

## Policy 8.05

### Non-Institutional Facility Use Policy

The College provides a service to the community by allowing the occasional use of campus buildings and facilities for civic, cultural, educational, recreational, and other activities if the users preserve and properly care for the facilities, and the activities do not conflict with the use of facilities or grounds for College purposes and activities or local ordinances or laws of the state or federal government. In renting or making available for use any College property, neither the College President, the Board of Trustees, nor any College personnel assume any responsibility for loss or damage to any property placed on the premises by the user or participants, nor personal injury which may occur during the use of the facility. Any activity shall not interfere or take precedence over the educational and business functions of the College; student activities and student club/organization meetings are deemed to be "Institutional Purposes."

The College reserves the right to impose any additional rules or regulations or to set special arrangements whether or not expressly provided herein, which may be necessary for the best interests of the College and such regulations shall be binding upon the lessee. If any portion of this agreement is found in violation of the laws or public policy of the State of North Carolina and thus invalid or unenforceable, all other provisions shall nevertheless continue in full force and effect. No illegal activity as defined by the General Assembly of the State of North Carolina is permitted in or around any facility of the College.

Requests to use College facilities or grounds should be made by contacting the Facilities Scheduler.

### RULES FOR UTILIZATION OF FACILITIES

The policy for use of the College facilities by any group, agency, or organization shall be governed by the conditions stated herein. It shall be understood that approval for facility use shall be contingent upon the availability of space.

#### Rules

1. Groups, agencies, or organizations shall request use of the facilities of the College a minimum of fourteen (14) business days and a maximum of one hundred and eighty (180) business days in advance of the proposed use.
2. Groups, agencies, or organizations shall designate a person to be held responsible for the activity.
3. College buildings shall be opened only by College employees.
4. Any form of open flames (including candles) are prohibited within the buildings and on the College campus except if approved in advance.
5. Groups, agencies, or organizations shall NOT permit any vendor to sell products,

## Policy

goods, or services on the College's campus without the written approval of the President or the President's designee.

6. The College does not make space available to groups, agencies, or organizations teaching classes that are in competition with the College's course offerings.
  - Organizations, groups, or individuals when the intended use is for profit.
  - Private organizations, groups, or individuals on a restricted basis (e.g. dances, birthdays, parties, weddings, etc.).
  - Organizations, groups, or individuals who intend on having a reoccurring event, in which they intend on meeting more than once in a month.
7. Users are expected to furnish their own supplies (copies, markers, pens, pencils, paper, flip charts, post-it notes, tape, etc.) Copier services are not provided.
8. Users are expected to place all food and trash in a container that will be provided or will be required to place all food and trash in designated dumpsters outside the buildings at the conclusion of the function.
9. Applications for the use of College facilities will be submitted to the Facilities Scheduler for approval. The College will deny usage when activities may disrupt or is reasonably likely to disrupt normal operations or College activities.
10. No person shall intentionally throw or place litter upon the grounds, streets, or parking lots of the College.
11. Any associated fees that will be charged if applicable will be paid no later than seventy two hours in advance of the function or event.
12. The facility use policy must be signed and submitted to the Facility Scheduler no later than seventy two hours in advance of the function or event.
13. The facilities will be used only for the purpose(s) stated in the rental agreement.
14. Youth or children's groups shall be adequately supervised by responsible adults provided by the sponsoring organizations.
15. The College does not provide special parking areas or parking rights to outside groups using College facilities. Parking for the user is on a first-come, first-served basis.
16. Authorization shall be given for entrance to specific areas only and use of specific facilities only, within a building.
17. Non-Discrimination Clause – Attendance at any event may not be restricted on the basis of race, sex, color, religious affiliation, national origin, political affiliation or disability.

### Audio/Visual and Sound Equipment

Requests for using the College Audio/visual equipment, sound equipment, PA System, etc. must be made to the Library after the event has been approved and the user has been notified. At the discretion of the College, the presence of a College equipment

## Policy

technician may be required at the user's expense to operate any of the College's above-mentioned equipment or to verify that the user's personal equipment does not interfere with College Operations or Networks. This cost of \$40.00/hour.

### Facility Set-up

The College will not be responsible for furniture arrangement. The user is responsible for set-up (tables/chairs arrangements) and break-down for each meeting or other use and must return all furniture to its original location. Set-up/break-down may be subcontracted to the College per user fee schedule.

### Food Services

The College has a contractual agreement with the campus café operator. The campus café operator has the first right of refusal for all catering events. The Facility Scheduler will need to be notified if food is going to be served. There will be a one-time per event \$20.00 food service fee for events having food.

### Administrative Service Fees

Events scheduled outside of normal working hours will require a BCCC employee(s) at \$40.00 per hour with a minimum of two hours. The number of BCCC employee(s) required is subject to the location of the facility. The Administrative Service Fee Schedule can be used to determine the number of BCCC employee(s) required. A minimum 60 day notification must be provided for events occurring outside of the normal operating hours of the College. If the required number of BCCC employee(s) are unavailable the event will be denied or an alternate date must be selected by the requester.

### **Administrative Service Fee Schedule**

<b>Facility</b>	<b>Number of BCCC employee(s) required</b>	<b>Cost per Hour</b>
Auditorium	2	\$80.00
Multi-Purpose room (Half Room)	1	\$40.00
Multi-Purpose room (Whole Room)	2	\$80.00
Conference Room	1	\$40.00
Boardroom	1	\$40.00
Classroom, Lecture Hall, Lab, etc	1	\$40.00

### Use of College Owned Personal Computers

In the event that an outside user requests the use of personal computers owned by the College, the specifics of the use of personal computers must be provided to and approved

## Policy

by the College Director of IT. If reconfiguration (e.g., software alteration or installation) is required by the user, it must be indicated on the Facility Request Form. Reconfiguration will be performed by the College's Network Services staff at a cost to the user of \$40.00 per hour. The user agrees to refer its own technical contact person to IT to facilitate a satisfactory result.

### Internet Usage

The user must indicate on the Facility Request Form if they intend on using the College Wireless Internet. If requested; internet access will be given to the user once the facility use agreement and payment (if applicable) has been returned to the Facilities Scheduler.

### Inclement Weather

In the event of inclement weather the user shall observe and abide by the operating schedule of the College.

### Responsibility for Supervision

The user shall be responsible for the supervision of the activity it sponsors, including the maintenance of order and the safety of the people present. While on the College campus, the user must comply with the rules and regulations of the College.

BCCC employees are not responsible for the supervision of the activity.

### Responsibility for Care, Custody, and Control of College Facilities

The user shall be responsible for any damage to College property, other than normal wear and tear, while the facility is under the user's care, custody, and control. The following rules shall be observed:

1. The user shall not drive nails, tacks, or screws into the floors, walls, ceilings, desks, **or** any other College property.
2. The user shall not paint, wallpaper, mark, or deface any College property.
3. The user shall not wire or connect electrical equipment, such as stage lighting or sound equipment.
4. The user shall remove its property, such as decorations, theater props, and equipment from the college premises immediately after the event.
5. The user shall leave the College premises arranged as found and in a clean, neat, and orderly manner.
6. The user shall comply with all local fire codes.
7. No tape shall be placed on painted surfaces.
8. The user shall place all trash in the appropriate containers.
9. There are no food or drinks allowed in the Building 8 Auditorium or any College Classrooms.

### Prohibited Activities

## Policy

The following activities are **prohibited** on the College campus:

1. The possession, use, or sale of alcohol or illegal drugs. [Alcohol/Controlled Substance Policy](#)
2. Gambling.
3. Commercial use of College Facilities is strictly prohibited.
4. Any activity that is in violation of the laws of this state, or of the federal government, or is in violation of any local ordinances, or any policies adopted by the College Board of Trustees.
5. It is the policy of the College that the College campus is Smoking/Tobacco free.
6. Any activity that will disrupt or is likely to disrupt normal operations or College activities or damage College property.
7. Placement of political campaign signs on College property.

### Contractual Obligations

1. The user shall agree to be responsible to the College for any damage to College property, and shall further agree to hold the College harmless and indemnified from any claims, suits, or causes of action arising from its use of the College facility.
2. A user shall not assign or transfer its authorization to use College facilities to any other agency without the express permission of the College.
3. Room reservations shall be made in the order requested. The College reserves the right to change the assigned room or cancel a reservation if an emergency or urgent need justifies such a change. Every effort will be made to suitably accommodate the affected group should such a situation arise.
4. An agreement to use College facilities may be canceled or amended by either the user or the College for good cause provided five (5) days' notice is given to the other party. The College will not be responsible for any financial losses incurred by the user in the event of a cancellation or amendment of the use agreement or by changing the facility that has been assigned to the user.
5. Violations of these rules and regulations shall be grounds for the suspension of a user's privileges to use College facilities for such period of time as deemed appropriate by the College.

### Facility Usage Fee Schedule

Building Number	Facility/Space	Rate
Building 1	Conference Room	\$20.00/Hour
Various Locations	Classroom (capacity varies)	\$20.00/Hour
NCIH Distance Learning Facility	State and Local Non-Profit	\$100.00

Policy

NCIH Distance Learning Facility	Commercial Organizations	\$150.00
Building 8	Auditorium (Seating Capacity: 251)	\$50.00/Hour
Building 10	Board Room	\$30.00/Hour
Building 10	Multi-Purpose Room (Half Room)	\$40.00/Hour
Building 10	Multi-Purpose Room (Whole Room)	\$80.00/Hour
Building 10	Multi-Purpose Room (Half Room Set-up/Break down)	\$60.00/Hour
Building 10	Multi-Purpose Room (Whole Room Set-up/Break down)	\$100.00/Hour
Administrative Service	If applicable, see policy for details	\$40.00/Hour
Food Service	If applicable, see policy for details	\$20.00
Network Services Staff	If applicable, see policy for details	\$40.00/Hour
Library Staff	If applicable, see policy for details	\$40.00/Hour

**Classification of Users**

<b>Class A</b>	
College-sponsored student groups (e.g., SGA)	There will be no charges for Class A users unless facility set-up is requested and/or additional administrative services are needed due to the event being outside the normal operating hours of the College. Class A facility users shall have a priority over Class B, C, and D facility users for the use of the college facilities.
College advisory committees	
College Foundation	
Professional College staff or faculty organizations	
Professional community college organizations	

<b>Class B</b>	
Area economic development organizations	There will be no charges for Class B users unless facility set-up is requested and/or administrative

Policy

Federal, state, and local government agencies, including military	services are needed due to the event being outside the normal operating hours of the College. Class B facility users shall have a priority over Class C, and D facility users for the use of the College facilities.
Public School System	
NC State-supported colleges and universities	

<b>Class C</b>	
Non-profit civic or service clubs	There will be no charges for Class C users unless facility set-up is requested and/or administrative services are needed due to the event being outside of the normal operating hours of the College. Class C facility users shall have a priority over Class D users for the use of the College facilities.
Professional and occupational organizations	
Religious or political person or organization using College Facilities to advance an ideology or theology.	

<b>Class D</b>	
Retail Merchants or vendors	Applicable fees and charges are based on Facility Usage Fee Schedule. During normal operating hours there will be no charges for administrative services.
Area business and industry	
Dance, Music, or artistic performances	
Entertainers	

## Policy

### References

**Legal References:** *Enter legal references here*

**Cross References:** *Enter cross references here*

### History

**Leadership Council Review/Approval Dates:** 12/14/2018

**Senior Staff Review/Approval Dates:** 6/2/2015, 7/25/2016, electronic vote 8/2/2016

**Board of Trustees Review/Approval Dates:** 4/7/2015, 8/2/2016

**Implementation Dates:** 8/6/2013