

## USE OF COLLEGE FACILITIES PROCEDURES FOR RESERVING AND RENTING COLLEGE FACILITIES

These procedures are designed to provide guidance to the College and the community for the use of College facilities and property. The facilities and property of FVCC are dedicated for academic use. Other uses may occur on campus by utilizing the reservation and rental procedures as approved by the President or his/her designee and outlined below.

FVCC reserves the right to cancel reservations and refuse any and all requests involving rental or usage of its facilities. Final decision for use of college facilities shall be made by the President or his/her designee.

### Definitions

- A. Event: a single, series or any combination of planned meetings (excluding internal users), presentations, functions, gatherings, or other activities that are not part of or directly related to the College's curriculum of formal instruction.
- B. Facility: any building (excluding residence halls), structure, indoor space, equipment, furnishings, parking lot, and /or outdoor space under the custody and control of the College and/or the College Foundation.
- C. Sponsor: a person or individual with the explicit responsibility for planning, producing, attending, and supervising an event.
- D. Internal user: any department, office, committee, task force or organization that is part of or directly affiliated with the organizational and/or governance structure of the College.
  - a. For the purpose of this policy, the following entities are also considered an internal user: FVCC auxiliary services, the FVCC Foundation, FVCC Alumni & Friends, Student Government, and registered student organizations.
  - b. For the purpose of this policy, individual members of the college community (i.e. students, employees, alumni) are not considered internal users.
- E. External user: any individual, group, or organization that is not an internal user.
- F. Academic class: any credit-bearing course offered as part of the College's curriculum of formal instruction and Continuing Education non-credit bearing courses.
- G. FVCC activity: includes any meeting, presentation, program, or other activity that is not an academic class but is part of or directly related to the College's curriculum of formal instruction or an event that is initiated and organized by one or more internal users.
- H. Hosted event: an event that is jointly managed by one or more internal users and one or more external users.
  - a. Hosting an event is not intended to be a mechanism for external users to avoid assessment of applicable fees. To be classified as a hosted event, the event must meet all of the following criteria:
    - i. The event must be initiated by one or more internal users; and
    - ii. The event must have a clear, direct connection and substantial relationship to the educational, operational or programmatic mission of the internal user initiating the event; and
    - iii. The internal and external users are equally responsible for planning, attending, sponsoring, and supervising the event.

- I. External event: an event that is sponsored by one or more external users and does not meet the criteria to be classified as a hosted event (e.g. a reception or conference sponsored by an external user).

### **Appropriate Use**

- A. The purpose for which a facility is requested to be used must be consistent with and suitable to the primary function(s) for which the facility was designed or is currently utilized. The proposed use of a facility must conform to building and fire codes, including adherence to occupancy limits. Certain facilities may not be reserved due to their specific functions or for reasons of safety or security.
- B. College facilities may not be used in a manner that infringes upon, disrupts or conflicts with the operations of the College or the College's educational purposes.
- C. The College shall have the authority to limit activities and events to specific locations, specific date(s), and specific time(s), limit the manner in which facilities are used, limit the number of participants at an activity or event, and set other limits to ensure the integrity of the College's primary programs and educational purposes.
- D. The College shall determine appropriate measures for the health, safety, and security of campus members and the public for activities and events and may deny or limit the use of College facilities accordingly.
- E. Facility use may be denied or restricted if the College determines that the internal or external user(s) has violated College policy, federal, state or local law during a previous use of College facilities.
- F. All internal and external users who schedule the use of College facilities and their visitors and guests must abide by College policies, procedures, federal, state and local law including, but not limited, no vaping, smoking, or drug usage on College property and adhering to the Animals on Campus policy. Violations of such policies may result in disciplinary action, criminal or civil actions, and/or corresponding fines or fees. Violators may be required to reimburse the College for costs associated with damages or other services incurred as a result of such violation.
- G. This section may not be construed to limit the right of free expressive activity in accordance with the College's Free speech policy and procedure.

### **Scheduling Authority**

- A. Academic Affairs, and their designees, are solely responsible for scheduling the use of College facilities for academic classes. Note: designees include Continuing Education for non-credit classes.
- B. The Events Coordinator, and his/her designees, are responsible for scheduling the use of College facilities and property for academic activities, sponsored events and hosted events.
- C. The Events Coordinator is solely responsible for scheduling the use of College facilities and property for external events.
- D. The Library is solely responsible for scheduling Library specialty rooms (e.g. study rooms, VR, room, one button studio, and maker space).
- E. The Theatre Department is solely responsible for scheduling the Black Box Theatre.

## Facility and Property Use Priority

- A. Academic Classes
  - a. The scheduling of academic credit classes followed by non-credit classes shall receive first priority for the use of classrooms and laboratories.
- B. Academic activities, sponsored events, hosted events and external events
  - a. In general, requests for the use of College facilities for academic activities, internal sponsored events, hosted events, and external events shall be accommodated on a first-come, first-serve basis (as noted in the following section).
  - b. When two or more requests for the use of College facilities are received at the same time and a scheduling conflict arises, the following order of scheduling priority will be used to resolve the conflict:
    - i. Academic activities (academic classes and associated activities)
    - ii. Internal sponsored events
    - iii. Hosted events
    - iv. External events
- C. College facilities may be scheduled for academic activities, internal sponsored events, hosted events or external events up to three months in advance unless approved by the Facilities Use/Request Committee.

## Information and Internal Fundraising Tabling

- A. Tabling includes the use of FVCC owned tables, including set-up and tear down for events and programs. Tables available include round and rectangular.
- B. Outdoor and indoor tabling is available Monday-Friday, 9am-4pm, and requires a *Facilities Use Request Reservation* and confirmation. Tabling outside of these hours is prohibited. All tabling materials must be removed from the tables (by the sponsor) by 4pm.
- C. All information table bookings include one 5'x2.5' table and two chairs.
- D. Internal users may reserve information tables for a maximum of three bookings per week. Hosted events or external users may reserve information tables for a maximum of one booking per month.
- E. All users are subject to all other event booking procedures, protocols, and limitations.
- F. No amplified sound is allowed at information tables.
- G. Groups not staffing their table may forfeit their reservation privileges.
- H. All table users must set up within their assigned space. Outdoor table users may bring a canopy with a maximum size of 10'x10'. All canopies must be adequately secured in case of wind.
- I. Sales or other distribution of unpackaged foods are not allowed at information tables.
- J. Special internal events involving the distribution or sale of food (e.g. bake sales, free chili feed) must receive prior approval from the Facilities Use/Request Committee.
- K. The College is not responsible for lost or abandoned property.
- L. Fundraising tables are limited to internal users only.
- M. Users may not approach individuals outside of authorized space.

## Signs and Chalking

- A. Printed materials, writing, or other tangible means of expression may not be attached to College property, including sidewalks, trees, walls, or other property (including on vehicles parked on campus), except:
  - a. That such materials may be placed on the designated campus bulletin boards—there are seven designated boards at FVCC (and one board at LCC), all posters and print materials must be dropped off at the Event Coordinator’s desk to be hung on the bulletin boards, all postings on the designated public bulletin boards will be removed at regular intervals; and
  - b. Banners and temporary outdoor lawn signs promoting a College sponsored events may be displayed on campus with approval.
- B. Chalking is allowed only with removable chalk on sidewalks that are exposed to rain and not within 30 feet of any campus building and must be removed at the end of the event. Chalking that does not relate to student activities sponsored by Student Engagement or student organizations is subject to immediate removal.

## Scheduling Procedures

- A. A Facilities Use/Request Committee will meet four times a year to establish and update a master calendar (to avoid potential scheduling conflicts) and to review requests for academic activities, internal sponsored events, hosted events or external events that require over 3 months of planning and advertising. The Facilities Use/Request Committee will meet after the academic class schedule has been set for the upcoming semester (typically in October/November, February/March, April/May, and July/August) and may meet more frequently.
- B. Academic Classes
  - a. Requests for the use of specific College facilities for academic classes must be directed to Academic Affairs, or their designees, in accordance with the College’s timeline and procedures for scheduling academic classes.
  - b. Academic Affairs will review each request and will approve or deny the request.
  - c. If the request is approved, Academic Affairs will publish the assigned classroom or laboratory for the class in the online semester schedule.
- C. Academic Activities, internal sponsored events, hosted events, and external events
  - a. Requests for the use of College facilities by internal users for academic activities or sponsored events may be directed to the Events Coordinator or scheduling designees.
  - b. Request for the use of College facilities for hosted or external events must be directed to the Events Coordinator. The Events Coordinator will review each request, make a decision as to the appropriate classification of the activity or event, and will approve or deny the request with cause. The Events Coordinator shall base the decision on the following:
    - i. The purpose for which the space is requested;
    - ii. The appropriateness of the request;
    - iii. The availability of facilities and other resources;
    - iv. The relationship of the user(s) to the College; and
    - v. The relationship of the primary audience to the College.

- c. If unsure of the appropriateness or classification, the request will be forwarded to Executive Staff for review and consideration.
- D. If the request is approved, the Events Coordinator, or designees, will schedule the event and notify respective departments (e.g. Marketing Department, Information Technology, and Custodial Services). For hosted or external events, the Events Coordinator will assess the appropriate fee(s) and deposit.
- E. Each activity and event will be scheduled in an available facility whose capacity and/or design is most appropriate for the size and/or nature of the proposed activity or event.
- F. To optimize the overall use of College facilities, the Events Coordinator reserves the right to change the location, reservation start time or reservation end time of a scheduled activity or event. Decisions to change the location, reservation start or reservation end time of a scheduled activity or event will be made in consultation with the user(s) and with as much advance notice as possible.

### **FVCC Marketing and Communications**

- A. Internal and Hosted events may request the services of the FVCC Marketing and Communications office. This process is completed using the marketing request form, with at least one week's notice ahead of the deadline for materials.
- B. Hosted event coordinators may use the FVCC logo in accordance with the graphic standards and the approval of the FVCC Marketing & Communications office. Logos can be found at [www.fvcc.edu/toolkit](http://www.fvcc.edu/toolkit).
- C. Hosted events must request approval of branding by the marketing department for any use of the organization logo or if displaying organizational support of the event or additional branding.
- D. External users that do not fall under hosted or sponsored events are not permitted to use the FVCC logo on promotional materials or request marketing or communication services. Printed materials should include the statement "This event is not endorsed by the College."
- E. Any filming of events must be pre-approved by the Facilities Use/Request Committee.
- F. The marketing department will appropriately coordinate any social media posting for college events. Hosts must submit a marketing request before creating an event page on social media.

### **Deposits and Fees**

- A. The College reserves the right to charge deposits and certain other fees related to the use of College facilities as listed below.
  - a. Damage fee: a fee assessed for damage to a facility and/or equipment resulting from an activity or event;
  - b. Deposit: a non-refundable payment made for the purpose of reserving the use of a facility for an activity or event. The amount of the deposit is applied towards the cost of all applicable fees arising from the production of the activity or event.
  - c. Rental fee: a fee assessed for the use of space, furnishings and/or equipment;
  - d. Additional service fee: a fee assessed for additional service(s) required or provided by the College, or its subcontractors, in support for an activity or event (e.g., custodial, maintenance, catering, traffic control, event security, and facility supervision outside of normal operating hours).

- B. The Events Coordinator, under the guidance of Executive Staff, has the authority to quote and assess fees for the use of College facilities for all academic activities, sponsored events, hosted events, and external events.
- C. Montana state registered non-profit agencies may be eligible for a 25% discount on facilities rates.
- D. Generally, an internal user who uses College facilities for an academic activity or sponsored event will not be assessed a deposit but may be subject to other fees as appropriate.
- E. Generally, an internal and/or external user who uses College facilities for a hosted or external event will be assessed a deposit and applicable rental fees, and applicable service fees.

Daily Facility Rental Rates for Non-FVCC Single-Use Activity or Event*	External Event	Hosted Event
Regular Classroom (i.e., AT 201, AT 202) – 32 person	\$160	\$80
Blake Hall Boardroom (BH 140) – 49 person	\$200	\$80
Large AT Room (AT 139) – 250-300 person	\$1,000	\$200
AT Small Conference Room (AT 144A or 144B) – 24 person	\$160	\$80
Both AT Small Conference Rooms (AT 144A & 144B) – 48 person	\$300	\$100
Theatre (AT 249) – 200 person	\$500	\$200
Computer Lab (AT 122, AT 243, BC 120, BSS 134, BSS 135, BSS 137, BSS 138, OT 112, RH 140, RH 141)	\$200	\$100
Indoor or Outdoor Tables Half Day (4 hours or less)	\$100	\$50
Indoor or Outdoor Tables Full Day (More than 4 hours)	\$200	\$100
Study Rooms	TBD	TBD
Parking Lots / Green Spaces / Outdoor Events	\$200 (minimum)	\$200 (minimum)

***If you are interested in renting space at the Wachholz College Center, please follow this [link](#).***

\*Rates are based on normal business hours and are subject to change based on the impact of the event to the campus community and facilities. Facility rental rates for indoor venues include basic room and technology set-up.

- F. Activities or events needing food services shall contact FVCC’s dining services with request at least two weeks in advance. Dining Services has the first right of refusal for all catering requests. If Dining Services is unable to meet the sponsor’s needs, the sponsor must contract with an approved food vendor (please see the Events Coordinator for the approved list of vendors).
- G. Activities or events wishing to serve alcohol are subject to FVCC presidential approval. The sponsor must submit a *Request for Alcoholic Beverage Services* form at least two weeks prior to the event. If the request is approved the sponsor must contract with an approved alcohol vendor (please see the Events Coordinator for the approved list of vendors).

### **Cancelation and Facility Substitution**

- A. The College reserves the right to substitute an alternative facility if deemed necessary to:

- a. Ensure the integrity of the College's primary programs and educational objectives;
  - b. Optimize the use of College facilities;
  - c. Respond to unique needs or circumstances.
- B. In extremely rare situations, due to factors beyond the control of the College, including, but not limited to pandemics, weather conditions, unavailability to facilities due to physical damage or mechanical breakdown of support systems, the College may cancel a previously scheduled activity or event without penalty to the College and the deposit will be refunded to the renter.
- C. The College reserves the right to establish reasonable cancellation deadlines for academic activities, sponsored events, hosted events, and external events. Such deadlines will be established and communicated in a timely manner to internal/external users during the planning process. The cancellation of academic activities, sponsored events, hosted events, and external events must be directed to the Events Coordinator or designee. Cancellations received by the Events Coordinator after an established deadline may result in the assessment of additional fees and/or loss of non-refundable fees and/or deposit.

### **Insurance and Indemnification**

- A. The College reserves the right to require users to provide a certificate of insurance related to the users' use of College facilities.
- B. If required by the College, the user(s) shall purchase the following types of insurance for the duration of the event and name FVCC as additionally insured:
  - a. Workers' compensation insurance sufficient to cover all employees.
  - b. Comprehensive commercial general liability insurance, property damage insurance, and automobile liability insurance in such amounts as the College shall deem sufficient.
- C. The user(s) must provide the College with current certificates of insurance. These certificates shall contain a provision that coverage afforded under the policies shall not be canceled or changed until at least 30 days' prior written notice has been given to the College.
- D. The College reserves the right to require certain internal and external users to indemnify the College from any liability arising out of the actions of the user or its agents incidental to the use of the College facilities by the user.

**Contract**

To be completed by FVCC Authorized Representative:

Date(s) and times:	
Room(s):	
Technology reserved:	
Equipment reserved:	
Food and beverage details:	
Total rental fee:	
Deposit total:	

FVCC Representative Printed Name and Signature:

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 Suzanne DeCamp

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 Date

To be completed by User:

**I understand and agree to comply with FVCC's policies and procedures. I agree to the terms of rental as noted above and have provided payment for the initial deposit:**

Printed Name and Signature:

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 Date