

COMMUNITY USE OF COLLEGE DISTRICT FACILITIES

GF
(LOCAL)

SALE OF
COMMODITIES

Individuals and outside organizations that are not officially a part of the College District shall be prohibited from selling commodities on College District property.

EXCEPTIONS

The vice president of finance and administration may approve exceptions through regularly approved distribution channels such as the food service department.

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In keeping with the role of the community college as a public, community institution, all community use of College District facilities shall be to help meet the general educational, cultural, and recreational needs of the community. College District facilities shall be made available to community groups whenever such use does not interfere with the College District's instructional program and is consistent with its educational and community service objectives.

The property or buildings owned or controlled by the College District are not open for assembly, speech, or other activities, as are the public streets, sidewalks, and parks. The responsibility of the College District to operate and maintain an effective and efficient system of an institution of higher education requires the regulation of the time, place, and manner of assembly, speech, and other activities on College District property and in College District facilities.

GENERAL RULES

Facilities and equipment at the College District are generally available for use by internal and external groups on a priority basis in accordance with the following:

1. The event must be related to the College District's mission and philosophy.
2. Use of a facility or equipment for any event must be scheduled through the College President or designee, unless the event is part of regularly scheduled classes.
3. No external group using a College District facility may charge a fee, receive donations, or sell materials at the event, unless special approval is obtained through the College President or designee.

Priority for the use of facilities and equipment shall be as follows:

1. Internal groups that may use College District facilities:
 - a. Education functions of the College District.
 - b. College District groups.
 - c. Direct support organizations.
2. External groups that may use College District facilities:

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- a. Government agencies;
- b. Public schools;
- c. Community/civic organizations;
- d. Nonprofit organizations;
- e. For-profit organizations for nonprofit educational purposes; and
- f. Religious groups.

IDENTIFICATION
REQUIRED

In order to protect the safety and welfare of students, employees, and other participants in the programs and activities of the College District and to protect College District property and buildings, it shall be unlawful for any person who is on any property or in a building owned or controlled by the College District to refuse to identify himself or herself in response to a request by an institutional representative. For purposes of this section, a person identifies himself or herself by:

1. Giving his or her name and complete address substantiated by a current driver's license, voter registration card, or other official documentation; and
2. Stating truthfully whether he or she is a student or employee of the College District.

For purposes of this section, an "institutional representative" is:

1. Any member of the Board or general counsel to the Board;
2. Any executive officer or administrative officer of the College District; or
3. Any peace officer or security officer of the College District.

REFUSAL TO
IDENTIFY

A person who refuses to identify himself or herself in accordance with this rule shall be asked to leave College District property and may be subject to applicable legal sanctions. A College District student, faculty member, or staff member who refuses to identify himself or herself in accordance with this rule shall also be subject to disciplinary action.

PERMISSIBLE
ACTIVITY

With prior authorization and in compliance with reasonable and nondiscriminatory regulations of the College District, students, faculty, or staff and their registered or non-registered organizations may petition, post signs, distribute literature, set up tables and exhibits, or peaceably demonstrate on property owned or controlled by the College District.

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IMPERMISSIBLE
ACTIVITY

No person, including a student or employee of the College District, may distribute any petition, handbill, object, or piece of literature; post or carry any sign, placard, or banner; or engage in speech or conduct on property or in College District buildings or facilities owned if the speech or conduct is obscene, libelous, or directed to inciting or producing imminent lawless action and is likely to incite or produce such action.

FEES

The College District shall charge a fee for use of facilities when the activity is not an educational function of the College District. The charges shall be in accordance with a fee schedule approved by the College President and shall be paid directly to the College District in advance of use, as prescribed in the leasing agreement.

All external and co-sponsored facilities and special events users may be assessed other fees, such as insurance, security, custodial, or other related charges.

REQUESTS FOR USE
OF FACILITIES

Outside organizations and groups shall submit all requests for use of College District facilities to the vice president of finance and administration. The vice president of instruction shall be consulted on all requests for credit classes.

A request for services other than credit instruction shall be submitted to the vice president of finance and administration. The vice president of finance and administration office personnel shall gather information from the outside agency, coordinate with appropriate internal offices, and develop a cost analysis for the request, and the vice president of finance and administration shall recommend, as a course of action for the request, one of the following:

1. Accommodation of the request via use of a noncredit class with tuition and fee charges as appropriate.
2. Accommodation of the request via rental of facilities with fee charges as appropriate. "No charge" may be an option with the following general considerations:
 - a. Generally, there shall be no charge except for any applicable fees such as insurance, security, custodial, or other related charges.
 - b. External organizations may schedule functions in College District facilities but may not use the facilities to meet on a regular basis.
 - c. No charge is an option for community goodwill activities.
 - d. No charge is an option for activities that provide benefits to the College District and its employees.

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3. Denial of a request shall be for reasons including, but not necessarily limited to:
 - a. No rental during the College District's peak activity periods.
 - b. No rental during times when the College District is normally closed.
 - c. No rental during periods of facility renovation.

If the recommendation is action pursuant to 3b or 3c above, the vice president of finance and administration shall consult with the vice president of instruction. The recommendation shall then be provided to the College President for review and action as appropriate.

If the recommendation is to rent the facilities, the vice president of finance and administration or designee shall develop a contract for the organization on behalf of the College District and forward it through campus channels to the College President.

If the recommendation is to deny the request, the vice president of finance and administration or designee shall communicate the response to the organization.

Contracts with outside organizations under item 2 above shall be signed by the vice president of finance and administration and the College President.

Even in those cases when no fee is charged, each organization using College District facilities must sign a hold-harmless agreement with the College District and accept responsibility for liability issues that may occur as a result of the use of College District facilities.