

## Use of College Facilities, 7.13(a) Chapter 7: General Administrative

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**Purpose:**

In accordance with the Use of College Facilities Policy 7.13, all facility use requests by individuals or groups must be approved through the outlined procedure. Priority will be given to scheduled academic instruction, research, and student activities, and such uses will not be displaced without the express approval of the College President, or their authorized designee, and in consultation with the respective Cabinet member.

**I. Advance Scheduling**

- a. Advance scheduling for the use of College facilities must be made at least 5 business days prior to the event, as indicated below:

Facility/Space	Primary Contact	Phone No.
Keese Hall Multipurpose Center	Office of the President	419-995-8200
College Rooms JJC 165, KH 116, KH 238, KH 155, and TL 158	Office of Academic Affairs	419-995-8104
Borra Center for Health Sciences Conference Room	Borra Center Building Director	419-995-3010

**II. Facilities Use Fees**

- a. The College has established fees for use of its facilities. The fee rates are available by contacting the Office of Academic Affairs. The College retains the right to assess cost recovery fees relative to use of its facilities and will charge fees according to the following:
  - i. Fixed Costs – Assessment for custodial services, utilities or reimbursement for cost of property and the administrative fee
  - ii. Variable Costs – Assessment for set-up, special services, technical equipment and other costs directly associated with the event/meeting.

**III. Rental Agreement**

- a. The privilege of using College facilities for a non-College event is granted only when a written rental agreement is properly executed between the non-College user and the College. All rental agreements must be approved by the Vice President for Finance and Administrative Services (VPFAS). The user assumes full responsibility for the event, including all liability for personal injury or property damage resulting from it. Rental is subject to all applicable College policies and procedures.

**IV. Security**

- a. If an event requires additional security beyond the assigned College personnel, the associated costs will be the responsibility of the user and will be billed accordingly. All security requirements in conjunction with scheduled events will be coordinated through the Public Safety Office. The Public Safety Office 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.

## **V. Insurance**

- a. 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.
  - i. 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.
  - ii. The College may accept statements of self-insurance from other governmental agencies.
  - iii. The certificate of insurance or letter of self-insurance must be on file with the VPFAS prior the event.

## **VI. Advertising and Promotion**

- a. Promotion and advertising literature 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.

## **VII. Alcohol on Campus**

- a. 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.

## **VIII. Amplified Sound**

- a. 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

## **IX. Animals on Campus**

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

**X. Concealed Weapons Law**

- a. 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.

**XI. Enforcement**

- a. 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 violating this Procedure will be addressed through [Disciplinary Action and Due Process Policy 5.5](#). Students violating this Procedure will be addressed through the [Student Code of Conduct Policy 4.01](#).

**Related Policies and Procedures:**

[Use of College Facilities Policy 7.13](#)

[Disciplinary Action and Due Process Policy 5.5](#)

[Student Code of Conduct Policy 4.01](#)

**History:**

	<b>Date:</b>	<b>Reason:</b>
<b>Issued:</b>	11/13/2018	Original Procedure was created with the Use of College Facilities Policy
<b>Revised:</b>	11/17/2024	Procedure was separated from the policy

*This policy and / or procedure provides operating principles for Human Resources issues at Rhodes State College. It supersedes any prior policy covering specific subject. This policy and / or procedure may be suspended, modified or cancelled as determined by the College. This policy and / or procedure does not create a contract of employment, nor is it a condition of employment between the College and its employees.*