

Clackamas Community College

Code: **KG**

Adopted: 1/11/06

Orig. Code(s): 406; 717

Community Use of College Facilities

Off-campus groups or organizations (profit or non-profit) may sponsor programs using eCollege facilities by following established Facilities Use gGuidelines.

Students/staff and community members are encouraged to use facilities for a wide variety of purposes including but not limited to instruction, special events and programs, community recreation and meetings. When it is necessary to assess fees for facility use, the fees will include the costs directly associated with the event (set up, take down, increased security, cleaning; and special equipment) as well as the indirect costs incurred by the eCollege (utilities, scheduling costs, equipment, facility maintenance and repair).

Since the institution is supported by taxpayer dollars, college events and non-profit group events will be assessed fees that are lower than the fees charged to profit organizations and events. Contact Facility Reservations for information regarding the fee schedule. The eCollege reserves the right to deny facility use for events that conflict or compete with the eCollege mission or programs and events that are deemed to be a legal liability.

END OF POLICY

Legal Reference(s):

ORS 341.290(2), (4)

<h2>Clackamas Community College</h2>

Code: KGF/EDC
 Adopted:

Authorized–Use of College Equipment and Materials

The Board recognizes ~~that~~ College equipment ~~and materials are is~~ purchased by tax ~~dollars, the equipment is primarily purchased~~ to provide for and/or enhance students' educational programs. It is the Board's responsibility to protect ~~and maintain this equipment. The President is responsible for and maintain this equipment. The President is responsible for~~ establishing guidelines concerning equipment ~~and materials~~ which may be used by the public and conditions under which it can be used. Equipment ~~and materials~~ will be available only to College employees through their programs and authorized use shall be consistent with ORS Chapter 244.

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In all cases of public use, equipment ~~and materials~~ shall not be used for private financial gain. An equipment use form must be submitted and approved, and all conditions outlined on the attached College equipment list must be adhered to. There are no equipment use fees. In the event of "excessive damage," a fee will be determined according to repair or replacement costs. Transportation of borrowed equipment will be the user's responsibility.

END OF POLICY

Legal Reference(s):

[ORS Chapter 244](#)
[ORS 341.290\(2\)](#)
[OAR 589-006-0050](#)

OR.ETHICS COMM'N, OR. GOV'T ETHICS LAW, A GUIDE FOR PUBLIC OFFICIALS (2008).

HR8/24/01*MW

Corrected 9/14/11; Corrected 12/06/11

**Request for Use of College Equipment
by Community Groups and/or Non-Profit Organizations**

Equipment Requested:
(include amount, such as number of tables, chairs, etc)

Date needed: _____

As agent of _____, user takes full responsibility any damage in the use of the above equipment, and agreement to return the equipment in the same condition as when released by the college, are assumed by the undersigned. Said equipment will be used at the following location for the following purposes:

Name: _____

Address: _____

Telephone: _____

Above listed equipment will be returned to the college on _____ between the hours of _____ and _____.

Campus Services hours: Mon-Fri 8:00am-5:00pm (summer hours may vary)
Phone: 503-657-6958 x2229/2385

Authorized by: _____ Date: _____

Return accepted by: _____ Date: _____

Title: _____