

120-01 USE OF FACILITIES—PROCEDURE

1. PURPOSE

The purpose of this procedure is to outline the use of College facilities consistent with Arizona Revised Statutes, the Arizona Administrative Code, and within established District Governing Board policy.

2. PROCEDURE

This procedure provides an outline of the Procedural Guidelines for use of College facilities with internal as well as external customers. Please see the Procedural Guidelines for full details.

1. Priority of Use
Instructional related, programs and activities for students, and other college related activities have priority over non-college activities.
2. Scheduling
 - a. The Procedural Guidelines outline who to coordinate with in scheduling classrooms. A master calendar will be maintained for each campus.
 - b. All other College and non-College activities are scheduled through the Scheduling Office.
 - c. The Commons area of the Lone Tree Campus will not be scheduled for events that interfere with College operations unless the proper form has been completed.
 - d. Events requested outside regular operating hours will need approval by all affected departments.
 - e. The availability of classrooms is not known until 30 days prior to the start of each semester. Therefore, requests cannot be acted on prior to that.
3. General Standards
 - a. The use of College facilities is the use of a public resource. Therefore, facilities use by non-College parties or College employees for personal, business or non-College activities must be consistent with state law, these policies and procedures and the Rules Governing Use of Facilities. The following principles apply to facilities use:
 1. Request denied due to use posing a threat or interferes or competes with normal College operation.
 2. Co-sponsored events must meet limited conditions stated in the Procedural Guidelines.
 3. Certificate of insurance must be provided by non-College parties prior to facility use.
 4. Fair market rental fees must be paid prior to use unless use directly relates to the College's stated mission.
 5. Advertisements must clearly state who is conducting the event and Coconino County Community College shall not be included other than in reference to location.

6. Concession activity must obtain specific authorization from the designated authority.
 - b. Responsibility for administering this procedure, applicable laws, College policies relating to facility use, and for annually recommending appropriate charges is that of the Vice President of Business and Administrative Services.
 - c. Charges to non-College parties will be credited to the proper department and/or Campus.
 - d. The applicant assumes all liability and must agree to make prompt restitution for any loss or damage occurring during the facility and/or equipment use.
 - e. Users must abide by Procedure 121-05 (Alcohol, Illegal Drug and Weapons Offenses).
4. Requirements for Written Agreements
 - a. A Facility Use Form is not required to schedule a regular College class or a College committee meeting unless a special set-up is needed.
 - b. All other College Activities and non-College parties must complete a Facility Use Form.
 - c. A completed Facility Use Form must have all approval signatures and be submitted to the scheduling office no less than fourteen (14) calendar days prior to said event.
 - d. A long term Facility Use Agreement must be signed if the College facility will be used for a significant period of time during a year.
5. Insurance Requirements

Before any non-College party may use the College facility it must supply a certificate of insurance evidencing insurance coverage, which is explained in detail in the Procedural Guidelines.
6. Facility Use and Exceptions

College activities, non-College parties or College employees or District Governing Board members using facilities for personal, business or non-College activities shall be charged Facility Use Fees as specified below:

 - a. For facilities use under a Facility Use Form, the fees shall be charged according to the Facility Use Fee Schedule.
 - b. Reduced or waived rental fees require the completion of a Facility Rental Waiver/Reduction Request Form and must be approved by the Vice President of Business and Administrative Services and meet the conditions listed in the Procedural Guidelines.
7. Cancellation
 - a. The College reserves the right to cancel any reservation if deemed to be in its best interest to do so.
 - b. Responsibility of financial loss information can be found in the Procedural Guidelines.

3. BACKGROUND

1. References: Procedural Guidelines, Coconino Community College Procedure 121-05
2. Revision history: 10/07/2003, 06/20/2006, 03/11/2010 (reformatted), 12/01/2014
3. Legal review: none
4. Sponsor: Facilities

COCONINO COMMUNITY COLLEGE