Clackamas Community College

Code: KG-AR

Revised/Reviewed: 8/06; 6/20/12

Orig. Code(s): AR 717-001; AR 717-003; AR 715-005

Facilities Use and Term Conditions

Facilities Use Philosophy

Clackamas Community College holds the institution in trust for the citizens of the district and exists to enable students to earn a college education, prepare for the world of work, and learn how to learn. The execution of these tasks requires that the college exercise control of its spaces in a responsible manner

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. College spaces are designated in 3 categories of use:
3. Academic Spaces (Areas specifically for the furtherance of the College’s academic mission and generally not open to the public.) Examples include classrooms, labs, office spaces, and study areas. Academic spaces are for the exclusive use of Faculty, Staff, Students and Authorized Visitors.
4. Community Spaces: Areas controlled by the college, but available for use by the college as well as community groups. Community spaces must be scheduled by the above established procedure to avoid conflicts. Priority for these spaces will be given to college affiliated groups and organizations. After this priority, community groups may reserve spaces on a first come basis. Reasonable costs associated with the use of these spaces, (utilities, cleanup and security) will be charged to the sponsoring group, as well as proof of general liability insurance when appropriate and based on the scope and nature of the event. Examples of theses spaces are the common areas of the Community Center and Gregory Forum.
5. Public Areas. Exterior Areas including sidewalks. Public Areas of the College are generally open to the public during College hours ( Monday-Friday 7AM-10PM) unless such use has a reasonable likelihood of materially of substantially interfering with the operations or activities of the college. Examples of such interference includes blocking student access, amplified sound, or other noise.

2. Use of College Community Spaces 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, relocate events, or cancel eventsper operational needs

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.

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7. When the College closes due to adverse weather conditions, all events and activities will be canceled.

8. Reasonable costs, including personell costs will apply.

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. All use of college facilities must comply with college administrative regulations JFCH/JFCI AR including alcohol use, tobacco prohibition, parking and traffic regulations, and animal use at college facilities.

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 Guidelines2) 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.

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

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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 Guidelines2.

18. No moving-vehicle events will be scheduled 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 Area activities, such as noncommercial public interest groups or petitioners must occur outside of campus buildings, no closer than 25 feet from all building entrances. . 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.

Noncommercial public interest groups or individuals are also welcome to participate in Community

Fair Day. Activities within campus buildings must fall within Vendor Guidelines2.

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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.

27. Persons found in violation of these policies may be asked to leave the premises and may be excluded from the campus. Persons refusing to comply with these orders are subject to arrest for Criminal Trespass in the Second Degree (ORS 164.205).

Fiscal Policies

1. Non-College facility users will be charged reasonable costs
2. 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 and provide proof of general liability insurance when required.

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.

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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, including Campus Speech Activities guidelines.

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.

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