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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 Activities¹ 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.

¹ 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 ²	
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 ²
Weekends ³		
(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

² There will be no outdoor nighttime athletic events in Forest Meadows.

³ 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

that would result in the number of vehicles on campus exceeding the allowed campus parking stock specified by the EMP, as set forth in Exhibit 1., Campus Parking Supply, nor may the maximum number of persons attending simultaneous Events exceed the attendance set forth in this section C. Attendance Limits.

B. Exception to Attendance Limits

The following shall be exceptions to the attendance limits set forth in this section A., Attendance Limits:

1. Annual College commencement and/or convocation ceremonies (maximum 4 times per year).
2. College sponsored intercollegiate athletic playoff or tournaments (maximum 10 times per year).
3. Special non-recurring Events or activities allowed by means of a Use Permit issued by the City of San Rafael.

The College, through the Events Management Office, will not schedule Events at the same time that any of the above noted exceptions have been scheduled.

C. Attendance Limits

Maximum attendance at simultaneous Events shall not exceed the number of persons set forth in the following table.⁴

Phase	Weeknight Classes in Session	Weekend	Weeknight, Classes Not in Session
Phase I	790	1,040	1,360
Phase II	840	1,115	1,430
Phase III	815	1,115	1,570
Phase IV	1,010	1,301	1,845

⁴ Attendance limits for events as set forth in the Revised Draft Environmental Impact Report, December 1997 .

VI. Maximum Annual Number of Events

The total number of Events allowed to be scheduled on campus in any fiscal year, i.e., the "Maximum Annual Number of Events," shall be 475. The maximum annual number of Events shall be reviewed as part of the regular monitoring of the Events Management Plan. (See paragraph X. Ongoing Monitoring.) The maximum annual number of Events may, from time to time, be revised. The College will not change its current practices regarding the classification of Events and College Activities. Appendix D is provided for illustration purposes only to serve as an example of what constitutes an Event. In good faith and using best efforts, the College will attempt to phase in one College-only night per week by the time of the first review of the Events Management Plan (as stated in Section X). A College-only night is defined as a night on which no Events occur or are scheduled.

VII. Management of Event Traffic and Parking

The College, through its Event Management Office, will manage the impact of traffic and parking related to Events to ensure full compliance with the applicable aspect of the Events Management Plan. For Events greater than 150 people, a college staff person will be available on campus and accessible by pager or cellular phone to monitor compliance with EMP provisions. The staff person will have the authority to require noise reduction, closing of doors and windows, and all other powers necessary to bring the Event into compliance with the Plan and any applicable ordinances, up to and including termination of the Event, if necessary.

A traffic and parking management action plan is included herein as Appendix B. Traffic Management Plan. It is anticipated that this traffic and parking management action plan will be revised during the various phases of development anticipated by the Campus Master Plan and as the College gains experience implementing the EMP.

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.

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

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 ⁵

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.

⁵ Exception: Marin Shakespeare Company shall be allowed to operate after 9:00 p.m. at 50 dBA. If complaints are received, the College will retain an acoustical consultant to monitor a performance and recommend ways to minimize the noise levels in the community. This exception is subject to review following the close of each performance season.

IX. Management of Event Lighting

Any and all outdoor lighting shall be shielded from the direct view of nearby residences.

X. Ongoing Monitoring A. Events Management Office

A. Events Database and Logs

The Events Management Office will create and maintain an Events database that logs and evaluates all Event parameters such as number of attendees per arriving automobile, sound levels, and total Event attendance. These standards apply to all Events and College activities. Special Events or College activities which exceed these levels will be allowed only with a use permit approved, in advance, by the City of San Rafael.

B. Advisory Committee

The College will form a neighborhood based Advisory Committee to assist the College in monitoring implementation of this Plan, and to provide input to the City of San Rafael (the "City") in conjunction with the City's reviews of the EMP.

The Advisory Committee shall be responsible for monitoring the College's compliance with the EMP and related conditions of approval, to informally resolve any issues, problems or complaints with the operation of events at the College, and to provide input to the Planning Commission during Use Permit review as such review pertains to the EMP.

i. Membership in the Advisory Committee.

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 Neighborhood Association. The Events Management Officer shall participate as an ex-officio member of the Advisory Committee. Every effort should be made to ensure that the representatives nominated by the Dominican/Black Canyon Neighborhood Association represent the broadest possible range of interests and points of view of the College's neighbors regarding the College. The membership of the Advisory Committee may be greater than four from time to time as needed to ensure the broadest possible representation of College and community interest.

ii. Advisory Committee Rules; Terms of Members, and Procedures.

The Advisory Committee shall adopt rules of order, terms and conditions of membership and related operating and administrative procedures to facilitate carrying out its functions. Included in this will be procedures for informal resolution of problems, claim notification, timeframe for dispute resolution, and formal review by the City of San Rafael.

iii. Advisory Committee Contact Person.

The Events Management Officer shall be the contact person to receive and document comments and complaints regarding the EMP. The name of this contact person shall be posted on the College premises, in a conspicuous place, during all hours of College operations.

C. Periodic City Review

The College will review regularly with the City of San Rafael the results of implementing this Plan, including the assumptions underlying the campus parking supply, and the traffic and parking management action plan. The first such review shall take place six months following approval of the Campus Development Plan, and annually thereafter, for five years. The Plan may be revised as directed as a result of these reviews with the City of San Rafael. Parking occupancy counts shall be completed at least twice annually.

i. Attendance Limits.

If the City determines by action of either its Planning Commission or City Council that unreasonable effects of parking, traffic and/or noise occur on the neighborhood on weekends due to simultaneous weekend classes plus College Activities and/or non-College Events, the City may consider amending the Use Permit to set attendance limits for weekends with classes in session. Such limits will be computed in the same manner as the recommended maximum attendance limits for week night-classes in session, weekend-classes not in session, and week night-classes not in session in the Draft EIR.

ii. College-Only Nights.

If the City determines by action of either its Planning Commission or City Council that unreasonable effects of parking, traffic and/or noise occur on the neighborhood due to Events, the City may consider amending the Use Permit to require College-Only nights.

iii. Hours of Operations.

If the City determines by action of either its Planning Commission or City Council that unreasonable effects of parking, traffic and/or noise occur on the neighborhood due to the hours during which Events and Activities are held, the City may consider amending the Use Permit to further restrict the hours for Events and Activities

iv. Noise / Sound

If the City determines by action of either its Planning Commission or City Council that unreasonable effects of noise occur on the neighborhood due to Events and Activities, the City may consider amending the Use Permit to

include one or more of the following: a ban on all outdoor amplified sound; a ban on indoor amplified sound from facilities which cause said noise effects; sound limits on all sound (not just amplified); instantaneous sound measurement (not averaged over an interval); sound measurement at a definable distance from its source, e.g. 100 feet and at other locations where noise effects occur due to topography or geographic conditions; active sound monitoring during Events and College Activities; mandatory noise reduction when there are complaints; sanctions for renters, musicians and Event organizers who refuse to comply with the EMP's noise requirements, including the possibility of no future use of College facilities; and structural modifications to buildings to reduce noise effects.

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