

USE OF COLLEGE FACILITIES POLICY

PURPOSE/SCOPE

The Use of College Facilities Policy is intended to ensure the effective use and enjoyment of the facilities of Rhodes State College (the "College"). In line with this policy, the College's facilities, as defined below, are deemed to be a "non-public forum," unless otherwise expressly stated herein, for purposes of the First Amendment to the United States Constitution. This policy applies across the College.

DEFINITION

Facilities – Any College owned, rented, leased, or operated building, permanent structure, room, or indoor space

POLICY STATEMENT

College facilities are designed for the educational, co-curricular, extra-curricular and cultural functions of the College. However, at times when they are not required for College functions, their use by approved College and non-College agencies, groups, and organizations is encouraged. The College also recognizes the need to preserve and protect its facilities, students, guests and employees and to ensure the effective operation of the educational, business and related activities of the College. Use of College facilities is subject to procedures implementing this policy, see College Procedure # (Use of College Facilities Procedure). College employees will not consider the content of expressive activities when enforcing this Policy. Use of a College facility does not express or imply College endorsement of any expressive activity.

The ultimate responsibility for the event, and for all liability for any personal injury or property damage resulting from the event, rests with the user. The College reserves the right to address any situations as circumstances warrant.

RESPONSIBLE AREA

Finance/Business

FREQUENCY

Review every three years

REVISION HISTORY

New 11/13/2018

USE OF COLLEGE FACILITIES PROCEDURE

GOVERNING POLICY

The Use of College Facilities Procedure is authorized pursuant to College Policy # (Use of College Facilities).

PURPOSE/SCOPE

The purpose of this Procedure is to ensure the effective use and enjoyment of the facilities of Rhodes State College (the "College"). In line with this procedure, the College's facilities, as defined below, are deemed to be a "non-public forum," unless otherwise expressly stated herein, for purposes of the First Amendment to the United States Constitution. This procedure applies across the College.

All requests for use of facilities, other than academic classes, must be approved through this procedure. The use of facilities for scheduled academic instructional and research purposes and student activities shall take precedence over all other uses of such facilities and will not be displaced without the express approval of the College President or his/her authorized designee.

DEFINITIONS

Facilities – Any College owned, rented, leased, or operated building, permanent structure, room, or indoor space

User – Faculty, staff, students, student organizations and external organizations or individuals with no affiliation with the College

PROCEDURE

1. ADVANCE SCHEDULING

1.1 Advance scheduling for the use of College facilities must be made with the appropriate office, as indicated below:

1.1.1 The Office of the President schedules the use of the Keese Hall Multipurpose Center at 419-995-8200.

The Office of the Vice President of Student Affairs (VPSA) coordinates the scheduling of other College facilities at 419-995-8104.

2. FACILITIES USE FEES

2.1 The College has established fees for use of its facilities. The fee rates are available by contacting the Office of the VPFB. The College retains the right to assess cost recovery fees relative to use of its facilities and will charge fees according to the following structure:

2.1.1 Fixed Costs – An assessment for custodial services, utilities or reimbursement for cost of property and the administrative fee when applicable.

2.1.2 Variable Costs – An assessment for security, set-up, special services, technical equipment (other than normal custodial services) and other costs directly associated with the event/meeting.

3. RENTAL AGREEMENT

3.1 The privilege of using facilities for a non-College event may be granted only when a written rental agreement has been properly executed between the non-College User and the College. The VPFB approves all rental agreements. The ultimate responsibility for the event, and for all liability for any personal injury or property damage resulting from the event, rests with the User.

4. SECURITY

4.1 If an event requires additional security in addition to assigned College security personnel, the costs will be met by the User and billed accordingly. All security requirements in conjunction with scheduled events will be coordinated through the Office of the VPFB in collaboration with the Director of Public Safety and Security. The security needs for the events are at the VPFB's discretion. The VPFB's decision will be based upon, but not limited to, alcohol on premises, number of attendees, expected attendance, previous history, and/or an admittance fee. The VPFB will notify the User in advance if additional security will be assigned to their event along with all potential costs.

College security personnel and/or additional security have ultimate authority at their discretion to shut down any unauthorized event, and/or any event that has not fulfilled necessary requirements, or any event where safety and/or security are threatened.

5. INSURANCE

5.1 The College maintains liability insurance and requires the User to provide additional liability coverage for all non-College events and activities. Additional liability coverage may be required of the User for some College events and activities.

5.1.1 Use of College facilities requires combined single limits of liability of at least \$1,000,000 and a certificate of insurance naming the College as additional insured.

5.1.2 The College may accept statements of self-insurance from other governmental agencies.

5.1.3 The certificate of insurance or letter of self-insurance must be on file with the VPFB prior the event.

6. ADVERTISING AND PROMOTION

6.1 Promotion and advertising literature of either internal or external programs must be approved by the College prior to publication. The User may not use the College's name, seal, logo or other College identification in advertising or promotional literature that states or implies such sanction or sponsorship of the event, except to list the location of the program, without the College's written consent.

7. ALCOHOL ON CAMPUS

7.1 Alcoholic beverages are considered an amenity for a social or business occasion and never the purpose or focus of the occasion to maintain an on-campus environment that is conducive to intellectual, emotional, and social growth for all members of the community. **The User, shall indemnify, hold harmless and defend the College against any and all claims, liabilities and damages arising from or related to the service of alcohol in College facilities.** The User is solely responsible for understanding and abiding by all state and local laws and regulations related to the use and distribution of alcohol, irrespective of any information provided herein. The College reserves the right not to allow alcohol to be served for any event.

8. AMPLIFIED SOUND

8.1 Sound levels are to remain compliant with, and are not to exceed, occupational noise standards set forth by the Occupational Safety & Health Administration [OSHA] throughout the duration of the event. The College reserves the right to establish acceptable decibel levels for amplified sound events, and reserves the right to interrupt and if necessary, terminate performances in order to remain compliant.

9. ANIMALS ON CAMPUS

9.1 No animals other than those identified as service animals for individuals with disabilities are permitted inside College facilities.

10. CONCEALED WEAPONS LAW

10.1 The State of Ohio allows qualified citizens to carry concealed weapons, but only if strict conditions are met: The Concealed Carry Law does NOT allow concealed weapons to be carried anywhere on the premises of the College campus unless the weapon is locked in a vehicle or in the process of being locked in the vehicle.

12. ENFORCEMENT

12.1 The College shall enforce the provisions of these procedures. Any person who violates these procedures may be subject to an order to leave College property. Employees in violation of these procedures may be subject to discipline, up to and including termination.

RESPONSIBLE AREA

Finance/Business

FREQUENCY

Review every three years

REVISION HISTORY

New 11/13/2018