



## **Board Policy No. 434**

### **Facility Use (General Office) By Outside Organizations**

**ADOPTED:** 4/25/90

**RECENT AMENDMENT:** 03/22/17

**SEE ALSO:** 434A

**SUBJECT CATEGORY:** SECTION 400, OPERATIONS

**SUBSECTION:** FACILITIES, PARKING, VEHICLE USE

**CONTROL DEPARTMENT:** FINANCE

#### **I. PURPOSE**

The purpose of this policy is to establish the overall policies associated with use of the District's General Office Facility by outside organizations when such use is not related to District business or activities.

#### **II. PERSONS AFFECTED**

Any and all outside organizations, i.e. government agencies, schools, groups, organizations, etc., that express an interest in utilizing the District's General Office Facility for a temporary event not of the District's making.

#### **III. DEFINITIONS**

**"Facility Use"** means the Board Room, Conference Rooms, and/or Entrance Lobby of the General Office of AC Transit located at 1600 Franklin Street, Oakland, California.

**"Outside Organizations"** means any government, private or non-profit organization not affiliated with AC Transit.

**"Use"** is any temporary meeting, gathering, presentation, hearing, training session, celebration, or public voting.

**"Responsible Staff Member"** means the AC Transit Staff Member(s) taking responsibility for the event, present during the event, and ensuring that the provisions of this policy are adhered to.

#### **IV. POLICY**

##### **A. Requests**

1. All requests for facility use by outside organizations shall be submitted to the General Manager.
2. All requests shall be in writing.

**B. Recovery of Costs**

1. In approving any use, the General Manager may establish a facility use fee to recover the costs to the District associated with such use. The General Manager may establish other conditions on the facilities as may be determined appropriate.

**C. Insurance**

1. A hold-harmless affidavit shall be provided unless waived in writing by the General Manager.
2. A Certificate of Insurance is required with General Liability of \$1 million to cover the duration of use; if use of District parking facilities is also required and authorized, additional insurance is required with Automobile Liability of \$2 million.
3. If use involves requestor's employees, standard Worker's Compensation coverage is required.

**D. Restrictions**

1. If use includes parking lot, the use of parking is subject to availability and advance approval.
2. No alcohol will be allowed to be opened or served.
3. All visitors are required to check-in and sign logbook with Security Guard.
4. A responsible AC Transit Staff Member must be present during any use by an outside agency.
5. All users are subject to the Rules for Use as set forth in Administrative Regulation No. 434A.

**V. AUTHORITY****A. Board Authority**

Board approval is not required for minor, temporary use of Administrative Office Facility.

**B. General Manager's Authority**

The General Manager has sole approval authority for outside organizations' use.

**VI. ATTACHMENTS**

None