

Facilities Use and Term 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.** ~~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 **Events and Conference Services** ~~the appropriate department as listed in the CCC Scheduling Guidelines.~~ Fees will be charged for public use of space **in accordance with the Facility Use Fee Schedules maintained by Events and Conference Services.** ~~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:**
 - a. **Academic Spaces:** Areas specifically for the furtherance of the College's academic Mission and generally not open to the public. Examples include labs, office spaces, study areas and most classrooms. 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. Examples of these spaces are common areas of the Community Center, some classrooms and Gregory Forum.
 - c. **Public Areas:** Exterior areas including sidewalks. Public areas of the College are generally open to the public during college hours 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. ~~2.~~ Use of College facilities are 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; events scheduled through the annual programming schedule;**
 - 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.

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 and such need will be determined by Events and Conference Services, Campus Services or College Safety.**

5. **The College reserves the right to restrict, relocate or cancel events according to the operational needs and during peak times of the College term, or when the College is closed. The College does not guarantee availability of facilities, or services for more than the estimated number of participants. Total number of participants may not exceed room fire code capacity.**

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.~~

6. **Alcohol on Campus: Aside from the exceptions noted below, alcohol is prohibited on all Clackamas Community College campuses.**
 - a. **Exceptions:**
 - i. **The college will make an exception for Foundation-sponsored events. In this case, the Foundation will:**
 - i. **Oversee compliance with OLCC regulations.**
 - ii. **Ensure those serving alcohol are permitted through OLCC.**
 - iii. **Ensure there is host liquor liability insurance coverage for the event with coverage limits at or above \$2 million per incident and \$3 million aggregate.**
 - ii. **The college will make an exception for external events with a hosted bar where no OLCC liquor license is required, such as a wedding. In this instance, the facility user will provide Events and Conference Services with valid:**
 1. **OLCC alcohol service permits for all those who will serve alcohol.**
 2. **A certificate of insurance showing liquor liability insurance:**
 - a. **With coverage limits at or above \$2 million per incident and \$3 million aggregate.**
 - b. **Listing Clackamas Community College, its officers, agents and employees as additional insured.**
 - iii. **The college will make an exception when alcohol is used for instructional purposes, related course or lab work, approved instructional demonstrations, or as prescribed by a licensed physician.**
 - b. **The college will not use public funds to pay for alcohol or expenses arising from serving alcohol, such as the cost of OLCC liquor licenses.**

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.~~
- ~~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 may 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.~~
7. **All use of college facilities must comply with College Administrative Regulations including Alcohol and Other Drugs (JFCH/JFCI AR), Use or Possession of Tobacco Products of Inhalant Delivery Systems (JFCG/KCG/GBK), Traffic and Parking Controls (ECD), Motor Vehicles Code (ECD-AR) Animals in College Facilities or on Campuses (ING), and Signage and Posting Guidelines.**
8. ~~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.~~
10. ~~13.~~ **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 Lobby at the Harmony Campus (refer to the College's Vendor/Information Distribution/Posting Guidelines²) unless part of a nonprofit or College-sponsored event.**
11. ~~14.~~ **Advertising copy for non-College functions which use the College's name must have prior approval by the facility reservations specialist Events and Conference Services and the public-affairs office Creative Services Department.**

~~15. Weddings or receptions will not be scheduled November through March.~~

12. ~~16.~~ The following conditions apply regarding facility use in and about college buildings:

- a. **Due to safety liability**, furniture will only be moved by the college custodial 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.

~~13. 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.~~
Directional signage will be limited to internal college-wide events, such as Graduation, and must be approved by Events and Conference Services and Campus Services. Other directional signage requests, such as school bus parking for hosted events, may be approved by Events and Conference Services and Campus Services, but is reserved for special circumstances. All other signage is subject to the campus Signage and Posting Guidelines².

14. ~~18.~~ No moving-vehicle events will be scheduled on College campuses, **unless approved by Events and Conference Services, College Safety and Campus Services.**

15. ~~19.~~ No camping on College campuses, **unless part of a group activity or event and must be approved by Events and Conference Services and College Safety.**

16. ~~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. **Oregon City Campus Barbeque** coordinated and supervised by the College's Student Activities Office.
- d. **Unless for a staff potluck, food must be store bought and not homemade.**
- e. **Served by person(s) holding a current Oregon Food Handlers Card.**

17. ~~21.~~ Facility use is restricted to reserved facilities only (including all outdoor space). Any changes must be approved by the ~~facility reservations specialist~~ **Events and Conference Services**. Any nonemergency aircraft landing must reserve outdoor space through the campus' ~~facility reservation~~ **Events and Conference Services Department and must be approved by College Safety and Campus Services.** ~~The Orchard Parking Lot will serve as the designated landing area for the~~

~~Oregon City Campus.~~

18. ~~22.~~ Extraordinary requests will be reviewed for approval by the ~~facility reservation department~~ **Events and Conference Services Department** or referred to the appropriate administrator if necessary.
19. ~~23.~~ Public forum 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. ~~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/Information Distribution/Posting Guidelines².

~~Distribution of printed materials must fall within Signage and Posting Guidelines². 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.~~
20. ~~25.~~ Charitable gaming within the context of fundraising on campus requires prior approval by **Events and Conference Services**. All other gambling activities are prohibited.
21. ~~26.~~ Any solicitation outside of existing guidelines and regulations is prohibited on campus. See Vendor/Information Distribution/Posting Guidelines.
22. **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 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 an ~~facility~~ **event** 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, **or rescheduled per the preference of the event organizer (renter).**
5. **Payment may be made online with a credit card when invoice is received via email. All** ~~payments to be made by check or money order should be~~ payable to Clackamas Community College, **and sent to the Events and Conference Services office of the campus facilities used.** ~~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)