

FACILITY AND GROUNDS USE POLICY

I. Policy Section

12.0 Building and Sites

II. Policy Subsection

12.9 Facility and Grounds Use Policy

III. Policy Statement

Grand Rapids Community College's properties, buildings, parking lots and grounds are designed and reserved to support the mission and purposes of the institution. The College makes its facilities available for public use as long as such use does not interfere with the primary purpose of education or compromise the safety and security of students, faculty, or staff.

IV. Reason for the Policy

The College has established this policy to provide guidance to the campus community and the public regarding the use of College facilities and grounds. This guidance is intended to:

- Establish and maintain a consistent, effective approach to facility use and scheduling
 - The use of GRCC facilities and grounds is intended primarily for functions sponsored by official offices, departments, and programs of the College in pursuit of its educational purposes.
 - 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 when not in use for College activities.
- Establish standard processes for the use of College facilities
- Establish and provide consistent fees and contracts for the use of College facilities

All events must comply with College Policies and related protocols. The College reserves the right to cancel any event for circumstances beyond its control and/or reasonable cause, or to deny and make additional restrictions when in the best interest of the College.

V. Entities Affected by this Policy

This policy applies to all GRCC employees and students, GRCC Athletic and Student Life organizations, external/community-based organizations, private and not-for-profit entities.

VI. Who Should Read this Policy

All Employees
Student organization leaders & advisors
External individuals/organizations

VII. Related Documents

College Policies:

- 3.2 Non-Discrimination on Basis of Disability Policy
- 3.5 Tobacco/E-Cigarette Free Environment
- 6.18 Acceptable Use of Technology Policy
- 6.24 Drug and Alcohol Policy
- 9.2 Use of College Name, Seal and Emblem/Logo
- 11.9 Energy Conservation
- 12.8 Events on Campus and Amplified Sound
- 14.1 Risk Management
- 14.2 Firearms, Explosives or Weapons
- 14.5 Campus Closing Due to Inclement Weather & Emergency Conditions
- 14.10 Service Animals
- 14.12 Open Flames
- 14.14 Building Access Raider Card
- 14.16 Health and Safety Policy

Facility Use Fee structure (www.grcc.edu/conferencingevents)
Scheduling procedures

VIII. Contacts

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

IX. Definitions

- A. Facilities and Grounds - buildings, parking areas, green spaces and plazas owned and/or operated by GRCC, including leased properties.
- B. Space - room or meeting areas within GRCC owned/operated facilities, or designated exterior locations.

- C. Non-GRCC Space - off campus spaces regularly scheduled by GRCC for College activities

X. Procedures

- A. Scheduling Responsibility: All GRCC properties, buildings, parking lots and grounds belong to the College. All space usage for any reason must be scheduled through the central scheduling system (25Live) 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, including athletic and student events carried out by officially recognized teams, student clubs, organizations, and programs.
 - 3. GRCC co-sponsored events with other academic organizations and/or community organizations. The GRCC department coordinating the event must identify a liaison to be on-site for the entire event.
 - 4. External groups/organizations

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. This includes community events which may require campus resources. Grand Rapids Community College reserves the right to place restrictions and/or deny use of space for non-college events and activities. Certificates of insurance will be required.

- A. Fees: All use of space has a cost. Fees charged to both internal departments and external organizations 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 and/or type of rooms, length of time, additional services/personnel requirements, complexity of logistics.
 - 3. External/third party involvement and the extent to which the event and any related revenues/fees are managed by the third party.
 - 4. The organization's not-for-profit status. The College, at its discretion, may make facilities available for local non-profit agencies at a reduced rate.
 - 5. Direct costs necessary to support/manage event.

For current rental rates, see fee schedule available at www.grcc.edu/conferencingevents. Fees are subject to change without notice.

When in the best interest of GRCC, the President or designee may approve exceptions to procedures, fees, direct cost charges, or requests for waivers, on a non-precedent-setting basis.

C. Resources

1. Campus Catering - Food Services for campus events must be provided by approved college catering and banquet service providers. In the event these entities are unable to provide services, third party catering services may be considered.
2. Parking - Event and guest parking is available in GRCC parking ramps for a fee. For current parking rates, see fee schedule available at www.grcc.edu/about-grcc/grcc-police/parking
3. Network - GRCC provides guest access to the WIFI network on campus. Event specific network access may be requested.
4. AV/Media - Services are limited and may require third party providers.

D. Forms

[Facility Rental Agreement](#)

[Request for network access/Acceptable Use Agreement](#)

[Food/Beverage request](#)

[Parking voucher request](#)

[Media Services request](#)

E. Effective Date

April, 2013

F. Policy History

Original policy established in April, 2013

Updated June, 2017

Updated June, 2019

Updated September, 2021

G. Next Review/Revision Date

September, 2023