

# AP142.00 ACCESS TO COLLEGE FACILITIES

Associated Board Policy: 142.00

Procedure Owner: Vice President of Finance & Administration

Related Procedures: AP 141 Use of College Property

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## I. Procedure Scope and Purpose

This procedure addresses access to college facilities to provide efficient and effective utilization of the facilities.

## II. Definitions

*College Facilities* – Includes all owned or leased buildings, structures, land, athletic fields, parking lots, and gymnasiums.

*College Activities* – Any activity in which Cowley College is the sole sponsor and college employees plan and manage the activity.

*Co-Sponsored Activities* – Any activity which Cowley College co-sponsors with another organization or organizations. College employees must actively participate in the planning and managing of the activity.

*Non-College Activities* – Any activity other than one in which Cowley College is the sole sponsor or co-sponsor.

*Hosted Activities* – Any non-college activity which utilizes college facilities or other resources for an event in which attendees are charged admission and which proceeds do not go to the College or a state or federally recognized non-profit organization.

*Community Entity Activities* – Any activity sponsored by a corporation or other legal entity whose business is non-commercial and for a civic purpose in the interest of the community.

## III. Procedures

### A. General

1. Cowley College is not obligated to permit facilities use for any activity determined by the Vice President of Finance and Administration, College President, or designee to be contrary to college or public policy, safety of persons or property, or not in the best interest of the community or college. Use of college facilities must be consistent with state law and must adhere to all college policies and procedures.
2. College functions are given priority in space scheduling. Space may be available for other groups when arrangements are made in advance. Priorities for use of college facilities will be as follows:
  - a. Educational or activity programs sponsored or co-sponsored by the college.
  - b. Community service programs sponsored or co-sponsored by the college.
  - c. Activities sponsored by community entities within the college community.
  - d. Activities sponsored by community entities not affiliated with the college community.

- e. Non-college or hosted activities as defined above.
- 3. College employees or board of trustee members may not use college facilities for personal or business purposes, or for non-college activities, without complying with the requirements set forth in this procedure, including requirements for insurance coverage and payment of rent.
- 4. Religious groups may not hold regularly scheduled church services or revivals in college facilities except in cases of emergencies. Requests for services arranged by united church groups will be reviewed and approved individually by the Vice President of Finance and Administration, College President, or designee.
- 5. The College does not ensure that facilities will meet the intended use requirements of the requesting group(s). It is the responsibility of the user of the facilities to determine in advance if the facility meets their needs.
- 6. Due to budgeting, maintenance, and staffing issues, there may be times when certain facilities are not available for use.
- 7. Non-College related events may not be scheduled more than 6 months in advance.
- 8. The college reserves the right to relocate scheduled activities as necessary to accommodate college programs and activities.
- 9. The college has the right to approve any advertising concerning any party's use of college facilities. Any printed materials for non-college activities must include the name, telephone number, and e-mail address of a contact person from the non-college entity. Apart from the date and time of event, the college will not be responsible for communicating details of any scheduled event.
- 10. Those using college facilities are responsible for restricting their group to the approved area(s) of the facility. No equipment should be used except what has been agreed to pursuant to the facility request. No property or equipment should be removed from the facility or moved from other rooms and/or areas without express permission. Use of copiers, faxes, computers, or other related equipment is not allowed without previous permission/arrangement.
- 11. The college assumes no liability for personal property brought into or onto college facilities. The college will not be responsible for items lost, stolen or damaged.
- 12. No storage space will be provided for non-college sponsored activities without prior approval and subject to availability. All property must be brought in and removed the day of the event. Any property left by those using college facilities will be deemed abandoned and will become the property of the college.
- 13. The college reserves the right to remove from the premises any person(s) failing to abide by college procedures/policies.

**B. Insurance Requirements**

Before using college facilities for a non-college activity, non-college parties must submit a certificate of insurance stating the policy has been endorsed to name Cowley College, its agents, officers, officials, employees, and volunteers as additional insureds. Non-college activities must provide a certificate of insurance regardless of whether or not rent is charged for use of the facilities. The following minimum coverage is required:

Bodily Injury	\$1,000,000
Property Damage	\$1,000,000
Auto Liability	\$1,000,000
Workman's Compensation	\$500,000

**C. Rent Required and Exceptions**

Application forms, on file in the office of the Vice President of Finance and Administration, must be filled out in advance for all activities to facilitate scheduling of both facilities and custodial and staff personnel.

Non-college activities will be charged rent specified below, unless the use qualifies for reduced rates or free use pursuant to this procedure.

Facility	Fee
Classrooms/Conference Rooms	\$25.00 per hour
Community Rooms	\$50.00 per hour
Robert Brown Theatre (additional charges may apply for events in excess of 8 hours dependent upon event use and staffing needs)	\$750.00 per day
President's Dining Room	\$50.00 per hour

Audio/Visual	Fee
Equipment/technician	\$25.00 per hour

College employees, board of trustee members, non-profit, community entities and business & industry partners of the college may receive reduced or waived rent at the discretion of the Vice President of Finance and Administration, College President or designee. Rent should generally only be waived when activities occur during regular operating hours and minimal set up/clean up is required. Rent may not be reduced or waived for hosted activities.

Any exceptions must be approved by the Vice President of Finance and Administration and College President or designee.

**IV. Effective Date(s)**

This procedure first became effective \_\_\_\_\_. This procedure was reviewed 5/2/2022.

**V. Signature and Title**

This procedure is implemented by:



Title: Vice President of Finance and Administration