

COMMUNITY USE OF COLLEGE FACILITIES

Clatsop Community College shall encourage the use of its facilities when such use is judged to be a service to citizens of Northwest Oregon. It shall also be the policy of the College to make its facilities available on a charge-for-services basis to groups and organizations when such use is consistent with the goals and objectives of the College.

The proposed use of the College facilities should not conflict or detract from the College's discharge of its educational responsibilities. Three additional concerns must be carefully weighed.

- First, the College must assess its ability to provide the necessary services to the organizations, i.e., security, custodial assistance, food service, equipment, etc.
- Second, the College must retain the right to require personnel employed by the College, or approved by the College, to serve in a supervisory capacity when deemed necessary to meet College instructional, safety and maintenance standards. This service shall be charged to the group or organization using the College facilities.
- Third, the College should not place itself in the position of overt competition with local businesses or commercial enterprises unless there is sound educational reason for doing so.

Use Priorities

The following schedule of priorities shall govern the use of campus facilities:

1. Regularly scheduled College instructional programs and classes;
2. College instruction-related programs or events, such as workshops, conferences, etc.,
3. College-sponsored activities, including staff sponsored and ASBG sponsored events or programs;
4. Not-for-profit educational groups and institutions;
5. Other not-for-profit organizations;
6. Other groups and organizations.

The College reserves the right to regulate the frequency of use by a single group or organization.

The College reserves the right at its sole discretion to deny or withdraw permission to use campus facilities at any time.

The use of College facilities on days designated as College holidays should be avoided whenever possible.

Rental Fees and Service Charges – A base rental fee will be established. Additional services may be charged.

Groups identified in items 1, 2, and 3 above shall pay no rental fee.

A rental fee shall be established for not-for-profit organizations. Not-for-profit organizations not charging a fee for their event may have the rental fee waived.

A rental fee shall be established for for-profit organizations. For-profit organizations holding bipartisan, educational events may have their fee waived.

A rental fee shall be established for religious groups. The rental fee for use of the facilities for religious services shall be at the for-profit rate. The rental fee for use of the facilities for charitable activities of religious groups shall be at the not-for-profit rate.

In the event of damage to any facility or building of the College, or any part thereof, which is a direct result of the activity of any group, or organization, the sponsoring group or organization will be responsible to the College for the cost of repairs.

The College reserves the right to require security supervision at any event where the College deems it necessary. The user shall reimburse the College for all costs associated with providing security supervision. The College may also require the user to provide private security to augment CCC Security.

Insurance Requirements for Off-Campus Groups

A certificate of insurance for liability coverage in the amount of \$1 million, naming the College as an additional insured, will be required whenever, in the judgment of the College officials, the proposed use represents a significant level of exposure of claims of damage against the College.

Other

Use or promotion of illegal activities, alcoholic beverages, illegal drugs or gambling is prohibited.

Activities using College facilities must not discriminate on the basis of an individual's race, religion, sex, national origin, disability, Vietnam era veteran status, parental or marital status, or age or because of the race, religion, sex, national origin, disability, parental or marital status, or age of any other person with whom the individual associates.

The maximum number of persons permitted in any College facility shall be restricted to its seating capacity as established by the Fire Marshall.

The designated representatives(s) of the College, including but not limited to staff of the College's security department, shall have the right and authority under this agreement to

stop any activity using College facilities/areas where in their judgment there are flagrant violations of College policies, the terms of this agreement, local/state ordinances or laws, or the activity is deemed hazardous to member so a user group, the public, College buildings, and/or facilities.

College equipment and furniture may be used and/or moved by the user only with the written permission of the Curriculum Center.

Facilities Reservation

All requests for use of College facilities shall be made to the Curriculum Center for verification of facility availability and tentative entry on the calendar. Verified copies of the request will be distributed to all concerned parties by the Curriculum Center.

Reservation requests should be initiated at least one week in advance of the proposed use of College facilities.