

# THREE RIVERS COMMUNITY COLLEGE

## INTERNAL AND EXTERNAL FACILITY USE POLICY

**FACILITY USAGE PHILOSOPHY:** As a public institution, Three Rivers Community College supports and encourages the use of its facilities for a broad range of College and community programs in compliance with established policy guidelines. Top priority for the use of facilities is given to the hundreds of credit and credit-free classes offered by the College and the numerous related activities sponsored by and for its student organizations. Beyond this, Three Rivers considers it a basic part of its mission to also make its facilities available to the widest range of community and cultural activities possible. It is felt that these programs not only serve the community, but also serve to enhance the college experience for everyone in the college community.

At the same time, the college needs to insure that all of its facilities are taken care of at all times; and that any costs associated with the use of facilities by guest organizations are recovered so that these expenses do not detract from other college programs. With all of these things in mind, the following usage policies and fees have been established regarding Three Rivers' facilities.

### A. DEFINITIONS

**Internal Activities:** Any activity that is run solely by one or more College divisions/departments.  
Examples: Division meetings, performances of College plays and concerts, student activities.

**Co-sponsored:** Any activity or event that is run by one or more College divisions/departments in conjunction with one or more outside organizations. (Co-sponsored events may be subject to fees and the completion of a College Facility Request/Reservation Agreement between all agencies involved.)

**Rental Activities:** Any activity that is run solely by an external organization. A rental fee is customarily charged and subject to the completion of a College Facility Request/Reservation Agreement. In some situations, this agreement requires additional documentation, such as signature certification and a CHRO resolution.

**B. CLASS SCHEDULING:** The scheduling of college classes is the principal activity that defines the availability of all college facilities. All scheduling of classes and changes in their location will be handled by the Offices of the Dean of Academics and the Associate Dean of Continuing Education. These class schedules and changes shall be entered into BANNER to insure that they are properly reflected in the BANNER Event Management Module. Until final class schedules are published for each semester by the Dean of Academics other divisions desiring to use classrooms should consult with that office prior to any classroom scheduling or usage. Since Continuing Education classes do not follow any strict semester schedule, please always contact that office before scheduling any Continuing Education Spaces.

**C. INTERNAL ACTIVITY SCHEDULING:** All requests for facility scheduling for internal activities should be processed in the following manner:

- All requests should be made by e-mail using the attached electronic form. This form is also available on the TRCC Intranet web site.
- The completed request should be sent to the Administrative Assistant for the Division involved who will determine the availability of the facility requested and enter the facility reservation into the Banner Event Module. Requests for the use of the Multi-Purpose Room, Cafeteria, and parking lots are an exception to this practice and should be forwarded to Sandra Dean, Facilities Scheduler.
- Approved requests will be returned to the requester by e-mail with copies to all other individuals and organizations involved. If any maintenance set-ups, food service requests, or IT support are required for the

scheduled activity, these arrangements must be made separately with those organizations and they should be included in all related e-mail correspondence.

**D. SCHEDULING FACILITY USE BY OUTSIDE ORGANIZATIONS:** Scheduling activities involving outside organization must be handled in the following manner to insure compliance with all existing policies and regulations:

**BASIC FACILITY USAGE POLICIES:** Utilization of College facilities shall be afforded without regard to the race, color, religious creed, sex, sexual orientation, age, national origin, ancestry, present or past history of mental disorder, marital status, mental retardation or physical disability, including but not limited to blindness, prior conviction of a crime, political beliefs, veteran status, or sexual preference of the applicant unless there is a bona fide qualification excluding persons in one of the above groups.

- Facilities may be used on a space available basis by public and private agencies in accordance with any limitations or restrictions imposed by General Statutes, State Laws, System Office, Board of Trustees and College policies or campus guidelines, and may be subject to a rental or user fee. These charges for the use of facilities are in accordance with the Schedule of Fees, Addendum A.
- It is a basic principle of this College to provide open and balanced forums. Requests for use of facilities that advocate a philosophical position not consistent with the mission of the College, or that advocate the overthrow of local, state, federal or other national governments, or violate the U. S. Constitution will not be allowed. These requests will be reviewed and their status determined by the Dean of Administration and the President.
- Only fund-raising activities that directly benefit only the College are allowed. Other fund raisers are prohibited.
- Connecticut State agencies can request use of facilities for official State functions and will only be charged for costs above and beyond normal operating expenses, including, but not limited to: staffing, building maintenance, and utilities. Documentation may be required to prove state agency status.
- Requests for use of College facilities for activities that duplicate or compete with programs and/or services offered by the College or which are part of the College mission, will be denied.
- Outside users may be required to provide proof of public liability and property damage insurance with a minimum of \$1,000,000 coverage, naming the State of Connecticut and Three Rivers Community College as the additionally insured for the total period the organization occupies the facilities, at least one week prior to the usage date(s). High risk events may require coverage in larger amounts. Connecticut State agencies are not required to provide a Certificate of Liability. Any outside organization using College facilities shall be responsible for any costs associated with repairing any damage to College property which occurs as a result of their use. The organization shall indemnify and hold harmless the College, the Board of Trustees, and the State of Connecticut against any claim.
- The College reserves the right to review and deny usage of facilities for any event considered extremely high risk and/or non-consistent with the College mission and policies.

**PROCEDURES FOR RESERVING FACILITIES FOR USE BY OUTSIDE ORGANIZATIONS:**

- All requests for facility use by outside organizations including both Co-Sponsored and Rental Activities shall be submitted on the Connecticut Community Colleges Facility Request / Reservation Agreement Form. A copy of this two page form is attached and may be reproduced as needed. Additional copies may be obtained from Sandra Dean, Facilities Scheduler.
- In the case of co-sponsored events, the college co-sponsor will be responsible for initiating the request form unless the President's Office initiates the event. In that instance the facility use form will be initiated by Sandra Dean, Facilities Scheduler.

- These requests for facility use by outside organizations should be forwarded to Sandra Dean, Facilities Scheduler who will process the form for completeness. This document serves as a written agreement between the College and outside organization and also acts as an official invoice.
- Requests for space should be submitted at least two (2) weeks but normally no more than three months in advance of the date requested. *Telephone calls and casual conversations do not constitute an official request.*
- Completion of the form by the requester does not constitute approval of the facilities or the activities. When an event is approved, the event information will be entered into Banner, and the originator will receive a copy of the original request that includes an approval signature. Information regarding the location of an event should not be published or released until the form has been signed by the College indicating approval and availability of the requested space.
- Any special requirements or setups as well as all audio/visual, maintenance or other technical needs must be indicated at the time of the initial requests.
- Additional maintenance, security and technical staff may be required to support an activity and charges may be incurred. Staffing is based on many factors including, but not limited to: size, complexity, day, and time of event. Security, facility and maintenance supervisors will be consulted in determining the need for additional staff. Sponsors and/or co-sponsors may be responsible for all or a portion of these fees.
- When a request for space is approved, copies of reservation information will be distributed to all potentially affected parties (Information Services, Security, Accounting, Maintenance, Food Services, and the originator of the request).
- Users will have access to the assigned room during the hours indicated on the approved form. Set-up and breakdown must be done within the reserved time and must not impede use of the space by another group at a time that has not been reserved. Under no circumstances should a group utilize a facility that has not been assigned or approved in advance.
- Flyers and advertising for external groups and co-sponsored events must be reviewed, in advance of final printing or use, by the appropriate Administrative Assistant and their respective Dean, to verify accuracy of information.
- All programs must be presented as stated and described on the initial facility reservation request. Substantial deviation is not permitted and may lead to the cancellation of an event.

**E. FACILITY USAGE GUIDELINES APPLICABLE TO BOTH INTERNAL and EXTERNAL GROUPS**

**FOOD AND BEVERAGES:** There are different policies for food and beverages depending on the type of facility being used. A general summary of these policies is provided below: In all cases, if food and/or beverages are being planned, the user must clearly indicate such usage on the Facility Reservation Request Form.

- The sale of alcoholic beverages on campus is prohibited. Serving of alcoholic beverages is generally discouraged, but if requested will require the specific approval of the College President. Users wishing to serve alcohol on campus must note that in the reservation request form and provide an additional insurance coverage with an alcohol provision.
- Internal and External Activities requiring catering services should contact the Three Rivers Cafeteria at (860) 215-9023 to provide these services. If the services requested cannot be provided, alternate vendors can be recommended. Because of licensing and health requirements, outside catering activities will not be permitted to have access to any Three Rivers kitchen facilities.

- These general rules apply to the use of food and beverages in college spaces:
  - Food and beverages are not permitted in College Technology, Science and Computer Labs.
  - Food and beverages may be permitted in classrooms and lecture halls with the permission of the instructor.
  - Beverages in approved containers are permitted in the College Library.
  - All users of food and beverages are responsible for the clean-up and proper disposal of any waste involved with such use.
  - Some spaces are marked with specific permissions or restrictions regarding the use of food and beverages. Please comply with these markings.

**USER RESPONSIBILITIES:**

- All users must ensure that facilities are returned to the same condition in which they were found before the event, including placement of chairs, tables, and desks. General clean up including removal of left over food and catering equipment immediately after an event is the user's responsibility. Failure to follow these guidelines may result in the imposition of a clean-up charge to the user.

**POSTING EVENT RELATED SIGNS:**

- Users are responsible for the placement of a limited number of signs directing patrons to their event, and removal of the signs immediately following the activity. The Administrative Assistant for the responsible division can provide information on best location of signs for traffic flow.
- Directional signs for activities may be placed 24 hours prior to the event and must be removed immediately following the activity.
- Content of all promotional material must be approved prior to use by the responsible division.
- Signs may not be posted directly on any of the permanent College signs or on any painted or wood surface.

**SUPERVISION:**

- The event's contact person (the person on the initial facility reservation request form) or designee must be present whenever the reserved space is occupied.

**EQUIPMENT:**

- **User-owned Equipment:** All user-owned equipment must be approved by the Director of Facilities before use and must be removed as soon as possible following the event. Permission to bring in equipment prior to scheduled reservation must be obtained in advance through the Administrative Assistant to the Dean of Administration. The College is not responsible for property brought to and/or left on campus.
- **College-owned Equipment:** For External Group usage, any College owned equipment must remain in the designated space at all times. For Internal activities, any College owned equipment must be returned to the proper department at the end of the event.

**SMOKING:**

- Three Rivers Community College maintains a smoke-free environment. Smoking is prohibited inside all College facilities, and is only permitted in designated areas outdoors.

**EMERGENCIES:**

- In the event of an emergency, the on-campus Security Staff can be reached by picking up any of the phones located throughout the College and dialing ext. 55555 or (860) 215-9053 from your cell phone. College phones can also be used to call 911 directly.

**MISCELLANEOUS:**

- Use of candles (or other open flamed items) and/or hazardous materials is strictly prohibited.
- Animals are prohibited on campus, excluding guide dogs and other service animals assisting individuals with disabilities. Contact the appropriate Administrative Assistant or Outreach Associate for additional details.
- The selling of items for profit is subject to the review and approval of the College. Selling Tickets for any event, i.e. High School play at TRCC, is also subject to the review and approval by the College.

## Schedule of Fees for TRCC Facility Use

**Rental Fees:** Events not Co-Sponsored by the College will be charged the following space rental fees. These fees include basic setup and cleanup costs, but if overtime or other exceptional security or maintenance fees are involved they will be charged in addition to the rental fee.

<b>Venues</b>	<b>1st 4 Hours* (Minimum Charge)</b>	<b>Each Additional Hour*</b>
Multi-Purpose Room (full)	\$600	\$150
Multi-Purpose Room (half)	\$400	\$100
Cafeteria	\$400	\$100
Classrooms	\$200	\$50
Conference Rooms	\$200	\$50
Courtyards	\$300	\$75
Lecture Halls	\$300	\$75
Audio/Visual	varies	based on equipment
Piano	\$50	per day

**Cost Recovery Fees:** The following fees may be charged to recover out of pocket costs experienced by the college for events. These fees will generally apply to events co-sponsored by the college with outside organization, but the fees may also apply to internal events if the out of pocket costs are significant. If an event requires calling in maintenance or security staff during hours when they are not normally scheduled, a four hour minimum charge will be required.

<b><u>Service</u></b>	<b><u>Fee</u></b>	<b><u>Service Measure</u></b>
Maintenance Overtime	\$40	per hour; per person
Special Set-ups	\$40	per hour; per person
Security Supervisor	\$23	per hour
Security Officer	\$16	per hour; per person

### **Other Considerations:**

A cancellation fee of 25% will be charged for activities cancelled by the user less than seven (7) business days prior to the commencement of event. No fee will be charged for cancellations due to inclement weather.

Three Rivers Community College may negotiate discounts for activities requiring use of multiple days, multiple facilities and additional charges for unique circumstances and/or services.