

PUBLIC UTILIZATION OF COLLEGE FACILITIES

Related Board of Trustees Policy: BP 6.6

OPR: Vice President for Administration

Approval: May 23, 2017

Revision:

PUBLIC UTILIZATION OF COLLEGE FACILITIES

The College makes available its spaces and facilities for the benefit of faculty, staff, students, and the local public community, subject to space availability, and prioritized consistent with the College's mission and operational objectives.

Reservation of facilities may be made by completing an application at least 15 business days prior to the proposed event (using the request for access form made available by the College) or by clicking on this link <http://cravencc.edu/partnerships/campus-facilities-reservations/>. Every effort will be made to communicate the College's grant or denial of access and any conditions of access in writing to the requesting individual or group within five business days after the request is submitted.

Priority for Reservations

In general, reservations are taken on a "first-come, first-served" basis. However, the College reserves the unilateral right to cancel or reschedule a previously made reservation to facilitate a higher-priority reservation. The College will utilize the following prioritization:

Category 1: Academic classes, research, and faculty and staff activities that are essential to the College's mission and operational goals

Category 2: College Groups (administrative or academic unit, department or center within the College)

Category 3: Student Groups (students groups who meet the College's requirements for registration or recognition)

Category 4: Non-College Groups

- a. Federal, state, county or municipal agencies
- b. Higher education, secondary and primary educational institutions having partnerships with the College
- c. All other groups and agencies not affiliated with the College

User Agreement/Lease

All organizations granted use of College facilities are required to comply with all College Policies and Procedures and are responsible for the conduct of all activity participants during the use of College facilities. The College reserves the right to refuse reservations to organizations who have previously failed to comply with College Policies and Procedures or breached a previous lease agreement.

Category 1: The College employee making the reservation shall assume responsibility for Policies and Procedures compliance.

Category 2: The supervisor of the administrative or academic unit, department or center within the College shall assume responsibility for Policies and Procedures compliance.

Category 3: The Vice President for Students shall assume responsibility for Policies and Procedures compliance. The Vice President may delegate this authority to the Dean of Enrollment Management or Campus Life Coordinator, as deemed appropriate.

Category 4: An authorized official of the reserving organization will be required to sign a written lease agreement to use College facilities. Authorized lease signatories on behalf of the College are the President, Vice President for Administration, and the Dean of Facilities & Technology. The lease agreement will include the following:

- Acknowledgment and agreement to comply with all College Policies & Procedures.
- Requirement to provide proof of public liability insurance naming the Trustees of Craven Community College and the user as insured parties. The said insurance policy shall cover claims for injuries, death, and property damage arising out of the use of College facilities in such amount and upon such terms as the College may require. The said insurance coverage in the amount of \$1,000,000.00, shall coincide with the date or dates of use of College facilities by the user. If proof of insurance is not presented at least five business days prior to the scheduled reservation start date, the reservation may be cancelled by the College.
- Agreement to reimburse the College for incurred security, custodial, utility, equipment set up and tear down in accordance with the schedule published by the College. The President of the College may waive these reimbursements as deemed appropriate.
- (Category 4c only) Agreement to pay a rental fee according the schedule below. The minimum rental period is two (2) hours. The President of the College may reduce or waive rental fees as deemed appropriate.

	Non-Profit Group	For Profit Group
Orringer Auditorium	\$40 per hour	\$65 per hour
Bosch Advanced Manufacturing Center, Room 102	\$40 per hour	\$65 per hour
Naumann Community Room	\$40 per hour	\$65 per hour
Computer Labs	\$40 per hour	\$65 per hour
General Classrooms	\$25 per hour	\$50 per hour

General User Requirements

- Reservation requests should include the use of any College equipment, systems, or other property located in the College facilities and all dates and times for use relating to a proposed event (including any dates and times necessary for rehearsal, set-up, clean-up, etc).
- College facilities must be vacated no later than 11 p.m., unless otherwise authorized by the President or his designee.
- The user shall be responsible for complying with all applicable federal, state and local laws, rules, and regulations. Neither College facilities nor any other premises shall be used for any illegal activity, including, but not limited to, gambling, possession of alcohol, disorderly conduct, or use of illegal drugs, weapons, or firearms.
- Unless otherwise authorized by the President or his designee, organizations using College facilities pursuant to this policy shall be responsible for reimbursement for loss of or damage to College property.
- Users of College facilities shall not provide food or beverage service at any event unless such service has been approved in advance by the President or his designee (water is allowed).
- Control of all College buildings, equipment, furniture, machinery, electrical and service installations, and other College property, equipment, and facilities shall at all times remain with the College and its employees or authorized representatives.
- Authorization to use College facilities shall not in any way signify or imply approval by the College of either the organization, institution, or school authorized to use College facilities or the activity conducted therein, and a statement to this effect shall be included in any advertising or promotional statements or literature concerning such use and activity.
- Any use of College facilities pursuant to this policy shall be conducted in an orderly manner and shall not disturb other persons using College facilities, and users of College facilities shall be responsible for the conduct of persons attending any events and for maintaining all College facilities and premises in good condition.

[Return to Table of Contents](#)