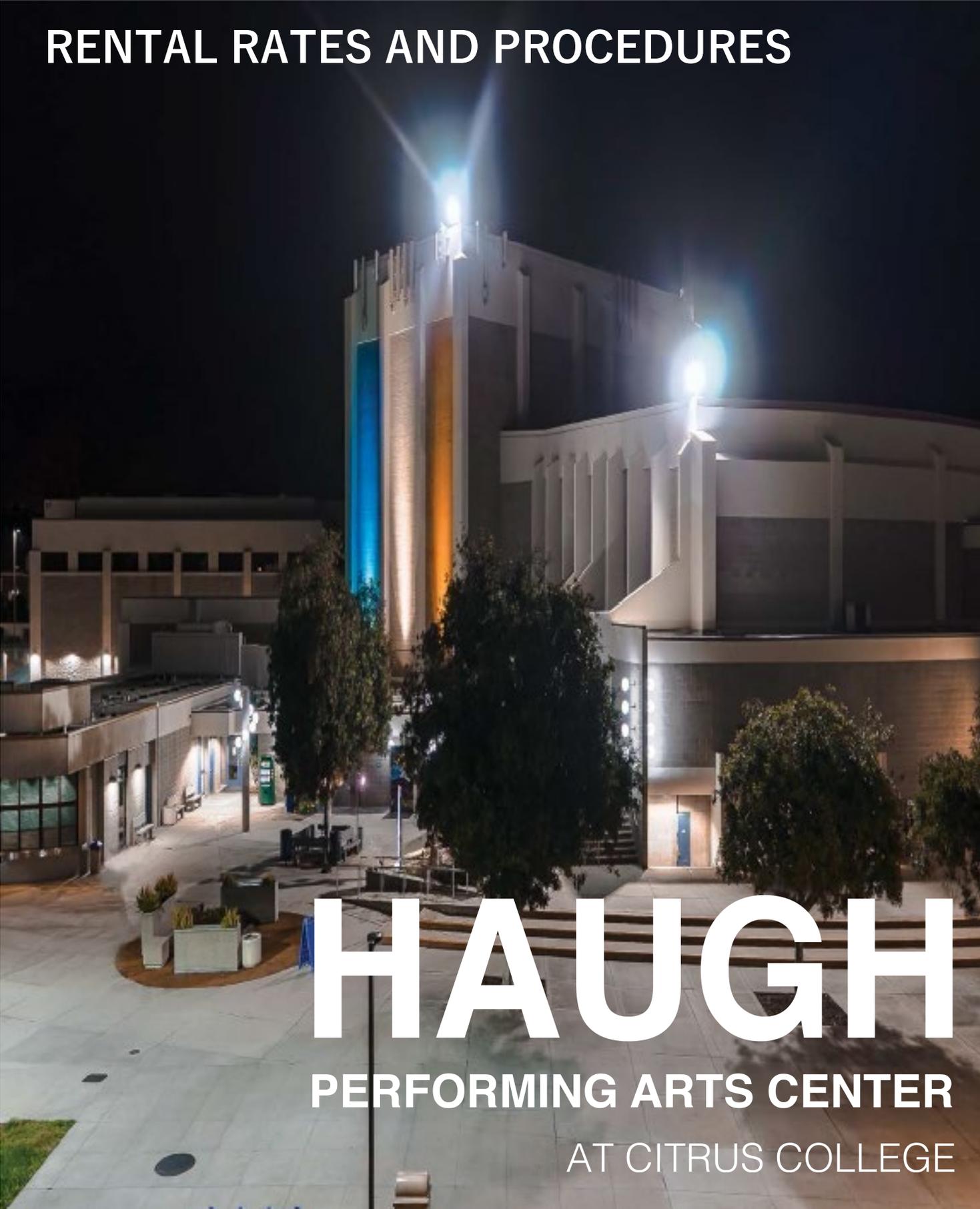


# RENTAL RATES AND PROCEDURES



# HAUGH

PERFORMING ARTS CENTER

AT CITRUS COLLEGE

Revised Date: 10/18/2023

## Table of Contents

Facility Features.....	3
Rental Rates.....	4-5
Additional Items & Fees.....	6-7
HPAC Adjacent Areas.....	8
How to Reserve & Book.....	9
Contacts.....	9
Production Guidelines.....	10-12
Frequently Asked Questions.....	13-15
Seating Chart.....	16
Campus Map.....	17
Stage Diagram.....	18
House Lighting Plot.....	19
Technical Specifications Quick Sheet.....	20
Citrus College Freeway Map.....	21
Bus Dropoff Maps.....	22-23

## Facility Features

Haugh Performing Arts Center Features:

- Expansive Broadway-sized proscenium stage
- 1,400 seat capacity
- Amphitheater-style seating allowing for excellent sightlines
- Professionally staffed
- State-of-the-art sound, lighting and video projection equipment
- Spacious backstage dressing rooms
- Easy-access location on the campus of Citrus College, near the 210, 605, and 57 freeways

Basic Rental Package Includes:

1. Use of the Performing Arts Center (1,400 seat house, lobby, backstage areas, tech booth, and 4 dressing rooms)
2. Onsite Event Coordinator
3. Technical Staff (a Stage Manager and up to four technicians)
4. House Staff (2 House Managers and up to 11 ushers)
5. Concessions Stand (stocked and staffed by in-house concessionaire only)
6. Custodial Support (limited)
7. Up to an 8-hour day with mandated staff breaks (additional time available; special billings apply)
8. Basic stage lighting, standard drapes, basic use of the sound system and audio equipment
9. Standard concert equipment
  - Piano
  - Choral risers
  - Platform risers
  - Chairs (up to 40)
  - Music stands (up to 40)

## Haugh Performing Arts Center Non-Profit Rental Rates

### Weekday (Monday-Thursday)

Rehearsal or Tech Use (up to 4 hours)	\$850.00 basic fee
Hourly Rehearsal or Tech Use (after 4 hours)	\$225.00/hr.
Performance or Full Use (4 hour min.)	\$2,000.00 starting rate
Hourly Performance or Full Use (after 4 hours)	\$600.00/hr.
Hourly Set Up or Strike	\$150.00/hr.
Hourly Activity with HPAC Site Supervisor or Production Meeting	\$100.00/hr.

### Weekend (Friday-Sunday)

Rehearsal or Tech Use (up to 4 hours)	\$900.00 basic fee
Hourly Rehearsal or Tech Use (after 4 hours)	\$250.00/hr.
Performance or Full Use (4 hour min.)	\$2,500.00 starting rate
Hourly Performance or Full Use (after 4 hours)	\$750.00/hr.
Hourly Set Up or Strike	\$200.00/hr.
Hourly Activity with HPAC Site Supervisor or Production Meeting	\$150.00/hr.

*Rates are subject to overtime fees for any use over 8 hours,  
plus \$100.00 surcharge if unplanned. See pg. 10 for clarification.  
Basic fees do not include additional equipment costs.*

## Haugh Performing Arts Center Commercial Rental Rates

### Weekday (Monday-Thursday)

Rehearsal or Tech Use (up to 4 hours)	\$1,275.00 basic fee
Hourly Rehearsal or Tech Use (after 4 hours)	\$337.50/hr.
Performance or Full Use (4 hour min.)	\$3,000.00 starting rate
Hourly Performance or Full Use (after 4 hours)	\$900.00/hr.
Hourly Set Up or Strike	\$225.00/hr.
Hourly Activity with HPAC Site Supervisor or Production Meeting	\$150.00/hr.

### Weekend (Friday-Sunday)

Rehearsal or Tech Use (up to 4 hours)	\$1,350.00 basic fee
Hourly Rehearsal or Tech Use (after 4 hours)	\$375.00/hr.
Performance or Full Use (4 hour min.)	\$3,750.00 starting rate
Hourly Performance or Full Use (after 4 hours)	\$1,125.00/hr.
Hourly Set Up or Strike	\$300.00/hr.
Hourly Activity with HPAC Site Supervisor or Production Meeting	\$225.00/hr.

*Rates are subject to overtime fees for any use over 8 hours,  
plus \$100.00 surcharge if unplanned. See pg.10 for clarification.  
Basic fees do not include additional equipment costs.*

*For information regarding rates for on-location filming, please contact Citrus College  
Facility Rentals Supervisor (see Contacts on pg. 9)*

## Haugh Performing Arts Center Additional items

### Included in your rental:

Band/Choral Risers

Choral Shell

Concert Grand Piano (9' Steinway or 7' Yamaha)

Up to 40 musician chairs and 40 music stands

Lectern

Wired Microphones and monitors

Basic Stage Lighting (includes up to four automated units)

Item	Non-Profit Rate	Commercial Rate
Orchestra/Band Shell	\$500.00	\$750.00
Projector & Screen <i>(Includes operator)</i>	\$750.00	\$1,125.00
Black/Grey Marley Dance Floor <i>(Set up/strike included)</i>	\$775.00	\$1,162.50
Full Stage Silver Glitz Curtain	\$200.00	\$300.00
American Flag Backdrop	\$150.00	\$225.00
Painted Backdrop from Inventory	\$200.00 and up	\$300.00 and up
Painted Scrim from Inventory	\$250.00 and up	\$350.00 and up
Wireless Mic <i>(Handheld or lavalier, up to 4 hours)</i>	\$40.00/mic	\$60.00/mic
Additional Audio Technician <i>(Req. for 4+ mics; subject to OT rates)</i>	\$25.00/hr.	\$25.00/hr.
Automated Lighting System (full use) <i>(Basic lighting includes up to four units)</i>	\$2,000.00	\$3,000.00
Lighting Programmer/Operator <i>(Req. for full automated system; subject to OT rates)</i>	\$25.00/hr	\$25.00/hr
Premium Sound Monitor System	<i>Contact Stage Manager for Availability and Rates</i>	

Backstage Hospitality Center <i>(Use of microwave, fridge, coffee urn, tea kettle)</i>	\$150.00/day	\$150.00/day
<b>General Admission (GA):</b> Set of 1,400 Tickets <i>(Up to THREE price levels)</i>	\$200.00	\$300.00
<i>Additional GA Price Levels</i>	<i>\$200.00/price level</i>	<i>\$300.00/price level</i>
<b>Reserved Seating:</b> Full set of Tickets	\$200 set up fee, plus \$200.00/price level	\$200 set up fee, plus \$300.00/price level
Custodial Fee (4 hour min.)	\$37.00/hr	\$37.00/hr
Use of Campus Marquees	<i>Contact Facilities Rental Supervisor for Rates</i>	
Additional Facilities (classrooms, etc.) <i>(See pg. 8)</i>	<i>Contact Facilities Rental Supervisor for Rates</i>	
Meal Penalties (missed breaks)	<i>Labor total x2 (double time)</i>	
Overtime Rates	<i>1.5 times the specific rental fee</i>	

*Please be sure to indicate on your application/addendum if any Additional Items from pg. 6-7 are needed for your production*

## Haugh Performing Arts Center (HPAC) Adjacent Areas

### Classrooms

There are several classrooms adjacent to the Performing Arts Center. Seating capacity varies, and reservations are subject to availability.

### Choir Room

The choir room (PA 133) is adjacent to the backstage area of the HPAC and has a seating capacity of 98. This can be reserved for events. Scheduling is subject to availability.

### Small Lecture Hall

The Visual Arts Building lecture hall (VA 130) is located across the plaza from the Haugh Performing Arts Center. The seating capacity is 150, and the room features a piano, projector, and basic sound reinforcement capabilities. Scheduling is subject to availability.

### Recording Studio

Citrus College features a state-of-the-art audio recording facility, which can be utilized to record live events. For information and booking visit [www.citrusarts.org/facilities](http://www.citrusarts.org/facilities)

*These areas can be rented separately or in conjunction with the Haugh Performing Arts Center.  
Contact Facilities Rental Supervisor for current rates (see pg. 9 for Contacts)*

## How to Reserve & Book the Haugh Performing Arts Center

1. Complete our [Performing Arts Center Rental Inquiry Form](#) to learn if your desired date is available. A member of the HPAC team will contact you. Or, for more information please contact the Administrative Office at (626) 852-8046 or [parentals@citruscollege.edu](mailto:parentals@citruscollege.edu).
2. After your date has been identified, Tiina Mittler, Director of the Haugh Performing Arts Center, will review and respond with additional details and an **Application and Agreement for Use of Facilities** and **HPAC Addendum to Application and Agreement for Use of School Facilities**.
3. Complete the **Application and Agreement for Use of Facilities** with the **HPAC Addendum to Application and Agreement for Use of School Facilities** and submit to Lori Amato, along with the specified **Deposit** to hold the agreed upon date(s). Once your application has been approved by the Citrus College Board of Trustees, it will serve as your contract. A **Rental Confirmation and Invoice** will be issued by the Facilities Rental Supervisor, outlining facility use and billing details.
4. Submit **final payment** no less than thirty (30) days prior to your event.
5. Submit **proof of insurance** no less than two (2) weeks prior to your event.

For questions, please contact the Haugh Performing Arts Center Administrative Office at (626) 852-8046, or send inquiries to [parentals@citruscollege.edu](mailto:parentals@citruscollege.edu)

## Contacts

### Scheduling: Tiina Mittler

Haugh Performing Arts Center Director | [tmittler@citruscollege.edu](mailto:tmittler@citruscollege.edu) | (626) 852-8047

### Contract & Payments: Lori Amato

Facilities Rental Supervisor | [lamato@citruscollege.edu](mailto:lamato@citruscollege.edu) | (626) 914-8890

### Event Technical Details: Karen Taulbee

Haugh Performing Arts Center Stage Manager | [ktaulbee@citruscollege.edu](mailto:ktaulbee@citruscollege.edu) | (626) 852-8050

### Event Coordination/Seating Details: Gene Michael Barrera

Supervisor of Operations and Promotions | [gbarrera@citruscollege.edu](mailto:gbarrera@citruscollege.edu) | (626) 852-8045

## Production Guidelines

### Definition of rental use

The use of the HPAC begins with opening of the building for the event. Usage (and billing) ends when the facility is returned to its original condition, all crews are clocked out, and the building is locked.

### The “Performance” rate is based on a 4-hour block of time

From opening of building to locking of door, with stage manager, house manager, up to 4-person stage crew and 11-person house crew present and audience in attendance. Billing begins at a minimum of 1 hour before the start time of the performance. Additional time may be added.

### The “Rehearsal” rate is also based on a 4-hour block of time

From opening of building to locking of doors with stage manager and up to 4-person stage crew present. Activities may include the set-up of required equipment, sound checks, running through the show, or all of these. Additional time may be added.

### “Set-up” and “Strike” rates are a cost-effective way to prepare for your rehearsal

If you have an abundance of scenic items, sound equipment, props or lighting requirements, set-up and strike rates include tech staff to assist in preparing the stage with your elements. This protects against set up time spilling over into your rehearsal and tech period.

### Book enough rehearsal time

The HPAC recommends a minimum rehearsal and tech use period of double the performance time. Ex: For a 2-hour performance, book 4 hours of rehearsal, for 4-hour performance, book 8 hours of rehearsal, etc. This will make your event go smoothly with the best possible outcome.

### Any rental period spanning 6 hours or more must include a crew meal break

Due to labor laws and best practices, any rental period spanning six (6) hours or more must accommodate a break for the HPAC crew. Six (6) to eight (8) hour periods require a thirty (30) minute break, while periods over eight (8) hours require a one (1) hour break. *During this time, the facility is locked and no one is permitted onstage, in the house, or in the lobby.* However, with prior arrangement the dressing rooms may remain open. A typical example for a 2:00pm event would be: 4-hour rehearsal from 8:00am-12:00pm, crew break from 12:00pm-1:00pm, and a 4-hour performance use from 1:00pm-5:00pm. Crew break will be scheduled accordingly, prior to the event.

### If this is your first production, utilize a production manager

HPAC staff will strive to make your event successful, however we cannot produce your event for you. We strongly encourage you to employ a point person trained in theatrical techniques to serve as your Production Manager. This will aid in smooth and efficient communication, as well as best use of your rented time.

**Pre-rental meeting with the Haugh Performing Arts Center team**

Prior to your rental date, you may schedule a complimentary Pre-Production Meeting. The purpose of this meeting is to walk through the Performing Arts Center to address any questions regarding the technical, audience, or ticketing needs for your production. Providing our team with an outline of your show, and coming prepared with a list of technical needs and questions is paramount to the future success of your event. We encourage you to bring your key production staff or volunteers to this meeting. Due to the high volume of events in the HPAC, this meeting is limited to 1.5 hours. If additional production meetings are required, a fee of \$150.00 per hour will be charged. Approximately 2 weeks prior to your event, you will be contacted to confirm the timeline and technical needs of your event.

**Safety is the highest priority of the Haugh Performing Arts Center**

The HPAC Stage Manager and Production Team Members are the only authorities for decisions regarding safety. Any condition that is judged to create a risk for persons or equipment will be corrected or cut from your performance or event. In addition, any person who is working in a hazardous manner or under the influence of alcohol or drugs will be required to leave the Citrus College campus.

**Use of Haze, Live Flame, and Prop Firearms is Tightly Regulated**

Use of smoke, haze, fire, and firearms are tightly regulated in the facility. The use of haze, live flame, and/or prop firearms requires prior authorization. Failure to obtain prior authorization will result in the element being cut from your production. If you plan to use any of these in your production, notify the HPAC Director as soon as possible.

**Only persons employed or approved by Citrus College shall operate equipment**

This includes, but is not limited to: lighting, sound, rigging, follow spots, clear-com, and fly system. Only HPAC employees are allowed on catwalks and in technical areas. Only those persons approved by the Stage Manager may have access to the sound, lighting, or projection booths.

**Only Haugh Performing Arts Center staff can open the theatre doors for the performance**

Only HPAC House Staff will be allowed to open theatre doors to let the audience in. Opening of the house will be coordinated through the HPAC House Manager.

**ADA/Easy Access Areas**

The easy access seating area is reserved to accommodate audience members with limited mobility. Please reference the Seating Chart on page 16. Row J seating is accessible by ramp, from both sides of the HPAC. There are 6 wheelchair spaces and 1 companion space on each side of the audience area (12 wheelchair spaces and 2 companion spaces total). Note that there is no fixed seating in this area, just reserved space for wheelchairs and moveable companion chairs. ***This area is not to be used for storage, displays, video cameras, or equipment at any time.*** There are no exceptions. The first and last 12 seats in Row K (1-12 and 50-61), although involving one shallow step up, are also considered easy access, and can also be utilized as wheelchair companion seats (see Seating Chart on pg. 16).

**No food or drinks are allowed in the theatre (water bottles excluded)**

This includes during set-up, rehearsals, and the show. Enclosed water bottles are the only exception.

**Citrus College is a smoke-free and alcohol-free environment**

Citrus College has a strict No Smoking/No Vaping/No Tobacco policy. Please refer to the Frequently Asked Questions on pg. 15 for further information on the smoking policy. Citrus College is a dry campus. The sale or consumption of alcoholic beverages is not permitted on campus without Board of Trustees approval.

**Photography and Videography Policy During Performances**

**Setup:** All set-up, recording and take down of cameras and equipment may only occur within the Renter's contracted times. Any additional time required in the building will be charged to the Renter. All set up and tie-ins to the house systems must be completed by House Opening, which is generally 30 minutes before Performance start time. The Tech Staff will NOT, under any circumstances, change lighting in order to white balance, patch in a sound feed, or alter the stage setting once the audience starts to enter the building. There are other responsibilities that the crew must attend to at this point, and they will not be available to cater to Video's needs.

**Location:** Due to fire regulations, video cameras may only be set up in certain areas of the theatre. All camera equipment must be set up behind the audience in the back row (if no patrons are seated there) or behind the back row near the sound booth. No aisle or walkway may be used as an area to take pictures or video. Tripods are not allowed in any row of the seating area without prior approval. If access to these rows is granted, the Renter may not seat any patron in those rows, due to fire safety laws.

**Safety:** All cable runs must be dressed neatly and secured. In addition, it should be labeled in such a fashion that makes it conspicuous to all foot traffic. At no time will cable be allowed in a path of public egress. Standing on seats or any other building structure is not permitted and may result in ejection from the event.

**No Flash Photography:** Please refrain from using flash when taking photographs. We find the use of flash not only results in flat, undesirable photos due to the nature of the event lighting, it is also highly unpleasant for other patrons as well as incredibly distracting and disruptive to our performers.

**Responsibilities:** The Haugh Performing Arts Center is not responsible for any copyrighted material in your event. Renter and Photographer assume all responsibility and liability for any recorded images and copyrighted material infringements. Any individual or party who brings equipment into the theatre is responsible for all equipment brought to the venue.

**Questions:** For specific questions, please contact the Supervisor of Operations and Promotions (see Contacts on Pg. 9).

## Frequently Asked Questions

### How far in advance should I book my date?

Reservations for rental of for use of the Haugh Performing Arts Center are recommended six (6) to twelve (12) months in advance of your proposed event date. Completing a *Rental Inquiry Form* through [www.haughpac.com](http://www.haughpac.com) is the first step in the reservation process. The calendar for the following year's Spring and Fall opens for reservations on April 15<sup>th</sup>.

### How do I confirm my rental?

A courtesy reservation will hold the date(s) for up to two weeks. A confirmed reservation is completed upon receipt of the deposit and Facility Use Application and subsequent Board of Trustees approval. *After the two-week hold, the reservation will be removed if the reservation has not been confirmed with a deposit and completed Facility Use Application.*

### What amount is due for a deposit?

The non-refundable deposit is generally \$250.00 or 10% of the total rental fee, whichever is greater.

### What are the requirements for proof of insurance?

A Certificate of Liability Insurance (COI) must be submitted no later than 2 weeks prior to the scheduled event. Such certificate shall carry bodily injury and property damage combined single limits of at least \$1,000,000 per occurrence and name Citrus Community College District as an "additional insured" with respect to the activity in question. There are no exceptions to this policy.

### How do I schedule my day?

You will work directly with the HPAC staff to schedule your day. Remember that an 8-hour day will span 9 hours, to allow for a crew break. If you have a four hour rehearsal followed by a performance, we will ensure adequate breaks are scheduled ahead of time to avoid any last-minute surprises.

### How do I know how many hours to book for rehearsal?

Most rental clients are required to book a minimum of four hours of rehearsal time. If your show is two hours, a rehearsal period of four hours should be sufficient. The average day consists of a four-hour rehearsal block, a one-hour crew break, and a four-hour performance block. For longer performances or more technically complex shows, we recommend a rehearsal time minimum of twice the performance time. Some events such as lectures, graduations, etc. are less complex and may therefore need less rehearsal time.

### My show is only two (2) hours. Can I schedule the facility for two (2) hours?

The minimum rental time for your performance is four (4) hours. Time in the building starts at unlocking of the facility and ends at locking back up, with the stage restored to its original condition. During this time the Technical Crew Technical Crew sets up and tailors equipment to

the event then conducts a final pre-show check of all equipment, and our Front-of-House staff prepares the HPAC to safely open to the audience and ensure safe exit of the audience at the end of the performance. *Please note: if your show is longer than two hours, it is strongly suggested to book more than four hours of Performance time.*

#### **Can I have a rehearsal on one night and a performance on another day?**

Yes, if the calendar permits it. However, due to the high demand of weekend dates, the HPAC reserves the right to charge the Performance Rate for all rehearsals scheduled on Friday, Saturday, or Sunday.

#### **Can I leave my equipment overnight?**

If your rehearsal is on a different day than your performance, it *may* be possible to leave your items until your performance date. However, due to the extensive use of the HPAC, it is highly likely that other rental engagements, performances or campus events will be staged between your rehearsal and performance. The HPAC will strive to secure your items if left overnight, but assumes no responsibility in the event of damage or theft.

#### **What happens if I cancel my event?**

If, for any reason, you need to cancel your event, you must contact the HPAC Director immediately. You will forfeit your non-refundable deposit. If you cancel less than 48 hours prior to your first date in the building, you may incur labor charges up to 50% of the first block of your booked rehearsal or performance time.

#### **Can the HPAC Box Office sell tickets to my production?**

Not at this time. The Box Office exclusively sells tickets to Citrus College produced or presented programs. Facility renters are responsible for their own ticket sales.

#### **How do I get printed tickets for my production?**

Ticketing is coordinated with the Haugh Performing Arts Center Supervisor of Operations and Promotions (see Contacts on pg. 9). Renters not purchasing a set of General Admission tickets ***must guarantee they are printing and selling no more than 1,390 tickets.*** At no time will more than 1,400 audience members be allowed in the theatre, regardless of ticketing. If reserved seating is desired, a set of printed, reserved seating tickets are required to be purchased through the Box Office (no exceptions).

#### **Does Citrus College require proof of insurance?**

Renters must provide a certificate of liability insurance in the amount of one million dollars (\$1,000,000.00), naming Citrus College as additional insured. Renters will not be allowed use of the facilities until this document has been presented to the Facilities Rental Supervisor.

**Does Citrus College require proof of nonprofit status?**

To receive the nonprofit rental rates, renters may be required to provide proof of 501(c)3 status, at the discretion of the Facilities Rental Supervisor.

**Is parking included in my rental?**

Unless otherwise agreed to as part of the rental agreement, a valid parking permit is required for all vehicles parked on campus at all times, 24 hours per day/7 days per week/365 days per year. All vehicles must park within a designated parking stall and must park facing into the stall (head-in-parking only). Parking permits can be purchased from any Automated Pay Station (APS) machine located in the S1, S2, S3, S4, S5, S6, S8 or S9 parking lots. For the convenience of your event participants, an advance reservation of pre-purchased parking permits, for a pre-determined number of individual parking stalls or for an entire lot(s), may be arranged in advance of the event, through the Facility Rental Supervisor and in coordination with the Director of Campus Safety. For a full text of parking regulations, please refer to the Citrus Community College District Administrative Procedure on Parking (AP 6750), which can be found on the District's website.

**Can I park on the plazas adjacent to the Performing Arts Center?**

No; vehicle parking is restricted to parking lots only.

**Can we serve refreshments?**

Citrus College's campus dining partner Pacific Dining has first right of refusal to all food and beverage operations on campus. Food services with Pacific Dining can be arranged by contacting them at (833) 722-3463, ext. 2.

**Can we sell our own concessions?**

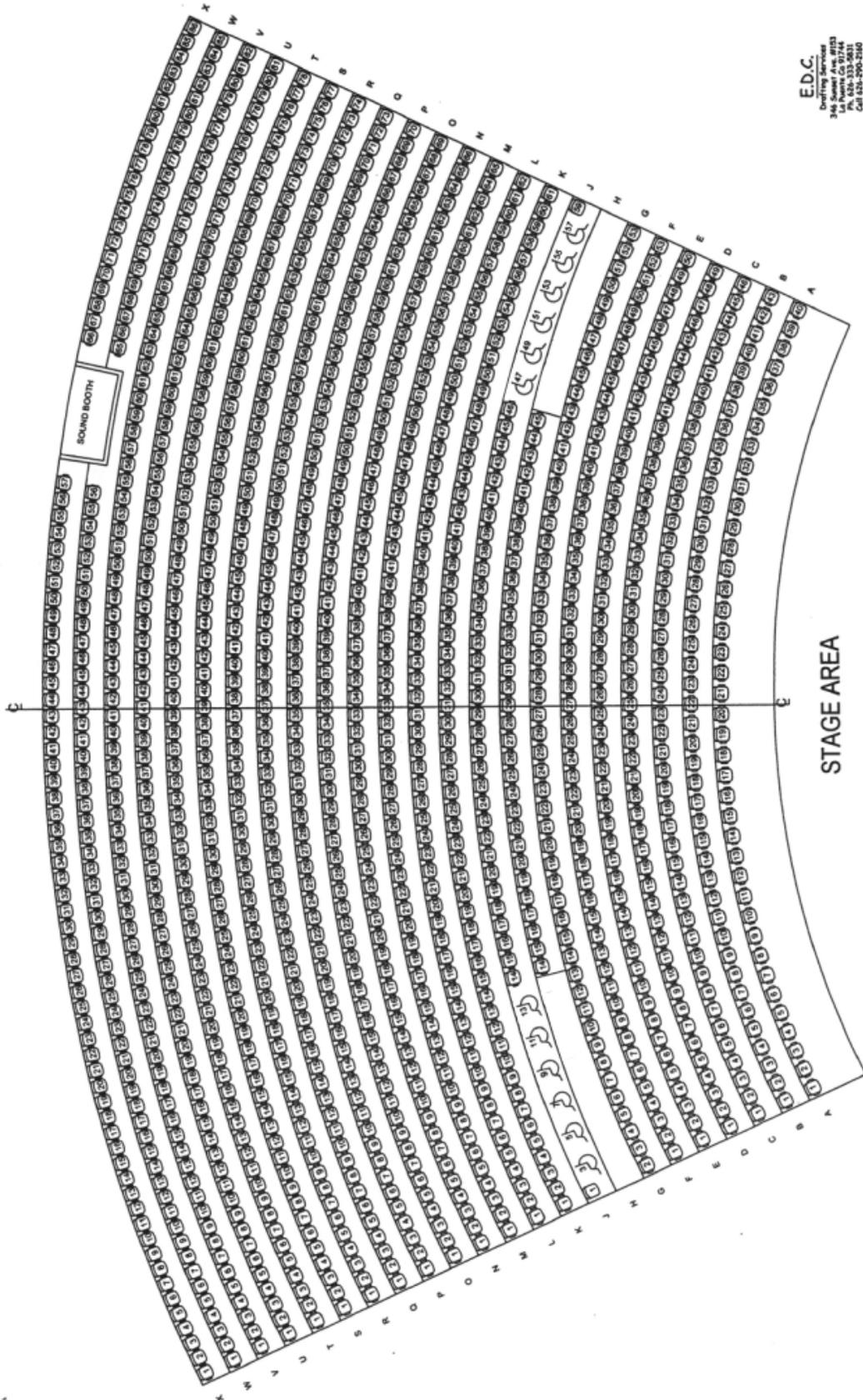
The sale or distribution of outside food and beverages is not permitted on campus. Concession sales are handled exclusively by our in-house Concessionaire, and scheduled at the discretion of the Haugh Performing Arts Center. Proceeds are retained by the HPAC.

**Can I serve beer and wine at my event?**

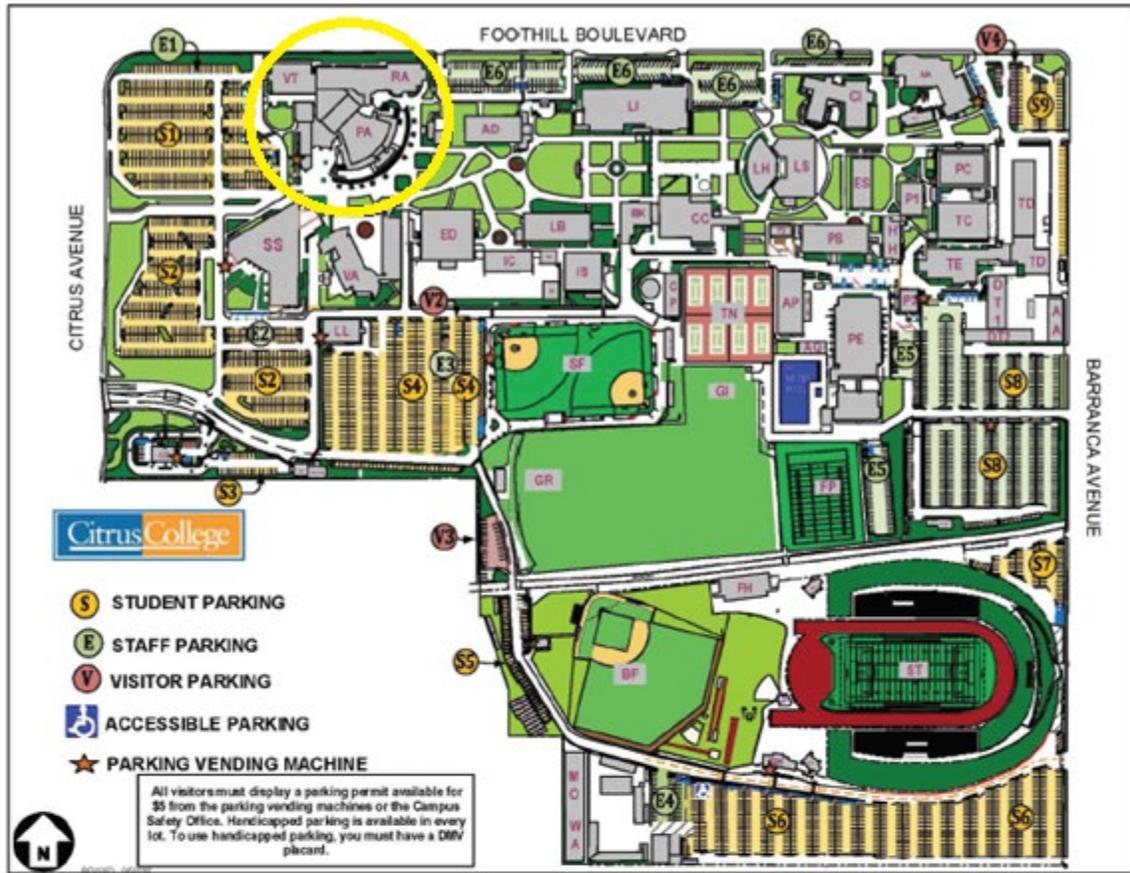
Citrus College is a dry campus. The sale or consumption of alcoholic beverages is not permitted on campus without Board of Trustees approval.

**Can I smoke or vape on campus?**

The Citrus Community College District is a smoke and tobacco-free environment. Smoking, vaping, and the use of tobacco products is prohibited on all District property at all times. This administrative procedure applies to students, faculty, staff, administrators, visitors, and general members of the public. District property includes both indoor and outdoor areas of property that is owned, leased, or otherwise controlled by the District, including but not limited to: classrooms, offices, lobbies, lounges, waiting areas, stairwells, restrooms, walkways, sidewalks, lawns, athletic fields and viewing stands, parking lots, warehouses, storage yards, and District-owned or leased vehicles.



E.D.C.  
Drafting Services  
340 Sunset Ave. #123  
P.O. Box 5000  
Ft. Lauderdale, FL 33309-5000  
Cell 626-290-2500



**Buildings**

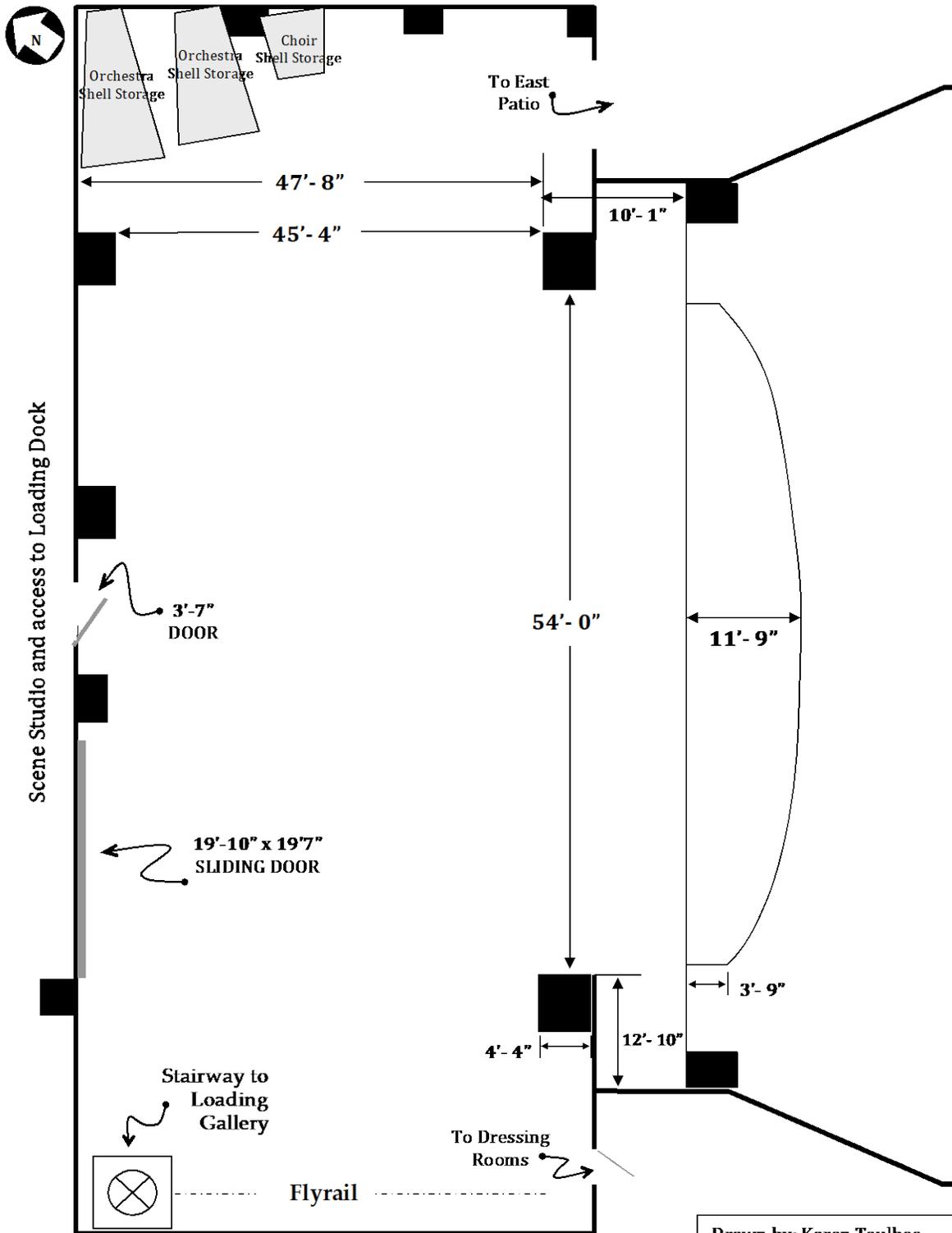
- |  |                                   |
|--|-----------------------------------|
| AA.....Automotive Annex                | LH.....Lecture Hall               |
| AD.....Administration                  | LI.....Hayden Library             |
| AN.....Annex                           | LL.....Lifelong Learning Center   |
| AP.....Adaptive Physical Education     | LS.....Life Science               |
| AQ.....Aquatics                        | MA.....Mathematics/Sciences       |
| BF.....Baseball Field (FLD 2)          | MO.....Maintenance/Operations     |
| BK.....Owl Bookshop                    | NB.....North Bungalow             |
| CC.....Campus Center                   | P1.....Portable #1                |
| CI.....Center for Innovation           | P2.....Portable #2                |
| CP.....Central Plant                   | P3.....Portable #3                |
| CS.....Campus Safety                   | PA.....Performing Arts Center     |
| DT 1.....Diesel Technology             | PC.....Professional Center        |
| & DT 2 (formerly Tech G)               | PE.....Physical Education         |
| ED.....Educational Development Center  | (formerly Main Gym)               |
| ES.....Earth Science                   | PS.....Physical Science           |
| FH.....Field House                     | RA.....Recording Technology       |
| FP.....Football Practice Field (FLD 5) | RG.....Reprographics (Print shop) |
| GH.....Gate House                      | SB.....South Bungalow             |
| GI.....Golf Instruction (FLD 1)        | SF.....Softball Field (FLD 3)     |
| GR.....Golf Driving Range              | SS.....Student Services           |
| HH.....Hayden Hall                     | ST.....Stadium (FLD 4)            |
| IC.....Integrated Success Center       | TC.....Technology Center          |
| IS.....Information Systems             | TD.....Technician Development     |
| LB.....Liberal Arts/Business           | TE.....Technology Engineering     |
|  | TN.....Tennis Courts              |
|  | VA.....Visual Arts                |
|  | VT.....Video Technology           |
|  | WA.....Warehouse / Purchasing     |

**Services**

- |   |  |
|---|--|
| Academic Affairs.....AD                 | FLS Language Center.....P2               |
| Admissions and Records.....SS           | Food Service.....OC                      |
| Assessment.....SS                       | Foster Kinship Office.....IC             |
| Associated Students.....CC              | Foundation.....AD                        |
| Athletics/Kinesiology.....PE            | Health Center.....SS                     |
| Art and Coffee Bar.....SS               | Health Sciences.....PC                   |
| Audiovisual.....LI                      | Human Resources.....AD                   |
| Auditorium.....PA                       | Information.....SS                       |
| Board Room.....AD                       | International Student Center.....SS      |
| Box Office.....PA                       | Learning Center.....ED                   |
| Bursar.....AD                           | Little Theatre.....PA                    |
| Business Services.....AD                | Noncredit Education.....LL               |
| Cafeteria - Owl Café.....CC             | Noncredit Matriculation.....LL           |
| CalWORK's.....SS                        | Nursing.....PC                           |
| Career/Transfer Center.....SS           | Outreach.....SS                          |
| Cashier.....SS                          | Printing, Reprographics.....RG           |
| Clanion, Student Newspaper.....VA       | Public Information.....AD                |
| College Advancement.....AD              | Receiving.....WA                         |
| Community Education.....LL              | Receiving, Bookstore.....BK              |
| Computer Center.....IS                  | Safety Office.....CS                     |
| Cosmetology.....PC                      | Student Affairs.....OC                   |
| Counseling and Advisement Center.....SS | Student Employment Services.....AD       |
| Dental Assisting.....PC                 | Student Services Office.....SS           |
| Disabled Students Center.....SS         | Superintendent/President's Office.....AD |
| Distance Education.....LI               | Swimming Pool.....AQ                     |
| Esthetician.....TC                      | Testing Center.....ED                    |
| EOP&S.....SS                            | Transfer Center.....SS                   |
| External Relations.....AD               | Veteran's Center.....IC                  |
| Facilities Rental.....AD                | Vocational Education Office.....TE       |
| Faculty / Staff Lounge.....CC           |  |
| Financial Aid.....SS                    |  |
| Fitness Center.....AP                   |  |

Revised 8/12/2016

Attachment C: Ground Plan of Stage



Drawing is NOT to Scale

Drawn by: Karen Taulbee  
Created: September 7, 2005  
Updated: October 2, 2012



## INSTRUCTIONS FOR PURCHASING A DAILY PARKING PERMIT

Instructions on how to pay for a daily parking permit using an Automated Pay Station (APS) located in various student parking lots, a cell phone or a QR code:

- Parking permits are required 24/7 in all campus parking lots
- All vehicles must be parked facing into the stall (head-in parking only)
- Daily parking permits are valid from 6 a.m. – 11 p.m. on the date of purchase
- Daily parking permits can be purchased as early as 6:00 am on the day of your event and are valid in any student parking lot on campus until 11:00 pm
- Daily parking permits are only valid in student stalls
- You will need to enter your license plate number for the parking permit
- *To pay for parking at the APS machine*, press the start button and follow the prompts on the screen
- You may print a receipt or have the receipt texted to you
- You do not need to display the printed receipt
- *To pay for parking on your phone*, text **FRA9Z to 727563**
- *To pay for parking by scanning* the QR code below:



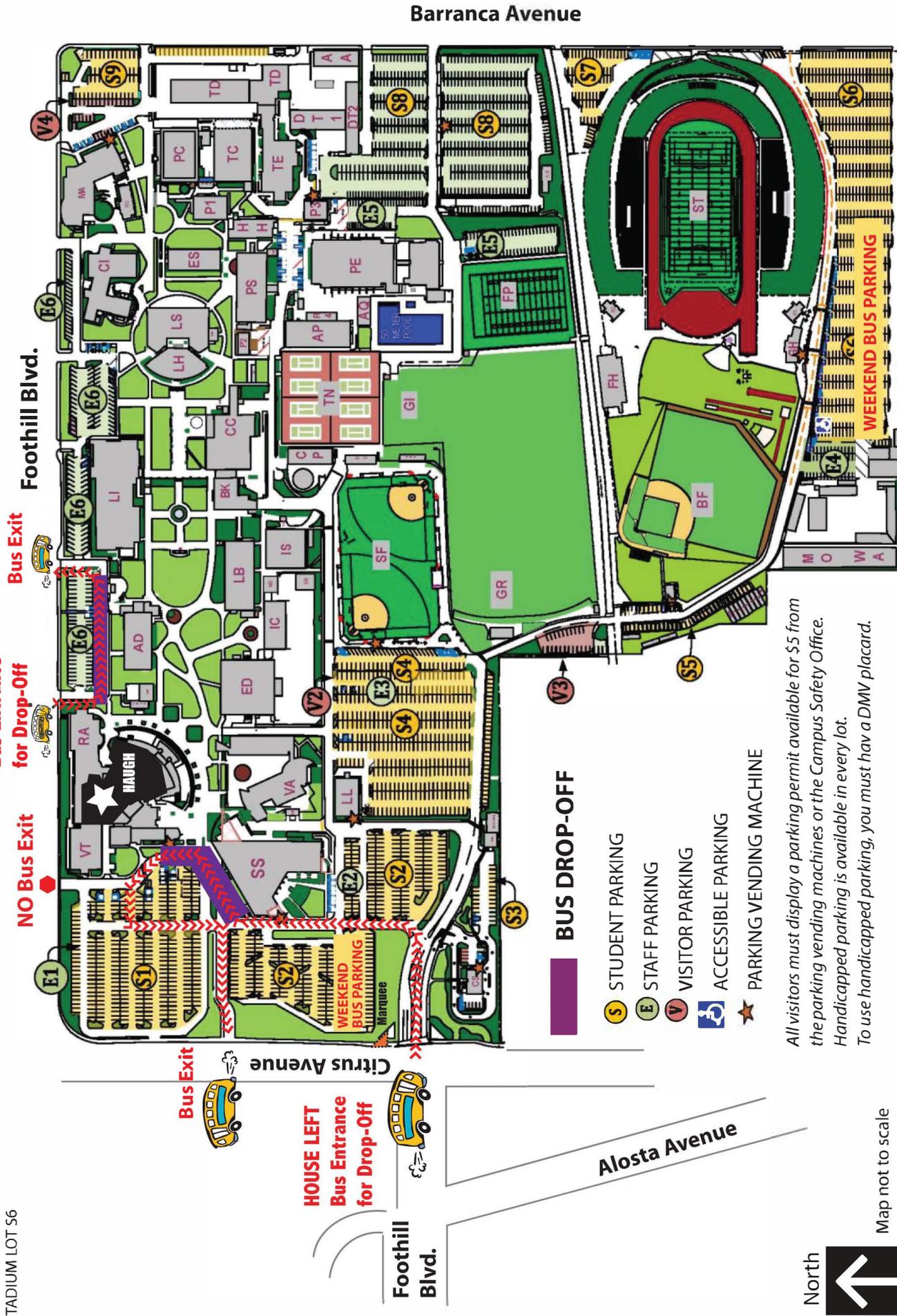
- You will receive a response that includes a link to pay for parking
- Please ensure you enter your correct license plate number
- Your correct license plate number will confirm you have a valid daily parking permit





# WEEKEND BUS DROP-OFF/PARKING MAP: Haugh PAC at Citrus College

**\*WEEKEND BUS PARKING:**  
LOWER S2 LOT (WHEN AVAILABLE)  
STADIUM LOT S6



**HOUSE RIGHT**  
Bus Entrance  
for Drop-Off

**NO Bus Exit**

**Bus Exit**

**Foothill Blvd.**

**Bus Exit**

**HOUSE LEFT**  
Bus Entrance  
for Drop-Off

**Foothill Blvd.**

- BUS DROP-OFF**
- STUDENT PARKING
  - STAFF PARKING
  - VISITOR PARKING
  - ACCESSIBLE PARKING
  - PARKING VENDING MACHINE

All visitors must display a parking permit available for \$5 from the parking vending machines or the Campus Safety Office. Handicapped parking is available in every lot. To use handicapped parking, you must have a DMV placard.

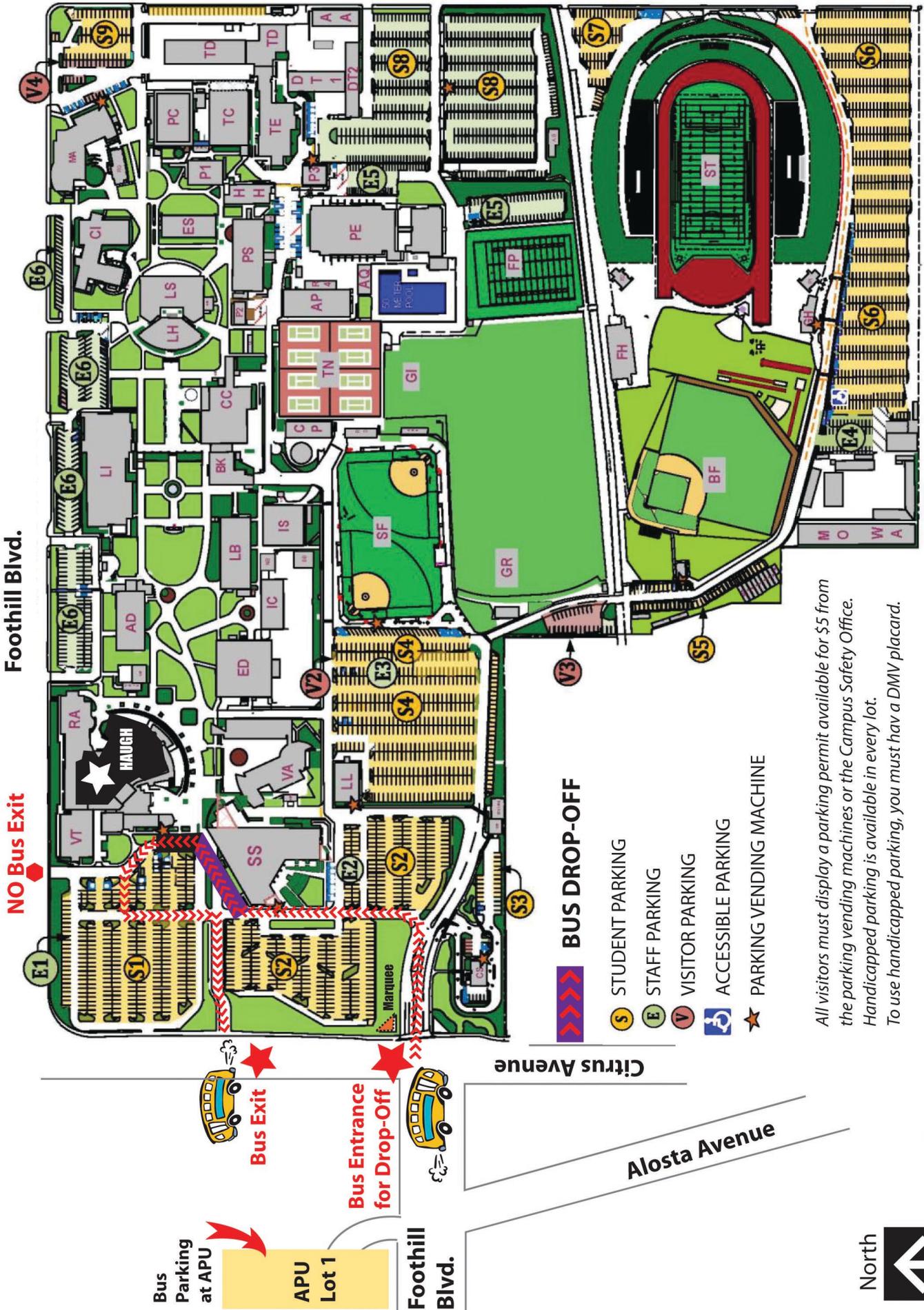


Map not to scale  
Subject to Change  
Revised 8/2016



# WEEKDAY SCHOOL BUS DROP-OFF MAP: Haugh PAC at Citrus College

Barranca Avenue



**NO Bus Exit**

Foothill Blvd.

Bus Parking at APU  
**APU Lot 1**  
 Foothill Blvd.

**Bus Exit**

**Bus Entrance for Drop-Off**

Citrus Avenue

Alostia Avenue

**BUS DROP-OFF**

- STUDENT PARKING
- STAFF PARKING
- VISITOR PARKING
- ACCESSIBLE PARKING
- PARKING VENDING MACHINE

All visitors must display a parking permit available for \$5 from the parking vending machines or the Campus Safety Office. Handicapped parking is available in every lot. To use handicapped parking, you must have a DMV placard.



Map not to scale  
 Subject to Change  
 Revised 8/16



1000 West Foothill Blvd., Glendora, CA 91741 | www.citruscollege.edu