

AP 6700 Facilities Use

References:

Clark v. Community For Creative Non-Violence (1984) 468 U.S. 288, 104 S.Ct. 3065, 82 L.Ed.2d 221
ORS 341.290(4)

General Provisions

College facilities designated as public forums are available for community use when such use does not conflict with College programs and operations. Facility use shall be limited to places and times identified by the Chief Financial Officer, but shall be sufficiently frequent, and available on specific dates and times, so as to allow meaningful use by outside groups. Except as provided in these procedures, or as authorized by law, no organizations shall be denied the use of College facilities because of the content of the speech to be undertaken during the use.

The Chief Financial Officer or designee is responsible for the coordination and implementation of these procedures. The Chief Financial Officer shall determine all applicable fees to be charged.

Outside the designated public forum areas, the following shall apply: All user groups shall be required to provide the College with a hold harmless and indemnification agreement acknowledging that they will be financially responsible for any losses, damages, or injuries incurred by any person as a result of their use of the facilities. All user groups shall also be required to provide a certificate of insurance with limits acceptable to the College and/or other proof of financial responsibility acceptable to the College.

Rules for Facilities Use

Requests for use of the College's facilities must be made at least 21 days, *ideally no less than 10 business* days in advance of the first date of use being requested. Requests shall be made to Chief Financial Officer's designee on forms provided by the College. Authorization to use the facilities shall be based on a reservation system and the priorities for student and other use detailed at the end of this section.

Permission to use College facilities shall not be granted for a period to exceed one fiscal year.

Overnight camping on College facilities, including in the designated public forum areas, is prohibited. No person or organization may use College facility for living accommodation purposes such as sleeping activities, or making preparations to sleep, including the laying down of bedding for the purpose of sleeping, carrying on cooking activities, or storing personal belongings (except facilities specifically identified for such cooking or storage),

or making any fire, or using any tents or other structure for sleeping, or doing any digging or earth breaking.

Any persons applying for use of College property on behalf of any groups shall be a member of the groups and, unless he/she is an officer of the group, must present written authorization to represent the group. Each person signing an application shall, as a condition of use, agree to be held financially responsible in the case of loss or damage to College property.

The College may require security personnel as a condition of use whenever it is deemed to be in the College's best interests.

No person applying for use of College property shall be issued a key to College facilities.

Future facility requests may be denied on grounds including, but not limited to, abuse or misuse of College property and failure to pay promptly for any damage to College property.

The campus has been designated "tobacco free," "drug free," and only under certain circumstances is the consumption of alcohol permitted. Persons under the influence of alcohol, intoxicants, or controlled substances shall be denied participation in any activity.

No structures, electrical modifications, or mechanical apparatus may be erected or installed on College property without specific written approval by the Chief Financial Officer.

All decorative materials, including but not limited to draperies, hangings, curtains, and drops shall be made or treated with flame-retardant processes approved by the State Fire Marshall.

Approved: April 9, 2019

Rescinds: