



## ADMINISTRATIVE PROCEDURE

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**TITLE: Facility Use / Events**

**ADMINISTRATIVE PROCEDURE # 6700** *was 400.01*

**RELATED TO POLICY # 6700 Facility Use / Events**

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**A. General Terms and Conditions.** The following general terms and conditions apply to all events:

1. The College reserves the right to waive any specific conditions or to place other requirements or restrictions on the use of a college facility as deemed necessary for the efficient operation of the College.
2. Memorandum of Use, MOU, may be negotiated by the College with its partners or outside organizations and will take precedence over, and or addend the AP6700.
3. Authorization to use college facilities will be automatically rescinded when the College must close due to inclement weather or other emergency conditions and the applicant will be provided with a full refund.
4. The College reserves the right to reschedule, relocate, or cancel a facility reservation due to extraordinary circumstances that result in building impairment/closure, such as HVAC failure, water shutdown, etc. Affected groups will be notified as soon as decision is made to close the facility and a full refund will be provided. Alternative arrangements will be offered when available.
5. The Special Events department is responsible for final decisions in resolving scheduling conflicts for non-academic events.
6. All events on campus that request food to be serviced must choose from the vendors on the Approved Food Services Provider List that could be found on the Food and Drink section of the Events & Ticketing website. Food service providers could be added to the list at any time after entering into the Food Services Provider Agreement with the College through the Purchasing department. The person/organization using the UCC facility will need to contract separately with an approved food service provider for events held on campus. Payment to the food service provider is from the person/organization responsible for the event.
  - a. Home-prepared food may not be served to the public.

- b. Smaller internal campus caterings (refreshments, cookies, snacks) could be provided by the College Store.
  - c. Items that are purchased service-ready from a licensed commercial caterer (i.e. deli trays, baked goods and fruit trays) must meet Douglas County requirements during transport, holding and serving. The organizer is responsible for providing proof of purchase/receipt of the service-ready items the date and time cannot exceed the requirements set forth by Douglas County Requirements. The organizer of the event is responsible for maintaining temperature, sanitation, safety and for eliminating the possibility of cross contamination.
7. The Southern Oregon Wine Institute will have the right of first refusal for all alcohol served on campus.
    - a. A completed Request to Serve Alcohol form is required for all internal and external events in order to request the use of alcohol. The form must be submitted to Special Events no later than 30 days prior to the event date. Alcohol service will not be scheduled until the completed form is received.
    - b. Payment for alcohol with college funds is not allowed. The payment source for alcohol will be stated on the Request to Serve Alcohol form.
  8. For free speech and distribution of materials related questions refer to Board Policy 723 and administrative procedures 723.01

**B. Responsibilities of Users.** Users of all college facilities are responsible for:

1. Complying with applicable federal, state, and county regulations.
2. Adhering to all college policies and procedures, including campus parking regulations, the Use of Alcohol, Intoxicants and Controlled Substances, Smoking and Use of Tobacco Policy and Procedures, etc. Alcoholic beverages may not be served on college premises without the written approval of the President or designee and securing the proper licensing, permitting, insurance, and meeting all local and state requirements related to usage control.
3. Assuming all financial responsibility for damages beyond normal wear caused to individuals and to college property during its use.
4. Using the area designated as reserved and no other area of the college facility, except public areas (e.g., restrooms, vending areas).
5. Using the requested facilities "as is." Users may not temporarily or permanently alter elements of any facility as described below:
  - a. A facility user may not mark, puncture, or deface in any manner equipment and furnishings, including floors, doors, windows, mirrors, walls, and ceilings.

- b. A facility user may not remove or displace furniture, equipment, college-related signs, banners, posters, etc., without the written permission of the College.
  - c. Permission must be granted by Facilities prior to hanging of any signage. Once permission is granted, signage must be hung as directed and removed by the user at the conclusion of the event.
  - d. If banner/sign placement requires facility assistance, requests should be placed using scheduling software at time of making the reservation for appropriate work orders to be placed.
  - e. For additional restrictions users should refer to the Facility Use Agreement.
  - f. Non-compliance with these requirements may result in additional charges to the user for costs incurred by the College.
6. Restoring the facility to pre-use condition, unless other arrangements are made with the Facilities and Special Events departments.
  7. Not altering, covering, or removing art and exhibits.
  8. Making financial restitution for any damage incurred during the event for which college facilities were reserved. If damages are incurred, users/renters, at the discretion of the College, may not be permitted to reserve future events. Final decisions regarding damages will be made by the Chief Financial Officer.
  9. Notifying Special Events of the intent to cancel the reservation of facilities in advance of the scheduled event.

### **C. Restrictions on College Facility Use.**

1. College officials may not be refused entry to college facilities at any time.
2. Users of college facilities may not limit, restrict, disrupt, or in any way inhibit the normal instructional programs of the College or other college activities.
3. Sex offender registrants seeking to attend any college function/event or to enter any college facility are required to obtain college approval from the Office of the Provost in conjunction with the Security department. On a case by case basis, the College may decide to restrict access to college facilities that are not for the sole purpose of attending classes and participating in any class-related activity or preparation.
4. Sex offender registrants who are the parent or legal guardian of a student who will be participating in an event, such as commencement, program completion, sporting event, or performance, must jointly with the student seek approval from

the Office of the Provost in conjunction with the Office of Facilities and Security prior to attending any college function/event or entering any college facilities.

5. Individuals trespassed from campus facilities are not allowed on college property.

6. Use of the Gymnasium:

a. Use of the gymnasium is limited to:

- 1) current UCC students, faculty, and staff;
- 2) other teams invited by the Director of Athletics;
- 3) events and functions approved through the sponsorship or use of facilities processes; and
- 4) College approved events.
  - a) Other gymnasium rentals are considered on a case-by-case basis with approval of the Director of Athletics.
  - b) Non-marking athletic shoes are required by all users on the court floor. Cleats are not permitted in the gym at any time. High heels may not be worn on the court floor or adjacent team seating areas. Footwear restrictions, other than cleats, are waived if the gym floor is covered by protective matting.
  - c) Hanging on the basketball rim is not permitted.
  - d) Hitting, kicking, or bouncing of balls against the walls, divider curtain, or bleachers, or using these surfaces as a practice surface is not permitted.
  - e) The use of basketballs, volleyballs, indoor soccer balls, tennis balls, and whiffle golf balls are permitted in the gymnasium. Hitting of baseballs is permitted only within the netted area and with appropriate floor matting/padding.
  - f) The use of tape or other adhesive materials that may come in direct contact with the finished floor surface is prohibited.
  - g) The gymnasium is a shared use facility for the UCC community. All college policies and procedures apply to the intended use and care of the facility. Appropriate sanctions may apply to persons, teams, or guests found to be in violation of college policies and procedures.

**D. Scheduling Priority.** Consistent with the primary mission of the College, the following facility use priorities will be given based on the user priority and then chronologically by date requested. The following is the user priority in the order listed:

1. *College Instruction*: Events related to the academic mission of the college including classes and open lab hours.
  - a. Process: In each academic term, credit and continuing education courses will be given first priority in scheduling. The specific facility space may be preassigned by the academic scheduler. Other room assignments will be made based on available room features, course requirements, and room capacity, as approved by the academic scheduler. Additional pre-assignments may be considered to accommodate the needs of specific instructors for courses.
2. *College Workshops, seminars, conferences*:
  - a. Process: All spaces and resources such as audio-visual equipment, technical services, set-up/tear down should be reserved in the College's web-based space scheduling software generally 30 days prior to the event. Departments holding the event may be responsible for set up/tear down charges if the general fund resources for set up are not available.
3. *College Business*: Events related to college business such as faculty/staff trainings, orientations, department, advisory committee and affinity group meetings, recruiting and outreach events.
  - a. Process. All college meetings and events must have a space reserved in the College's web-based space scheduling software. College faculty and staff must make a request for all spaces using scheduling software (<https://www.umpqua.edu/events-ticketing>). For best consideration, the request must be made 30 days before the meeting or event to ensure that a space is approved and reserved. Additional resources such as *audio-visual equipment* and technical services, etc. will need to be reserved through scheduling software. The UCC department organizing the event is responsible for coordinating all activities before, during, and after the event. Department may be responsible for costs associated with set up/tear down, equipment use or other expenses if general fund resources are not available.
4. *Sponsored Events*: Events where Umpqua Community College, Umpqua Community College Foundation, and/or officially recognized student organizations partner with outside groups or organizations to sponsor educational programs and events which contribute to college students' out-of-classroom learning experiences or which foster a more healthful, multi-cultural, and respectful campus community.
  - a. Eligibility: Events must meet all three of the following requirements in order to be eligible for sponsorship:
    - 1) The requestor must be either a UCC department or a student organization recognized by the College.
    - 2) The event must support the academic mission of the college.

- 3) The event must be educational in nature, be open to all college students, and/or have the potential for campus-wide impact.
  - b. Process: The requesting college department or student organization must obtain an estimate of the costs associated with the event from the Special Events department. A complete Event Sponsorship Request Form with the cost estimate must be submitted to the Senior Leadership Team for approval before the event could be scheduled. If the event is approved, the external organization involved will be required to complete and sign a Facility Use Agreement. Allow for at least 30 days prior to the event for scheduling space and resources through scheduling software.
  - c. Terms and Conditions: In addition to Sections 2, 3, and 4 of this procedure the following apply:
    - 1) The UCC sponsor is responsible for coordinating all activities before, during, and after the event.
    - 2) One department representative or two student organization representatives must be present at the event for the duration of the reservation period, including any rehearsal, set-up, and/or takedown periods.
  - d. Fees: The facility rental fee may be waived or reduced for a sponsored event. However, other charges and fees may apply.
5. *UCC Student Events*. Events organized by the ASUCC Leadership Board, ASUCC Leadership Team, or students completing an academic course assignment.
- a. Approval: All student events involving the use of college facilities at any location must be approved by the Director of Student Life and Campus Engagement. As part of the approval process, risk assessment will be conducted and determination will be made as to whether additional liability insurance is required.
  - b. Space Use Priority: Student activities have priority use of the public spaces in the LaVerne Murphy Student Center.
  - c. Terms and Conditions: In addition to Section 2, 3, and 4 of this procedure the following apply:
    - 1) The Director of Student Life and Campus Engagement will assist in the identification of all necessary services including the following:
      - a) Facilities
      - b) Set-up/Teardown
      - c) Technical support (media, theater sound/lighting/stage)
      - d) Custodial

- e) Security
  - f) Emergency Medical Technician
  - g) Catering
  - h) Alcohol Service
- 1) The organizer of an approved program or event must reserve the desired facility in accordance with campus policy and based on facility availability.
  - 2) The organizer of the event is responsible for coordinating all activities before, during, and after the event, and must be physically present for the entire duration of the event.
- d. Fees: The facility rental fee is waived for a student event. Any services which incur a fee must be paid for by the student organization.
6. *Non-College Events*: Any event organized by an individual or organization unaffiliated with the College.
- a. Process: Special Events is responsible for processing and approving all non-college facility use requests.
    - 1) A completed Facility Use Agreement is required for all non-college events in order to request Special Events services.
      - a) The contract must be submitted to Special Events no later than 30 days prior to the first date of the event.
      - b) Special Events services will not be scheduled until the completed contract is received.
7. Terms and Conditions: In addition to Sections B, D, and D of this procedure, the following will apply:
- a. Approval of submitted applications to use college facilities does not constitute college endorsement of views expressed or held by the using groups or individuals, and no advertisement will indicate college support of the scheduled function.
  - b. Prior to final application approval, all external groups and individuals using the college facilities must present to the College a certificate of liability insurance naming Umpqua Community College as an additional insured in an amount deemed appropriate at the sole discretion of the College.
  - c. The College assumes no liability for injuries or losses, which results from the actions of such groups or individuals.

- d. The College reserves the right to revoke an applicant's application to use its facilities if the College determines that any information contained in the application is false, misleading, or a misrepresentation of the sponsor or intended activity.
- e. Public/community groups must release the College from any and all expenses that may be incurred from necessary rescheduling, relocation, or cancellation of approved events as referenced in section 1 c and d.
- f. Public/community groups may not publicize the event for which college facilities are being requested prior to receiving reservation confirmation from Special Events.
- g. College facilities may not be used for activities which duplicate college classes, programs, or activities which are in conflict with established college objectives or policies.
- h. The College is not responsible when users/renters oversell tickets. Refunds due to the oversale of tickets is the responsibility of the user/renter.
- i. When promoting an event, the organization may use the college and the campus name to direct attendees. The use of the college logo is prohibited.
- j. Fees
  - 1) The College establishes a fee schedule for the use of college facilities for non-college events. The fee schedule differentiates between non-profit and for-profit organizations. The Facility Fee Schedule is available online: <https://www.umpqua.edu/event-forms-publications>.
  - 2) Additional fees may be incurred for the following Special Events services:
    - a) Technical support (media, theater sound/lighting/stage)
    - b) Custodial
    - c) Security
    - d) Set-up/Teardown
    - e) Cancellation Fee
    - f) Coordination Fee
    - g) Catering Services
    - h) Alcohol Service
  - 3) Fee adjustments and exceptions must be approved by the Chief Financial Officer. Organizations with past due accounts from previous events will not be approved for future events until the balance has been paid.



**References:**

*Clark v. Community For Creative Non-Violence* (1984) 468 U.S. 288, 104 S.Ct. 3065, 82 L.Ed.2d 221  
ORS 341.290(4)

**RESPONSIBILITY:**

The Chief Financial Officer is responsible for implementing and updating this procedure.

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**NEXT REVIEW DATE:**

**DATE OF ADOPTION: 11/19/2019 by CC**

**DATE(S) OF REVISION:**

**DATE(S) OF PRIOR REVIEW:**