



Century College Policy

6.4.2.1 College Facilities Usage by Outside Parties

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Century College facilities are available to community organizations, agencies and individuals according to the following guidelines:

1. Century College facilities are not rented to organizations whose purposes compete with College classes and enterprises.
2. Rooms may not be used for any event that disrupts college business, nor for any unlawful purpose.
3. The Vice President of Finance and Administration is responsible for the control and rental of all facilities to outside parties.
4. Meetings and events may be scheduled at the college during normal operating hours. Any use of rooms outside of regular college building hours will require approval of the Vice President of Finance and Administration and may incur additional charges, as determined by the Vice President. All facilities users (both internal and external) must pay for maintenance, technology (if applicable) and security services if using the facility when the college is not open.
5. All usage of college facilities by outside parties requires a written contract and proof of insurance coverage.
6. Organizations and individuals using the college facilities will be held responsible for any damages to property incurred as a result of such rental in accordance with rental agreement.
7. All outside organizations or individuals using the college facilities are subject to all Century College and State of Minnesota policies and procedures.
8. Facilities use other than rental agreements must be sponsored by a department or individual employed by the College for college-sanctioned events.
9. Rental of facilities does not imply sponsorship of the event by the College, and outside organizations and individuals are prohibited from using the College logo/identity in any promotional materials.
10. The use of specialized equipment, such as stage lighting and sound, requires the provision of qualified college personnel, unless exceptions are approved by the College (see Facility Usage Fee Schedule).
11. Facility use/rental costs are based on the fee structure established annually and published in the Facility Usage Fee Schedule.

Procedures

1. Outside parties interested in using college facilities must contact the Finance and Administration office at (651) 779-3363 at least 4 weeks in advance with the following information:
 - a. Name of group or organization interested in using college facilities
 - b. Date(s) and times of event
 - c. Description/details of the event
 - d. Description of event participants
 - e. Description of facility needs
 - f. Name, address, telephone number and email address of primary contact person
2. Upon receipt of a request for facilities usage, staff will complete the following:
 - a. Determine the eligibility of group/organization to utilize the facilities for the requested purpose (per policy).
 - b. Determine the availability of suitable space within the facility.

In situations involving the use of specialized instructional space (such as the theater, gymnasium, auto body shop or athletic fields), the Department of Finance and Administration will contact the program faculty to ensure there are no unforeseen conflicts and/or concerns about the requested utilization.
3. Within seven calendar days of receiving the request for facilities usage, staff will notify the requesting party of the availability of the requested facility, as well as the fees and conditions associated with its use.
 - a. All outside parties utilizing the college's facilities must enter into a written contract with the college and supply proof of insurance coverage.
 - b. Rental charges will be based on the current *Facility Usage Fee Schedule*.
4. Upon verbal acceptance of the rental conditions by the outside party, staff will complete the following:
 - a. Prepare a written contract for the requested usage.
 - b. Obtain all necessary signatures on the contract.
 - c. Schedule the event in Resource 25.
 - d. Prepare all necessary internal facilities request forms, and distribute those forms to all required internal departments (i.e., facilities, IT, etc.).
 - e. Arrange for publication of the event details on the college web page, electronic sign, and/or other communication vehicles as appropriate.
 - f. Work with internal departments and the outside party to answer questions and/or resolve issues arising from the request.
5. Prior to the event, staff will invoice the outside party for all expenses associated with the rental, as outlined in the contract.
6. Thirty days following the event, staff will confirm with the Business Office that full payment has been received and recorded.

References:

Minnesota State Colleges and Universities Board Policy: None

Date Proposed: 6/11/1998

Date Approved: 6/11/1998

Date Implemented: 7/1/1998

Date Last Reviewed: Policy under review as of February 8, 2018

Date Revised: 6/7/2006