

FACILITY USE POLICY

I. Policy Section

12.0 Building and Sites

II. Policy Subsection

12.9 Facility Use Policy

III. Policy Statement

Grand Rapids Community College's property, buildings, parking lots and grounds support the mission and purposes of the institution.

IV. Reason for the Policy

In addition to College activities, GRCC allows use of college facilities by organizations/institutions that: provide extended and enhanced educational opportunities for students (educational partnerships/agreements); directly connects to college employees/operations (organization memberships/user groups); and, co-sponsored events. GRCC also makes its physical facilities available to responsible groups and organizations on a rental basis, after meeting College needs.

V. Entities Affected by this Policy

This policy applies to GRCC employees, external and community based organizations, private and non-profit entities.

VI. Who Should Read this Policy

All staff
Employees responsible for building/event scheduling
External individuals/organizations

VII. Related Documents

College Policies
Related Business Function & Risk Management Policies
Facility Use Fee structure
Scheduling procedures
Weekend scheduling guidelines
Events on Campus and Amplified Sound Policy

VIII. Contacts

Policy Owner: Executive Director, Operational Planning
Conference & Events Master Scheduler
Director of Facilities
VP-Finance & Administration
Chief of Police

IX. Definitions

- A. Facilities/Sites – buildings owned and/or operated by GRCC.
- B. Space – Room or meeting areas within GRCC owned/operated facilities.

X. Procedures

Any use of college facilities by a non-college person, group, agency and/or company may be prohibited if the activity scheduled or proposed could: interfere with classes; violate GRCC policies; disrupt the GRCC campus; result in reputation risk; create a health or safety risk; violate noise ordinances; create excessive litter; block traffic; destroy property; and/or violate local, State or Federal laws or regulations. Grand Rapids Community College reserves the right to place restrictions and/or deny use of space for non-college events and activities.

- A. Scheduling Responsibility: All GRCC property, buildings, parking lots and grounds belong to the College. All space usage for any reason must be scheduled through the central scheduling system (CWEST) to ensure compliance with policies and procedures.
- B. Scheduling Hierarchy: Reasonable efforts will be made to assure all programmatic needs are met. Scheduling will be considered in the following order:
 - 1. GRCC Academic/Instructional activities
 - 2. GRCC events/meetings by approved GRCC groups/units
 - 3. GRCC co-sponsored events
 - 4. External groups/organizations
- C. Fees: All use of space has a cost. Fees for space use are based on these characteristics:
 - 1. The relationship of the event to the College's mission and purposes.
 - 2. The size of the event: number of participants, number of rooms, length of time, additional services/personnel requirements, complexity of logistics.
 - 3. The organization's non-profit status.
 - 4. Direct costs necessary to support/manage event.

For current rental rates, please see fee schedule which will be available for FY 13/14.

XI. Forms

Facility Use Agreement
Scheduling/Cancellation Guidelines
Request for network access/Acceptable Use Agreement

Food/Beverage request
Parking voucher request
Media Services request

XII. Effective Date

TBD

XIII. Policy History

This is a new policy created to address the use of College facilities.

XIV. Next Review/Revision Date

April, 2017