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# DOMINICAN COLLEGE OF SAN RAFAEL EVENTS MANAGEMENT PLAN

*Approved by San Rafael City Council 8/17/98*

## I. Introduction

The purpose of the Campus Events Management Plan (hereafter, the "Plan" or "EMP") defines how Dominican College of San Rafael (hereafter the "College") will manage the use of its facilities (hereafter, "College facilities" or "campus") for Events in ways which assure that these Events do not exceed the available parking and traffic capacity of the neighborhood, and that minimize, eliminate, or ameliorate other impacts of Events on the Dominican residential neighborhood.

The College serves as a resource to the community by offering educational and cultural programs and by making its facilities available to the community for Events. Making facilities available for the community produces traffic, parking, and noise impacts on the surrounding neighborhood.

The EMP was developed and revised with the assistance of neighborhood residents, technical experts, and the City of San Rafael. It is the intent of the College that the Campus Events Management Plan, inclusive of Exhibits, Appendices, and the subsequently developed rules and procedures of the Advisory Committee, become a condition to the Use Permit issued by the City of San Rafael in connection with the Campus. The College, as a private institution, reserves the exclusive right to determine who may and who may not use its campus or facilities. This Events Management Plan does not explicitly or implicitly change this premise. However, the College shares a mutual interest with its neighbors to respect and maintain the aesthetic and environmental quality of the entire Dominican area, and to safeguard the residential neighborhood from unreasonable negative impacts which could result from Events and College activities. This Plan and the actions taken by the College to implement this Plan are provided to mitigate these impacts.

## II. Definitions

For the purposes of this Plan the following definitions apply:

**"College Activities"** include classes, seminars, lectures, laboratories, study halls, library access and use activities, faculty/student counseling meetings, special programs, e.g., honors, forums and colloquia, assemblies, celebrations, athletics, recreation and intramural activities, health and fitness activities, concerts, plays, art exhibits, commencements, convocations, religious services and celebrations, meetings or other gatherings that are offered or sponsored by the College and/or the students, faculty, staff, alumnae or administration of Dominican College.

**"Events"** are rental or other use of College facilities that are other than College Activities, as defined. "Maximum Annual Number of Events" is the maximum number of Events (as defined herein) allowed during a fiscal year.

**"Amplified Sound"** means sounds projected through an electrical device which serves to increase its volume. Amplified sound does not include use of an indoor public address (PA) system for meetings, lectures, discussions, etc.

**"Sound Level"** means the A-weighted sound level (dBA) averaged over a five-minute period. The preferred

descriptor for this measurement is the equivalent sound level (Leg).

"**Dominican College's Fiscal Year**" is the period between July 1 of any year and June 30 of the next year. III. Campus Event Management Office The College will establish an Events Management Office (hereafter the "EMO") which shall be responsible for the College's compliance with the Events Management Plan. The Events Management Office shall be responsible for planning, coordinating, scheduling, staffing, communicating, and all other requirements attendant to compliance with this Events Management Plan. The duties and responsibilities of the Events Management Office, which are, from time to time, subject to change, are set forth in Appendix A., Duties and Responsibilities of the Events Management Office.

**IV. Hours of Operation \***

Events and College Activities<sup>1</sup> shall, with the exceptions noted in footnotes below and on pages 5 and 6, conclude no later than the hours and exceptions noted:

\*Excludes 7:00-8:00 a.m. hour used daily for opening of buildings by campus security and/or personnel, and 1/s hour after 10.30 p.m. for closing, cleaning, and/or non-routine maintenance of campus facilities.

<sup>1</sup> College activities such as special study halls and study facilities, extended hours of library access, special laboratories and seminars, and related academic uses of campus facilities.

*A. College Activities:*

Indoor Venues	Outdoor Venues <sup>2</sup>	
Weekdays		
(Sunday through Thursday)	8:00 AM -11:00 PM	8:00 AM -10:30 PM
Weekends		
(Friday through Saturday)	8:00 AM - 12:00 Midnight	8:00 AM - 11:00 PM

*B. Events:*

	Indoor Venues	Outdoor Venues <sup>2</sup>
Weekends <sup>3</sup>		
(Sunday through Thursday)	8:00 AM -10:30 PM	8:00 AM -10:30 PM
(Friday through Saturday)	8:00 AM - 12:00 Midnight	8:00 AM - 10:30 PM

<sup>2</sup> There will be no outdoor nighttime athletic events in Forest Meadows.

<sup>3</sup> College activities such as student dances on Friday and Saturday may conclude not later than 1:00 AM.

**V. Attendance Limits**

Attendance at Events shall be controlled and limited first by estimating the number of people who will attend the Event, and then by estimating the number of automobiles and other vehicles that will arrive at the campus bringing people to attend the Event or Events being scheduled. This estimated number of vehicles shall be compared to the number of parking spaces available to the College under the terms of the EMP. For each Event being scheduled, the EMO shall schedule, reschedule or otherwise allow or disallow the Event based upon the total number of parking spaces that are anticipated to be used by the combination of the proposed Event and College activities scheduled during the same period. In no case shall the EMO allow or schedule an Event on a date and at a time


### **VIII. Management of Event Sound/Noise/Music**

The College shall comply with the City of San Rafael Noise Ordinance (Municipal Code section 8.12.150) and all other applicable City ordinances.

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The use of amplified sound is allowed only if the Campus Management Office determines it is appropriate to the venue and for the prescribed purposes.

Amplified sound at College venues shall be limited so as to control sound levels at the boundaries of nearby residences to the limits set forth in the State of California Model Community Noise Control Ordinance which are:

Time Period	Sound Level Between
9:00 a.m. and 9:00 p.m.	50 DBA Between
9:00 p.m. and 9:00 a.m.	40dBA <sup>5</sup>

These standards apply to all Events and College activities. Special Events or College Activities that exceed these levels will be allowed only with a use permit approved, in advance, by the City of San Rafael.

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The Advisory Committee shall be comprised of no fewer than four regular members consisting of two representatives from the College, and two representatives nominated by the Dominican/Black Canyon



