

120-01 USE OF FACILITIES—PROCEDURAL GUIDELINES

1. PURPOSE

The purpose of these Procedural Guidelines is to establish the manner, method, reason, and purpose for permitting the use of College facilities consistent with Arizona Revised Statutes, the Arizona Administrative Code, and within established District Governing Board policy.

2. DEFINITIONS

1. The term "facility" means College buildings, other structures, land or parking lots.
2. Coconino Community College divides rentals into three categories as follows:
 - a. College – Any activity that the College is the sole sponsor or an announced and publicized co-sponsor. For an event to be considered co-sponsored, specific guidelines must be met, as per item 120.5.a.ii.
 - b. Non-Profit - An organization that has a Federal 501(C) (3) tax exempt status.
 - c. For Profit - Private individuals and commercial organizations.

3. PRIORITY OF USE

Instructional related use of facilities such as College classes, programs and activities for students have priority over all other College activities, and other College activities have priority over non-College activities.

4. SCHEDULING

1. Scheduling of classrooms is coordinated by the following campus or center offices:
 - a. Lone Tree Campus - Academic Affairs Office
 - b. Fourth Street Career and Technology Center – Academic Affairs Office
 - c. Page/Lake Powell Campus – Executive Dean of the Page Campus
 - d. Williams Center – Williams Site Coordinator

A master calendar showing classroom utilization for instructional purposes shall be maintained by each campus or center.

2. All other College and non-College activities are scheduled through the Scheduling Office. A master chart and events calendar showing facility space utilization for College Activities and non-College use of College facilities shall be maintained through the Scheduling Office.
3. The Commons area of the Lone Tree Campus will not be scheduled for events that interfere with College operations during the following times unless a Scheduling Request Waiver Form (Appendix E) is approved by the Vice President of Business and Administrative Services:
 - a. The two weeks of Final Registration of the Spring and Fall semesters.

- b. The first two weeks of classes during the Spring and Fall semesters.
 - c. During business office hours Monday through Friday.
- 4. Computer classrooms will not be scheduled for events during the two weeks prior to Spring and Fall Semesters unless a Scheduling Request Waiver Form (Appendix E) is approved by the Vice President of Business and Administrative Services.
 - 5. An event requested outside of regular operating hours at the specified campus must have approval by all affected College departments and initialed on the Activity/Facility Use Form.
 - 6. Regular classrooms – Instructional use has priority over other events in all classrooms. The availability of classrooms during any semester is not known until thirty (30) days before the start of each semester. Therefore, Activity/Facility requests to use classrooms during any semester cannot be acted on more than thirty (30) days before that semester starts.

5. GENERAL STANDARDS

- 1. 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 guidelines and the Rules Governing Use of Facilities (Appendix A). The following principles apply to facilities use:
 - a. The Vice President of Business and Administrative Services, or another designated campus or center official may decline a request to use College facilities if the official determines that the proposed use poses a threat to the health and safety of students, staff, or others, or if the official reasonably believes that the proposed use is likely to materially and substantially interfere or compete with the normal operations of the College.
 - b. Co-sponsored Event - College employees or their relatives or associates may not use College facilities for personal or business purposes, or for non-College activities, without complying with these guidelines. At the discretion of the Vice President of Business and Administrative Services or designee, a College employee or District Governing Board member may qualify to use the facilities for an event without complying with the rent or insurance requirements of these guidelines where the event meets the following limited conditions:
 - 1. The employee or District Governing Board member actively participates in the event and is responsible for managing it.
 - 2. The event is for a professional organization in which the employee or District Governing Board member actively participates, and whose objectives directly relate to the employee's work at College or to the District Governing Board member's College responsibilities.

6. REQUIREMENTS FOR WRITTEN AGREEMENTS

1. Written agreements under these guidelines are not required for scheduling regular College classes. However, if a special set-up is requested for a class, then a written Activity/Facility Use Form is required (Appendix A).
2. A written agreement is not required for regularly scheduled College committee meetings. However, if a special set-up is requested, then a written Activity/Facility Use Form is required.
3. All other College Activities and non-College parties wishing to use College facilities must complete an Activity/Facility Use Form specifying the terms of that use. This form must be completed if the College facility will be used one time, or for a limited period of time during a week and during a year. The party may not have exclusive use of the portion of the facility being rented.
4. A completed Activity/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, or event will not be scheduled. The event is not confirmed or considered approved until the contact person has received the Activity/Facility Use Form back, with an 'Approved' stamp and initialed by the scheduling office.
5. No marketing or invitations of event shall be distributed until the event is officially scheduled and the contact person has received the Activity/Facility Use Form back, with an 'Approved' stamp and initialed by the scheduling office.
6. 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.

7. INSURANCE REQUIREMENTS

1. Before any non-College party may use the College facility it must supply a certificate of insurance evidencing insurance coverage. The Vice President of Business and Administrative Services may determine that the activity for which the facility will be used requires other types of insurance coverage, or that reduced levels of insurance are appropriate. A non-College party must provide a certificate of insurance regardless of whether it pays rent for the use of College facilities.
2. The certificate must show insurance coverage from insurance companies licensed to do business in Arizona with a current A.M. Best Rating of A:VIII or better. The certificate must state that the insurance policy has been endorsed to name the College, and its agents, officers, officials, employees, and volunteers as additional insured's, except for worker's compensation and employer's liability insurance.

3. Unless the Vice President of Business and Administrative Services changes the insurance coverage and limits required, the Commercial general liability insurance shall have minimum limits of \$1,000,000 per occurrence, and occupant shall provide district with a certificate evidencing such coverage is in effect.

8. FACILITY USE AND EXCEPTIONS

1. 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 an "Activity/Facility Use Form," the fees shall be charged according to the Facility Use Fee Schedule (Appendix B). The Facility Use Fee Schedule includes additional fees for the following items:
 1. Equipment - Space usage fees include use of the classroom tables and chairs. Technology equipment or equipment not in the room may be available upon request and will be charged fees according to the Facility Use Fee Schedule. The facility user must provide all expendable supplies and materials.
 2. The facility use must provide all expendable supplies and materials. The college does not provide copies or faxes for non-college organization events.
 3. Energy Usage Fees - Any event or activity scheduled outside the normal operating hours of the College will be assessed additional energy fees in accordance with the Facility Use Fee Schedule.
 4. Security and Custodial Services – Any event or activity scheduled outside the normal operating hours of the College will be assessed additional staffing and/or service fees in accordance with the Facility Use Fee Schedule.
 5. Facilities Staffing Fee – Any event or activity that requires Facilities staff outside their normal operating hours will be assessed additional staffing fees in accordance with the Facility Use Fee Schedule.
 6. Administrative fee of 10% will be charged.
 - b. Before the college may waive or reduce rent below that required under these guidelines for use of facilities, a Facility Rental Waiver/Reduction Request Form (Appendix D) must be approved by the Vice President of Business and Administration Services prior to the submission of the Activity/Facility Use Form. To be approved for reduced fees or waiver the following conditions must exist:
 1. The activity for which the facility is to be used relates directly to the College's mission of education and training, and the College obtains a specific public benefit from the activity.
 2. The value or benefit that the College receives from the activity is substantially equivalent to the amount of rent that the College is foregoing.

9. CANCELLATION

1. The College reserves the right to cancel any reservation if deemed to be in its best interest to do so. The College will not be responsible for financial loss to a potential user if such a cancellation is communicated prior to five (5) calendar days before the scheduled facility use date.
2. The College will not be responsible for financial loss to a potential user if the facility is made unavailable because of Acts of God or any other circumstances beyond its control.

10. BACKGROUND

1. References: none
2. Revision history: none
3. Legal review: none
4. Sponsor: Facilities

Guidelines effective: 02/19/2010

COCONINO COMMUNITY COLLEGE