

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 property, buildings, parking lots and grounds are designed and reserved to support the mission and purposes of the institution.

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 standard processes for the use of college facilities
- Establish and maintain a consistent, effective approach to facility use and scheduling
- Establish and provide consistent fees and contracts for the use of College facilities

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.

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, GRCC Athletic and Student Life organizations, external/community based organizations, private and not-for-profit entities.

VI. Who Should Read this Policy

All staff and student organization leaders
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

VIII. Contacts

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

IX. Definitions

1. Facilities and Grounds – buildings, parking areas, green spaces and plazas owned and/or operated by GRCC.
2. Space – room or meeting areas within GRCC owned/operated facilities, or designated exterior locations.

X. Procedures

1. 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 (25Live) to ensure compliance with policies and procedures.

2. Scheduling Hierarchy: Reasonable efforts will be made to assure all programmatic needs are met. Scheduling will be considered in the following order:

- a. GRCC Academic/Instructional activities
- b. GRCC events/meetings by approved GRCC groups/units
- c. GRCC Athletic and Student Events carried out by officially recognized student clubs, organizations and programs
- d. GRCC co-sponsored events
- e. 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. Grand Rapids Community College reserves the right to place restrictions and/or deny use of space for non-college events and activities.

3. Fees: All use of space has a cost. Fees for space use are based on these characteristics:

- a. The relationship of the event to the College's mission and purposes
- b. The size of the event: number of participants, number and/or type of rooms, length of time, additional services/personnel requirements, complexity of logistics
- c. External/third party involvement, and the extent to which the event and any related revenues/fees are managed by the third party
- d. The organization's not-for-profit status
- e. 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 his/her designee may approve exceptions to procedures, fees, or requests for waivers, on a non-precedent-setting basis.

The College reserves the right to cancel any event for circumstances beyond its control and/or reasonable cause, or deny and make additional restrictions when in the best interest of the College.

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

Original policy established in April, 2013
Updated June, 2017

XIV. Next Review/Revision Date

June, 2019