<u>PROCEDURES MEMORANDUM</u>

TO: MCC Staff

FROM: Office of the President

SUBJECT: College Facilities Use

DATE: November 17, 2016

PURPOSE: To provide policies and procedures for consistent scheduling and use of College facilities.

SCOPE: These procedures apply to facilities use by College students, faculty, staff and community users.

GENERAL PRINCIPLES:

In order to optimize the use of College facilities by students, faculty, staff and community users, this Procedures Memorandum provides for effective and consistent coordination and use of College facilities.

1. <u>Definitions</u>

    A. College Facilities – College-owned or College-managed physical facilities including buildings, grounds and equipment.

    B. College Users – Members of the college community including students, faculty, staff, Board of Governors and Foundation Board members.

    This is further defined as:

    1. Student users are student organizations officially registered through Student Affairs.

    2. College staff and faculty users are employees who are conducting official College activities where the primary participants are College employees.

    3. College sanctioned programs where the primary participants are College employees and students.

    4. College Board of Governors and Foundation Board members are groups who are conducting official College activities where the primary participants are Board members and/or College employees.

C. Community Users – Groups or organizations where the primary participants are not students, faculty, staff, Board of Governors or Foundation Board members.

This is further defined as:

1. Student users in non-registered student organizations.

2. Professional groups or organizations where the primary participants are non-college employees.

3. Profit or non-profit organizations.

4. Use of College facilities is not allowed for personal or private use by individuals or groups or for commercial use.

D. Responsible Administrator – The Responsible Administrator for College Facility Use is the Vice President for Administrative Services (or his or her designee). In accordance with Board Policy 90202 and PM IX-2, campus deans and directors have primary responsibility for scheduling of respective campuses and sites for College Users; the Events Services department has primary responsibility for scheduling of Community Users at all college campuses and sites.

E. Facilities User Group – Group consisting of representatives from event services, business office, the institute for the culinary arts, facilities management, public safety, administrative service areas and others as appropriate.

F. Open Use Facilities – Classrooms and labs are generally designated for educational use only.

2. Priority Use of Facilities

A. Priority Use Guidelines

1. The College makes facilities available to responsible groups and organizations using the Priority Use Guidelines established and whenever, in the judgment of the Facilities User Group and/or the Responsible Administrator, such use will not interfere with the academic mission of the College or provide undue risk to students, employees, the community or to College property.

2. The College reserves the right to substitute reserved facilities and/or cancel reservations at its discretion based upon Priority Use Guidelines for designated facilities.

B. Priority Use Guidelines for College Facilities

1. First priority – Credit and non-credit educational programs of the College.

2. Second priority – Meetings and events where the primary participants are College Users.

3. Third priority - Meetings and events of Community Users that are or external groups and organizations.

C. Priority Use Guidelines for the Swanson Conference Center

1. First priority – Meetings and events of Community Users or external groups and organizations.

2. Second priority – Meetings and events where the primary participants are College Users.

3. Third priority - Credit and non-credit educational programs of the College.

D. Priority Use Guidelines for MCC Express Centers

1. First priority - Meetings and events where the primary participants are College Users.

2. Second priority - Community non-profit organizations.

3. Requests from College Users for Facilities Use

A. General

This section applies to the use of College facilities by College Users. All reservations of facilities and support services for College Users are completed through the use of the College's online scheduling system, Resource Request.

B. Small Campus Events and Meetings

1. Small campus events and meetings are generally those requiring only a room reservation with minimal room setup.

2. Conference rooms are available at all College locations for small campus events and meetings.

3. There is generally no fee for facilities use or support services for small campus events and meetings although fees may be assessed to accommodate extraordinary requests.

C. Campus Events or College-Wide Events

1. Campus events or college-wide events generally require coordination with many departments and are larger in scale. College Users planning a

campus event or college-wide event should contact the Event Services department for assistance in coordinating facilities and support services as needed.

    2. Limited space is available for larger scale events and availability will be based upon established Priority Use Guidelines for the designated facility.

    3. There is generally no fee for facilities use or support services for campus or college-wide events for College Users although fees may be assessed to accommodate extraordinary requests.

D. College User Responsibilities

    1. Timely completion of facility and support services requests using Resource Request. Requests should be received no later than 14 days prior to an event.

    2. Late Changes, Late Reservations and Cancellations

        a. Late facility use requests made the same day or after noon the previous working day of a campus event or college-wide event may be accommodated if space and resources are available. The late facility use request cannot infringe upon the preparation of later functions scheduled in the facility. If accommodated, the facility must be accepted to use "as is" with no special setup.

        b. Cancellation of campus events or college-wide events less than 24 hours in advance or failure to cancel a reservation may prevent the user from future use. Cancellations can be made via email.

4. Requests from Community Users to Use College Facilities

A. General

This section applies to the use of College facilities and support services by Community Users.

    1. Requests for facility use at all campuses and sites by Community Users must be made through the Event Services department.

    2. All requests from Community Users are reviewed and approved by the Facilities User Group as needed and designated Responsible Administrator. MCC Board Policies, PM IX-2 and Priority Use Guidelines for designated facilities will be used to determine facility use.

    3. Fees and expense charges for facility use will apply to all approved uses by Community Users. Fees also may be assessed for extraordinary or unscheduled expenses as determined by the Responsible Administrator.

4. The Board of Governors will receive a Facility Use Report as a standing report at monthly Board of Governors meetings.

B. Community User Application Process and Timelines

Applications to use College facilities by Community Users groups shall be processed through the Event Services department with input from the Facilities User Group as needed and with final approval by the designated Responsible Administrator.

 The Community User Application Process is as follows:

1. The Community User contacts the Events Services department. Requests from Community Users must be received 30 days prior to facility use. Requests made less then 30 days in advance of activity are subject to refusal.

2. The Events Services department gathers initial information from the Community User regarding capacity and availability and provides the Community User a copy of the Community User Application Packet.

3. Decisions on space availability and use will be made according to established Priority Use Guidelines for the designated facility.

4. The Community User submits request by completing:

    a. The Community User Application form

    b. Hold Harmless Agreement

5. Submitted requests are forwarded to the Facilities User Group as needed and Responsible Administrator for approval.

6. Event Services contacts the Community User requestor to let them know of initial facility use approval.

7. With initial approval, the Community User then must provide within two weeks of the scheduled use:

    a.   A Certificate of Liability Insurance with Metropolitan Community College as an additional named insured in the coverage amount of $1,000,000 minimum, for the duration of the approved Community User activity. If the Community User does not have liability insurance coverage, the College will direct them to an insurance carrier who can provide coverage for their specific event.

    b. A signed written Facility Use Agreement outlining agreed upon fees for facilities, equipment and services including deposit

requirements, cancellation policy and an outline of specific duties and responsibilities of each party.

8. Community User applicants receive final approval for facilities use if, to the reasonable satisfaction of the approving Responsible Administrator, and via the application and Facility Use Agreement and any supporting or related documents, all applicable requirements for facilities use have been met, and:

    a. The applicant has taken reasonable steps to ensure, without cost to the College, that no person is likely to receive personal injury and that no College property is likely to be damaged or destroyed as a result of using College facilities for the program or event referred to in the application. Additional security may be required by the Responsible Administrator. All security arrangements will be made through the College's Public Safety office. All additional security costs will be borne by the applicant.

    b. The applicant has taken reasonable steps to ensure, without cost to the College, that upon completion of the program or event for which use of the College facility is requested, the facility and any College property affected will be restored to the same condition as when received by the applicant, including but not limited to, clean-up. Normal clean-up shall be completed within two (2) hours of the conclusion of the event.

    c. The program or event proposed by the applicant for whom the College facility is requested will not unduly tax usage of such facility or other College property. Such program or event and use of such College facility or other College property will not unduly interfere, restrict or otherwise hinder the normal and orderly operation and conduct of the educational programs of the College or the responsibilities of College personnel.

    d. The applicant shall be responsible for any damage sustained to College property.

    e. Alcohol used on College property must be in compliance with Board Policy 90209 and Procedures Memorandum X-17.

    f. The applicant will ensure that participants will not possess weapons. Weapons are not permitted on College property except under control of law enforcement officials.

    g. The applicant has agreed to indemnify and hold the College harmless from any and all loss, liability, expense, claim or demand which may arise respecting any injury to any person, and respecting any theft, loss, damage or destruction of or to any real

or personal property, during or as a result of the use of any College facility or College property.

    h. The applicant has met and satisfied any other conditions deemed necessary and established by the Responsible Administrator.

9. Late Changes and Cancellations

    a. Major changes made to large setups once setup has occurred will be subject to additional set up charges.

    b. Cancellation by Community Users less than 24 hours in advance or failure to cancel a reservation will result in a cancellation fee.

5. <u>Use of College Equipment</u>

College equipment is restricted to professional use and approved facility use for on-campus activities. College equipment is not available for off-campus use.

6. <u>Publicity</u>

Public information distributed by Community Users utilizing College facilities shall not indicate that the event is a College-sponsored activity. The Community User must provide a copy of promotional materials to the Event Services office prior to distribution of an event held in a college facility.

7. <u>Requests for Use of College Guest Housing</u>

A. General

1. This section applies to the use of guest housing located on the Fort Omaha campus. Eligibility for use of guest housing is limited to short-term guests who are engaged in College-related business and is subject to availability.

2. Guest housing is not available for College meetings or activities.

3. No personal use of guest housing is allowed.

4. No long-term use of guest housing is available.

B. Priority Use of Guest Housing

Requests are approved on a "first come, first served" basis. When conflicts arise, consideration will be given to maximizing the use of the guest house space, i.e., number of days required and number of guests.

C. Application Process

1. Guest housing is reserved by submitting an online Guest House Reservation Form found on the College's website.

2. The request is approved by the Responsible Administrator.

3. The requestor is notified of approval.

4. If approved, facilities, public safety and others as necessary are notified of the occupancy.

8. <u>Requests from College Users to Use the General Crook House</u>

A. General

Reservations for use of the General Crook House are made directly by contacting the General Crook House and with approval of the Responsible Administrator.

The College, through an agreement with the Historical Society of Douglas County, may use the General Crook House for College-related functions at no charge to the College.

Adopted 11/15/01; Revised: 12/19/01; 11/16/04; 6/5/06 (titles and removal of softball fields from PM); 8/20/07; 8/5/10; 12/19/12; Reviewed but not revised 9/24/14; 11/17/16