

USE OF COLLEGE FACILITIES PROCEDURES

I. GENERAL PROCEDURES

Advance scheduling of College buildings, equipment, and other facilities for use by College and outside organizations helps to insure orderly and optimum use of these facilities. Policies and procedures on the use of College facilities are necessary in order to ensure that facilities are efficiently and effectively utilized.

The scheduling of College facilities is in accordance with the College's policy on Use of College Facilities. This policy identifies the purposes and conditions for which facilities may be used. Scheduling for non-instructional use of all College facilities is arranged through the Vice President of Student Services and/or designee who has responsibility for managing this function.

A. Facilities Management Work Group

The Vice President of Student Services utilizes a Facilities Management Work Group in managing the use of College facilities. The Facilities Management Work Group is responsible for providing assistance with interpretation and application of the policy and procedures regarding the use of college facilities. The Work Group shall review and make recommendations regarding uncommon facility rental requests.

B. General Guidelines

1. College classes and functions shall have priority over all other activities.
2. Reservation time lines for outside organizations:
 - a. Standard classrooms are limited to a three-month advance notice by outside organizations without prior approval by the Facilities Management Work Group.
 - b. Conference rooms are limited to a six-month advance notice by outside organizations without prior approval by the Facilities Management Work Group.
 - c. The Lifelong Learning Center, Agriculture Technology Complex (Ag Complex), Cox Activities Center gymnasium, and Cox Activities Center Theater are limited to a one year advance notice by outside organizations without prior approval by the Facilities Management Work Group.
3. Any damages to College property shall be assessed to the renting/using agency/organization.

4. Northeast Community College does not carry liability insurance for the protection of the renting/using agency or individual. A Certificate of Insurance may be required. The limit of liability coverage will be specified in the Rental and Usage Contract and must be on file in the office of the Vice President of Administrative Services before the scheduled activity.
5. Rental and hosted activities shall not be considered scheduled until a Facility Confirmation Form is completed and a signed Rental and Usage Contract is received by the College, unless other satisfactory arrangements have been made.
6. All other activities shall not be considered scheduled until a Facility Confirmation Form is completed by the NECC staff member responsible for the facility reservation, processed by the Facilities Coordinator, and distributed to all applicable individuals and/or College offices.
7. Rental Fees shall be paid in advance unless other satisfactory arrangements have been made. Activities not cancelled within 45 calendar days of the event will pay the full contracted amount.
8. Only authorized individuals shall be permitted to operate College equipment as specified in the Rental and Usage Contract.
9. The availability of satellite downlink facilities shall be confirmed before scheduling any satellite activity. Proof of license agreement and/or documentation that copyright regulations/stipulations have been satisfied shall be provided on or before date of actual broadcast.
10. All food and beverage services shall be arranged through the College's contracted food service provider and payment for such service will be directly to the provider.
11. The College reserves the right to refuse rental or scheduling to any group or organization.
12. Noncompliance with any College Rental and Usage Contract, policy and/or procedure may result in denial of future requests to use College facilities.

C. Special Requirements

1. Special contracts may be required for large activities or activities requiring several dates.
2. The College reserves the right to require any renting/using agency or organization to provide security services for their activity.
3. Use of College computer network and internet resources must have prior approval by the Director of Information Services or Network Manager prior to scheduling.

II. CRITERIA FOR APPROVING FACILITY USAGE REQUESTS

For the purpose of managing facilities, all requests for College facilities will be classified into one of five activities: (1) Sponsored, (2) Cosponsored, (3) Hosted (4) Other activities related to the College's Mission and Purposes, or (5) Disallowed. These activities shall be used for determining priority of use and for assessing rental charges.

1. **Sponsored** - All activities of the College or its recognized organizations. Facility rental fees shall not be assessed for such activities.
2. **Cosponsored** – activity where the College partners with an outside organization, agency, or business to provide an FTE generating class. Facility rental fees shall not be assessed for such activities. Other charges for equipment or services may be assessed.
3. **Hosted** – Activities of an outside organization where the College serves as the primary host and/or participates extensively in the planning and development of the activity. Facility fees shall generally not be assessed for such activities hosted during regular hours of operation (Monday through Thursday from 7:00 a.m. to 9:00 p.m. and Friday from 7:00 a.m. through 5:00 p.m., excluding college holidays).
4. **Other Activities Related to the College's Mission and Purposes** - Activities of an outside organization where the College does not serve as the primary host. Facility rental fees shall be assessed for these activities.
5. **Disallowed** - The College reserves the right to deny the use of college facilities for any activity of an outside organization that is not related to the Mission and Purposes of the College or its policies and procedures. The facilities of the College may not be used: (1) by an outside organization to conduct educational courses/workshops/seminars without the College's specific approval; (2) for private social events or private 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. (Note: This is not an all inclusive list of events/activities that may be disallowed.)

III. APPROVAL PROCEDURES

Outside organizations and individuals who wish to use any College facility shall contact the Vice President of Student Services and/or designee. Uncommon outside requests for the use of College facilities shall be considered by the Facilities Management Work Group. The Work Group shall consider approval for activities on an individual basis based upon criteria identified in these procedures.

Classes offered by other educational institutions, held in Northeast facilities, must be approved by the Vice President of Educational Services and/or designee.

Any conflicts in room scheduling, which cannot be resolved by the Facilities Coordinator, shall be referred to the Vice President of Student Services. Assignment of College facilities shall be considered on a first request basis with priority given to activities consistent with the College's Mission and Purposes.

IV. SCHEDULING PROCEDURES

The Facilities Coordinator and/or designee shall be responsible for entering room schedules and for scheduling any additional services required for each activity. All outside organizations approved to utilize the College facilities shall provide all required information regarding the proposed activity including the need for: equipment, custodial, computer and technology support services, and security.

The Facilities Coordinator shall determine room availability, and the College staff member scheduling the activity shall complete a Facility Confirmation Form. The form shall then be submitted to the Facilities Coordinator who will enter the reservation into the College's computer system and distribute copies of the form to all applicable individuals or College offices.

A Rental and Usage Contract of College Facilities shall be completed for outside agencies, organizations, or individuals. The Rental and Usage Contract, and a confirmation letter, shall be sent out to the organizers of the activity at the time the reservation is made.

V. ASSESSING RENTAL/USE FEES

The Vice President of Student Services and/or designee shall determine rental/use fees by using the Facility Rental Fee Schedule. The rental fee shall be noted on the Rental and Usage Contract of College Facilities. Additional fees may be charged and billed separately.

An inspection of facilities and equipment for possible damages after each scheduled activity shall be conducted by college staff. If damages are found, the estimated dollar amount shall be determined and billed to the renting/using organization by the Business Office.

When another institution of higher education (public or private) offers a new program of study to students in the Northeast service area, a start-up discount shall be offered on the rental of Northeast facilities during the first year (academic year) of the program. The discount shall not exceed twenty-five percent of the stated rental fee. A new program of study refers to a series of courses leading to a degree that has never before been available within our service area and is not a duplication of a program offered by another institution of higher education.

Any changes to or deviations from the Facility Rental Fee Schedule shall be recommended by the Facilities Management Work Group.

Original policy date: 04/11/91 (Item #5827)
Revision date: 09/12/96 (Item #7739)
Revision date: 08/21/97 (Item #8082)
Revision date: 06/10/99 (Item #8527)
Revision date: 09/14/00 (Item #8803)
Revision date: 07/08/04 (Item # 9527)

FACILITY RENTAL FEE SCHEDULE
(Subject to Availability)

A. Facility - General

Fee

1. Conference Rooms (MC100B, SC112A)	\$30 for first hour + \$10 for each additional hour
Off-Campus Conference Rooms	\$15 for first hour + \$7.50 for each additional hour
2. Lifelong Learning Center	
Suite C, D, E, F, G, H, I, J	\$30 for first hour + \$10/suite for each additional hr.
ESU 8	\$15/hour
3. Activities Center Gymnasium	
Base charge	\$75/hour (minimum of four hours)
Extra charges:	
Floor covering (mandatory for non-athletic activities)	\$275 flat fee
Locker rooms	\$25/locker room (up to four locker rooms)
4. Activities Center Theater	\$75/hour (minimum of four hours)
5. Ag Complex	
Classrooms	\$30 for first hour + \$10 for each additional hour
Indoor Arena	\$600/day
Wash rack	\$200/day
Staging Area	\$200/day
Cattle Handling Area	\$200/day
Base charge (All of the above)	\$1,400 for first day + \$1,200 each additional day
Other charges:	
Parking lot displays (east of the Ag Complex)	\$300/day
Bleacher Relocation/Set-up	\$400 flat fee
Outdoor Arena	\$400/day
Arena Fence Relocation/Set up	\$300 flat fee
Bedding, waste management, etc.	per contract

B. Facility – Classroom for Educational Institutions

1. Standard Classroom	\$100 per credit hour or \$10 per contact hour
(TV, VCR, overhead, LCD/RGB projection, receive only satellite feed)	
2. Distance Education Classroom (two-way interactive)	\$175 per credit hour or \$20 per contact hour
3. Computer Lab	\$250 per credit hour or \$25 per contact hour

C. Facility – Classroom for other individuals, organizations, or agencies

1. Standard Classroom	\$30 for first hour + \$10 for each additional hour
2. Distance Ed Classroom (MC121, E104, LLC A, LLC B)	\$100 for first hour + \$50 for each additional hour

D. Other Charges

1. Satellite Feed	\$35 for first hour + \$10 for each additional hour + materials cost
2. Conference Telephone Set up	\$25 flat fee; no long distance
3. Small Portable Sound System	\$30 flat fee
4. TV, VCR, DVD, and overhead	\$10 each per day per room
5. LCD/RGB projector	\$50 flat fee per day
6. Multimedia computer	\$50 flat fee per day
7. Microphone	\$10/microphone
8. Technician fee	\$20/hour
9. Wireless Internet	TBA
10. Set-up staging	\$10 for each 4 x 8 section (\$220 max.)
11. Tables & chairs	\$175 flat fee
12. Miscellaneous	per contract