

JEFFERSON COMMUNITY COLLEGE

FACILITY USE POLICY AND GUIDELINES

Approval:
JCC Board of Trustees 9/2/09

8/21/09

**JEFFERSON COMMUNITY COLLEGE
USE OF FACILITIES**

A. General Information

It is the policy of Jefferson Community College that the facilities of the campus will be made available for use by non-college organizations as herein provided. Use of the facilities by non-college organizations will be authorized only when such use does not infringe upon, delay, or conflict with college purposes. The college facilities will generally not be available during periods of college closure and during periods when college resources are unavailable. The use of college facilities are subject to the schedule of fees and insurance requirements established by the College and identified in the College Facility Use Guidelines.

As a public institution and an open access campus, it is the intent of JCC to provide facilities that meet the College's objectives of providing educational, cultural, and civic opportunities. JCC's priority will be to satisfy College facility use needs and, if resources and space availability allow, will be to provide space to non-college organizations.

The use of college facilities will be prioritized in the following manner:

1. Academic/Academic-Related- Organizations of the following nature shall be deemed Academic/Academic-Related for the purpose of this policy:
 - a. Credit courses
 - b. Non-credit courses
 - c. Academic contractual
 - d. Student recruitment activities/Student Support Services
 - e. Maintenance
2. Campus Life Activities/Athletics/Institutional- Organizations of the following nature shall be deemed Campus Life Activities, Athletics, and Institutional for the purpose of this policy:
 - a. Student-focused events/student clubs
 - b. Social/cultural
 - c. Student-sponsored
 - d. JCC Athletics
 - e. JCC Foundation
 - f. JCC Alumni Association
 - g. Center for Community Studies
 - h. Institutional events
 - i. Internal campus meetings
3. College-Affiliated Organizations- Organizations of the following nature shall be deemed College affiliated for the purpose of this policy:
 - a. External events co-sponsored by JCC
 - b. Auxiliary corporations such as the Faculty Student Association
 - c. JCC student(s) not affiliated with an organized JCC student club
 - d. Professional, cultural, recreational or social groups that are recognized by the College as an official group and comprised, in part, of College faculty and staff members.
 - i. The external group must meet the not-for-profit definition
 - ii. Contact person from campus must have an active role in planning and/or organizing the event
 - iii. Event should encourage participation of faculty, staff and students

Organizations of the following nature shall be deemed non-college affiliated organizations for the purpose of this policy and will be given the following priority:

- a. Federal, State and local government units, departments and agencies
- b. Organizations operating as a 501(c)3 or designated non-profit and whose use of the college facilities will be consistent with the purposes of the College
- c. Commercial organizations for educational or training purposes
- d. General commercial use:
 1. Any individual or organization not meeting the requirements as outlined in "a." through "c." above, will be considered a commercial organization
 2. The College reserves the right to determine the eligibility of a potential user in these categories. If the event is not co-sponsored by an academic department, administrative office, or JCC- recognized organization, promotional material for the event may NOT imply college sponsorship or affiliation to financial gain
 3. Commercial activities will be provided on a non-exclusive basis
 4. The College may not waive any fees or insurance requirements for commercial organizations.

The Following Shall Apply to Non-college Organizations:

- a. Facility use will be allowed on space and resource availability
- b. Guidelines for non-college organizations that intend to charge admission fees or accept donations will be set forth in the application for use of college facilities
- c. Fees for non-college organizations will be set forth in the college guidelines and, for commercial use, will be based on existing market rates. See attached fee schedule.

B. Restricted Use

Jefferson Community College will strictly enforce the prohibition of activities that conflict with Federal, State, and local laws and college regulations. JCC maintains a policy of non-discrimination with respect to race, religion, gender, national origin, political affiliation, marital status, disability, or sexual orientation in compliance with all Federal, State, and local laws. JCC reserves the right to refuse facility use for reasons as outlined above or for activities that conflict with the College objectives.

C. Application Procedures

1. Requests for the use of the facilities of the College must be submitted, in writing, to the Campus Event Coordinator at least 60 days prior to the event. In general, the College will be unable to make a firm commitment until sixty days prior to the event. The Campus Event Coordinator may be contacted at (315) 786-2405 or via email at facilities@sunyjefferson.edu.
2. Non-College organizations whose purposes are to provide charitable or public benefit services may charge an admission fee or accept donations subject to pertinent State and local laws. Such intention to charge admission fees or accept donations shall be set forth in the application for use of College facilities. When admission fees are to be charged or donations are to be accepted, the organization shall make it known in all publicity that the proceeds are for the benefit of the organization and not the College.
3. Upon approval of the request, a written contract will be issued to the organization

specifying the physical facilities to be used, the hours of such use, and any service or facilities use fees. Access to the facilities is limited to the times and areas specified in the Agreement. Organizations using College facilities are required to clear the area per agreement.

4. The organizations shall maintain and provide an insurance policy for general liability covering personal injury and property damage that occur in connection with the organization's activities. The coverage limits of such policy shall not be less than \$1,000,000 per occurrence. Said insurance policy shall provide liability coverage against any personal injury or property damage sustained by any person at the leased facility. Such coverage shall also apply to any and all injury or damage occurring anywhere on the premises of the college, including, but not limited to, the actual leased facilities, any and all parking lots, walkways, stairways, buildings, and the like when the person sustaining such injury or property damage is a member, employee, or agent of the organization or a participant of such activity. Excluded from such coverage will be personal injury or property damage caused exclusively by the acts or omissions of College personnel, employees or agents that are found by a court of law to be grossly negligent or intentional. Jefferson County and the College shall be named as additional insured on said policy, which shall not be cancelable without 30 days advance notice to the County and College in writing. The contract is specifically contingent upon the organization having a valid policy in effect throughout the term thereof. Failure to maintain or provide such proof of insurance coverage prior to occupancy will result in the immediate cancellation of the contract by the College and the denial of possession of the subject facilities to the organization.
5. The organization shall fully indemnify and hold harmless the County of Jefferson and Jefferson Community College, their employees, officers and agents from any and all liability which may arise from or to any and all persons as a result of the organization's activities at the subject facilities including, but not limited to, injury and/ or damage sustained by any and all persons attending the organization's activities regardless of the location on the campus where such injury or damage is sustained.
6. A site visit is required prior to the event.
7. The organization shall designate one individual to be "in charge" of the event. This person must be present at all times.
8. A request for use of facilities is considered to be tentative until a written contract has been signed and returned to the requesting organization.
9. Organization shall not publicize event until contract is signed and deposit is received.
10. For events that require food service during the academic year, right of first refusal must be given to the Food Service Division of the Faculty-Student Association (FSA) of Jefferson Community College. If the Food Service is utilized, all arrangements must be made through the office of the Campus Event Coordinator.
11. For events that require technology equipment, all arrangements must be made through the Campus Event Coordinator. *Request for technology equipment must be made at the time of application.* If an organization would prefer to provide their own technology equipment, that organization must confirm compatibility with Institutional Technology through the Campus Event Coordinator.
12. Jefferson Community College shall reserve the right to revoke the permission granted for use of any college facility. The College Administration and the Board of Trustees shall have free access to all facilities at all times.

13. The College reserves the right to deny use of facilities to groups or for purposes which do not qualify under the anti-discrimination laws of the State or the policies of the State University.
14. Notification of cancellation of an event must be given to the Campus Event Coordinator not less than 72 hours prior to the event.
15. In the event of a cancellation, the organization will be responsible for expenses incurred by the College in preparation for the event.

D. Campus Regulations

1. The College requires the requesting organization to adhere to all regulations that will ensure proper security, traffic and parking control.
2. No animals, except service dogs, are allowed on campus.
3. The College does not permit smoking or tobacco products in the buildings. Smoking is permitted in designated smoking areas.
4. Possession of, or use of, controlled substances within the buildings or on campus is prohibited.
5. Possession of, or use of, alcoholic beverages within the buildings or on campus is prohibited without the expressed written consent of the President.
6. The organization using the College facilities shall not make any alterations to such facilities. When set-up modifications to the space or additional equipment are requested and are provided by the College, the requesting organization will be billed for the added expenses.
7. The organization using the college facilities is responsible for leaving the facility and its equipment in the condition that existed before its use. If an inspection of the facilities/equipment by college personnel determines that loss of or damage to any property resulted from the organization's use, such loss or damage will be billed to the organization. In addition, depending upon the nature of the damage, future use of the college facilities may be denied.
8. In the event that the facilities are closed, and the event is cancelled due to inclement weather or other emergency, the College will be held harmless for any and all claims for consequential damages.
9. The number of occupants must be limited to the safe capacity of the room or facility used. The requesting organization is responsible to limit attendance so as not to tax the safe capacity of any room in the facility.
10. Although college facilities may be available for use on the date of a requested event, an organization may be denied use under the following circumstances:
 - a. Failure to make proper and timely payment for a prior facility use.
 - b. Damage to college property from a prior facility use.
 - c. Failure to make restitution for cost of damages to college property from a prior facility use.
 - d. Violation of one or more of the college policies/ regulations regarding facility use (i.e. use of alcohol on campus).

E. Use of College Facilities for Political Purposes

1. Every campus has a responsibility to develop its students as fully participating citizens; this includes the development of political literacy. The College has a definite responsibility for sponsoring some kind of non-partisan forum for the exchange of political ideas and for encouraging the formation of students' own partisan organizations;
2. Student partisan political organizations are not different from any other student organization as to regulations governing recognition, membership, sponsorship and use of facilities. The campus, in permitting such groups to use its facilities, is responsible to see that there is equal opportunity for meeting of the various student groups – either for those groups' own membership or for students generally;
3. When students sponsor activities which include the general public, they should bear in mind that in each case the institution is being represented to the public and that the institution must, therefore, be assured that the activity is in conformity with its purposes. These purposes will largely determine the type and extent of faculty or administrative control over the scheduling of such events;
4. Assemblies and convocations focused on political matters are appropriate means for augmenting curriculum offerings, enriching the cultural background of the students, and providing contacts with leaders outside the campus faculty. Therefore, the College should welcome and encourage meetings of this kind. To the extent that space permits, the campus-sponsored meetings for students should be open to interested members of the public. The number, form and time of such programs are matters for the discretion of each campus. They should, however, include partisan as well as non-partisan subjects and leaders and should promote interest in, and understanding of, our political governmental system, especially the responsibilities and opportunities of the citizen through our party system. The campus accepts responsibility for insuring that any partisan program be part of a scheduled series which presents a balance of views;
5. Upon proper application to the Campus Events Coordinator, non-partisan groups ordinarily may be permitted to use the facilities of the campus for discussion of political or civic issues. Approval, however, will be granted subject to such conditions as the Campus Events Coordinator may require, and only if the desired facilities are available without interference with regular student or faculty activities;
6. Partisan political organizations may be permitted the use of College facilities under the conditions already noted and additionally subject to the following conditions:
 - a. That the proposed meeting give promise of contributing to the educational purposes of the campus; and
 - b. That the campus sees a reasonable possibility of making the facilities available for other viewpoints to be presented.
7. College facilities will not be made available for advocacy directed to inciting or producing imminent lawless action and which is likely to incite or produce such action.

F. Facilities and Services

A variety of classrooms (20 - 45 capacity) and seminar rooms (10 - 30 capacity) are available. Each classroom is furnished with an overhead projector, TV and VCR.

Jefferson Community College complies with the Americans with Disabilities Act.

G. Computer Classrooms

Each of the five computer classrooms has 25 student workstations all running in the Windows environment.

If available and the classroom use is appropriate, the Instructional Technology Department will contact the requesting organization about specific requirements.

- a. Only college personnel will make the installation of all software not already residing on the instructional computers.
- b. All non-college personnel to be used as instructors must be oriented by college personnel prior to instruction in these classrooms.
- c. Requests for software that is not currently installed in the computer classrooms must be either purchased by the College with the cost included in the fee for use of the facility or accompanied by proof of ownership and permission to install for temporary use, in writing, from the manufacturer.

H. Specialized Facilities and Services

Sturtz Theater- (Room 4-111) is a 500-seat room that may be used for lectures, plays, concerts or meetings. When special lighting, sound systems, or special set-ups are needed, an additional fee will be assessed. The lobby outside of the Sturtz Theater may be used for receptions and will be charged separately.

Scheduling Priorities:

The theater will be used when:

1. The nature and size of the event warrants the use of the theater.
 2. The groups need the technology or ambiance in the theater.
 3. There is no other more appropriate space available on campus.
 4. Regular use as a classroom is discouraged.
1. Amphitheaters- (Room 6-002 in the Jules Center and 2-107 in the Samuel Guthrie Building) are 120 seat and 150 seat lecture halls that are available for lectures. With the exception of overhead projection, college personnel, at an additional charge per use, must handle any technological or audio-visual projection requirements.
 2. McVean Center Lounge- may be available for meetings, seminars and lectures for up to 100 people.
 3. Hospitality & Tourism Dining Room- (Room 4-009) may be available for meetings that require dining facilities for up to 100 people. *Access to the kitchen facility is not included with this use.*
 4. Hospitality and Tourism Kitchen –*this fully equipped commercial teaching and production kitchen may be available on a limited basis. Additional fees will apply.* Use of the Hospitality and Tourism Kitchen will be granted upon approval from both the Campus Events Coordinator *and* the Entrepreneurship Coordinator.
 5. Gymnasium – has an 1800-person capacity and may be used for sporting and special events, trade shows and craft shows. Special set-up will be charged additional fees.
 6. Tennis Courts- Seven courts are available to the public when College tennis classes are not in session. The courts are available for organized teams or non-profit organizations through a contract with the College when not in use for academic and/ or other College sponsored events.

7. Athletic Fields- One game soccer field, one practice soccer field, one baseball field and one softball field is available to the public. The fields are available for organized teams or non-profit organizations through a contract with the College when not in use for academic and/ or other College sponsored events. *No softball allowed on the baseball field.*
8. Cross Country Trail- One half-mile trail is open to the public free of charge.
9. Technology Services - includes a wide variety of conference and instructional technologies. An additional fee for technical equipment and support personnel may be assessed.
10. Satellite television teleconferencing is available in several of the meeting areas/classrooms depending upon the satellite requirements.
11. Videoconference services for multiple sites are available for meetings, trainings, interviews, etc. Requests should be made enough in advance as to allow adequate time to test connections and guarantee the connection. The organization will be responsible for costs incurred for connection testing and telecommunications.
12. Refreshments are not permitted in the Sturtz Theater, computer classrooms, science labs, or distance learning classrooms.
13. When requesting rooms with technology, refer to technology fee schedule.

I. Fees and Payment

1. The College has established a fee schedule (see attached schedule). Facility use fees are assessed on an hourly basis. Personnel service fees are assessed when support staff (e.g. security, maintenance and technology) is required outside of the normal operational hours of the College, or when additional staff is required during regular hours. All applicable fees will be specified in the contract issued to the organization, based upon requested services. Rates will be assessed from the time the facility is opened for the organization until the time the organization leaves.
2. A 25% non-refundable deposit is required for non-college affiliated organizations.
3. The Campus Event Coordinator may waive or reduce the facility use fee for a non-profit organization under one or more of the following circumstances:
 - a. The event is officially cosponsored by a College-affiliated organization.
 - b. There is a reciprocal agreement or understanding regarding the exchange of facility use between the organization and the College.

Any request for a facility use fee waiver must be made in writing within ten (10) days after the facility use request is made. If such a request is denied, it may be appealed to the College President, who has final authority.

If the facility use fee is waived, the organization is still responsible for the payment of all other fees (e.g. personnel fees, technology equipment, food services, etc.).

4. Payment in full for all charges assessed are due prior to the event, unless other arrangements are made in advance.
5. Failure to make timely and proper payment may result in an assessment of interest as well as the possibility of denial of future facility use.

6. Payment for food services provided by the FSA is arranged through a separate contract with the Campus Events Coordinator.

J. General Waiver of Fees

1. When an external organization, in requesting the use of a Jefferson Community College facilities, meets all of the following conditions, part of the regular facilities rental fees may be waived if the organization:
 - a. Is a not-for-profit requester (e.g. 501(c)3 or tax exempt government organization)
 - b. Has no admission fee and will not be asking for donations from the audience
 - c. The activities of the organization are closely aligned to the mission of the college, such as an educational organization.
 - d. Is making an infrequent request
 - e. Requires no extra college staff such as maintenance, technical or security (the College will charge for these services, if needed)
 - f. Requires little or no college equipment (the college will charge for these services, if needed)
 - g. Is requesting a time during regular community college operating hours of 8:00 a.m. to 4:30 p.m. (Monday through Friday).
 - h. In certain situations, fees may be waived for organizations that do not meet the above criteria. Any such requests for approval will be forwarded to the Campus Event Coordinator.
 - i. Jefferson Community College will not waive, set up or clean up fees for events that will require special set up or clean up.
 - j. Jefferson must charge for all direct expenses incurred for each event.

K. Event Cancellation

If it is necessary to cancel an activity/event, the Campus Event Coordinator must be notified no less than 72 hours prior to the scheduled event. If the 72 hours minimum notification is received and acknowledged by the Campus Event Coordinator, all monies except the 25% non-refundable down payment will be refunded. Refunds will not be given for events cancelled after the 72-hour notification period. Refunds will not be given to groups or organizations that fail to show for scheduled event.

L. Facility Use Exceptions and Appeal Process

1. The College President has the authority to grant exceptions to the above guidelines.
2. An organization that is denied facility use for the above reasons may appeal, in writing, to the Vice President for Community Engagement.
3. Appeals that are denied may be further appealed to College President, in writing.

Schedule of Facility Use Fees

ALL FEES ARE CALCULATED ON A PER HOUR BASIS

<u>AREA</u>	<u>NON-PROFIT FEE</u>	<u>NON-COLLEGE AFFILIATED FEE</u>
Classroom	\$20	\$30
Computer Lab	\$40	\$60
Distance Learning Room	\$40	\$60
Amphitheater	\$30	\$45
Sturtz Theater	\$50	\$70
Student Commons	\$30	\$40
The Courtyard	\$20	\$30
Hospitality and Tourism Kitchen		
Hospitality and Tourism Dining Room	\$30	\$40
Gymnasium	\$35	\$50
Athletic Fields	\$25	\$35

*=Additional Charge for Telecommunication and Bridging Services

SUPPORT SERVICE FEES-(Per Hour)

Hospitality and Tourism Kitchen Staff	TBD	TBD
Technical Support	\$20	\$30
Telecommunications (per site)	\$14	\$20
Bridging Services (per site)	\$14	\$20
Facilities Staff	\$22	\$33
Security Staff	\$30	\$45

*Fees for staff not listed herein may be obtained from the Campus Event Coordinator at (315) 786-2327.

**Questions regarding the use of facilities may be directed to the Campus Event Coordinator at (315) 786-2327.