

**Use of Facilities
Policy**

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I. Primary Use of Facilities

The primary use of Frederick Community College (“FCC” or the “College”) facilities is in support of College instruction. College facilities are defined as those physical spaces owned or leased by the College. 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 Capital Planning and Project Management Office is charged with managing the most efficient use of College space and maintains the schedule of College space utilization.

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. Community members may request College facilities for public use if they are available. The College is authorized to establish administrative procedures and regulations related to the use of College facilities by the public/community. Public/community users must cover actual costs of operation and comply with all College policies. Fees as established by the College Administration shall be charged for use of College facilities by public/community groups. Non-profit organizations may be eligible for discounted rates.

Requesting organizations assume all fiscal 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 at the sole discretion of FCC. Governmental institutions that are self-insured may submit a letter to this effect in lieu of a Certificate of Liability Insurance. FCC co-sponsors and the partnering organizations are responsible for all other costs, including food service, and a Certificate of Liability Insurance from the partnering organization will be required.

Other use of facilities agreements, annual leases, and memorandums of understanding (MOUs) 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

- **“Internal College Meetings and Events”** refers to meetings or events that are organized and conducted by College faculty, staff, trustees, or students for College activities/business.

“College Co-Sponsored Events” refers to events where Frederick Community College and/or the Frederick Community College Foundation, Inc. actively partners with outside groups or organizations. All College co-sponsored events must be consistent with the College’s strategic plan and mission objectives and must aim to deliver a strong investment return by providing appropriate

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community engagement, potential enrollment opportunities, and potential donorship opportunities as well as provide opportunities for students, employees, and the community to participate where possible. Regular instructional or programmatic delivery involving outside groups would not be considered a co-sponsorship. For co-sponsored events, any facilities rental fees may be discounted or waived, and any technical support fees may be waived based on the schedule and/or availability of the technician. FCC co-sponsors and the partnering organizations are responsible for all other costs, including food service, and a Certificate of Liability Insurance from the partnering organization will be required.

- **“Public/Community Use”** refers to paid use of College facilities by individuals, organizations, associations, or businesses not affiliated with Frederick Community College.
- **“Senior Leadership Team (SLT)”** refers to the President’s leadership group comprised of the:
 - President
 - Provost and Vice President (VP) for Teaching, Learning and Student Success
 - Chief Financial Officer and VP for Administration
 - VP for Talent and Culture
 - VP for Student Experience
 - Chief of Staff to the President
 - Chief Information Officer
 - Executive Director for Office of Institutional Advancement (OIA) and FCC Foundation
 - Chief Foresight and Decision Support Officer
 - Special Assistant to the President for Institutional Effectiveness
- **“Workdays”** refers to Monday through Friday and does not include weekends, holidays, scheduled breaks, or other days the College is closed.

III. Responsible Senior Leader and Responsible Office

Chief Financial Officer and Vice President for Administration
Capital Planning and Project Management Office

IV. Entities Affected by this Policy

FCC faculty, staff, administrators, and students
The public/community