

PUBLIC UTILIZATION OF COLLEGE FACILITIES

Related Board of Trustees Policy: BP 6.6

OPR: Vice President for Administration

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PUBLIC UTILIZATION OF COLLEGE FACILITIES

The College makes its facilities available to faculty, staff, and the local public community, subject to *Board Policy 6.6, Campus Access and Public Expression* and space availability, for activities that are related and consistent with the College’s teaching and learning mission.

The President of the College delegates authority to the Vice President for Administration to receive, process, and approve requests from individuals and organizations to request licensing of facilities and space for their use, as delineated in this procedure. The President reserves final authority to waive any portion of the steps and requirements of this procedure, or to disapprove a request, when deemed to be in the best interests of the College or to comply with the decisions of the College’s Board of Trustees.

The College’s licensing decisions are viewpoint neutral with respect to the requesting individuals or group. A license granted to any individual or group shall not imply an endorsement by the College or its Board of Trustees of any beliefs, practices, or views expressed by that individual or group.

Licensing is subject to reasonable time, place, and manner limits. The College reserves the right to deny licensing to individuals or groups who have previously damaged or otherwise abused College facilities or property or have materially interfered with the work, educational activities, or mission of the College.

Definitions. The following terms are used for the purpose of this procedure.

College Student Group. Members of a College-recognized student organization

License Agreement. The written agreement signed by both the College and requesting individual/group to utilize a College facility during a specified timeframe.

Licensee. A person(s) or organization granted permission via a *license agreement* or other authorization to use College facilities.

Licensor. The College’s administrative official authorized to grant access to College facilities, typically the College President or the Vice President for Administration.

Non-College Groups. A group of individuals, other than Student or College Groups, that are legally separate entities from the College, even if some of the members or participants are College employees, alumni, or students

Sponsor. A full-time employee of the College who assumes responsibility, as *licensee*, for an individual or group who request to use college facilities. The Vice President for Administration may determine eligibility criteria that limit the number of employees eligible to serve as a sponsor.

License Reservation Priorities

In general, the College considers reservations on a “first-come, first-served” basis. However, the College reserves the right to cancel or reschedule a previously made reservation to facilitate a higher-priority reservation. The College utilizes the following prioritization:

College Groups

Priority 1: Academic classes, research, and faculty and staff activities that are integral to the College’s teaching and learning mission. A College employee serves as the *licensee* and is responsible for compliance with College policies and procedures. A *License Agreement* is not required.

Priority 2: College employee conducted activities and events that are ancillary to, or in support, of the College (e.g., staff meetings, celebration events, etc.) The supervisor of the applicable administrative or academic unit, department or center serves as the *licensee* and is responsible for compliance with College policies and procedures. A *License Agreement* is not required.

Priority 3: College Student Groups. Activities and events that support a College-recognized student organization. The Dean of Students or Campus Life Coordinator, as designated by the Vice President for Students, serves as the *licensee* and is responsible for compliance with College policies and procedures. A *License Agreement* is not required.

Non-College Groups

Priority 4: *Sponsored* non-College groups. The Vice President for Administration will determine whether a *License Agreement* is required.

Priority 5: Federal, North Carolina, Craven County, or municipal (within Craven County) agencies. The Vice President for Administration will determine whether a *License Agreement* is required.

Priority 6: Higher education and K-12 educational institutions having partnerships with the College. The Vice President for Administration will determine whether a *License Agreement* is required.

Priority 7: All other groups and organizations not affiliated with the College. A *License Agreement* is required. Personal use licensing of College spaces is not permitted.

All users of Craven Community College facilities must comply with College policies and procedures as well as the instructions of authorized College personnel, irrespective whether a License Agreement is required. The College reserves the right to terminate access to facilities and to bar future access to users or groups who are non-compliant, disrupt the College’s operations, or interfere with the College’s ability to conduct teaching and learning activities.

Licensing Procedure

1. Prospective users of College facilities request a reservation by completing a *Campus Facilities Reservations Request* form that may be accessed via <http://cravencc.edu/partnerships/campus-facilities-reservations/>. Requests may also be made by phone, by calling (252) 639-9308. Prospective users should submit requests at least three weeks in advance. However, the College does not accept requests for *Priority 7* users more than six months in advance.

2. The Vice President for Administration (or designee) will determine the priority of the request, whether the facility(ies) requested are available, the College resources (e.g., security, custodial, information technology, etc.) that would be required to support the request, whether a *License Agreement* is required, and the amount of any fees that will be charged. A comprehensive schedule of standard fees is maintained by the Vice President for Administration as is available by request. The College reserves the right to assess individual fees to support unique user requirements.
3. The Vice President for Administration (or designee) will communicate tentative approval or disapproval of the request to the requestor.
4. If required, a *Campus Facility Use Agreement* will be forwarded to the prospective user along with a fee chart for services and facilities rental. The *Campus Facility Use Agreement* may be modified, subject to College approval, to meet the unique needs of the prospective user.
5. The reservation is entered into the College's scheduling system, and appropriate supporting resources are allocated. The reservation is tentative until the *Campus Facility Use Agreement* is completed, signed, and the user remits a 50% deposit of any required fees. The reservation may be cancelled if the deposit is not received at least two weeks in advance of the scheduled activity.
6. If the user wishes to cancel the reservation, they must provide the College with written notice of the cancellation at least three (3) business days prior to the commencement of the scheduled event. If the user cancels the event and provides the three (3) business days' written notice required, the College, at its reasonable discretion, may refund up to fifty percent (50%) of the deposit paid by user. If the user does not provide the required notice, the College, at its discretion, may require full payment of all service and facility fees and may retain any deposit paid by User.

Additional Guidelines

- The College makes its facilities available to other organizations during normal business operating hours. Reservations outside this timeframe may be considered on a case-by-case basis, but is subject to the College's ability to allocate supporting resources. Charged fees will generally be greater in these instances to cover the College's increased costs (e.g., employee overtime). In general, the College does not license facilities to outside organizations at times when the College is otherwise closed
- The College reserves the right to cancel reservations during emergency situations or when the College is closed due to adverse weather or other contingency. The College will refund any collected fees
- Any use of College facilities pursuant to this agreement shall be conducted in an orderly manner and shall not disrupt classes, meetings, ceremonies, scheduled activities, educational activities, and other essential College business taking place on campus. Users of College facilities are responsible for the conduct of persons supporting or attending their events
- No animals are allowed in campus facilities, except for service animals
- No open flame is allowed on campus or in campus facilities (e.g., candles, pyrotechnics, etc.)
- College facilities must be vacated no later than 11 p.m. unless otherwise approved in advance by the President or designee
- Users of College facilities shall not provide food or beverage service at any event unless such service has been approved in advance by the Vice President for Administration (water is allowed)

- The use of public address systems or amplified sound is not allowed without prior approval from the Vice President for Administration
- Groups and individuals are expected to refrain from littering and may be held responsible for cleanup costs incurred as a result of littering.