

Facilities Use and Term Conditions

Facilities Use Philosophy

The College encourages the use of its facilities by the community when such use does not conflict with the accomplishment of the College's mission.

General Terms and Conditions

1. All activities scheduled on College campuses must be scheduled through the appropriate department as listed in the *CCC Scheduling Guidelines*. Fees will be charged for public use of space as per the facility fee schedules maintained by facility reservation department, athletic department and Harmony and Wilsonville scheduling areas.
2. Use of College facilities are assigned on a priority basis as follows¹:
 - a. First priority is assigned to the College events scheduled through the annual programming schedule;
 - b. Second priority is assigned to all other College activities;
 - c. Third priority is assigned to non-College facility users on a first-come, first-served basis.
3. Non-College facility users may not schedule facilities more than 90 days in advance of the event with the following exceptions:
 - a. The Gregory Forum building may be reserved one year in advance after the college's annual calendar is established;
 - b. The Niemeyer Center may be reserved one year in advance for cultural events and activities after the College's annual calendar is established.
4. The College reserves the right to restrict facility scheduling during peak times of the College term or when the College is officially closed.
5. Large capacity (50+ seating) facilities or multi-room requests may not be scheduled on a regular basis without prior approval. For conference room reservations, refer to the *Conference Room Use Guidelines*.
6. The College reserves the right to relocate or cancel activities scheduled at College facilities.

¹Priority of use for Niemeyer Center defined in *Niemeyer Center Use Guidelines*. Priority of use for athletic areas defined in *Gym Guidelines*.

7. When the College closes due to adverse weather conditions, all events and activities will be canceled.
8. Facilities scheduled outside staffed building hours will require the presence of a college representative. Additional charges will apply if extra staffing is required for coverage. If the nature of the event or activity deems it necessary, a group may be required to name the College as an additional insured on an existing certificate of insurance, or purchase a certificate of insurance naming the College as insured during the time of the event.
9. The College does not guarantee availability of facilities, food or services for more than 5 percent over the estimated number of activity participants. Total number of participants may not exceed room fire code capacity.
10. Alcohol is prohibited on campus except at Foundation sponsored events where prior permission has been granted (See administrative regulation JFCH/JFCI-AR - Alcohol and Other Drugs). Smoking on College premises is restricted to designated outdoor smoking areas. All other tobacco use is prohibited.
11. Vehicle drivers must comply with college traffic and parking regulations as indicated by campus signs or as directed by College public safety personnel. Tickets will be issued for violations (See Board policy ECD - Traffic and Parking Controls).
12. College facilities may not be used to conduct or promote private schools, business opportunities or sale of merchandise for private gain. However, a business may participate as an element of a College-sponsored activity, i.e., a trade show or club fair. College employees will not use College facilities to conduct private business except as outlined in the vendor guidelines.
13. Tables used for promotional purposes or the sale of merchandise are restricted to the Community Center building (refer to the College's *Vendor Guidelines*²) unless part of a nonprofit or College-sponsored event.
14. Advertising copy for non-College functions which use the College's name must have prior approval by the facility reservations specialist and the public affairs office.
15. Weddings or receptions will not be scheduled November through March.
16. The following conditions apply regarding facility use in and about college buildings:
 - a. Furniture will only be moved by the custodial staff. Once a set up is completed as per request, there will be no major revisions. If a facility user changes a furniture setup and custodial staff are required to restore the furniture to the original setup, a charge will be assessed for custodial time.
 - b. College premises and property will not be marred or defaced in any manner. College decorations, notices, etc. that are in place on or about College buildings may not be removed.

²Other documents referred to in this regulation are located at the facility reservation department.

Tape will not be placed on building floors, windows or on painted surfaces; nails, screws, tacks, etc., will not be driven into building surfaces. See *Signage and Posting Guidelines* for further information.

- c. The College will not be responsible for decorations left by a facility user after an event.
 - d. All decorations must meet Clackamas County Fire Codes.
17. Directional signage pertaining to events will be limited to those made and installed by campus services. Signs may be ordered through the facility reservations department. All other signage is subject to the campus *Signage and Posting Guidelines*².
 18. No moving-vehicle events will be scheduled on College campuses.
 19. No camping on College campuses.
 20. To maintain compliance with Clackamas County food handling regulations and the current food service provider contract, food sale and/or service to public and student populations must be provided through one of the following means:
 - a. Current contracted concessionaire;
 - b. Delivered and setup by outside food vendor in accordance with the current food services contract;
 - c. Barbeque coordinated and supervised by the College student activities office.
 21. Facility use is restricted to reserved facilities only (including all outdoor space). Any changes must be approved by the facility reservations specialist. Any nonemergency aircraft landing must reserve outdoor space through the campus' facility reservation. The Orchard Parking Lot will serve as the designated landing area for the Oregon City Campus.
 22. Extraordinary requests will be reviewed for approval by the facility reservation department or referred to the appropriate administrator if necessary.
 23. Public forum activities, such as noncommercial public interest groups or petitioners must occur outside of campus buildings, no closer than 25 feet from all building entrances. Petitioners must present identification and register with the facility reservation department before beginning solicitation activities. Activities must occur during regular College hours, defined as when regular classes are in session. During term breaks, activities must occur within regular College hours.

Individuals or groups conducting public forum activities that result in a substantiated complaint will be given one warning. Should the nature of the complaint warrant or the individual refuse to register with the facilities department, the College reserves the right to require a group or individual to immediately vacate college premises. Public forum activities may not occur in the parking lots, athletic areas or on walking trails.

Noncommercial public interest groups or individuals are also welcome to participate in Community Fair Day. Activities within campus buildings must fall within *Vendor Guidelines*².

Distribution of printed materials must fall within *Signage and Posting Guidelines*². Use that anticipates a draw of 25 or more people at any one time, is located in the sunken courtyard area, or requires the use of a public address system or musical instruments will need to be scheduled through the facility reservation department.

24. Events and activities that include animal participation must occur out-of-doors, and will require prior approval. Activities open to the public that include animal participation will require handwashing stations. Search and rescue training activities involving dogs, with prior approval from the facility reservations department, may be allowed inside of buildings with the exception of Randall Hall. Animals are not allowed inside of College buildings as per Board policy ING - Animals in College Facilities.
25. Charitable gaming within the context of fundraising on campus requires prior approval. All other gambling activities are prohibited.
26. Any solicitation outside of existing guidelines and regulations is prohibited on campus. See *Vendor Guidelines*.

Fiscal Policies

1. Non-College facility users will be charged for expenses related to personnel and equipment required to conduct the activity plus appropriate fees for the specific facility used. The current fee schedule will apply to non-College facility users.
2. Facility fees and charges are due and payable five working days prior to the event. A service charge will be applied to any account not paid by the close of the month following the event.
3. If a facility reservation is canceled, the event planner will be liable for any and all expenses incurred by the College in preparation for their event.
4. If the College closes due to adverse weather conditions, any monies paid to the College for canceled events will be refunded.
5. All payments to be made payable to Clackamas Community College, 19600 Molalla Avenue, Oregon City, OR 97045 and mailed to the facilities reservation office with signed agreement. Payment may be made by check, money order or major credit card. Please note event name, date and location on payment.
6. The facility user hereby agrees to indemnify, defend and protect the college against and hold and save harmless from any and all claims, demands, suits, liability, damages, loss, costs, attorney fees and expense of whatever kind of nature which may arise out of any action or failure to act of the facility user, including but not limited to claims of damage to the person or loss of property of any person invited by or permitted by the facility user upon the premises, or from or out of any damage, loss, harm or injury to the person or any property of the facility user or any of her/his representatives.

Public Speakers Appearing on College Campuses

Speakers appearing on College campuses whose presentation is open to the public are subject to this administrative regulation, as is any individual, group or organization using College facilities.

Use of College Facilities and Equipment for Personal Gain

As public employees of a tax supported political subdivision, it is expressly prohibited to use College facilities, equipment or employed paid time for personal gain. Any such violations may be grounds for immediate disciplinary action including dismissal and/or criminal prosecution, if appropriate. See *Vendor Guidelines* for process addressing sale of items by employees on campus outside of paid time.

Approved by President's Council: June 5, 2012
(Date)