

General

The Sesnon House provides a facility for college and non-profit community group use. The facility may also be used by private parties in accordance with established regulations and procedures to provide a learning laboratory and financial support for the Culinary Arts Program, and to generate funds for maintenance, operation and upkeep of the facility.

Use of the Sesnon House by private parties will be given priority during the period from Friday afternoon through Sunday evening. The Culinary Arts Program will have first right of refusal for providing catering services. For scheduled events that Culinary Arts does not cater, the Cabrillo College Food Service Program will have second right of refusal for providing catering services.

Distribution of Usage Fees for Private Party Events

Fees collected for the use of the facility by non-profit organizations and private parties will be distributed as follows:

1. A portion of the rental fees, initially 15%, will go to the General Fund in the form of standard overhead rate to be determined and periodically updated by Business Services.
2. Any portion of the fees charged to cover direct additional costs incurred by a college unit will be deposited in the account of the college unit (for example, requested additional security services).
3. The remaining fees will go into an account earmarked for the Sesnon House to supplement the maintenance of the buildings and grounds, to fund the staffing cost of scheduling and monitoring private party events, and to provide a reserve fund for furnishings replacement and deferred maintenance. Expenditures of reserve funds must be authorized by the Assistant Superintendent/Vice President of Business Services.

Catering Fees

Culinary Arts and other caterers will set the fees for food service and negotiate with the users directly. Fees collected by Culinary Arts for food service will go into the Culinary Arts Program for items such as maintenance of the kitchen area, catering staff and to be determined related costs to keep the house and grounds suitable for catered events. The terms and conditions of the agreement with caterers are separate from the rental agreement with the facility. Use of Culinary Arts kitchen facilities and equipment by other caterers will be determined by Culinary Arts.

Additional Procedures

Detailed written procedures for the use of the facility will be developed and updated as required by the college office responsible for scheduling of the facility. Initial procedures and updates require review and approval by the Vice President of Instruction, Vice President of Business Services, and the Superintendent/President. The procedures will address such issues as fees, refunds, security deposits, reservation requirements, parking, use of alcohol, music amplification restrictions, insurance requirements, and any other user restriction or requirements.

Advisory Committee

A standing advisory committee will be formed to provide a forum for communication and discussion among the constituencies most involved with the use, operation and funding of the Sesnon House.

The committee will meet periodically and provide input on operating policy and procedures, budgetary issues, and needed equipment and furnishings upgrading and replacement.

The committee will be made up of faculty and staff representing Culinary Arts, Contract and Community Education, Maintenance and Operations, the Foundation, community members nominated by the Foundation, the Faculty Senate, the Student Senate, and other appropriate college representatives.

Adopted: October 7, 1996