



BOARD OF GOVERNORS

Community businesses and organizations for meetings and/or professional development. All

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Once College courses (credit and non-credit) have been established for a given term and academic year, consideration will be given to Allowable User requests. Allowable User requests are subject to the following priorities:

Priority #1 – College Users: This group is exempt from Facility fees but may be subject to all personnel, technology, food, and other direct charges when deemed appropriate by the Responsible Administrator or designee.

Priority #2 – Educational Affiliates: This group is exempt from Facility fees but will be subject to all personnel, technology, food, and other direct charges when deemed appropriate by the Responsible Administrator or designee.

Priority #3 – External Groups: This group is subject to all Facility fees, personnel, technology, food, and other direct charges when deemed appropriate by the Responsible Administrator or designee.

College Facility Use Restrictions

Use of College Facilities is available ONLY to confirmed Allowable Users and is NOT for Commercial Use. Use of College Facilities will be restricted or prohibited if there is a lack of adherence to the Facility Use Policy and Procedure, or any prior history of a lack of compliance with any College Policy and Procedure. All postings about an Event must include the Use Disclaimer of College Facilities will be canceled if this disclaimer is not included in all communication, postings, and/or advertising of the Event. Requests to conduct activities/Events that may involve the legal and controlled use of alcohol (e.g., exception Course Restaurant), use of weapons or explosives will not be allowed unless approved by the College President or designee.

Scheduling Procedures

1. Complete a College Facility Use Application: Allowable Users must complete a Facility Use Application, which will be routed to the appropriate Event Scheduler. Information requested shall include:
 - a. Name of Event Sponsor (i.e. organization, group or individual) requesting use of a College Facility.
 - b. Date, time, and duration of the College Facility to be used.
 - c. Name and location of the preferred College Facility to be used.
 - d. Contact information including name, physical address, phone number, and email address of individual representing the Event requesting use of the College Facility.
 - e. A clearly defined description of the intended use, purpose of the Event, agenda, and intended audience at the requested College Facility. This description must include, if applicable, the name of any speaker or speakers, and the general topic of all addresses or presentations.
 - f. The estimated number of people who will attend the Event.

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- g. Whether an admission fee will be charged, or a donation amount will be requested.
- h. Any special set up, teardown, or equipment required for the use of the facility. The Allowable User seeking to use a College Facility may be charged for any additional Direct Costs associated for any necessary set up, teardown, and/or equipment provided by the College for use of the College Facility which exceeds the scope of services identified in the use agreement.
- i. Description of audiovisual, internet, or computer related needs, noting that

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- a. A NonCollege User may be granted Educational Affiliate status with respect to its requested use of a College Facility, provided it complies with the procedures set forth herein.
 - b. Upon receipt of a proposed Educational Affiliate status request to use a College Facility, the Event Scheduler will coordinate the review with the Responsible Administrator or designee who will make the determination whether Educational Affiliate status will be granted. In making this determination, the following criteria should be used to evaluate the request:
 - i. The Event must be related to the College's mission, or the services provided by the College.
 - ii. The College User (department or organization) must have a level of involvement and vested interest in the initiation, organization, and hosting of the Educational Affiliate's use of the College Facility.
 - c. If the Responsible Administrator or designee determines that Educational Affiliate status will be granted, the following actions will be required as terms and conditions of the use agreement between the College User (department or student organization), Educational Affiliate, and Event Scheduler:
 - i. The Educational Affiliate agrees to be the primary point of contact for the Event.
 - ii. The Event Sponsor agrees to designate an individual to be physically present for the Educational Affiliate Event
 - iii. The Event Sponsor is expected to facilitate all aspects of the Event.
 - iv. If an External User obtains Educational Affiliate status and complies with all requirements set forth in these procedures, terms and conditions of their use agreement, and any other reasonable requirements established by the Event Scheduler, the Educational Affiliate will be subject to a reduced use fee/Direct Costs only as set forth in these procedures.
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1. Non-profit organizations may be charged a 50% rental fee for any use of College facilities unless an Educational Affiliate status is granted or otherwise determined by the Responsible Administrator or designee.
 2. The amount charged will be built upon the fee rate schedule.
 3. Non-profit or government entities are required to submit documentary proof of their IRS 501(c)(3) or 501(c)(6) at the time of the application. These organizations will be required to pay for all Direct Costs related to their use of the College Facility.
- iv. External Users who obtain Educational Affiliate status, as set forth in these procedures, will be required to cover all Direct Costs as determined by the Event Scheduler and/or Responsible Administrator or designee.
- v. The College reserves the right to charge for additional staffing as needed for the Event if over 250 people are anticipated in attendance and/or if the event is held when the campus is closed for business.

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- v. Agree to indemnify the College for any damage to College facilities property, or equipment, and/or for any liability resulting from activities conducted on College premises.
- vi.

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about the event include the Use Disclaimer.

8. Miscellaneous Provisions

- a. Groups violating this Policy and associated Procedures or who refuse to leave College premises if asked may be viewed as trespassing and may be subject to law enforcement intervention.
- b. If the College finds it necessary to cancel an Event for any reason (such as safety and security, or law enforcement intervention), the Event Sponsor remains liable for Direct Costs if the College incurred expenses related to the canceled Event.
- c. If the College Facility is closed due to inclement weather, the Event will be impacted and may need to be rescheduled. Determination of whether to continue with the event is delegated to the Responsible Administrator or designee.
- d. Prohibition Against Fronting (false representational use of facilities)
 - i. Fronting for any purposes including reserving space and receiving a discount is prohibited.
 - ii. If it is determined that an Allowable User has been Fronting, the Event may be canceled, and the entity may be charged the full rental fee for the Event, if expenses have been incurred as determined by the Responsible Administrator or designee
 - iii. Allowable Users that have engaged in Fronting may be prohibited from scheduling future Events in the College Facility as determined by the Responsible Administrator or designee
- e. Any postings by an Allowable User on College Facilities must comply with the College's Advertising and Posting Procedures.
- f. Requests to Film or Perform Photo Shoots on College Facility Property by Allowable Users
 - i. Requests to film or perform photo shoots on campus shall not interfere with any previously scheduled Events or the delivery of educational services.
 - ii. All Allowable Users requesting to conduct filming or photo shoots on

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movement of College property, craft services, and possible special conditions for the production;

4. a proposed location agreement that includes a negotiated fee that is commensurate with the size, length, and scope of the production;
5. process for obtaining consent from those filmed or photographed when consent is required by law and,
6. any other information or documentation deemed necessary by the Responsible Administrator or designee.

iii. The review of all requests to conduct filming or photoshoots on a College Facility will be coordinated by the Responsible Administrator or designee, who will ensure that all appropriate College departments are consulted on filming location agreements which involves that location.

9. Parking Requirements and Parking Lot Restrictions

- a. All Allowable Users using a College Facility or Parking Lot comply with campus parking speed limits and security rules and guidelines.
- b. Applicants for use of a College Facility must obtain authorization from the Event Scheduler, to permit a limited number of vehicles to traverse or park on campus sidewalks, fire lanes, plazas, etc., for purposes of unloading or loading materials.
- c. Any vehicle parked illegally may be subject to ticketing and/or removal to impound facilities at the owner's expense.
- d. Any other specific parking or parking lot use for an Allowable User must be communicated to the Event Scheduler prior to entry into a Facility Agreement so the Event Scheduler can facilitate a parking plan with Physical Plant and Safety and Security.

10. Food Service

Foodservice must comply with the following terms and conditions

- a. Coordinate all food service through College food service operations at each location, who has the right of first refusal for providing food service for the Event.
- b. If the College food service operator declines to provide food service for the Event, all catering needs must comply city health and safety guidelines. If an external catering company is used they must provide product and service liability insurance.
- c. Comply with the College exclusive service contract with [Coca-Cola](#) 10.6 (m)-9.3 (g)2. (h)

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Contactnumbers for



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deemed to interfere with pedestrian or vehicular traffic, disrupt the educational programming of the College, or create a problem of litter. Flyers may not be placed on windshields of vehicles on College property. Costs incurred in removal of any items distributed in violation of these regulations will be billed to the individuals or organizations responsible.

Adopted: 07/01/00

Reviewed: 2/05/18, 9/18/19, 3/29/21, 3/8/24, 8/20/2024

Revised: 3/29/21

Tags: facilities, use of College facilities, educational flyers