

USE OF COLLEGE FACILITIES

Administrative Rule Number: B005

Last Approved: July 20, 2010, December 10, 2014, December 19, 2018

Related to Policy Series Number: 210

INTRODUCTION

Campus facilities are available for community use, subject to limitations imposed by institutional educational requirements and regulations specified in this Administrative Rule.

COLLEGE FACILITY USE PRIORITY HIERARCHY: B005.1

A. Category 1 - College instructional and Board activities

- a. Includes regularly scheduled classes, labs, etc., taught by an instructor approved and/or hired by the College and included in the quarterly schedule of classes.
- b. Includes technology-delivered courses and irregularly scheduled seminars, workshops, contracted training, etc., taught by an instructor approved and/or hired by the College and/or enrolled in by tuition-paying students or students for whom the College claims FTE.
- c. Includes College Board of Education, Foundation Board, and Budget Committee meetings. These meetings have first priority for the College boardrooms.

B. Category 2 -College meetings and events

- a. Includes program advisory committee meetings and college and student councils and committee meetings.
- b. Includes extra-curricular activities supported and funded by instructional/student services units; sanctioned (officially recognized) student activities and clubs; college staff meetings; TBCC Foundation meetings.
- c. Includes official meetings of state or regional community college related groups.

C. Category 3 -Nonprofit organizations events

- a. Includes tax-exempt charitable, service, publicly funded, or special interest organizations. (May require approval by the College President or designee.)

D. Category 4 -Private organization events (requires approval by College President or designee.)

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FACILITY USE RENTAL FEES AND DIRECT COSTS: B005.2

- A. Categories 1 and 2 -College Instructional, Board, Meeting, College Events, and Student Use
 - a. No facility rental fees are charged. Direct and indirect costs to support the event are assumed to be included in the College budget; however, there may be instances in which non budgeted direct costs are incurred and, under these circumstances, may be charged back.
- B. Category 3 -Non-Profit Organizations Up to 2 hours....No Charge
 - a. 2+ to 4 hours.... \$15.00
 - b. 4+ to 8 hours... \$25.00
 - c. Over 8 hours or overnight... \$50
 - d. A minimum room rate of \$25 per hour will be charged during weekends, holidays, and non-contract days.
- C. A non-refundable charge of \$25 if food is served;
 - a. Additional refundable and non-refundable fees may apply.
- D. Category 4 -Private Organizations
 - a. A room rate of \$25 per hour during College business hours;
 - b. A room rate of \$50 per hour during weekends, holidays, and non-contract days.
 - c. A non-refundable charge of \$25 if food is served;
 - d. Additional refundable and non-refundable deposits may apply.
- E. Waiver of Fees
 - a. Waiver or modification of the facility fee and/or deposit in categories 3 and 4 may be made by the College President or designee based on the following criteria:
- F. There is a tangible and defined benefit to the College and/or service to the community (more than just the promotion of "good will");

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- a. The College generates FTE from the event;
 - b. The College has a reciprocal agreement or partnership with the user;
 - c. The College sponsors the event.

In order to evaluate instances of waiver or modification of fees, the College will maintain documentation on organizations or persons granted a waiver or when the waiver or modification was granted, and for what purpose. Includes private commercial organizations or private organizations and individuals.

- G. Direct Costs: Room rental charges cover room use only. Additional direct costs related to the facility use, including expenses associated with the following, may be assessed:
 - a. Equipment (media and other),
 - b. Computer lab and testing lab usage,
 - c. Energy when events occur outside regular College business hours,
 - d. Labor costs for scheduling, custom installation, disability accommodations, room set up, opening/closing, janitorial, and hosting.
- H. Reservations and Cancellation Fees
 - a. The decision to rent food prep kitchen and special rooms (labs, shops, and activity centers) rests with the College.
 - b. Category 3 and 4 reservations will be tentative until receipt of deposit.
 - c. Reservations may be cancelled by Category 3 and 4 users and the deposit returned up until 14 calendar days prior to the event.
- I. Deposits: Deposits may be charged to Category 3 and 4 users. Additionally, advance payment of estimated direct costs may be required.
- J. Damage: In instances of damage to the facility or extensive cleaning costs resulting from the activities or events, the sponsoring organization will be held accountable and assessed the charges for any necessary repairs and cleaning.
- K. Billing: Billing for use of facilities and related direct costs will occur following the event. Individuals or organizations failing to remit the

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amount due within 30 calendar days may be denied use of facilities or services until the account is paid in full.

- L. Allocation of Rental Revenue: Main Campus rental revenue will be allocated to the General Fund. Partners for Rural Innovation (PRI) building rental revenue will be allocated to support the operation and/or maintenance of the PRI.

GUIDELINES AND CONDITIONS FOR FACILITY USE: B005.3

- A. Priority Rescheduling: The College reserves the right to move a lower-priority user to another College room that will accommodate them.
- B. Regular Meetings: Non College organizations will not be permitted to hold regular weekly or monthly meetings in Tillamook Bay Community College facilities. Each individual use must be scheduled. Exceptions may be made with approval by the President.
- C. Publicity: College Resources to publicize non-College sponsored events must be reviewed and approved by the College President.
- D. College Host: If no college staff host is present during the entire event, the fee charge shall be sufficient to allow the College to employ staff to serve the host function for that event.
- E. Room Reassignment: Users scheduled in a lower priority category may be reassigned after consultation with the affected party up to 10 days prior to the event. Reassignment means the activity may be moved to a different room that will accommodate the activity. Priority reassignment includes categories and subcategories.
- F. Limitations: Category 3 and 4 users will be limited to two consecutive-days use of major college facilities during weekday periods when classes are in session. Special arrangements may be made
- G. Political/Commercial/Other Activities: Tillamook Bay Community College will attempt to accommodate groups and individuals who seek to come to its campus or centers to advocate or oppose political, commercial, cultural, religious, or other similar causes. At the same time, the primary educational mission of the College requires an environment that is conducive to safe and efficient student and staff movement. The regulations set out below are narrowly tailored to balance the environmental requirements of the College with the rights of visitors, but the College does reserve the right to deny access to its property to any individual or group who violates the regulations.

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- a. Regulations for Political/Religious/Cultural/Commercial/Petitioner and Similar Visitors
 - b. Tillamook Bay Community College is designed for pedestrians to use external passage ways. Internal hallway and gathering space is limited and is reserved for instructional, student services, and administrative purposes.
 - c. Visitors may not conduct their activities in ways that interfere with or disrupt the College's instructional or student services programs. Loud noises are of particular concern to the College.
 - d. Visitors may not obstruct doorways, sidewalks, or otherwise interfere with the free movement of students, staff, or the general public. Visitors shall not impede, harass, or intimidate students, staff, or the general public. The College, at all times, will insist upon compliance with the health, safety, and fire laws and regulations of appropriate governing authorities.
 - e. Visitors, at the conclusion of their visit, shall be responsible for cleaning up and removing all trash and litter from their designated area.
 - f. Visitors may not sell any goods or services on campus without the express approval of the College President or designee.
 - g. Visitors shall be expected to comply at all times with college rules and regulations that govern public access to, and use of, college facilities.
- H. Americans with Disabilities Act: Non College organizations that conduct activities in or on College facilities shall be aware of, and responsible for, providing appropriate accommodations (specific to the class, workshop, or activity) as described in the Americans with Disabilities Act.
- a. Marketing materials must indicate availability and invite requests for accommodations. Accommodations and auxiliary aids and services must be provided free of charge to persons with disabilities.
 - b. All materials must be available in alternative formats as needed.
- I. Conference Service
- a. Arrangements for food service must be made with an outside vendor. Tillamook Bay Community College has limitations on food preparations.
 - b. The serving of alcoholic beverages is strictly regulated and controlled. Wine and/or beer may be served with a meal when

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preauthorized by the College President. No wine and/or beer service will be permitted without an accompanying meal. The following are some of the requirements that must be met:

- i. Control measures must be shown that will limit the consumption to two (2) six-ounce glasses of wine or its equivalent. No alcohol will be served more than 30 minutes prior to the meal service.
 - ii. Comparable quality nonalcoholic beverages must be provided whenever alcoholic beverages are served.
- c. Requests for information about the use of alcoholic beverages on campus should be referred to the College President or designee. Copies of the appropriate form for requesting approval are available from the Director of Facilities Office.

J. Prohibitions

- a. Consumption of alcoholic beverages is not permitted in Tillamook Bay Community College facilities or on College property except as regulated by Board Policy 213.
- b. Tobacco use is not permitted on College property. Eating and drinking are not permitted outside a room in which it is being served. It is expected that the users will make this rule known to all participants and will enforce the rule.
- c. Funeral services are not permitted on the campus. A funeral service is a ceremony that takes place with the body of the deceased present, or the cremated remains. A memorial service without the body or cremated remains is permitted.

K. Liability: Users will hold Tillamook Bay Community College free and clear of any and all claims. Tillamook Bay Community College is released and discharged from all claims and liabilities arising from or caused by a hazard covered by insurance on the property, or covered by insurance in connection with property or activities conducted on the property, regardless of the damage or loss.

L. Denial of Use: Groups, organizations, or individuals may be denied or limited in their use of College facilities. Decisions concerning such matters rest with the College President or designee. Failure to comply with the foregoing conditions, or to observe policies of administrative rules of the College, may result in future use of facilities being denied.