



USE OF COLLEGE FACILITIES BY OUTSIDE ORGANIZATIONS POLICY

Board Bylaw:
Policy Number: 2.6003
Subject Area: General College Policies/Administration
Adopted: 05/19/2004
Revised: 05/19/2004

Outside not-for-profit organizations, such as civic and fraternal organizations, other educational, local government, and outside profit-making organizations are encouraged to utilize College facilities for community and/or public service activities.

Upon compliance with administrative guidelines governing the use of College facilities and assurance that no conflict with scheduled College activities exists, qualified outside organizations may utilize the College facilities.

Table with 3 columns: Facility, Non-Profit Rate, Profit Rate. Rows include Gymnasium, Auditorium, Student Center, Auditorium/ Student Center, Classroom/Meeting Room, and Lifelong Learning Center.

The above rates are on a "per date basis" and include rental, utility costs, and labor costs incurred by the College for set up, preparation, and clean up after the event.

If expanded media services are needed, there will be an additional charge of \$25 per hour. For events outside of normal operating hours, there will be a 3-hour minimum required.

Security services must be used for all events outside of normal operating hours at an additional charge of \$25 per hour. There is a 3-hour minimum for this required charge.

For situations not covered above, the College has the discretion to determine what charges, if any, will apply.

Any damage to College facilities resulting from such activities shall be the responsibility of the outside organizations. Further, the outside organization using the College facilities will agree to indemnify and hold harmless the College for any amounts the College should be liable to pay for personal injury or property damage arising out of the use of College facilities by the outside organization, any of its members, or guests.

An outside organization shall be required to demonstrate that it has adequate insurance coverage prior to its use of the College facilities. Outside organizations shall not state or imply College endorsement of the organization's purpose, program or philosophy simply because the organization is using College facilities.

Approval History:

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