

METROPOLITAN COMMUNITY COLLEGE

DISTRICT REGULATION

5.10020 DR

COMMUNITY USE OF FACILITIES

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In accordance with board policy, college facilities will be made available for use by appropriate community groups and/or organizations as a service to the community, when such use does not conflict with the district's educational mission, policies or regulations, or the college schedule.

The vice chancellor of administrative services and the college presidents are responsible for assuring proper utilization of district facilities within the following guidelines:

- I. Responsibility for the use of facilities will rest with the individual locations. The "Application and Permit for Use of College/District Facilities" will be approved by the location officer or designee. The location officer reserves the right to reject a request for facility use by any person or organization when it is determined that such request does not serve the best interest of the district.
- II. Priorities for use of facilities will be:
 - A. College or district instructional, administrative, or professional activity.
 - B. Educational community service programs of the colleges.
 - C. Educational or cultural events and/or activities sponsored by community groups.
 - D. Other events and/or activities considered appropriate by district officials.
- III. User fees will be based on facility use and support services. Facility use fees include room usage and utilities. Support services can include but are not limited to media, equipment, food service, custodial, maintenance, security, administrative services, and overtime pay.
- IV. All groups wishing to schedule rooms outside of regularly scheduled hours must have the approval of the location officer and the vice chancellor of administrative services.
- V. A districtwide facility use manual including a fee schedule approved by the officers will be published by the director of physical plant on a yearly basis. Exceptions to the fee schedule may be authorized by the officer in charge of each location. Groups wishing to use facilities will be charged in accordance with the following:
 - A. Metropolitan Community College or MCC Associated Groups. Facility use fees will not be charged for the following groups. Fees for support services will be charged as indicated.
 1. Metropolitan Community College groups composed of employees or students provided such use pertains to educational and cultural events or

and/or activities of the colleges. Fees for support services may be charged if the usage is beyond what is normally provided.

2. Community or business groups working in a joint or cooperative effort with a MCC college, office, department, or organization. Fees for support services will be charged if the usage is beyond what is normally provided.

B. Community groups or public agencies who wish to use facilities on a limited basis will be charged facility use fees.

1. Community groups or public agencies who wish to use facilities on a limited basis will be charged facility use fees.
2. Community groups or public agencies who wish to use facilities on an ongoing basis may be required to negotiate separate contracts with the appropriate college administrator and the director of physical plant.

C. Businesses. Facility use or contract rental fees will be charged for the following groups. Fees for support services will be charged.

1. Businesses who wish to use facilities for events or activities for which they charge no fee will be charged facility use fees.
2. Businesses who wish to use facilities for events or activities for which they charge fees must negotiate separate contracts with the appropriate college administrator and the director of physical plant.

Approved: Chancellor
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