

## **POLICY TITLE: FACILITIES USE POLICY**

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### **I. Purpose**

This document establishes a policy designed to address use of College facilities including rental of available space to outside groups, and use by College sponsored groups/organizations.

### **II. Scope**

This policy applies to all College facilities.

### **III. General**

As a tax supported community college, the primary missions of education and community service will have first priority in the use of facilities on campus. LCC facilities are available for rental or for community use only when LCC classes are not scheduled.

#### **A. Facility Rental to Outside Groups or Individuals**

1. Facilities at LCC are available for rental to outside organizations or individuals at fees established by the College provided the following conditions are met.
2. The organization's stated purpose does not conflict with the primary missions of the College.
3. The individual or representative of the organization provides signed documentation that they will adhere to all appropriate College policies.
4. The planned activity is not expected to cause property damage or personal injury.
5. The individual or organization is not in arrears to the College for prior rentals or other required payments.
6. The College may request insurance, indemnity or surety bond from anyone using College facilities
7. The President may agree to waive the fee for certain non-profit; community groups if the President determines that the activity will be of benefit to the College.

B. College Sponsored Events

1. College sponsored events are programs which are scheduled or sponsored by College faculty and staff and are planned primarily to benefit members of the College's community. These events include division or department meetings, college-wide forums, College sporting events, and commemorative ceremonies. There is no charge for College sponsored events.
2. Student Events are events carried out by officially recognized student clubs, organizations and programs. All student events should be coordinated through the Office of Student Life. There is no facility rental charge for officially sanctioned student events.

C. Use of Facilities by Employees

1. No facility support may be used for the personal use or personal gain of a College employee. College employees may lease College facilities as "a paying customer" as presented under III A above. Employees who rent available space as an outside individual must pay College published rental rates for space.
2. For activities closely related to a College employee's professional duties, i.e. employee holds a national, state or regional office of a professional organization, the President may authorize use of campus space without rental charge. Employees may not schedule College facilities for outside civic or personal organizations.
3. College trustees requesting use of College facilities shall comply with **IIIA** of this policy and the President may not waive this fee.

**IV. Responsibility**

The College President must assure that procedures are in place to carry out this policy.

Adopted: 3/18/02