

**BUSINESS SERVICES ACQUISITION AND USE OF FACILITIES AND PROPERTIES**

CHAPTER 2

Board of Trustees Approval: 08/13/2008

POLICY 10.10

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I. POLICY

A. Acquisition of Property and Facilities

All real property and facilities for use by the College will be secured by purchase, lease, rental, or donation through the Vice President for Business Services in full compliance with all laws and regulations of the State of Utah and the Utah Board of Regents.

B. Use of College Facilities

College facilities (including buildings, grounds, real and personal property) are established and maintained primarily for the use of the College in accomplishing its academic purposes and generally do not constitute a public forum available for general use by private persons or organizations. Use of College facilities for programs consistent with the mission of the College and in compliance with the eligibility standards outlined in this Policy and Procedures may be granted to College and non-College organizations, persons and groups for functions and activities. The user must demonstrate:

1. Payment of applicable use fees and charges;
2. Relevance or special significance to the mission of the College; or contribute to economic and community development;
3. Use of College property will not place the College's facilities in unfair competition with private facilities or services elsewhere in the community; and
4. Prior approval of the use by the appropriate College Scheduling Office.

Taylorsville Redwood 801-957-4076

South City 801-957-3218

Jordan 801-957-2670

Miller 801-957-5294

The Grand 801-975-3322

5. Salt Lake Community College Policies and Procedures Manual.

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I. REFERENCES

- A. SLCC policy C2S10.12, Advertising and Posting
- B. SLCC policy C3S2.01, Student Code of Conduct
- C. SLCC policy C2S3.16, Ethical Conduct
- D. SLCC policy C2S3.03, Conflict of Interest
- E. SLCC policy C2S2.08, Drug Free Work Place
- F. SLCC policy C2S10.11, Sales and Sponsorship
- G. Utah State Board of Regent Policy, R555, Providing Facilities, Goods and Services in Competition with Private Enterprise

II. DEFINITIONS

- A. College Facilities: All of the real and personal property, including all buildings and grounds, that is owned, controlled, or maintained by Salt Lake Community College (including streets, sidewalks and parking lots).
- B. Appropriate College Scheduling Office: The scheduling office that is located in the particular building that is the subject of a request for use or the appropriate facility contact.
- C. Commercial programs: All spoken, written and activities intended in whole or part for the profit of the individual, organization or institution engaged in the activity.
- D. Partnership: A continuing ongoing relationship, (not established for a single event) between a SLCC club/department and an outside organization.

III. PROCEDURES

A. Scheduling Priorities

Requests for use of College facilities and properties are considered in the following priority. Scheduling conflicts will be resolved by the appropriate Vice President or his/her designee. Priorities may change and site specific restrictions may apply for certain facilities constructed for non-academic purposes, including but not limited to, the Student Center, Lifetime Activity Center arena, Student Pavilion, Grand Theatre, and the Karen Gail Miller Conference Center.

Priority 1: Regularly scheduled College classes, other institutional functions and events, or meetings integral to College operations

Priority 2: College events of recognized student, staff and faculty organizations and administrative function

Priority 3: Events of local, regional, national academic or professional organizations with an established relationship to the College

Priority 4: Events of community groups, business groups or individuals; other appropriate activities and programs

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**B. Eligibility Standards**

The College reserves the right to grant or deny a request for use of College facilities based upon eligibility standards.

The College will not grant permission to use the College facilities or property if such use would constitute unlawful discrimination on the basis of race, color, ethnic origin, religion, disabled status, age, political belief, sexual orientation or other impermissible basis. Requests are considered based on the following criteria:

1. The use must be appropriate for the nature and purpose of the facility.
2. The use must not interrupt or interfere with regularly scheduled College programs or events.
3. The use must not place facilities, property, participants or spectators above an acceptable level of risk of harm, damage, or injury as evaluated and determined by the appropriate Vice President and Director of Public Safety. The College Director of Risk Management shall be consulted periodically to ensure that appropriate concerns are addressed.
4. The use must not violate any applicable law, regulation or College policy.
5. The use of the facility or property must be clearly defined. If use differs from the provided description SLCC reserves the right to cancel the event at any stage of the activity. In such event, lessee waives any and all claims for damages or compensation from SLCC.
6. A non-College user hosting large groups/meetings of 300 or more participants or any concert, sporting event, tradeshows or for profit events may be required to provide a certificate of liability insurance that covers all events, listing Salt Lake Community College as an additional insured for one million dollars (\$1,000,000 per occurrence, \$2,000,000 aggregate).
7. If adequate personnel, space and/or equipment is not available to carry out an event SLCC reserves the right to decline hosting any event/activity.

**C. Scheduling Procedures**

Members of the College and non-college community may obtain the use of College facilities by submitting a request to the appropriate scheduling office. There will be one designated contact person that will communicate with the appropriate scheduling office. All College building and facility reservations will generally be made on a first come, first serve basis. The request shall include the following information:

1. The name of the organization and the name of the individual requesting use of a College facility.
2. A description of the intended use, purpose of the event and intended audience for the event, including the name of any speaker or speakers, and the general topic of an address or presentation, if applicable.
3. The anticipated number of persons who will attend.
4. Whether an admission fee will be charged and, if so, the amount and purpose of such fee.
5. Any special set-up or equipment required for the use of the facility. The user(s) may be charged for the cost of any special set-up which is above and beyond the stated

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services provided by the site. Whenever possible, any such charges will be identified in a timely manner and agreed upon in advance.

6. Any preference for specific facilities.

**D. Reservation Conditions**

1. Facility Rental Fees or Additional Costs

Rental fees are required for the use of College facilities and services. Charges for the use of College facilities, properties and services are listed with each site specific scheduling office. All rates contractually agreed upon shall remain in effect through the conclusion of the function or event. Any additions or modifications not reflected in the agreement will be subject to cost adjustments. The College reserves the right to waive or revise the rental fee schedule as may be deemed necessary.

As a general operating practice, the College's user fees for facilities and services will not be less than the average charges for comparable facilities or services at private establishments in the community.

2. Event Ending Times

Normal ending times of events on campus will be 10:00 p.m., unless otherwise approved by the appropriate scheduling office. The College expressly reserves the right to require that any event end at an earlier time, given considerations of safety, crowd control, weather, noise and potential disruption of favorable community relationships. There shall be no overnight usage unless appropriate authorizations are approved by College administrators and any external agencies as might be required, such as Board of Health, Law Enforcement, or the Division of Risk Management.

3. Liability Insurance Requirements

Any non-SLCC meetings of 300 or more participants or any concert, sporting event, tradeshow or for profit events may require a certificate of liability insurance listing Salt Lake Community College as an additional insured for a minimum of one million dollars (\$1,000,000 per occurrence, \$2,000,000 aggregate) prior to the event. (*See Risk Management for further details.*) The user shall also agree to hold the College harmless for any or all liability arising from the user's use of College facilities. Any group or individual bringing equipment from off-campus is responsible for any damage or personal injury caused by the equipment.

Approval from the scheduling office is required prior to unloading equipment. The College is not responsible for the security of the equipment. Liability shall remain with the user.

4. Facility Damage or Alterations

The cost of repair for any damages that occur resulting from group or individual misconduct or the rearranging of any furniture, equipment or building systems in College facilities and properties will be billed to the responsible user. Altering College equipment or any furniture requires prior approval from the appropriate scheduling office. Users may be denied future use of College facilities upon evidence of misuse.

5. Solicitation Sales

Any sales, solicitation, or postings associated with an outside group must be in compliance with the current SLCC Sales and Solicitation, and Posting policies.

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6. Advertising: The responsible group contracting the event will be identified on **all** advertising including, but not limited to, newspaper, television, radio, poster or brochures materials and announcements, as well as all digital outlets including websites and social media, and will include a brief disclaimer indicating that the event is **not** a SLCC sponsored event.
7. Alcohol/Drugs  
Salt Lake Community College is an alcohol and drug free institution.
8. Agreements/Contracts  
The appropriate scheduling office will enter into contractual agreements with users of College facilities. For a College event, an agreement or contract may be required. For a non-college event, an executed College agreement and up to a 50% non-refundable deposit of projected costs may be required.

E. Event Classification

1. College Events

- a. College events are supported by College departments/clubs, which sustain regular or ongoing College programs. These events must meet the following criteria:
  - i. The event is directly linked in philosophy or services to the College.
  - ii. The College department or committee/club derives a direct benefit from the event.
  - iii. The College department or committee/club must have a direct involvement and a vested interest in the event.
  - iv. The College department or committee/club must initiate, organize and host the event and not merely act as a sponsor to non-college groups.
  - v. The College department or committee/club members are expected to make the reservations, act as the point of contact for planning and organizing the event, provide group index for all billing transactions, and department or committee/club members are expected to be present during the event.
  - vi. For all events where public is invited Department Dean, Associate Dean, Director (or representative) or club advisor is responsible to sign event agreement document before the site designated deadline.

2. Non-College Events

All events which are not classified as College events will be classified as non-college events. Non-college events include activities or the use of College facilities and properties by any non-college persons, groups, or entities as outlined in these procedures. Non-College events will fall into one of the following three categories:

- \* Standard Events (regular rental rates apply)
- \* Non-profit 501c3 (reduced rates may be available with current 501c3 documentation)
- \* College Partnership Event (reduced rental rates may be available if determined a qualifying partnership by the venue Scheduling Office)

Non-College events are prohibited from occupying or establishing encampments in any College owned or operated facility or elsewhere on College property.