



FACILITY RENTAL POLICY

Policy Number: 2.6003

Subject Area: General College Policies/Administration

Adopted: 05/19/2004

Revised: 02/24/2025

Kaskaskia College encourages the use of its facilities by internal events, outside not-for-profit organizations, including civic and fraternal groups, other educational institutions, local government entities, and for-profit organizations for community and public service activities. The College may also co-sponsor events or activities with various public and private organizations.

Qualified outside organizations may use College facilities, provided they comply with the administrative guidelines governing facility use and there is no conflict with scheduled College activities. However, Kaskaskia College reserves the right to prioritize College-related activities over external bookings. If outside organizations require catering services, they must utilize the Kaskaskia College Catering Department or an approved list of caterers unless the department cannot provide services or an exception is granted by the College.

The outside organization is responsible for any damage to College facilities resulting from such activities. Additionally, the organization must agree to indemnify and hold the College harmless for any personal injury or property damage claims arising from the use of College facilities by the organization, its members, or guests.

Before using College facilities, outside organizations are required to demonstrate adequate insurance coverage. Furthermore, organizations may not imply or state that Kaskaskia College endorses its purpose, program, or philosophy simply because it uses College facilities. Kaskaskia College reserves the right to require security, custodial, and/or maintenance services for any event held on campus. The College will determine the necessity and level of these services based on the event's size, scope, and nature. Any associated costs for these services may be the responsibility of the event organizer.

A sponsor—whether an internal College representative, an external organization's representative, or an approved substitute—must be present for the entire event, from start to finish. If a sponsor cannot attend, it is their responsibility to appoint a substitute who will oversee the event and ensure that all Facility User Forms are fulfilled.

Kaskaskia College has the right to refuse facility usage to any group for any reason.

Approval History:

Replaces Use of College Facilities By Outside Organizations Policy 4.55 approved July 18, 1991 and May 19, 2014

Name changed from Use of College Facilities By Outside Organizations Policy Revised 02/24/2025