which may have been used or distributed during a period of lease must be removed by the lessee at the end of the lease period.

Decorations must be flameproof and shall be erected and taken down in a manner not destructive to college property. The use of any material or device which constitutes a fire hazard is expressly prohibited.

The lessee shall be fully responsible for all loss or damage to college property during the period of the lease of such property.

All equipment and facilities to be used must be listed on the application. Arrangements will be made by the Office of Community Services, or the proper division, for trained personnel to operate facilities deemed by the District to require skilled operators. The lessee is bound by the determination of the District and is responsible for these salaries in addition to the basic rental fee. Changing of furniture from rooms, or changes of any kind other than simple room furniture arrangements are not permitted.

Stage productions using actors and requiring settings other than picture screens or speaker platforms require the use of a District stage manager who shall have complete responsibility and authority over the use of stage facilities whether they be District-owned or brought in for the function.
Program and rehearsal arrangements are binding. Buildings will be opened normally one hour before commencement of program and close one-half hour after adjournment. Last minute extra rehearsals or additional room use cannot be permitted. Buildings and facilities will be closed normally at midnight.

The lessee shall be permitted a period of use as shown on the rate charge schedule between opening and closing. Additional use charges shall be computed on a pro-rated basis.

Facilities are available during vacation periods only if the use does not conflict with cleaning and renovating activities, and if necessary personnel are available for supervision.

A college employee shall be on duty whenever a facility is being used. Exceptions may be made for Continuing Education facilities by prior arrangement. This person shall be in charge of facility use and will report to the Office of Community Services regarding the use, including the deportment and discipline of the user.

No refreshments shall be sold or served in connection with facility use except as may be arranged with the District at the time of application.

Regardless of the type of use, parking and concessions are the function of the College, and income therefrom shall inure to the College unless special arrangements are made at the time of application.

Rooms and facilities with special equipment or requiring extensive special set-up will be evaluated on an individual basis by the College administration.

The Office of Community Services shall develop and have available a description and record of availability of all facilities. All College equipment must be operated by College personnel and the lessee shall be charged for the use of the facilities, equipment, and personnel at the prevailing service rate.

IV. PRIORITIES FOR USE OF FACILITIES

The following priority is established for reserving use of Santa Barbara City College facilities:

A. Santa Barbara City College events.

B. Educational organizations in which Santa Barbara City College faculty, staff or administration hold membership and are hosts.

C. Organizations within the Santa Barbara Community College District.

D. Other organizations.
V. USE OF SANTA BARBARA CITY COLLEGE LA PLAYA STADIUM DURING FOOTBALL SEASON

1. Priority for Scheduling of Games

A. Community college and high school varsity games will have first priority in the use of the facilities. All others will be considered by College administration.

B. SBCC football games which are scheduled as scrimmage, conference, or non-conference contests as per the approved schedule.

C. In-district schools athletic departments or leagues, when both competing schools are within the District.

D. In-district schools athletic departments or leagues are the host and have scheduled an opponent not in the District.

E. Out-of-Santa Barbara Community College District school is host and the opponent is an in-district school.

F. Applicant is not a school district, but from the District area.

G. Applicant is not from the Santa Barbara area.

2. Guidelines for Scheduling Games

Stadium will be available for scheduling during the regular football season on Fridays and Saturdays. These dates are selected in consideration of:

A. Watering Schedule

It is necessary to maintain a watering schedule on a grass turf which is planned around the dates that the field will be used. Excessive use of the field without regular watering and recovery periods results in a deterioration of the playing surface.

B. Manpower for Cleanup

The cleanup crew, composed of the regular Santa Barbara work force, is usually available on Saturdays and Sundays following the Friday and Saturday night games for stadium cleanup at cost. This work force has a regular assignment and would not be available for cleanup on Fridays if there were a Thursday game.

C. Santa Barbara City College Football Practice

The SBCC team uses the sports pavilion as a dressing room and lecture facility. Weekday practice and meetings involve a schedule that would come in conflict with the high school teams using the facility for weekday games.

D. No more than two games per week will be scheduled.
VI. CONCESSIONS - FOOD SERVICES - VENDING AND MANUAL

All concessions shall be operated by Santa Barbara City College Administrative Guidelines.

VII. FEES

Annually, the Assistant Superintendent, Business Services, shall review the fee schedule for public use of facilities and shall recommend changes, as appropriate, to the Superintendent-President.

The Office of Community Services, under the direction of the Administrative Dean, Student Activities, is responsible for the direction of community use of facilities and for recommending charges for uses not defined or for unusual circumstances.

All filing fees must be paid before a permit for use is issued.

Following is the current schedule of fees for available facilities.
<table>
<thead>
<tr>
<th>BUILDING</th>
<th>ROOM NUMBER</th>
<th>EQUIPMENT</th>
<th>PUBLIC SERVICE</th>
<th>COMMERCIAL SERVICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td>Bd. Rm.</td>
<td>Tables, chairs</td>
<td>$ 15.00</td>
<td>$ 50.00/4hr.</td>
</tr>
<tr>
<td>Administration</td>
<td>160</td>
<td>Screen, speaker</td>
<td>20.00</td>
<td>75.00/3hr.</td>
</tr>
<tr>
<td>Administration</td>
<td>210</td>
<td>85 tablet arm chairs</td>
<td>25.00</td>
<td>100.00/3hr.</td>
</tr>
<tr>
<td>Administration</td>
<td>213</td>
<td>Stage, 288 arm chairs</td>
<td>20.00</td>
<td>75.00/3hr.</td>
</tr>
<tr>
<td>Administration</td>
<td>219</td>
<td>45 chairs at tables screen, lecturn</td>
<td>5.00</td>
<td>10.00/2hr.</td>
</tr>
<tr>
<td>Administration</td>
<td>232</td>
<td>16 chairs, large table</td>
<td>5.00</td>
<td>7.50 each a/2.</td>
</tr>
<tr>
<td>Administration</td>
<td>237</td>
<td>30 tablet arm</td>
<td>5.00</td>
<td>10.00/2hr.</td>
</tr>
<tr>
<td>Occup. Ed.</td>
<td>182</td>
<td>45 tablet arm, screen, lecturn</td>
<td>5.00</td>
<td>7.50 each a/2.</td>
</tr>
<tr>
<td>Temporary Bldg.</td>
<td>T2</td>
<td>24 stools and drawing tables</td>
<td>5.00</td>
<td>10.00/2hr.</td>
</tr>
<tr>
<td>Temporary Bldg.</td>
<td>T7</td>
<td>42 tablet arm</td>
<td>5.00</td>
<td>7.50 each a/2.</td>
</tr>
<tr>
<td>Temporary Bldg.</td>
<td>T8</td>
<td>48 chair desks</td>
<td>5.00</td>
<td>10.00/2hr.</td>
</tr>
<tr>
<td>Temporary Bldg.</td>
<td>T9</td>
<td>48 chair desks</td>
<td>5.00</td>
<td>7.50 each a/2.</td>
</tr>
<tr>
<td>Temporary Bldg.</td>
<td>T10</td>
<td>42 tablet arm</td>
<td>5.00</td>
<td>10.00/2hr.</td>
</tr>
<tr>
<td>Temporary Bldg.</td>
<td>T11</td>
<td>42 tablet arm</td>
<td>5.00</td>
<td>7.50 each a/2.</td>
</tr>
<tr>
<td>Temporary Bldg.</td>
<td>T12</td>
<td>49 tablet arm</td>
<td>5.00</td>
<td>10.00/2hr.</td>
</tr>
<tr>
<td>Social Science</td>
<td>SS2</td>
<td>25 chairs</td>
<td>5.00</td>
<td>10.00/2hr.</td>
</tr>
<tr>
<td>Social Science</td>
<td>SS30</td>
<td>10 chairs, large table</td>
<td>5.00</td>
<td>7.50 each a/2.</td>
</tr>
</tbody>
</table>

March 1977
<table>
<thead>
<tr>
<th>BUILDING</th>
<th>ROOM NUMBER</th>
<th>EQUIPMENT</th>
<th>PUBIC SERVICE</th>
<th>COMMERCIAL SERVICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library</td>
<td>204-205</td>
<td>65-80 tablet arm screen, lecturn</td>
<td>$5.00</td>
<td>$10.00/2hr.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>7.50 each add.</td>
</tr>
<tr>
<td>Library</td>
<td>206-207</td>
<td>65-80 tablet arm screen, lecturn</td>
<td>5.00</td>
<td>10.00/2hr.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>7.50 each add.</td>
</tr>
<tr>
<td>Library</td>
<td>221</td>
<td>40 tablet arm</td>
<td>5.00</td>
<td>10.00/2hr.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>7.50 each add.</td>
</tr>
<tr>
<td>Library</td>
<td>222</td>
<td>40 tablet arm</td>
<td>5.00</td>
<td>10.00/2hr.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>7.50 each add.</td>
</tr>
<tr>
<td>Library</td>
<td>223</td>
<td>40 tablet arm</td>
<td>5.00</td>
<td>10.00/2hr.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>7.50 each add.</td>
</tr>
<tr>
<td>Physical Science</td>
<td>101</td>
<td>137 chairs at tables</td>
<td>20.00</td>
<td>75.00/3hr</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>50.00 each add.</td>
</tr>
<tr>
<td>Life Science-Geology</td>
<td>117</td>
<td>32 chairs at tables screen, projector</td>
<td>5.00</td>
<td>10.00/2hr.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>7.50 each add.</td>
</tr>
<tr>
<td>Life Science-Geology</td>
<td>216</td>
<td>30 tablet arm</td>
<td>5.00</td>
<td>10.00/2hr.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>7.50 each add.</td>
</tr>
<tr>
<td>Life Science-Geology</td>
<td>325</td>
<td>60 tablet arm screen, projector</td>
<td>5.00</td>
<td>10.00/2hr.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>7.50 each add.</td>
</tr>
<tr>
<td>Campus Center</td>
<td>Dining Room</td>
<td>Chairs, tables, stage, piano</td>
<td>50.00</td>
<td>100.00/2hr.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>50 each add.</td>
</tr>
<tr>
<td>Campus Center</td>
<td>103</td>
<td>45 tablet arm lecturn, sink</td>
<td>5.00</td>
<td>10.00/2hr.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>7.50 each add.</td>
</tr>
<tr>
<td>Campus Center</td>
<td>123</td>
<td>15 chairs, table ASB chambers</td>
<td>5.00</td>
<td>10.00/2hr.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>7.50 each add.</td>
</tr>
<tr>
<td>Humanities</td>
<td>102</td>
<td>20 tablet arm, screen</td>
<td>5.00</td>
<td>10.00/2hr.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>7.50 each add.</td>
</tr>
<tr>
<td>Humanities</td>
<td>111</td>
<td>45 tablet arm, screen, little theatre</td>
<td>20.00</td>
<td>75.00/3hr.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>50.00 each add.</td>
</tr>
<tr>
<td>Humanities</td>
<td>203</td>
<td>25 tablet arm, screen</td>
<td>5.00</td>
<td>10.00/2hr.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>7.50 each add.</td>
</tr>
<tr>
<td>Humanities</td>
<td>219</td>
<td>30 tablet arm, screen</td>
<td>5.00</td>
<td>10.00/2hr.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>7.50 each add.</td>
</tr>
<tr>
<td>Humanities</td>
<td>241</td>
<td>35 tablet arm, screen</td>
<td>5.00</td>
<td>10.00/2hr.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>7.50 each add.</td>
</tr>
</tbody>
</table>

March 1977
<table>
<thead>
<tr>
<th>BUILDING</th>
<th>ROOM NUMBER</th>
<th>EQUIPMENT</th>
<th>PUBLIC SERVICE</th>
<th>COMMERCIAL SERVICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities</td>
<td>301</td>
<td>28 tablet arm screen</td>
<td>$ 5.00</td>
<td>$ 10.00/2hr.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>7.50 each add.</td>
</tr>
<tr>
<td>Humanities</td>
<td>307</td>
<td>14 tablet arm, screen</td>
<td>5.00</td>
<td>10.00/2hr.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>7.50 each add.</td>
</tr>
<tr>
<td>Humanities</td>
<td>322</td>
<td>12 chairs, large table</td>
<td>5.00</td>
<td>10.00/2hr.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>7.50 each add.</td>
</tr>
<tr>
<td>Sports Pavilion</td>
<td>Gym Main Floor</td>
<td>See Coordinator of Gym Facilities</td>
<td>100.00</td>
<td>2,000.00/3hr.</td>
</tr>
<tr>
<td></td>
<td>Shower &amp; Lockers</td>
<td>See Coordinator of Gym Facilities</td>
<td>25.00</td>
<td>50.00 per hr.</td>
</tr>
<tr>
<td>La Playa</td>
<td>Stadium</td>
<td>See Coordinator of Gym Facilities</td>
<td>100.00</td>
<td>2,000.00/3hr.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>500.00 each add.</td>
</tr>
<tr>
<td>Pershing Park</td>
<td>Softball Diamond</td>
<td>During school hours all use of Pershing Park must be cleared through the Athletic Trainer. After school hours must be cleared through the City Recreation Department.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hardball Diamond</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tennis Courts</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alhecama Theatre</td>
<td></td>
<td>See Theatre Director</td>
<td>20.00</td>
<td>75.00/3hr.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>50.00 each add.</td>
</tr>
<tr>
<td>Music/Drama</td>
<td></td>
<td>See Theatre Director</td>
<td>100.00</td>
<td>1,000.00/3hr.</td>
</tr>
<tr>
<td>(West Campus)</td>
<td></td>
<td></td>
<td></td>
<td>200.00 each add.</td>
</tr>
</tbody>
</table>

March 1977
<table>
<thead>
<tr>
<th>Address</th>
<th>Room No.</th>
<th>Equipment</th>
<th>Public Service</th>
<th>Commercial Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>914 Sta. Barbara St. 1</td>
<td></td>
<td>2 stoves, kitchen</td>
<td>$20.00</td>
<td>$75/3 hr; $50 each</td>
</tr>
<tr>
<td></td>
<td></td>
<td>40 tablet arm chairs</td>
<td></td>
<td>add 1 hr</td>
</tr>
<tr>
<td></td>
<td></td>
<td>tables</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>20 tablet arm chairs</td>
<td>$5.00</td>
<td>$10/2 hr; $7.50 each</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 desk</td>
<td></td>
<td>add 1 hr</td>
</tr>
<tr>
<td></td>
<td>6, 7</td>
<td>1 model stand</td>
<td>$5.00</td>
<td>$10/2 hr; $7.50 each</td>
</tr>
<tr>
<td></td>
<td></td>
<td>easels</td>
<td></td>
<td>add 1 hr</td>
</tr>
<tr>
<td></td>
<td></td>
<td>chairs</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>9</td>
<td>1 desk</td>
<td>$10.00</td>
<td>$40/3 hr; $25 each</td>
</tr>
<tr>
<td></td>
<td></td>
<td>37 tablet arm chairs</td>
<td></td>
<td>add 1 hr</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 screen, 60&quot; x 60&quot;</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 piano</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>10</td>
<td>1 desk</td>
<td>$10.00</td>
<td>$40/3 hr; $25 each</td>
</tr>
<tr>
<td></td>
<td></td>
<td>43 tablet arm chairs</td>
<td></td>
<td>add 1 hr</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 screen, 60&quot; x 60&quot;</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>2 pianos</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Craft Bldg.</td>
<td>sink</td>
<td>$5.00</td>
<td>$10/2 hr; $7.50 each</td>
</tr>
<tr>
<td></td>
<td></td>
<td>tables</td>
<td></td>
<td>add 1 hr</td>
</tr>
<tr>
<td></td>
<td></td>
<td>folding chairs</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>12</td>
<td>1 model stand</td>
<td>$5.00</td>
<td>$10/2 hr; $7.50 each</td>
</tr>
<tr>
<td></td>
<td></td>
<td>folding chairs</td>
<td></td>
<td>add 1 hr</td>
</tr>
<tr>
<td></td>
<td></td>
<td>tables</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 desk</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>15</td>
<td>1 desk</td>
<td>$5.00</td>
<td>$10/2 hr; $7.50 each</td>
</tr>
<tr>
<td></td>
<td></td>
<td>35 tablet arm chairs</td>
<td></td>
<td>add 1 hr</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 screen 60&quot; x 60&quot;</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 portable chalk board</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 projection table</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Theatre</td>
<td>stage</td>
<td>1 screen, 10&quot; x 10&quot;</td>
<td>$20.00</td>
<td>$75/3 hr; $50 each</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>seats 144</td>
<td></td>
<td>add 1 hr</td>
</tr>
<tr>
<td>814 Sta. Barbara St. A</td>
<td></td>
<td>1 desk</td>
<td>$5.00</td>
<td>$10/2 hr; $7.50 each</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>1 screen, 60&quot; x 60&quot;</td>
<td></td>
<td>add 1 hr</td>
</tr>
<tr>
<td></td>
<td></td>
<td>92 tablet arm chairs</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>1 projection table</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>folding chairs</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>B</td>
<td>1 desk</td>
<td>$5.00</td>
<td>$10/2 hr; $7.50 each</td>
</tr>
<tr>
<td></td>
<td></td>
<td>45 tablet arm chairs</td>
<td></td>
<td>add 1 hr</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 screen, 60&quot; x 60&quot;</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Revised 4-18-77
THIS AGREEMENT, made and entered into this 18th day of May, 1977, in the State of California, by and between State of California, through its duly elected or appointed, qualified and acting

[omitted due to partial visibility]

hereafter called the Department of Real Estate and

SANTA BARBARA COMMUNITY COLLEGE DISTRICT (SANTA BARBARA CITY COLLEGE)

hereafter called the Contractor.

"THERESETH: That the Contractor for and in consideration of the covenants, conditions, agreements, and stipulations of the State

referred to above, does hereby agree to furnish to the State services and materials, as follows:

(SET FORTH SERVICE TO BE RENDERED BY CONTRACTOR, AMOUNT TO BE PAID CONTRACTOR, TIME FOR PERFORMANCE OR COMPLETION, AND ATTACH PLANS AND SPECIFICATIONS, IF ANY.)

1. Contractor in cooperation with the Department of Real Estate to develop and conduct one or more one-day clinic(s)/seminar(s) during the period June 1, 1977 through June 30, 1978. The total amount paid to Contractor shall not exceed the amount specified in Paragraph 6, which amount, or such lesser sum as may be expended within the term of this agreement, will be paid from the Real Estate Education, Research and Recovery allocation under the provisions of Section 10451.5 of the Business and Professions Code.

2. For the purposes of this agreement, a one-day clinic/seminar consists of a panel of not less than three experts in real estate covering the following subjects: real estate brokerage, real estate law, real estate finance, real estate appraisal, single-family residence and/or apartment residence construction, single-family residence and/or apartment residence maintenance, and such other persons who are mutually agreed upon by the Department of Real Estate and the Contractor.

IN WITNESS WHEREOF, this agreement has been executed by the parties hereto, upon the date first above written.

STATE OF CALIFORNIA

CONTRACTOR

AGENCY

Department of Real Estate

CONTRACTOR (IF OTHER THAN AN INDIVIDUAL, STATE WHETHER A CORPORATION, PARTNERSHIP, ETC.)

AUTHORIZED SIGNATURE

John E. Hempel

TITLES

Assistant Commissioner

ADDRESS

CONTINUED ON 2 SHEETS, EACH BEARING NAME OF CONTRACTOR

AMOUNT ENCUMBERED

$ 1,000.00

APPROPRIATION

UNENCUMBERED BALANCE

$194a

ITEM

FUNCTION

320

Real Estate

STATUTES

1976

FISCAL YEAR

1976-77

ADJ. INCREASING ENCUMBRANCE

Education and Research

 ADJ. DECREASING ENCUMBRANCE

Education and Research Programs

SIGNATURE OF ACCOUNTING OFFICER

DRE

DATE

5/26/77

I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.

SIGNATURE OF OFFICER SIGNING ON BEHALF OF THE AGENCY
3. Contractor is to exclusively use the model format and content supplied by the Department of Real Estate or format and content which has been mutually agreed to by Contractor and the Department of Real Estate not later than 90 days before the date of the actual clinic/seminar to be funded by this agreement.

4. The purpose of the clinic/seminar to be funded by this agreement is to expose interested California consumers to the best methods and procedures to use when:

   A. Searching for a prospective residence.
   
   B. Measuring the relative merit of purchasing, leasing and/or renting a residence.
   
   C. Recognizing structural, plumbing, electrical and other defects in a prospective single family or apartment residence.
   
   D. Performing general maintenance and general repair work on the single family or apartment residence.
   
   E. Evaluating other general consumer problems relating to housing and single family or apartment residence maintenance.

5. As far as practical total funding for this clinic/seminar shall come from funds under this agreement. If any fee is to be charged attendees, both parties must agree upon fee and use of such.

6. Funds shall be utilized by the Contractor for the clinic/seminar as follows:

   $ 300.00 Advertising/Promotion Costs (Advertising and/or promotional material to be mutually agreed upon prior to use by Contractor and Department of Real Estate. Thrust of advertising should be event sponsored by California Department of Real Estate and presented by Contractor.)

   600.00 Conduct of program including Honoraria for Panel Members (at no more than $100 per panel member)

   100.00 Miscellaneous Costs to include any administrative overhead

   $1,000.00 Total Maximum

The expenditure of funds by Contractor within any category may not exceed the amount set forth in the above schedule by more than twenty percent (20%) (except the administrative overhead) provided, however, that the total expenditure of funds by Contractor shall not exceed $1,000.
7. Contractor shall furnish the Department of Real Estate with a written report within 30 days after the date of the above described clinic/seminar. This report shall, as a minimum, include description of all advertising and promotion methods/materials used, a financial accounting by categories of expenditures; list of panel members and honoraria provided each, number of consumers in attendance and summary of evaluations of clinic/seminar received from consumers who attended and from college representative who coordinated/administered the event. Evaluation forms to be furnished by the Department of Real Estate for school and attendees.

8. Invoices shall be furnished in triplicate on college billhead or letterhead within 30 days subsequent to June 30, 1978. They shall be signed by the College Controller or Business Manager who shall certify that charges made are supported by original documents filed in the college office.

9. Upon completion of this contract and receipt of invoice in triplicate, the Department of Real Estate shall pay Contractor the amount of the invoice, provided the total sum of said invoice shall not exceed the maximum amount of this agreement.

10. A certified copy of that portion of the Minutes of the Board of Trustees of Contractor indicating official acceptance of this agreement is attached to, and hereby incorporated in and made a part of this contract.