

FACILITY USE POLICY/PROCEDURES

March 5, 2004

Non-profit organizations (other than government agencies) that do not charge their participants, will not be charged unless they require two or more rooms, request the theater or gym, request the facility on a weekend, or have special requirements. Non-profit organizations charging their participants (i.e., registration fee) will be charged according to our fee schedule. Government agencies will be charged according to the fee schedule. (Facility use form must be submitted to college).

It shall be the policy of the college to make its facilities available, as a community service to civic non-profit organizations, provided that such usage does not conflict with college functions; organizations using college facilities will be held responsible for any damages to property; college activities shall have priority over calendar reservations for use of all college facilities; the reservation calendars are maintained by the contact person(s) on each campus; the college facilities are alcohol, tobacco and drug free; the college reserves the right to be represented at any of the functions involving usage of facilities; maintenance charges will apply to any group when a custodian is not regularly scheduled (at a minimum of 2 hours); audiovisual equipment use is based upon availability. A three (3) business day's notice is required; the use of specialized equipment, such as stage lighting and sound, requires the provision of qualified and approved personnel; computer support services are based upon availability. A three (3) business day's notice is required; tennis shoes with clean soles are required on all gym floors; no children allowed during adult recreation leagues.

SPECIALIZED FEES

Maintenance fee – will be charged for time maintenance not regularly scheduled.

Theatre – all groups will be charged. Staff person needs to be present. A fee schedule with different levels of charges will be developed.

- Level 1 – building open, lights on
- Level 2 – special lighting
- Level 3 – technician needed

Maintenance fee, if applicable, is an additional charge.

Theatre is not available during the summer months.

Gym – Event/tournament fee

Maintenance fee, if applicable.

Exceptions: Hibbing Little League, Hibbing Jr. Olympic volleyball

Weekends – **No Sundays** (the only exception being Sunday afternoon Theater performances (2 per year)).

Saturdays

No outside groups during the summer

Outside groups – OK during the school year if other events scheduled. Mntnce. Fee and event fee, if applicable. If no other events scheduled, the request will need administrative approval. If approved, mntnce. Fees would apply for the whole time facility used, plus cleanup time, and event fee, if applicable. HCC requests? Administrative approval? Charged? Two week notice, if possible, in order to schedule maintenance.

ITV – Groups requesting ITV access will be referred to the NEAT office.

Continuing Education/Co-Sponsor – Outside groups who have presenters or are working toward CEUs will be referred to Rhonda Wiiliainen.