



Code: **KG-AR**  
Revised/Reviewed: 8/06; 6/20/12; 4/20/20

## **Facilities Use and Term Conditions**

### **Facilities Use Philosophy**

The College encourages the use of its facilities by the community and holds the institution in trust for the people in the district. Our college facilities exist to support the fulfillment of our Mission, Vision, and Values. This requires that the College exercise control of its spaces in a responsible manner.

### **General Terms and Conditions**

1. All activities scheduled on College campuses must be scheduled through Events and Conference Services. Fees will be charged for public use of space in accordance with the Facility Use Fee Schedules maintained by Events and Conference Services.
2. College spaces are designated in three categories of use:
  - a. Academic Spaces: Areas specifically for the furtherance of the College's academic Mission and generally not open to the public. Examples include labs, office spaces, study areas and most classrooms. Academic spaces are for the exclusive use of faculty, staff, students and authorized visitors.
  - b. Community Spaces: Areas controlled by the College, but available for use by the College as well as community groups. Community spaces must be scheduled through Events and Conference Services to avoid conflicts. Reasonable costs associated with the use of these spaces (utilities, cleanup and security, etc.) will be charged, and proof of general liability insurance is required. Examples of these spaces are common areas of the Community Center, some classrooms and Gregory Forum.
  - c. Public Areas: Exterior areas including sidewalks. Public areas of the College are generally open to the public during college hours unless such use has a reasonable likelihood of materially or substantially interfering with operations or activities of the College. Examples of such interference includes blocking student access, amplified sound, or other noise.
3. Use of College facilities are assigned on a priority basis as follows:
  - a. First priority is assigned to the College Schedule of Classes. No group or individual may request classrooms prior to the Schedule of Classes being finalized for any given term;
  - b. Second priority is assigned to all other College activities or activities in support of the fulfillment of our Mission, Vision, and Values;
  - c. Third priority is assigned to non-College facility users on a first-come, first-served basis.
4. When the College closes due to adverse weather conditions, all events and activities will be canceled, including weddings and wedding receptions, therefore weddings and wedding receptions will be limited to facility and/or outdoor use between April and October. Facilities scheduled outside staffed building hours may require the presence of a college representative. Additional charges will

apply if extra staffing is required for coverage and such need will be determined by Events and Conference Services, Campus Services or College Safety.

5. The College reserves the right to restrict, relocate, or cancel events according to the operational needs and during peak times of the College term, or when the College is closed. The College does not guarantee availability of facilities, or services for more than the estimated number of participants. Total number of participants may not exceed room fire code capacity.
6. Alcohol on Campus: Aside from the exceptions noted below, alcohol is prohibited on all Clackamas Community College campuses.
  - a. Exceptions:
    - (1) Foundation-sponsored events. In this case, the Foundation will:
      - (a) Oversee compliance with Oregon Liquor and Cannabis Commission (OLCC) regulations.
      - (b) Ensure those serving alcohol are permitted through OLCC.
      - (c) Ensure there is host liquor liability insurance coverage for the event with coverage limits at or above \$2 million per incident and \$3 million aggregate.
    - (2) External events with a hosted bar where no OLCC liquor license is required, such as a wedding. In this instance, the facility user will provide Events and Conference Services with valid:
      - (a) OLCC alcohol service permits for all those who will serve alcohol.
      - (b) A certificate of insurance showing liquor liability insurance:
        - (i) With coverage limits at or above \$2 million per incident and \$3 million aggregate.
        - (ii) Listing Clackamas Community College, its officers, agents and employees as additional insured.
    - (3) Alcohol may be allowed when used for instructional purposes, related course or lab work, approved instructional demonstrations, or as prescribed by a licensed physician.
  - b. The college will not use public funds to pay for alcohol or expenses arising from serving alcohol, such as the cost of OLCC liquor licenses.
7. All use of college facilities must comply with College Administrative Regulations including Alcohol and Other Drugs (JFCH/JFCI-AR), Use or Possession of Tobacco Products of Inhalant Delivery Systems (JFCG/KCG/GBK), Traffic and Parking Controls (ECD), Motor Vehicles Code (ECD-AR), Animals in College Facilities or on Campuses (ING), and Signage and Posting Guidelines.
8. Tables used for promotional purposes or the sale of merchandise are restricted to the Community Center building at the Oregon City campus, the Commons at the Wilsonville campus, and the Community Room and Lobby at the Harmony Campus (refer to the College's Vendor/Information Distribution/Posting Guidelines) unless part of a nonprofit or College-sponsored event.
9. Advertising copy for non-College functions which use the College's name must have prior approval by Events and Conference Services and the Creative Services Department.

10. The following conditions apply regarding facility use in and about college buildings:
  - a. Due to safety liability, furniture will only be moved by college staff. Once a setup is completed as per request, there will be no major revisions. If a facility user changes a furniture setup and custodial staff are required to restore the furniture to the original setup, a charge will be assessed for custodial time.
  - b. College premises and property will not be marred or defaced in any manner. College decorations, notices, etc. that are in place on or about College buildings may not be removed. Tape will not be placed on building floors, windows or on painted surfaces; nails, screws, tacks, etc., will not be driven into building surfaces. See Signage and Posting Guidelines for further information.
  - c. The College will not be responsible for decorations left by a facility user after an event.
  - d. All decorations must meet Clackamas County Fire Codes.
11. Directional signage will be limited to internal college-wide events, such as Graduation, and must be approved by Events and Conference Services and Campus Services. Other directional signage requests, such as school bus parking for hosted events, may be approved by Events and Conference Services and Campus Services, but is reserved for special circumstances. All other signage is subject to the campus Signage and Posting Guidelines.
12. No moving-vehicle events will be scheduled on College campuses, unless approved by Events and Conference Services, College Safety and Campus Services.
13. No camping on College campuses, unless part of a group activity or event and must be approved by Events and Conference Services and College Safety.
14. To maintain compliance with Clackamas County food handling regulations and the current food service provider contract, food sale and/or service to public and student populations must be provided through one of the following means:
  - a. Current contracted concessionaire;
  - b. Delivered and setup by outside food vendor;
  - c. Oregon City Campus barbeque coordinated and supervised by the College's Student Activities Office.
  - d. Food must be store bought and not homemade, unless for a staff potluck.
  - e. Served by person(s) holding a current Oregon Food Handlers Card.
15. Facility use is restricted to reserved facilities only (including all outdoor space). Any changes must be approved by the Events and Conference Services. Any nonemergency aircraft landing must reserve outdoor space through the campus' Events and Conference Services Department and must be approved by College Safety and Campus Services.
16. Extraordinary requests will be reviewed for approval by the Events and Conference Services Department or referred to the appropriate administrator if necessary.
17. Public area activities, such as noncommercial public interest groups or petitioners must occur outside of campus buildings, no closer than 25 feet from all building entrances. Activities must occur during regular College hours, defined as when regular classes are in session. During term breaks, activities must occur within regular College hours.

Noncommercial public interest groups or individuals are also welcome to participate in Community Fair Day. Activities within campus buildings must fall within Vendor/Information Distribution/Posting Guidelines<sup>2</sup>.

18. Charitable gaming within the context of fundraising on campus requires prior approval by Events and Conference Services. All other gambling activities are prohibited.
19. Any solicitation outside of existing guidelines and regulations is prohibited on campus. See Vendor/Information Distribution/Posting Guidelines.
20. Persons found in violation of these policies may be asked to leave the premises and may be excluded from the campus. Persons refusing to comply with these orders are subject to arrest for Criminal Trespass in the Second Degree (ORS 164.205).

### **Fiscal Policies**

1. Non-College facility users will be charged for expenses related to personnel and equipment required to conduct the activity plus appropriate fees for the specific facility used. The current fee schedule will apply to non-College facility users.
2. Facility fees and charges are due and payable prior to the event.
3. If an event reservation is canceled, the event planner will be liable for any and all expenses incurred by the College in preparation for their event.
4. If the College closes due to adverse weather conditions, any monies paid to the College for canceled events will be refunded, or rescheduled per the preference of the event organizer (renter).
5. Payment may be made online with a credit card when invoice is received via email. Payments made by check or money order should be payable to Clackamas Community College and sent to the Events and Conference Services office of the campus facilities used.
6. The facility user hereby agrees to indemnify, defend and protect the college against and hold and save harmless from any and all claims, demands, suits, liability, damages, loss, costs, attorney fees and expense of any nature which may arise out of any action or failure to act of the facility user. This includes but is not limited to claims of damage to the person or loss of property of any person invited by or permitted by the facility user upon the premises, or from or out of any damage, loss, harm or injury to the person or any property of the facility user or any of her/his representatives.

### **Public Speakers Appearing on College Campuses**

Speakers appearing on College campuses whose presentation is open to the public are subject to this administrative regulation, as is any individual, group or organization using College facilities.

## **Use of College Facilities and Equipment for Personal Gain**

As public employees of a tax supported political subdivision, it is expressly prohibited to use College facilities, equipment or employed paid time for personal gain. Any such violations may be grounds for immediate disciplinary action including dismissal and/or criminal prosecution, if appropriate. See Vendor Guidelines for sale of items by employees on campus outside of paid time.

**Approved by President's Council: March 15 2022**