

**Use of Facilities  
Policy and Procedures**

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# **Use of Facilities Policy and Procedures**

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## **I. Philosophy and Scope**

The primary use of Frederick Community College (“FCC” or the “College”) facilities is in support of College instruction. The procedures outlined below are designed to ensure proper scheduling of credit and continuing education course offerings and to reduce conflicts with scheduling of internal College and community group events.

Members of the College faculty, staff, and student body may request non-instructional use of College facilities for College activities/business when they are not in use for College instruction.

The Facilities Planning Office is charged with managing the most efficient use of College space and as such, also maintain a comprehensive single source, College calendar. These procedures are created to provide for a one-stop clearinghouse for all College use of space and the scheduling of all College events, both for internal and external requestors/users.

Scheduling of College facilities will follow the priority order as listed below:

- Credit and Continuing Education Course Offerings
- Internal College Meetings and Events
- College Co-Sponsored Events
- Public/Community Use

The President of the College is authorized to establish administrative procedures and regulations related to the use of College facilities by the public/community. Actual costs of operation must be covered by public/community users. Fees as established by the Board of Trustees shall be charged for use of College facilities by public/community groups. Non-profit organizations may be eligible for discounted rates.

Annual leases of College facilities may be considered and are subject to review and approval by the Senior Leadership Team.

## **II. Definitions for the Purpose of this Policy and Procedures**

- A. **“Internal College Meetings and Events”** are meetings or events that are organized and conducted by College faculty, staff, Trustees, or students for College activities/business.
- B. **“College Co-Sponsored Events”** are events where Frederick Community College and/or the Frederick Community College Foundation, Inc. partners with outside groups or organizations. All College co-sponsored events must be approved by the Senior Leadership Team. Co-sponsorship approval is based upon whether the event is deemed to be beneficial for the College to co-sponsor the event.
- C. **“Public/Community Use”** refers to paid use of College facilities by individuals, organizations, associations, or businesses not affiliated with Frederick Community College.
- D. **“25Live”** refers to the web-based College scheduling optimization and space database software. All faculty and staff have access to view space availability and make requests for space use through this software.

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- E. **“HEGIS Code of 210”** refers to a Higher Education General Information Survey (HEGIS) designation for spaces that are used primarily for regularly scheduled classes that require special purpose equipment or a specific room configuration for student participation, experimentation, observation, or practice in an academic discipline.
- F. **“Senior Leadership Team”** refers to the President’s leadership group comprised of the President, the Provost/Vice President for Academic Affairs, the Vice President for Learning Support, the Vice President for Continuing Education and Workforce Development, the Vice President for Finance and Human Resources, the Chief Information Officer, the Special Assistant to the President for Institutional Effectiveness, and the Chief of Operations.
- G. **“Workdays”** means Monday through Friday and does not include weekends, holidays, scheduled breaks, or other days the College is closed.

### **III. Procedures**

The use of College facilities will be prioritized in the following manner:

#### **A. Use for Credit and Continuing Education Course Offerings**

In each academic term, credit and continuing education courses will be given first priority in scheduling. The specific facility spaces having a HEGIS Code of 210 may be preassigned by the Space Planning Manager. Other room assignments will be made based on available room features, course requirements, and room capacity, as approved by the Space Planning Manager. Additional preassignments may be considered to accommodate the needs of specific instructors or courses, and these must be approved by the Space Planning Manager.

The Academic Affairs and Continuing Education and Workforce Development (CEWD) teams will submit their course schedules to the Space Planning Manager according to a published schedule each semester. Room assignments for courses will be determined by the 25Live optimizer software. A draft schedule of room assignments will be provided to the Academic Affairs and CEWD teams for review.

The Senior Leaders of the Academic Affairs and CEWD teams will have the opportunity to submit requests for consideration of relocation of room assignments in the draft schedule to the Space Planning Manager. If possible, these requests will be accommodated.

The Space Planning Manager will submit a final credit and continuing education schedule of room assignments to the Senior Leaders of the Academic Affairs and CEWD teams.

For courses added outside of the published schedule for a typical semester, the Academic Affairs and CEWD teams will submit their schedules to the Space Planning Manager for room assignments as classes are added. Timelines for these additions will be established on an individual basis. The Space Planning Manager will

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submit the final room assignments to Academic Affairs or the CEWD team scheduling the course.

### **B. Use for Internal College Meetings and Events**

All internal College meetings and events must have a space reserved in 25Live. College faculty and staff must make a request for all spaces, excluding JBK Theater, in 25Live (<https://25live.collegenet.com/frederick>). For best consideration, the request must be made well in advance of the meeting or event to ensure that a space is approved and reserved in 25Live. Student groups wishing to request classroom space must make their requests through the Student Engagement Office.

The Arts Center Director is responsible for scheduling all events in the JBK Theater in cooperation and collaboration with the Facilities Planning Office. To request an internal College meeting or event in the JBK Theater, contact the Arts Center Director at [WPointexter@frederick.edu](mailto:WPointexter@frederick.edu). Upon verification by the Arts Center Director of availability of space, the requestor is responsible for entering the event in 25Live.

### **C. Use for College Co-Sponsored Events**

An employee of the College must submit a request for approval of co-sponsorship of an event to the Space Planning Manager using the [Co-Sponsored Event Request Form](#). The Space Planning Manager will forward requests for final approval to the Senior Leadership Team. The employee will be responsible for adhering to all conditions set forth on the Co-Sponsored Event Request Form. Upon receipt of the Co-Sponsored Event Request Form, the Space Planning Manager will confirm availability of the space and place a hold on it in 25Live. Upon approval of the event by SLT, the Space Planning Manager will remove the hold and confirm the event.

Co-sponsored events may be scheduled up to twenty-four months in advance if the event takes place in non-instructional space and if approved by the Senior Leadership Team.

#### **1. Terms and Conditions**

In addition to Sections IV and V of this Policy and Procedures, the following apply:

- a. Food service using any FCC College facilities may only be provided by licensed commercial caterers.
- b. The FCC co-sponsor is responsible for coordinating all activities before, during, and after the event, and must be physically present for the entire duration of the event.

#### **2. Fees**

Facilities rental fees and technician fees will be waived for Co-Sponsored Events. FCC co-sponsors and the partnering organizations are responsible for all other costs, including food service.

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### **D. Use by the Public/Community**

The Facilities Planning Office is responsible for processing and approving all public and community use facility requests, except the JBK Theater. A request must be submitted to [Facility@frederick.edu](mailto:Facility@frederick.edu) using the [Public & Community Request for Use of Facilities Form](#) available on the College website at least four weeks in advance for best consideration. Within three workdays of receipt of a complete request, the Facilities Planning Office will respond to the request.

The Arts Center Director is responsible for scheduling all events in the JBK Theater in cooperation and collaboration with the Facilities Planning Office. To request the use of space for a public or community event in the JBK Theater, contact the Arts Center Director at [WPoindexter@frederick.edu](mailto:WPoindexter@frederick.edu).

#### **1. Terms and Conditions**

In addition to Sections IV and V of this Policy and Procedures, the following apply:

- a. Approval of submitted applications to use College facilities does not constitute College endorsement of views expressed or held by the using groups or individuals, and no advertisement shall indicate College support of the scheduled function.
- b. If the College or the applicant cancels a reservation for the use of College facilities with at least three (3) workdays' advance notice, a full refund will be provided to the applicant. If the applicant cancels a reservation for the use of College facilities with less than three (3) workdays' notice, a 50% refund will be provided to the applicant. If the College cancels a reservation with less than three (3) workdays' notice, a full refund will be provided to the applicant. The College is not responsible for any additional losses, expenses, or damages the applicant may sustain as a result of the cancellation.
- c. Organizations must provide, at their cost, adequate supervision of activities to ensure that good order is maintained. Frederick County fire and safety regulations shall be strictly observed during all events on campus.
- d. Requesting organizations assume all financial responsibility for damages caused to individuals and to College property during their use. Prior to final application approval, all external groups and individuals using the College facilities must present to the College a certificate of liability insurance naming Frederick Community College as an additional insured in an amount deemed appropriate in the sole discretion of FCC.
- e. The College assumes no liability for injuries or losses, which result from the actions of such groups or individuals.
- f. The College reserves the right to revoke an applicant's application to use its facilities if the College determines that any information contained in the application is false, misleading, or a misrepresentation of the sponsor or intended activity.

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- g. The use of College facilities will be automatically cancelled when the College must close due to inclement weather or other emergency conditions and the applicant will be provided a full refund.
  - h. The Facilities Planning Office reserves the right to reschedule, relocate, or cancel the reservation of a public or community group due to extraordinary circumstances. Affected groups will be notified in advance when possible, in order for alternative arrangements to be made.
  - i. Public/community groups shall release the College from any and all expense that may be incurred from necessary rescheduling, relocation, or cancellation of approved events.
  - j. Public/community groups may not use the College facilities for parties, celebrations, or activities which are essentially personal or private in nature.
  - k. Public/community groups may not publicize the event for which College facilities are being requested prior to receiving approval from the Facilities Planning Office.
  - l. FCC reserves the first right of refusal for the provision of food services. If the College determines that it is unable to provide the needed service, food may only be provided by licensed commercial caterers.
2. Fees
- a. A fee schedule for public/community use of College facilities is established by the FCC Board of Trustees.
  - b. Fee schedules are available upon request from the Facilities Planning Office.
  - c. Fees will be assessed for use of College facilities for actual costs, which may include custodial, security, information technology, audio/visual, and maintenance.
  - d. Fees are due before the start of the event unless other arrangements have been made with the Facilities Planning Office.
  - e. Public/community groups with past due accounts for previous events will not be approved for future events until the balance has been paid.
  - f. Groups not adhering to this policy may not be approved for future events.

### **E. Annual Leases of College Facilities**

For use of College space/facilities on an annual lease basis, contact the Space Planning Manager at [Facility@frederick.edu](mailto:Facility@frederick.edu). All annual leases must be reviewed by the Chief of Operations and approved by the Senior Leadership Team. An annual rate schedule is established.

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### **IV. Responsibilities of Users**

- A. Users of all College facilities are responsible for:
  - 1. Using the area designated as reserved and no other area of the College facility, except public areas (e.g., restrooms, vending areas).
  - 2. Using the facilities requested “as is.” Users may not temporarily or permanently alter any element of any facility on campus.
  - 3. Notifying the Facilities Planning Office of the intent to cancel the reservation of facilities at least three (3) workdays in advance of the scheduled event.
  - 4. Restoring the facility used to its pre-use condition, unless other arrangements are made with the Facilities Planning Office.
  - 5. Adhering to all College policies and procedures, including campus parking regulations, the Weapons Policy and Procedures, and the Alcohol, Tobacco, Opioids, and Other Drug Use and Awareness Policy and Procedures. With the exception of parking lots, the use of all tobacco products is prohibited on College premises. Alcoholic beverages may not be served on College premises without the written approval of the President and securing the proper licensing, permitting, insurance, and meeting all local and state requirements related to usage control.
- B. The College reserves the right to display art exhibits by faculty, staff, and students as well as outside exhibitors. Art and exhibits may not be altered, covered, or removed.
- C. Users may be required to make financial restitution for any damage incurred during the event for which College facilities were reserved and may not be permitted to book future events.

### **V. Restrictions on College Facility Use**

- A. For-profit groups using College facilities may not charge an admission fee for entry.
- B. Non-profit organizations may charge a general admission fee for approved activities. Notice of intent to charge fees must appear on the Public & Community Request for Use of Facilities Form. The price of admission or any other form of donation or contribution must be clearly stated on all advertisements.
- C. Use of College facilities for fundraising for individuals or groups other than FCC students must be approved in advance by the Senior Leadership Team. FCC student requests for fundraising purposes must be approved through the Student Engagement Office.
- D. College facilities may not be used for activities which duplicate College classes, programs, or activities which are in conflict with established College objectives or policies.
- E. All advertisements for any use of College facilities must be submitted for approval by the College to the Director of Marketing at [MBaisey@frederick.edu](mailto:MBaisey@frederick.edu) prior to the use of the advertisement. The College reserves the right to revoke the applicant’s

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- approval to use its facilities if the College, in its sole discretion, disapproves of any advertisement or discovers that any non-approved advertisement has occurred.
- F. College officials may not be refused entry to College facilities at any time.
  - G. Users of College facilities may not limit, restrict, disrupt or in any way inhibit the normal instructional programs of the College or other College activities.
  - H. Users of College facilities may not tape or in any way post signage to walls, doors, or other painted surfaces. Permission must be granted by the Facilities Planning Office prior to hanging of any signage. Once permission is granted, signage must be hung as directed and removed by the user at the conclusion of the event.
  - I. The College reserves the right to approve or refuse a request for the use of or access to facilities that may or may not be directly addressed in this Policy and Procedures.
  - J. Sex Offender Registrants seeking to attend any College function/event or to enter any College facility are required to obtain College approval from the Vice President for Learning Support. On a case by case basis, the College may decide to restrict access to College facilities that are not for the sole purpose of attending classes and participating in any class-related activity or preparation.
  - K. Sex offender registrants who are the parent or legal guardian of a student who will be participating in an event, such as commencement, program completion, sporting event, or performance, must jointly with the student seek approval from the Vice President for Learning Support or his/her designee in advance prior to attending any College function/event or entering any College facilities.