

Facilities Usage Policy

This policy takes effect Jan. 1, 2020.

Kellogg Community College maintains all buildings and grounds that are owned, leased or operated by the College to support the implementation of the College's mission. The College's facilities exist for the purpose of providing spaces for teaching and learning; conducting seminars, workshops and research; hosting athletic events and performance events; and providing for staff and student uses and other college-based activities as determined by the College.

Users of College facilities are subject to all policies and procedures of the College, including, but not limited to, the Commercial Solicitation Policy, Fundraising Policy and Freedom of Expression Policy. In addition, all federal, state, county, and municipal laws – including fire codes and room capacities – are applicable to the College and all users. The College reserves the right to deny or modify facility uses and suspend or cancel planned activities and reservations based upon emergency or extenuating circumstances.

College organizations, including departments, academic and athletic programs and registered student organizations, have priority in the reservation and use of KCC facilities. Employees and external users may use KCC facilities in accordance with the purposes for which those facilities were created.

When facilities are not in use by or reserved for College activities, the College may permit external organizations and individuals to use certain College spaces, including classrooms, meeting rooms, auditoriums and event spaces, based upon space and resource availability. External organizations/individuals are defined as those that do not have a contractual, fiduciary or subsidiary relationship with the College. The College will apply standard criteria in processing all requests by external organizations/individuals.

The College may permit the use of its spaces by external organizations/individuals, and recover actual usage costs, to the extent that such usages do not:

- Disrupt College activities
- Conflict or compete directly with College programming
- Pose unreasonable risks

Documents related to the implementation of this policy include:

- KCC Facilities Usage Agreement
- KCC Hold Harmless Agreement
- KCC Facilities Usage Procedures

Facilities Usage Procedures

The following administrative procedures will evolve as needed in order to ensure Board-approved policies are implemented appropriately.

Outside organizations may request space utilization up to four months in advance. KCC and KCC-affiliated groups may reserve space up to twelve (12) months in advance.

Charges will be assessed for an outside organization's usage if the actual direct or additional expenses exceed \$250 for a one-time or recurring usage in any given fiscal year. Charges will be assessed at the time of each reservation. All usages, or accumulation of usages in a fiscal year, that cost more than \$250, will be fully assessed and paid by the user. (Example: A usage cost of \$250.01 will be invoiced for \$250.01; a usage cost of \$250 will be invoiced for \$0.)

Charges Per Hour (assessed only if expenses rise above the College's normal operating costs)

- Security - \$20
- Security Overtime - \$30
- Custodial - \$15
- Custodial Overtime - \$22
- Technician - \$25
- Technician Overtime- \$37
- Administration – Amount varies based upon actual costs incurred by the College.

All documents and payments are required to be submitted a minimum of ten (10) days prior to use of the facility, with the exception of usage requests for the Binda Performing Arts Center, Miller Physical Education Building and Regional Manufacturing Technology Center, which require a minimum of three (3) days. Required documents include:

- A certificate of insurance for bodily injury and property damage naming the College as an additional insured with \$1 million specific/\$3 million aggregate coverage
- KCC Hold Harmless Agreement
- KCC Facilities Usage Agreement

KCC personnel must enter reservation information (time, date, location, special considerations, etc.) regarding all external usages into the College's scheduling software, currently 25Live, upon approval of the requested usage.

Procedure for External Users Requesting Facilities:

Please contact the following and complete required documentation to reserve a space:

- If the request is for use of the Binda Performing Arts Center, contact the Manager, Binda Performing Arts Center.
- If the request is for use of the Miller Physical Education Building, contact the Director, Athletics and Physical Education.
- If the request is for use of one of the KCC regional centers (RMTC, EAC, Fehsenfeld, or Grahl) contact the respective center director or operations manager.
- All other requests should be submitted through the KCC campus scheduling software or the Manager, Facilities Scheduling.

Alcohol Use

Alcohol use must be approved by President's Council. Any use of alcohol should refer to the KCC Alcohol Policy prior to being approved.

Fundraiser/Charitable Gaming

Any fundraising activities must adhere to the policies in the KCC Fundraising Policy. All licensing is the responsibility of the user.

Solicitation

Any sales activities should refer to the Commercial Solicitation Policy prior to being approved.

Minors

Any activities involving people under the age of 18 must adhere to the Minors on Campus Policy.

Building-specific procedures

Miller Physical Education Building

The Miller Building use is prioritized to the College's athletic program and courses.

Athletic Program

Athletic events and team practices have priority over any other events. This includes open gyms which are held in the building as defined by the National Junior College Athletic Association (NJCAA) as an opportunity to recruit potential athletes to an institution's athletic programs. Open gyms must adhere to the following NJCAA guidelines:

- Open gyms must be open to the public
- Open gyms must be publicized
- Open gym activity must be for a designated time period
- Coach(es) may be present but may not have athletic contact with students (i.e., no actual coaching is allowed, but they can watch.)

Additional guidelines that KCC adheres to and enforces:

- Open Gym participants must provide a proof of medical insurance
- Open Gym participants must provide a current proof of medical physical

KCC recognizes that an athletic open gym is an athletic recruitment opportunity used by all community colleges that have athletic programs. KCC schedules open gyms with the proper KCC coach supervision and approval from the athletic director. All institutional and NJCAA paperwork will be collected, filed and secured by the Athletic Department.

KCC Courses

Courses offered by Kellogg Community College have priority scheduling in the building, including the classroom (M-112), fitness/weight room (M-109), yoga/aerobics room (M-111) and gymnasium (M-101).

KCC Employees

As part of the College's Employee Wellness Program, College employees may have 24/7/365 access to the fitness/weight and appropriate locker facilities, provided they consent to conditions noted on and sign the Fitness Center Waiver, Release, & Indemnity Agreement Form. This form can be found at www.kellogg.edu/wellness.

Miller Building Open Use Hours

The normal operating hours of the Miller Building are 8 a.m. to 5 p.m. weekdays. The facilities of the Miller Building are reserved for general use by KCC students and employees, subject to other College reservations, Monday through Friday, from 11:30 a.m. to 1:30 p.m. This general use includes the gymnasium, fitness/weight room, yoga room, and classroom, unless those rooms are scheduled for Athletics, classes, or another College event. Students and employees may request to use Miller Building spaces at other times outside the general use period, based upon space and resource availability.

Third Parties

Third parties engaged in a contract with the College to provide employee wellness programming may request space in the Miller Building by contacting the Director, Athletics and Physical Education.

Binda Performing Arts Center

The College's theatrical programs and internal events have priority use of the Binda Performing Arts Center. Other events, which may not be scheduled until the College performance schedule is known, may be requested and approved based on space and resource availability. All events must follow the procedures listed in the "Facilities Usage Procedures" section. Use of College technology or equipment is prohibited without the consent of the College.

Davidson Auditorium

KCC's Arts and Communication educational programs, visual and performing arts programming, other KCC educational programs, College-approved student arts-related organizations, students, employees and other approved activities – in this order – have priority use of the Davidson Auditorium (D201) building. Other events may be approved based upon space and resource availability. Use of College musical instruments and equipment is prohibited without the consent of the Arts and Communication Department.