

NORTHEAST COMMUNITY COLLEGE

ADMINISTRATIVE PROCEDURE NUMBER: AP- 3010.0

FOR POLICY NUMBER: BP – 3010

USE AND SCHEDULING OF COLLEGE FACILITIES AND PROPERTY

1. PROCEDURE SUMMARY STATEMENT

To provide direction for the use and scheduling of college facilities and property.

2. DEFINITIONS

- 2.1 College Facilities and Property – College-owned or leased physical facilities including buildings, grounds and equipment.
- 2.2 Internal Users – employees who are a part of the College’s official educational purposes and activities where the primary participants are college employees and students, or College Board of Governors and Foundation Board members conducting official college activities.
- 2.3 External Users – individuals and groups other than internal users. External users include, but are not limited to, governmental entities, other educational institutions, non-profit entities, or for-profit entities. External users may also be student users in non-recognized student organizations, professional groups, trade associations or organizations where the primary participants are non-college employees.
- 2.4 Host – the college division, department or office hosting an event in which it participates extensively in the planning, development and execution of the activity or event.
- 2.5 Rent – payment by an external user for the contracted use of college facilities and property.
- 2.6 Service Pool – departmental services necessary to support scheduled events on a campus. Examples of service pool expertise include, but are not limited to, custodial, grounds, maintenance, facility scheduling, technology, event assistance, risk management, service center or student group.

3. PROCEDURE

3.1 General

- 3.1.1 The use and scheduling of college facilities and property (hereinafter referred to as “facilities”) is in accordance with the College’s policy for the Use and Scheduling of College Facilities and Property. This procedure identifies the

purposes and conditions for which facilities may be used and designates the process for ensuring all desired use is scheduled.

- 3.1.2 To ensure orderly and optimum use of college buildings, equipment, and other facilities by internal users and external persons or organizations, advance scheduling is expected. The Vice President of Administrative Services and/or their designee has responsibility for oversight and management of college facilities. Daily operations will be revised as necessary and documented in a facilities and property use and scheduling operations manual.
- 3.1.3 For the purpose of managing facilities, all requests for college facility usage will be classified as follows: (1) Internal, (2) External, or (3) Disallowed. These classifications shall be used for determining priority of use and for assessing rental charges.
 - 3.1.3.1 Internal Users shall have priority for the use of college facilities and property with the highest priority including credit and non-credit educational programs of the College. The next level of priority includes other educational and associated activities, athletic programs and college departments. Recognized college and student organizations and other College community members are included in the third priority level. External users shall have the lowest priority level.
- 3.1.4 The College reserves the right to refuse renting or scheduling to any group or organization. The use of college facilities or property may be denied for any activity of an external organization that is not related to the mission and purposes of the College or its policies and procedures. The request may be disallowed based upon the pertinent facts and circumstances, including but not limited to, the nature of the space or facility requested, the nature of the proposed use of a space, availability of the requested space or facility, consideration for safety and security, protection of persons and property, and any conditions, restrictions and limitations set forth in this procedure.
- 3.1.5 The College reserves the right to substitute reserved facilities and/or cancel reservations at its discretion based upon the priority use guidelines.
- 3.1.6 No external user is allowed to use a college facility or property for any revenue-generating activity of a for-profit individual, organization or entity, except as incident to the College's own activities (such as the contracted operation of food services, vending machines, or other auxiliary services).
 - 3.1.6.1 No external user is allowed to use equipment, real property or other personal property owned by the College, except for such uses as might be incidental to use by the external user (such as standard multimedia and public address equipment and the use of tables and chairs in a room).
- 3.1.7 Specific college facilities and property may be designated as unavailable for use.

- 3.1.8 Specific dates, days and/or times of day may be designated such that no college facilities or property will be available for use by external users.
- 3.1.9 The facilities and property of the College may not be used: (1) by an external organization to conduct educational courses/workshops/seminars without the College's specific approval; (2) for personal or private social events or parties; (3) for solicitations by any for-profit organization; (4) for political rallies, conferences, or meetings of a candidate or partisan group (Note: forums on candidates or issues are permissible when all sides are invited, not necessarily at the same time); or (5) if the administration determines that such use of facilities would be inappropriate as a public service. This is not an all-inclusive list of events/activities that may be disallowed.
- 3.1.10 The College President has the discretion to allow the use of college facilities for an event that deviates from this procedure.
- 3.1.11 Facility Scheduling shall be responsible for entering room schedule confirmations into the information system and for scheduling all services required through the service pools for each activity. Scheduling and facility reservations for credit classes are facilitated by Educational Services utilizing rooms and facilities identified in the College's enterprise information system.
- 3.1.12 For an external event request that has not had prior vetting, is uncommon or unfamiliar, the requesting party has not previously rented college facilities, or other factors of significance to the college are present, the request will be referred to the Vice President of Administrative Services and/or their designee for consideration.

3.2 Approval and Scheduling Procedures for Internal Users

- 3.2.1 Internal Users can request the use of facilities and property to enhance the quality of educational, student or operational services, outreach or development efforts. All requests for reservations by an internal user of facilities, property, and related service pools are initiated by submitting a Facility Reservation Request and Confirmation Form to Facility Scheduling. A facility scheduler will make a determination utilizing established guidelines, additional pertinent information necessary to evaluate the request, confirmation of the ability of service pools to fulfill the service need, and availability of the facility or space.
- 3.2.1.1 Small campus events and meetings are generally those requiring only a room or space reservation with minimal setup. The organizer(s) are considered responsible for the event (management, communication, decorations, etc.), in addition to completion of the Facility Reservation Request and Confirmation Form.

3.2.1.2 Large campus events or college-wide events are larger in scale and generally require coordination with many departments. The organizer(s) are considered responsible for the event (planning, management, communication, decorations, etc.), in addition to completion of the Facility Reservation Request and Confirmation Form.

3.2.2 For internal users, there is generally no fee for facilities use or service pools although fees may be assessed in order to accommodate extraordinary requests.

3.2.2.1 When an Internal user is hosting an event in conjunction with an external user, an Event Host Request Form will be completed and expenses will be allocated as approved by the respective Vice President, affected departments, and the Vice President of Administrative Services and/or their designee. The event and/or external user must be relevant to the study and objectives of the host program, department, office and/or service. The rationale for hosting should demonstrate the event's value to the College's mission, students and development of the related programs and services. The responsibilities of the college department, office or service that is serving as the host for an event include providing a welcome on the first day, serving as the main point of contact, and is on site the day(s) of the event to work with other college service employees.

3.2.3 Reservations shall not be considered scheduled until a Facility Reservation Request and Confirmation Form is completed by the employee responsible for the facility reservation, submitted to and processed by Facility Scheduling, and subsequently distributed by Facility Scheduling to all applicable individuals and service pools.

3.3 Approval and Scheduling Procedures for External Users

3.3.1 External Users may be permitted to use College facilities and property provided 1) the particular facility, property and services requested are available, 2) such request is within the established criteria for use and meets the approval of the Vice President of Administrative Services and/or their designee, and 3) the proposed activity and use supports the College's educational mission, outreach and development efforts and provides no undue risk to students, employees, the community or to College property.

3.3.2 All requests for reservations by an external user for the use of facilities, property, and service pools/resources are initiated by contacting Facility Scheduling.

3.3.2.1 Consideration may be given to a request for modification (e.g., construction, mechanical, utility, etc.) to a college facility or property for an external event. If approved by the Vice President of Administrative

Services and/or their designee, all associated costs will be assessed to the external user.

3.3.2.2 An inspection of facilities and equipment for possible damages after each scheduled activity shall be conducted by college staff. Damages to college property shall be assessed to the renting/using external user.

3.3.2.3 With respect to promotional materials, an external user allowed to use college facilities or property may identify the College for directional purposes only if written authorization by the Vice President of Administrative Services and/or their designee is obtained in advance for such use.

3.3.2.4 Classes and training events offered by other educational institutions and training agencies, held in Northeast facilities, must be approved by the Vice President of Educational Services and/or their designee and the Associate Vice President of the Center for Enterprise and/or their designee prior to the execution of the rental agreement.

3.4 Rental/Use Fees

3.4.1 Rent for the use of College facilities and property will be charged in accordance with the Facility Rental Fee Schedule. Such fees shall be uniformly imposed and collected for such uses.

3.4.2 The Vice President of Administrative Services and/or their designee shall complete an assessment at least every three years to establish rental/use rates that align with the current market. Any desired changes to or deviations from the Facility Rental Fee Schedule shall be recommended to the Vice President of Administrative Services and/or their designee.

3.4.3 Additional fees and out-of-pocket costs and expenses may be charged and billed separately.

3.4.4 The Vice President of Administrative Services and/or their designee may adjust fees for an event for uncommon factors impacting the mission of the College.

3.6 Buildings and Property - Special Conditions

3.6.1 Residence Halls and Apartments

3.6.1.1 Residence halls and apartments are not to be used by any external user during the fall term, spring term, or breaks from classes or college closings. All other times are dependent upon mutual agreement of the Vice President of Administrative Services and/or their designee, the Director of Residence Life and/or their designee, and the Director of Physical Plant and/or their designee.

3.6.2 Classrooms and Labs are generally designated for educational use.

4. APPLICABILITY

N/A

ISSUE DATE: 12/18/2018

EFFECTIVE DATE: 12/18/2018

REVISION DATE(S): 04/11/1991 (item #5827); 09/12/1996 (item #7739); 08/21/1997 (item #8082); 06/10/1999 (item #8527); 09/14/2000 (item #8803); 07/08/2004 (item #9527); 03/01/2014; 12/18/2018

PRIOR POLICY/PROCEDURE NUMBER: 2110.a

SCHEDULE FOR REVIEW: 2023

DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE: Administrative Services

SPONSORING DIVISION/DEPARTMENT: Administrative Services

RELATED PROCEDURES/ REFERENCE: Facility Reservation Request and Confirmation Form, Rental and Usage Contract of College Facilities, Event Host Request Form, Facility Rental Fee Schedule

PROCEDURE KEY WORDS: facility use; facility rental; college user; host; external user; property