

SCHEDULING & FEE CATEGORIES OF VAPA PERFORMANCE VENUE USERS

*(SCHEDULING PRIORITY COINCIDES WITH ORDER OF USER CATEGORIES AND
SUBCATEGORIES, FROM TOP TO BOTTOM)*

Reference California Education Code (Sections 82537-82548)

I. COLLEGE INSTRUCTIONAL & INSTRUCTION RELATED EVENTS

(Capital replacement, maintenance, and restoration fees, formerly referred to as the “seat tax,” apply, as well as labor charges related to regular overtime costs for college staff and all necessary support staff. Other incidental fees as identified on the VAPA Performance Venue User Fees list may also apply.)

(Scheduling priority up to April 30 for the following academic year)

a. Recurring Annual All-College Events (I.E. All College Day)

b. Cabrillo College Instructional Users

- i. VAPA Division Instructional Activities & Events** tied to VAPA courses or VAPA instructional activities, including faculty performances that model professional-level performance skills to students, where all net proceeds are deposited into ancillary accounts that support Cabrillo College instructional programs. *The VAPA complex and its performance venues were purpose-built for arts instruction as an AEC (Arts Education Complex). Therefore, scheduling priority will be given to VAPA Division instructional activities and events for the following academic year up until March 31 of the preceding academic year.*
- ii. Non-VAPA Division College Instructional Activities & Events** directly tied to Cabrillo College courses or instructional activities, including, but not limited to, pinning and commencement-related activities sponsored by other Instructional Divisions. *Non-VAPA Division college instructional activities and events receive scheduling priority equal to VAPA instructional events for the next academic year starting April 1 of the preceding academic year.*
- iii. Arts-related student clubs/groups/activities & events** (must be officially recognized by Cabrillo College, IE. ASCC sponsored/sanctioned organizations such as: PAC, IL DOLCE SUONO, CSAA)
- iv. Non-arts student clubs/groups/activities & events** (must be officially recognized by Cabrillo College, IE. ASCC-sponsored/sanctioned organizations)

II. COLLEGE-SPONSORED EVENTS AND NON-PROFIT COMMUNITY ORGANIZATIONS (501 TAX EXEMPT), CLUBS AND ASSOCIATIONS ORGANIZED FOR GENERAL CHARACTER BUILDING OR WELFARE PURPOSES WHEN AN ALTERNATIVE LOCATION IS NOT AVAILABLE, AND THAT DO NOT CHARGE ADMISSION. THIS IS A VERY RESTRICTIVE CATEGORY INTENDED PRIMARILY TO SUPPORT MEETINGS. BASIC COST RECOVERY

(Scheduling access after April 30 for the following academic year)

Users in the **BASIC COST RECOVERY** category are charged for:

- All District labor and janitorial costs directly attributable to the organization's use of the facilities that are not part of District employees' normal duties.
- The cost of utilities directly attributable to the organization's use of the facilities
- Fees related to use of special instructional equipment and services provided by VAPA instructional programs
- Additional labor charges, especially those related to overtime costs for College staff, may apply.
- Non-refundable application fee of \$30

VAPA Division college-sponsored instruction-related events, workshops, outreach events, conferences, etc, have scheduling priority over non-VAPA college-sponsored events. VAPA and non-VAPA Division college-sponsored instruction-related events may not charge admission or solicit contributions for the event, unless the net receipts directly benefit the college and its instructional programs. College-sponsored events in the VAPA performance venues must be of significant instructional benefit to Cabrillo College students, as determined by the appropriate Division Dean and the VAPA Division Dean, and may not, with the exception of instructional program fundraising/benefit events, charge an admission fee or solicit contributions for the event. The appropriate Division Dean and the VAPA Division Dean may permit the use of VAPA facilities under the "basic cost recovery" guidelines to organizations or associations that support general character building or welfare purposes when the membership dues or contributions to support such organizations are used solely for the support of the organization and its cultural, character-building, or welfare work.

III. CLUBS AND ASSOCIATIONS ORGANIZED FOR GENERAL CHARACTER BUILDING OR WELFARE PURPOSES, AND NON-PROFIT (501 TAX EXEMPT) COMMUNITY ORGANIZATIONS WHEN AN ALTERNATIVE LOCATION IS NOT AVAILABLE THAT DO CHARGE ADMISSION* OR SOLICIT CONTRIBUTIONS FOR THE EVENT. - DIRECT COST RECOVERY

(Scheduling access after April 30 for the following academic year; "Legacy Users" shall have a priority booking window starting on April 24. Legacy Users are defined as local community users who have traditionally presented recurring annual events for multiple years.)

Users in the **DIRECT COST RECOVERY** category are charged for all costs assessed users in the Basic Cost Recovery category (Category II), plus:

- Base Daily Use Fee (varies depending on venue, day of the week, etc.)
- Fees related to use of special instructional equipment and services provided by VAPA instructional programs
- Capital Replacement, Maintenance, and Restoration Fee

* **Exception:** When admission is charged by a presenter who is not offering an instructional program fundraiser/benefit event, a single waiver of the direct cost use fee for no more than one event per academic year per presenter *may* be granted *when* the benefit of an instructional activity provided by the presenter *beyond the event itself* is determined by the appropriate Dean and the VAPA Division Dean to be of extraordinary educational benefit to Cabrillo College students (IE. master classes, guest artist/presenter workshops/lectures/panel presentations).

IV. COMMERCIAL USE (INCLUDING TEMPORARY USE BY RELIGIOUS ORGANIZATIONS FOR RELIGIOUS SERVICES) – FAIR RENTAL COST RECOVERY

(Scheduling access after April 30 for the following academic year; “Legacy Users” shall have a priority booking window starting on April 24. Legacy Users are defined as local community users who have traditionally presented recurring annual events for multiple years.)

Users in the **FAIR RENTAL COST RECOVERY** category are charged for all costs assessed users in the Direct Cost Recovery category (Category III), plus:

- A base daily use fee (in place of the direct cost use fee) based upon the fair market value of the District’s venue(s) (varies depending on venue, day of the week, etc.)
- Other incidental fees as identified on the VAPA Performance Venue User Fees list may also apply.

IMPORTANT:

- **Instructional Priority** *The use of VAPA performance venues by outside users shall in no way interfere with the College’s primary educational mission, purposes, or programming.*
- **Student Rate Tickets** *All non-college presenters offering tickets for sale to the public must offer discounted tickets to students that are at least 25% less than the highest ticket price.*
- **VAPA Box Office Service** *All presenters offering tickets for sale to the public must use the Cabrillo College VAPA Box Office Service and pay all related fees for that service. See **Cabrillo College VAPA Complex Performance Venue Use Fees** or contact the VAPA Box Office Manager for more information: (831) 479-6154.*

For further information on use of specific District venues, including detailed use policies, various fees, availability, and scheduling/contract procedures, contact the Director of the Cabrillo College Extension Division for all College facilities, the Sesnon House for Sesnon House events, or the VAPA Performing Arts Complex Coordinator for use of the performing arts venues, at (831) 479-6146.