

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

FACILITIES USE

Effective July 18, 2013

Procedure No. 13-01 (A)

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(1) Definitions:

Facilities: The college's buildings and parking lots that are owned or leased.

Space Resources: All space in buildings owned or leased by the college.

College Groups: All departments and offices of the college and recognized college organizations and registered student groups.

Non-college groups: Any group not otherwise defined.

College sponsored events: A special event where a college group, as defined above, is the sole sponsor and the college assumes full responsibility for the planning and execution of the event. As a general guideline college group events are said to be those for which a college department(s) bears a substantial portion of the cost and the event has specific educational implications beneficial to the college.

Co-sponsored events: A special event where sponsorship and responsibility for the event is shared between the college and a non-college group. The college group must be the primary sponsor of the event and must actively participate in the planning for the event and a pre-determined representative(s) of the college must be present.

Non-college sponsored events: A special event where a non-college group is the sole sponsor and they assume full responsibility for the planning and execution of the event.

(2) The college's central scheduling office, or its designee:

- (a) Establishes, directs, communicates and oversees a process for the assignment of space resources.
- (b) Provides accurate reporting of space use to governmental agencies and others who request such information.
- (c) Establishes and implements fee structures and terms and conditions for leasing the college's space resources.

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Fees shall include costs associated with security, set-up, clean up, technology needs, and other expenses associated with holding a meeting or event.

- (d) Oversees all other administrative activities relative to the use of the college's space resources.
- (3) *Priorities.* The college's space resources will be scheduled in accordance with the following priorities:
- (a) All credit and non-credit classes, curricular and co-curricular activities, and other college-sponsored activities.
 - (b) Special events and co-sponsored events scheduled by college groups.
 - (c) Special events sponsored by non-college groups as defined above.
- (4) *Room rental for non-college and co-sponsored events.* Rentals shall be pursuant to a formal agreement between the college and the group. Such agreement shall establish the responsibilities of the institution and the group, including detailed financial obligations to the institution.
- (5) For co-sponsored events, it is the responsibility of the sponsoring college department/organization to:
- (a) ensure that the outside individual or organization adheres to all college policies and guidelines; and,
 - (b) ensure that all publicity and advertising include the name of the sponsoring college/department.
- (6) The Senior Vice-President for Business and Administrative Services or his/her designee shall be responsible for the assignment of parking facilities for students, employees and visitors.

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- (7) Approval for use of the college's facilities may be revoked and/or further use denied by the college under the following circumstances:
- (a) In the event of an emergency;
 - (b) Use interferes with regular use by the college;
 - (c) Facilities are misused;
 - (d) A user of space resources fails to abide by the terms and conditions for use of the space, and/or;
 - (e) College regulations are violated.

Last Effective Dates: February 1, 2006, October 15, 1985