

## UTILIZATION OF COLLEGE FACILITIES

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*Related Board of Trustees Policy: BP 6.6*

*OPR: Vice President for Administration*

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### **UTILIZATION OF COLLEGE FACILITIES**

The College may make certain 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 to and consistent with the College’s teaching and learning mission.

The President 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 facility use decisions are viewpoint-neutral. Use of a College facility shall not imply an endorsement by the College or its Board of Trustees of any beliefs, practices, or views expressed by any 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.

*Business Entity.* A for-profit business (for example, a limited liability company, corporation, and partnership) that is registered to do business in North Carolina.

*College Affiliated Group.* College departments, faculty associations, and officially recognized affiliates such-as the Craven Community College Foundation and the Public Radio East Foundation.

*College Student Group.* An official College student organization such-as the Student Government Association and recognized clubs.

*Governmental entities.* Any government body, commission, board, etc. (for example, federal agencies, state agencies, county commissions, municipalities, and boards of education).

*Independent Non-Profits.* Non-profit corporations that are not officially affiliated with the College and that qualify as IRS 501(c)(3) (for example, charities) or 501(c)(6) (for example, chambers of commerce) entities, even if some of the members or participants are College employees, alumni, or students.

*License Agreement.* The written terms and conditions that the Licensor agrees to follow. Typically, the License Agreement will use the College's form Facility Use Agreement or, where a Facility Use Agreement is not required, the License Agreement will be determined by College policies and procedures.

*Licensee.* The organization granted permission via a License Agreement or other authorization to use College facilities.

*Licensor.* The College's administrative official authorized to approve a License Agreement or allow use of a facility without a License Agreement; typically, the College President or the Vice President for Administration.

## **Licensee Priorities**

Conflicting requests for facility use will be granted based on the following priority order:

### College Groups

Priority 1: College Affiliated Groups, including 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 *Facility Use Agreement* is not required.

Priority 2: Activities and events organized by College employees that are related to a College function (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 *Facility Use Agreement* is not required.

Priority 3: College Student Groups, including 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 Development, serves as the *licensee* and is responsible for compliance with College policies and procedures. A *Facility Use Agreement* is not required.

### Non-College Groups

Priority 4: Governmental entities. The Vice President for Administration will determine whether a *Facility Use Agreement* is required

Priority 5: Independent Non-Profits. A *Facility Use Agreement* is required.

Priority 6: Business Entities. A *Facility Use Agreement* is required

## Licensee Requirements

1. All users of Craven Community College facilities must comply with College policies and procedures as well as the instructions of authorized College personnel. 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.
2. Reservations are not confirmed until a Facility Use Agreement is signed by the Vice President for Administration or his designee or a written confirmation is provided by the Vice President for Administration or his designee and, when required, a deposit has been paid.
3. Reservations are subject to cancellation in accordance with the License Agreement.
4. An Independent Non-Profit must submit a copy of its IRS determination letter with its reservation request. Reservations will not be granted to entities that do not provide the appropriate IRS information.
5. A Business Entity must submit a copy of its N.C. Secretary of State's current status report or other evidence satisfactory to the Vice President of Administration demonstrating that the Business Entity is properly registered to do business in North Carolina. A Business Entity may reserve College facilities only if the intended use is consistent with the College's teaching and learning mission.
6. Prospective users of College facilities should request a reservation by completing a *Campus Facilities Reservations Request* form that may be accessed via the College's website (search for "Campus Facilities Rental"). Also, requests may be started by calling (252) 639-9308, but a written request must be submitted before approval.
7. Prospective users should submit requests at least three weeks in advance. The College does not accept requests for Priority 5 and 6 users *more* than six months in advance.
8. 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.
9. The Vice President for Administration (or designee) will communicate tentative approval or disapproval of the request to the requestor.
10. If required, a Facility Use Agreement will be forwarded to the prospective user along with a fee chart for services and facilities rental. The Facility Use Agreement may be modified, subject to approval by the Vice President for Administration, to meet the unique needs of the prospective user.
11. The reservation is entered into the College's scheduling system, and appropriate supporting resources are allocated. The reservation is not confirmed until the *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.

12. 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). Unless approved by the Vice President for Administration, the College does not allow use of College facilities at times when the College is closed.
13. 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.
14. No animals are allowed in campus facilities, except for service animals.
15. No open flame is allowed on campus or in campus facilities (e.g., candles, pyrotechnics, etc.).
16. College facilities must be vacated no later than 11 p.m. unless otherwise approved in advance by the Vice President for Administration.
17. 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 without advance approval).
18. The use of public address systems or amplified sound is not allowed without prior approval from the Vice President for Administration.
19. Groups and individuals are expected to refrain from littering and may be held responsible for cleanup costs incurred as a result of littering.