

# Davis Applied Technology College

## Property Use / Rental Policy and Procedures

**Effective Date: 9 January 2012**

Campus President's Council Approval: 16 March 2005

Board Approval: 24 March 2005

Revised: 9 January 2012

### 1. Purpose

This policy and procedure was developed to ensure optimal use of College facilities for "College Sponsored" or "Non-College Sponsored" events which benefit students or promote the mission of the College.

### 2. Definitions

- 2.1. **College Sponsored Events** – Events that have a designated College sponsor. Events or organizations deemed to directly benefit students or the College community. Organizations may include but are not limited to service clubs, United Way, scout groups, cities and counties, chamber of commerce organizations, public service / civic organizations, State Board of CTE approved ATC programs and services, other non-profit educational and governmental agencies, and not-for-profit business and industry partners.
- 2.2. **Non-College Sponsored Events** – Events deemed to directly benefit students or the College community, which offer a non-profit activity or event.
- 2.3. **Membership/Recruitment** – Activities that seek to engage the commitment or participation of an individual such as military service or membership in an organization or venture.
- 2.4. **Commercial Event** – An event undertaken by a "solely for profit" organization.
- 2.5. **Political Event** – An approved activity which seeks to gain voter or popular support for a particular position, party or candidate.
- 2.6. **Set-up** – Relates to tables and chairs being set-up as outlined in the Application / Agreement for Room Rental.

### 3. Policy

- 3.1. The primary use of College facilities is to accomplish the mission of the College.
- 3.2. College facilities may be available for a wide variety of events which benefit students, the College community or the community-at-large.
- 3.3. "College Sponsored" events will always receive priority over "Non-College Sponsored" events in terms of scheduling and use of available facilities and services.
  - 3.3.1. College administration will determine whether a particular event is considered "College Sponsored" or "Non-College Sponsored."
- 3.4. Individuals who compete with industry for commercial (solely for profit making) purposes will not use school equipment and/or buildings unless an exception is granted by the College Vice President of Operations.
  - 3.4.1. College administration may deny the use of College property.

3.5. **Liability Insurance.** Entities sponsoring activities using College property assume full liability for the actions of the sponsor and all participants, and therefore, ensure the protection of all persons and entities against damage or harm of any nature caused or contributed to by the sponsor.

3.5.1. At least seven (7) days prior to property use, entities must submit an insurance application or proof of insurance insuring themselves and the College with a minimum coverage of \$1,000,000 per occurrence, and no deductible according to the following guidelines:

3.5.1.1. Entities that frequently offer the same kind of event or service to be held in/on College facilities and can show that their current general liability insurance will cover such activities held at the College must submit a certificate of insurance showing College as an additional insured and stating the nature and time period(s) of the subject activity(ies); or

3.5.1.2. Entities may purchase special event liability insurance through an approved company; references available are through the Facility Services Director's Office upon request.

3.6. **Fees**

3.6.1. "College Sponsored" events will be subject to normal, non-commercial rates and contract requirements.

3.6.2. Usage fees will be charged in accordance with the Application/Agreement for Room Rental.

3.6.3. College administration may prorate or waive fees at its discretion.

3.6.4. "Limited fee" rates or fee waivers may be granted when custodial and other services are not required beyond the regularly scheduled duty, when no additional resources are used to subsidize these meetings, and requests are for occasional use.

3.6.5. Campus rental time will be computed from 30 minutes before the requested opening to closing of doors.

3.6.6. Rental charges will be applied to equipment as requested in the Application/ Agreement for Room Rental.

3.6.7. Any damage to property will be repaired and billed to the user.

3.7. **Security**

3.7.1. The Facility Services Department is responsible for access and security of College property except by waiver granted by the Campus President, Vice President of Operations, and Facility Services Director.

3.7.2. Persons lingering in the building shall be the responsibility of the property user and closing time shall be when all persons associated with the rental have left, allowing the building to be closed.

3.8. **Event Standards**

3.8.1. Information of booth events for entities or organizations that wish to distribute literature, answer questions or provide information to students and employees at the College may rent space (at the appropriate rates) in the public areas of the College.

- 3.8.1.1. College approved signage may be posted in and around the rented area.
  - 3.8.1.2. Literature can be posted or sponsoring entities can speak to students or employees who approach them voluntarily.
  - 3.8.1.3. A sign which clearly states the purpose of the activity must be displayed in a manner which is obvious and easy to read.
  - 3.8.1.4. Activities of this type are restricted to the regular lunch hour and the hour immediately following the end of the last regular daytime class.
  - 3.8.1.5. Activities of this nature must have the prior written approval of the Marketing Director fourteen (14) days in advance of the planned event.
- 3.8.2. If an entity or organization wishes to sponsor a speech or other public presentation, they may rent space (at the appropriate rates) in a closed area of the College such as a classroom or conference room.
- 3.8.2.1. No items or signs are allowed to be attached or posted to walls, doors or windows without approval of the Davis Applied Technology College Facility Services Department.
  - 3.8.2.2. The sponsor organization shall not coerce students into attending.
  - 3.8.2.3. Posted signs may not obscure currently posted College information and are subject to prior approval from the Facility Services Director for placement and the Marketing Director for appropriate content.
  - 3.8.2.4. Speeches or presentations shall be held after the regular student lunch hour and after the normal school day until 5:00 p.m. or after 5:00 p.m. with approval.
- 3.9. **Accommodations for Persons with Disabilities.** Entities sponsoring activities using College property assume full responsibility for:
- 3.9.1. Advising individuals with disabilities of the process for obtaining special accommodations;
  - 3.9.2. Providing any requested special accommodations; and
  - 3.9.3. Covering any costs associated with the provision of special accommodations.
- 3.10. **Standards of Conduct**
- 3.10.1. Users of College property will provide adequate supervision to maintain order and prevent damage to or destruction of College property.
  - 3.10.2. Boisterous conducts, use of tobacco, intoxicants, or illegal substances are expressly prohibited by law in public buildings.
  - 3.10.3. In accordance with the College' Workplace Violence and Security Policies, violence and/or threats of violence will not be tolerated on College premises.
  - 3.10.4. All weapons are prohibited on College property per State law.

3.10.5. Prevention of vandalism, theft or abuse of school property, or its use will be the responsibility of the user.

### 3.11. **Decorations**

3.11.1. Approved material can be used for decorations.

3.11.2. Installation of decorations is the responsibility of event sponsors or participants.

3.11.3. No items or signs are allowed to be attached or posted to walls, doors or windows without approval of the Facility Services Department.

### 3.12. **Cancellation**

3.12.1. Events may be cancelled within 48 hours of the event. No refund if cancelled after 48 hours.

3.12.2. Failure of the user to comply with all provisions of these policies and procures or of directives of any College agent in these regards will be cause for immediate cancellation of property use approval with monetary liquidated damages determined by the Vice President of Operations if unsafe conditions arise.

### 3.13. **Request for Facility Use**

3.13.1. Application for facility use will be made by completing and signing the Application/Agreement for Room Rental and submitting it to the Facility Services Office.

3.13.1.1. The Application/Agreement for Room Rental will include equipment rental options including podiums, flag stands, microphones, VCR/TV, overhead projectors, etc.

3.13.1.2. The Application/Agreement for Room Rental will include campus needs such as service of Facility Services personnel needed for event set-up, security and clean-up.

3.13.1.3. The Application/Agreement for Room Rental will include the assessment of usage fees.

3.13.2. Food service for events will be arranged through the College Catering Department unless a written waiver is granted.

3.13.3. The Vice President of Operations will approve uses, maintenance, security and safety of the property at all times.

3.13.4. Following event approval, scheduling will be coordinated through the Facility Services Office.

3.13.5. Access to event reports will be provided to staff members involved in management and room set-up related to events.