

FACILITY USE GUIDELINES: Sponsored, Hosted and Employee Events

Use of Clackamas Community College facilities for all events, regardless of classification, must comply with Board Policies and college Administrative Regulations.

Facilities are available for use by the public in accordance with Board Policies, Administrative Regulation KG-AR (Facilities Use Terms and Conditions), ARC Policy 601 (Expressive Conduct), and the fee schedule maintained by Events and Conference Services. In addition to the terms and conditions described in the Administrative Regulation, the College allows limited sponsored, hosted, and employee events.

Definitions

Sponsored Events: A sponsored event is one in which the college jointly partners with a non-Clackamas Community College entity, such as an agency, community group, education organization, or business.

Clackamas Community College allows departments to sponsor events that enhance partnerships and support the educational mission of the college. Department sponsorship of events requires dean approval prior to event scheduling, and department participation and other requirements are detailed in these guidelines.

Hosted Events: A hosted event is one in which Clackamas Community College serves as a host to a non-college event.

Clackamas Community College may host events to expand programs and extend the mission of the college to the greater community. Hosted events may involve members of the college community as well as the community at large.

Employee Events: An employee event is one in which an employee rents a college facility for personal use that does not conflict or compete with the College mission or programs.

Employees may reserve and use Clackamas Community College facilities for personal use as long as the event does not conflict or compete with the college mission or programs. Events that do not comply with board policies or administrative regulations, or are deemed to be a legal liability, may be denied by the Events and Conference Services Office.

Requirements of Sponsored Events:

A CCC Department that wishes to sponsor the non-CCC entity is responsible for obtaining the required approval from the supervising Dean of the sponsoring department prior to scheduling any facilities. This approval is obtained through the submission of the Sponsored Event Approval Form. Once the form is

signed by the Dean, the Sponsoring Department will submit the form to the Events and Conference Services Office.

Facility rental fees will be discounted or waived for sponsored events, but any other fees, such as additional setup or clean-up expenses, will be the responsibility of the sponsoring department. The sponsoring department is responsible for any insurance required by Administrative Regulation KG-AR.

A member of the sponsoring department must participate in the planning of the event and serve as the campus contact during the event. The department must have at least one member on campus and available during the entire event.

Prior to reserving any facilities, the department must provide the appropriate department account number to pay for any actual costs, which could include custodial overtime, part-time technical staff, directional signage, loss of property, etc.

The sponsoring department is responsible for ensuring the visiting event organizers follow the current catering contract. This may give the food service provider Right of First Refusal on any food or beverage offered for the event. It is the sponsoring department's responsibility to check requirements with Events and Conference Services.

Requirements of a Hosted Event:

The hosting department(s) will coordinate with the Events and Conference Services Office to seek required approval from the Vice President of College Services or the Vice President of Instruction and Student Services prior to the scheduling of any facilities.

Facility Rental Fees will be waived for hosted events, and all other fees incurred will be paid by Clackamas Community College or other partnering entities.

The hosting department is responsible for ensuring the visiting event organizers follow the current catering contract. This may give food service provider Right of First Refusal on any food or beverage offered for the events held at the Oregon City Campus. It is the hosting departments' responsibility to check requirements with Events and Conference Services.

The hosting department(s) will participate in planning the event, with at least one representative from the hosting department onsite during the entirety of the event.

Requirements of an Employee Event:

Employees will be offered a 50% discount off the nonprofit, private, or for-profit group rate depending on the nature of the event. This discount would be for employee related events only and would exclude renting on behalf of friends, groups, individuals or businesses associated with the employee.

Any costs associated with the event, such as additional staffing needed, will be assessed and regular pricing rates will be applied.

The employee must obtain prior approval from Events and Conference Services.

The employee will follow the current catering contract giving the food service provider Right of First Refusal for events held at the Oregon City Campus.

The employee will provide Certificate of Liability Insurance as per the Facility Use Contract/Rental Agreement. Events and Conference Services will specify the amount of insurance required.

The employee will submit the Facility Use Contract/Rental Agreement between the College and employee.

The employee will clean up after event, including but not limited to shutting off technology and lights, putting refuse in proper containers, and removing any décor brought in by employee or their guests.