

CONTRA COSTA COMMUNITY COLLEGE DISTRICT

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500 Court Street, Martinez California 94553
(925) 229-1000

CONTRA COSTA COLLEGE

2600 Mission Bell Drive
San Pablo, CA 94806
(510) 235-7800
www.contracosta.edu

DIABLO VALLEY COLLEGE

321 Golf Club Road
Pleasant Hill, CA 94523
(925) 685-1230
www.dvc.edu

LOS MEDANOS COLLEGE

2700 East Leland Road
Pittsburg, CA 94565
(925) 798-3500, (925) 439-2181
www.losmedanos.edu

APPLICATION FOR USE OF COLLEGE FACILITIES

I hereby make application for use of District facilities on behalf of the below named organization.

Name of Organization Contra Costa County Office of Racial Equity and Social Justice
Address of Authorized Agent 1026 Escobar Street, Suite 2B, Martinez, CA 94553
Telephone Number/Email 925.655.4641, peter.kim@oresj.cccounty.us
Person in charge (if different from above) Peter Kim

TYPE OF ORGANIZATION

Religious
Community Non-profit
Community Serv. Contractor X
Private

Purpose of Meeting Community Celebration and Year One Update

Will an admission charge or collection of funds of any type be made as prerequisite to participation? Yes No X

If "Yes", what will the proceeds be used for? Amount per person \$

Table with 4 columns: DATES DESIRED, HOURS (FROM, TO), FACILITIES REQUESTED LOCATION/BUILDING, ROOM. Row 1: Wednesday, December 4, 2024, 3:00PM-9:00PM, Large Event Room at LMC, SU106, 108 & 109

Number of Chairs ~200 Number of Tables ~25 Expected Attendance ~200

SPECIAL SERVICES OR EQUIPMENT. Complete the schedule of fees form (Business Procedure 6.03 Exhibit A or B) if special services and/or equipment are needed. If special services and/or equipment are needed for persons with disabilities, please attach requests to the schedule of fees on a separate piece of paper.

I understand that the use of college facilities must be in accordance with the rules and regulations of the Governing Board of the Contra Costa Community College District including possibility of cancellation should the facilities be needed for the educational program. I further understand that in connection with the use of the facilities the organization named above is to pay the contra Costa Community College District as stipulated.

The above named organization and its members shall be held responsible for any and all loss, accident, neglect, injury or damage to person, life or property which may be the result of, or may be caused by the organization's occupancy of the facilities or premises, and for which the District might be held liable. The organization shall defend, save harmless and indemnify the District and its officers, agents and employees against all liabilities and claims for damages for death, sickness or injury to persons or property, including without limitation, all consequential damages, from any cause whatsoever arising from or connected with the organization's use of District facilities or equipment provided under this agreement resulting from the conduct, negligent or otherwise, of the organization, its agents or employees or their guests.

The County Assessor of Contra Costa County has invoked a possessory interest tax on all rentals of and other possessory interests in DISTRICT and other publicly -owned properties. This tax is mandatory by law and is levied on the Organization and not the property. (California Revenue and Taxation Code § 107 et seq.) ORGANIZATION recognizes and understands that in accepting this rental agreement that his or her interest may be subject to a possible possessory interest tax that the County Assessor may legally impose on such possessory interest held by the ORGANIZATION, that such tax payment shall not reduce any rent due the DISTRICT, and that such tax shall be the liability of and be paid by the ORGANIZATION.

Peter Kim Digitally signed by Peter Kim Date: 2024.10.17 18:35:48 -07'00' 11/6/24
Signature of Authorized Agent Date

An approved application is the permit to use the named facilities. The organization's representative in charge should bring the permit to each scheduled use.

FOR COLLEGE USE ONLY

Charges as indicated on the attached listing
Cancellation of approved applications should be made at least 48 hours prior to the scheduled use. Use of facilities charges will be invoiced if this notice is not provided.

Payment: in advance by (date) Or within seven (7) days of receipt of invoice
Certificate of insurance naming the District as an additional insured in the amount of (at least) \$1,000,000.00 is on file with the college. Certificate of insurance waived

X APPROVED DISAPPROVED

Signature of college President or Authorized Representative Date

**County Administrator
Risk Management Department**

2530 Arnold Drive, Suite 140
Martinez, California 94553

Contra Costa County

Risk Management
Administration (925) 335-1400
Fax Number (925) 335-1497



October 11, 2024

Los Medanos College
2700 East Leland Road
Pittsburg CA 94565

Re: Use of the Large Event Room SU108 by the Office of Racial Equity and Social Justice for a Community Celebration and Year One Update on December 4, 2024

To Whom It May Concern:

The County of Contra Costa has a comprehensive self-insurance program to cover its general, automobile, and professional liability exposure, as well as its obligations under the Workers' Compensation laws of California.

The County's self-insurance program provides for the legal defense of officials, employees, and volunteers pursuant to government Code Section 825 and for the payment of all sums that the County is obligated to pay by reason of liability imposed by law and arising from acts or failures to act, excepting punitive damages. This protection covers services performed by officers, employees, and volunteers within the scope of their official duties in accordance with the conditions of their employment or service.

The self-insurance program is funded to provide payment of claims. The County also has excess reinsurance with Public Risk Innovations, Solutions, and Management (PRISM) formerly CSAC Excess Insurance Authority.

Sincerely,

DocuSigned by:

Karen Caoile

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Karen Caoile
Director of Risk Management

cc: L Williams, Office of the Public Defender

COUNTY OF CONTRA COSTA CERTIFICATE OF SELF-INSURANCE

Risk Management Department, 2530 Arnold Drive, Suite 140, Martinez, California 94553

Coverages: This is to certify that the County of Contra Costa is self-insured for the following coverages:

Type of Coverage	Self-Insured Limit
General Liability: Personal Injury, Property Damage, Errors and Omissions	\$1,000,000
Professional Liability:	\$1,000,000
Workers' Compensation:	\$ 750,000
Automobile Liability: Vehicles Owned, Non-Owned & Hired	\$1,000,000

Terms, Conditions and Special Items:

Re: Use of Los Medanos College Large Event Room SU108 by the Office of Racial Equity and Social Justice for a Community Celebration and Year One Update on December 4, 2024

The following coverage is in effect and is provided through participation in a risk sharing joint powers authority: comprehensive general and automobile liability as defined in the Memorandum of Coverage on file with the entity and which will be made available upon request.

The coverage being provided is limited to the activity and the time period indicated herein and is subject to all the terms, conditions and exclusions of the Memorandum of Coverage. This coverage does not have an annual aggregate.

Coverage is in effect at this time and will not be cancelled, limited or allowed to expire at a date other than the indicted herein except upon 30 days written notice to the certificate holder.

Additional Covered Party: The Contra Costa Community College District is named as an additional covered party on Contra Costa County's Self-Insurance Liability Program but only with respect to the above.

Date Issued: 10/11/2024
Expiration Date: 07/01/2025

DocuSigned by:
Karen Caoile
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Karen Caoile
Director of Risk Management

SCHEDULE OF FEES – USE OF FACILITIES FOR FAIR RENTAL VALUE

Use of Facilities	Per Hour*
<input type="checkbox"/> Classroom.....	36.00
<input type="checkbox"/> Conference Room.....	36.00
<input type="checkbox"/> Laboratory.....	233.00
<input type="checkbox"/> Computer Lab.....	216.00
<input checked="" type="checkbox"/> Large Event Room (1).....	263.00
<input type="checkbox"/> Lecture Hall/Forum.....	233.00
<input type="checkbox"/> Performing Arts Center (2).....	288.00
<input type="checkbox"/> Performing Arts Center (rehearsal only) (2).....	90.00
<input type="checkbox"/> Recital Hall (3).....	56.00
<input type="checkbox"/> Restaurant/Dining Hall.....	108.00
<input type="checkbox"/> T.V. Studio.....	82.00

Gymnasium	
<input type="checkbox"/> Entire Gymnasium.....	205.00
<input type="checkbox"/> Entire Gymnasium and seating.....	251.00

Physical Education Classroom Building	
<input type="checkbox"/> Gymnastics Room.....	82.00
<input type="checkbox"/> Wrestling Room.....	82.00
<input type="checkbox"/> Dance Studio.....	44.00
<input type="checkbox"/> Weight Room.....	58.00

Other Athletic Facilities	
<input type="checkbox"/> Pool.....	350.00
<input type="checkbox"/> Pool with Lights.....	450.00
<input type="checkbox"/> Small Pool.....	66.00
<input type="checkbox"/> Football Field.....	350.00
<input type="checkbox"/> Football Field with Lights.....	450.00
<input type="checkbox"/> Track.....	104.00
<input type="checkbox"/> Track with Lights.....	173.00
<input type="checkbox"/> Baseball Field.....	150.00
<input type="checkbox"/> Softball Field.....	150.00
<input type="checkbox"/> Tennis Court (per Court).....	25.00
<input type="checkbox"/> CCC Soccer Field with Lights.....	318.00
<input type="checkbox"/> Other Athletic Field (4).....	150.00
<input type="checkbox"/> Concession Stand.....	33.00
<input type="checkbox"/> Parking Lot (For use other than parking).....	44.00
<input type="checkbox"/> Amphitheater or Quad.....	82.00

Use of Facilities	Per Use
Locker and Shower Room	
<input type="checkbox"/> With Gym, Stadium, Pool or other facilities.....	100.00

*One to four hours a day. Hours in excess of four will cost 50% of the above rate. Includes operational and maintenance costs necessitated by use of facilities (such as supplies, utilities and personnel services of regularly employed District staff members)

(1) Includes Fireside Building at Contra Costa College, Diablo Room at Diablo Valley College, and Student Center at Los Medanos College

(2) Knox Center at Contra Costa College

(3) Includes Music Studio at Contra Costa College

(4) Includes Batting Practice Room at Contra Costa College and soccer field at Diablo Valley College

Special Equipment Fee	Per Use
<input type="checkbox"/> Film Projector.....	29.00 plus labor charge for operator
<input type="checkbox"/> Slide Projector.....	29.00 plus labor charge for operator
<input type="checkbox"/> VCR Projector.....	29.00 plus labor charge for operator
<input type="checkbox"/> SMART Projector.....	29.00 plus labor charge for operator
<input type="checkbox"/> Computer.....	29.00 plus labor charge for operator
<input type="checkbox"/> Portable Public Address System.....	29.00 plus labor charge for operator
<input type="checkbox"/> Public Address System in Student Center or Gymnasium or other Permanent System.....	58.00 plus labor charge for operator
<input type="checkbox"/> Specialized services related to equipment (piano moving or tuning).....	Actual cost plus 10%

Labor Fees	
<input checked="" type="checkbox"/> Event Supervisor.....	Actual Cost
<input type="checkbox"/> Student Employees.....	Actual Cost
<input checked="" type="checkbox"/> Technician.....	Actual Cost
<input type="checkbox"/> Custodial.....	Actual Cost
<input checked="" type="checkbox"/> Facilities Setup.....	Actual Cost
<input type="checkbox"/> Other Employees.....	Actual Cost
<input type="checkbox"/> Police Services Officers.....	Actual Cost
<input type="checkbox"/> Reserve Security Officers.....	Actual Cost per hours plus 10%
<input type="checkbox"/> Specialized Services Related to Equipment.....	Actual Cost

Questions concerning fees to be charged should be directed to: Mika Mobley (925)473-7363
Name Telephone

LOS MEDANOS
COLLEGE

Event by County 12/04/2024

ESTIMATED FACILITY COSTS

Wednesday, December 4, 2024
5:30pm – 7:30pm (2 hours)

Student Union Conference Rooms 106 & 108 & 109

\$263.00/hr. x 3 Rooms x 2 hours

\$ 1,578.00

TOTAL ESTIMATED FACILITY COSTS**

\$ 1,578.00

ESTIMATED LABOR COSTS

**** resources are assigned for 6 hours (3 pm to 9 pm)**

Police Services

NA (no need)

Campus Facilities (set-up)

\$ 400.00

Custodial

NA (covered hours)

Grounds Worker

NA (no need)

Media Services

\$ 450.00

Event Supervisor – Sheri Woltz

\$ 400.00

TOTAL ESTIMATED LABOR COSTS

\$ 1,250.00

TOTAL ESTIMATED COSTS \$2,828.00

This is an estimate, actual pricing may vary.