

Draft Facilities Use Terms and Conditions

Facilities Use Philosophy

The College encourages the use of its facilities by the community and holds the institution in trust for the citizens of the district. Our college facilities exist to support the fulfillment of our Mission and Core Themes. This 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 Events and Conference Services. Fees will be charged for public use of space in accordance with the facility fee schedules maintained by Events and Conference Services and the Athletic Department.
2. College spaces are designated in 3 categories of use:
 - a. **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.
 - b. **Community Spaces:** Areas controlled by the College, but available for use by the College as well as community groups. Community spaces must be scheduled through Events and Conference Services to avoid conflicts. Reasonable costs associated with the use of these spaces (utilities, cleanup and security, etc.) will be charged, and proof of general liability insurance is required when appropriate and based on the scope and nature of the event. Examples of these spaces are common areas of the Community Center and Gregory Forum.
 - c. **Public Areas:** Exterior areas including sidewalks. Public areas of the College are generally open to the public during college hours (generally, Monday-Friday 7AM-10PM) unless such use has a reasonable likelihood of materially or substantially interfering with operations or activities of the College. Examples of such interference includes blocking student access, amplified sound, or other noise.
3. Use of College spaces is assigned on a priority basis as follows¹:
 - a. First priority is assigned to the College Schedule of Classes. No group or individual may request classrooms prior to the Schedule of Classes being finalized for any given term;
 - b. Second priority is assigned to all other College activities or activities in support of the fulfillment of our Mission and Core Themes;
 - c. Third priority is assigned to non-College facility users on a first-come, first-served basis.

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

The College reserves the right to restrict, relocate or cancel events according to operational needs and during peak times of the College term, or when the College is closed.

4. When the College closes due to adverse weather conditions, all events and activities will be canceled, including weddings and wedding receptions, therefore weddings and wedding receptions will be limited to facility and/or outdoor use between April and October. Facilities scheduled outside staffed building hours may require the presence of a college representative. Additional charges will apply if extra staffing is required for coverage.
5. The College does not guarantee availability of facilities, food, or services for more than the estimated number of activity participants. Total number of participants may not exceed room fire code capacity.
6. All use of College facilities must comply with College Administrative Regulations including tobacco prohibition, parking and traffic regulations, and animal use at College Facilities.
7. Alcohol, limited to beer and wine, may be served at Foundation and external events where students are not the primary audience. In limited, exceptional cases, with approval of the College President or designee, hard liquor may be served. Application for permission to serve alcohol may be made through the Events Coordinator, who will verify that all related requirements are met and notify the Dean, Institutional Effectiveness and Planning. These requirements include planned participant count that is below the maximum for the rented space and verification of the responsible party and appropriate contacts. For Oregon City campus events, the Events Coordinator will also verify compliance with the current campus food vendor contract. Where that contract requires it, alcohol will be provided and served by the College's food vendor, who will maintain a certificate of liquor liability insurance that names the College as an additional named insured with an aggregate liability limit consistent with tort cap limits as legislated by the State of Oregon (ORS 30.272). In limited circumstances at the Oregon City campus, where the campus food vendor declines to provide service for an event, service of alcohol may be permitted when the person or group serving the alcohol provides a certificate of liquor liability insurance that covers the event in question and names the College as an additional named insured with an aggregate liability limit consistent with tort cap limits as legislated by the State of Oregon (ORS 30.272). The Events and Conference Services office will maintain guidelines with the current aggregate liability limit, updated annually.
8. Service of alcohol may be permitted at the Harmony and Wilsonville campuses when the person or group serving the alcohol provides a certificate of liquor liability insurance that covers the event in question and names the College as an additional named insured with an aggregate liability limit consistent with tort cap limits as legislated by the State of Oregon (ORS 30.272). The Events and Conference Services office will maintain guidelines with the current aggregate liability limit, updated annually.
9. The Events Coordinator will notify Campus Safety in advance of all events where alcohol will be served.
10. Alcohol service at events where students will be the primary audience must be pre-approved by the College President or designee.

11. 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.
12. Tables used for promotional purposes or the sale of merchandise are restricted to the Community Center building at the Oregon City campus, the Commons at the Wilsonville campus and the Community Room and the Lobby at the Harmony campus, (refer to the College's Vendor Guidelines²) unless part of a nonprofit or College-sponsored event.
13. Advertising copy for non-College functions that use the College's name or logo must have prior approval by the Event Coordinator and the College Relations and Marketing office.
14. The following conditions apply regarding facility use in and about college buildings:
 - a. Due to safety concerns and liability, furniture will only be moved by approved College staff. Once a setup 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. 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.
15. Directional signage pertaining to events will be limited to those made and installed by Campus Services. Signs may be ordered through Events and Conference Services. All other signage is subject to the campus Signage and Posting Guidelines².
16. No moving-vehicle events will be scheduled on College campuses.
17. No camping is allowed on College campuses **unless pre-approved as part of a group activity or event scheduled through Events and Conference Services.**
18. 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. The food services contract restricts use of outside vendors, therefore it is important to check with Events and Conference services for these guidelines;
 - c. Barbeques coordinated and supervised by the College student activities office.

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

19. Facility use is restricted to reserved facilities only (including all outdoor space). Any changes must be approved by the Events Coordinator. Any nonemergency aircraft landing must reserve outdoor space through the campus' Events Coordinator.
20. Extraordinary requests will be reviewed for approval by Events and Conference Services or referred to the appropriate administrator, if necessary.
21. Public area activities, such as those involving 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.

22. Charitable gaming within the context of fundraising on campus requires prior approval, which can be arranged through Events and Conference Services. All other gambling activities are prohibited.
23. Any solicitation outside of existing guidelines and regulations is prohibited on campus. See Vendor Guidelines, available from Events and Conference Services.
24. Persons found in violation of these policies may be asked to leave the premises and may be excluded from the campus **by a person in charge. The Vice President of College Services or the Director of College Safety, or their designee, are considered a person in charge of the College premises.** 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 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 be maintained by Events and Conference Services and will apply to non-College facility users.
2. Based on the nature of the event, Events and Conference Services may require outside groups to provide proof of existing or purchased Liability Insurance **with an aggregate liability limit consistent with tort cap limits as legislated by the State of Oregon (ORS 30.272) naming the College as the certificate holder during the time of the event. Service of alcohol may be permitted at the College when the person or group serving the alcohol provides a certificate of liquor liability insurance that covers the event in question and names the College as an additional named insured with an aggregate liability limit consistent with tort cap limits as legislated by the State of Oregon (ORS 30.272). Where the College food services provider contract requires it, the applicant must agree that the College food service contractor, who is required to have a liquor license, a certificate of liability, and liquor liability insurance, will pour the alcoholic beverage unless an exception is provided by the College Administration. Any applicant asking for an exception to the College stated guideline on pouring must provide to the College proof of a liquor license for the College location, a certificate of liability and liquor liability insurance with an endorsement naming the College as additional insured.**

3. Facility fees and charges are due and payable upon receipt of invoice. A service charge will be applied to any account not paid by the close of the month following the event.
4. If a facility reservation is canceled, the event organizer will be liable for any and all expenses incurred by the College in preparation for their event.
5. If the College closes due to adverse weather conditions, any monies paid to the College for canceled events will be refunded.
6. Payments may be made online with credit card when invoice is received. Payments by check or money order should be made payable to Clackamas Community College, 19600 Molalla Avenue, Oregon City, OR 97045 and mailed to the Events and Conference Services with signed Facility Use Contract. Please note event name, date and location on payment.
7. 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.
8. Clackamas Community College allows departments to sponsor or host events that enhance partnerships and support the educational mission of the College. Department sponsorship of events requires Dean, Executive Director, or Associate Vice President approval prior to event scheduling, and the sponsoring department is required to maintain a department contact on campus for the duration of a sponsored or hosted event. Department participation and other requirements are detailed in the Facilities Use Guidelines for Sponsored, Hosted, and Employee Events. These guidelines are maintained in Events and Conference Services.

Public Speaking and other related activities on College Campuses

Speakers appearing on College campuses whose presentations are open to the public are subject to this administrative regulation, as is any individual, group or organization using College facilities. ARC Policy 601 (Expressive Conduct) establishes regulations for time, place, and manner of speech and other related activities on Clackamas Community College campuses.

Elected officials and candidates for office may use college facilities and will be charged at the non-profit rate for such usage. Exceptions will be made for open “town hall” community meetings, held by elected officials for the purpose of meeting with their constituents. Application for such meetings will be made through the Events Coordinator and will be hosted by the College with no rental fees charged to the office holder.

Use of College Facilities and Equipment for Personal Gain

As public employees of a tax supported political subdivision, employees are 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