

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.

Grand Rapids Community College (GRCC) makes its facilities available for public use as long as such use does not interfere with its educational mission or compromise the safety and security of students, faculty, or staff.

IV. Reason for the Policy

The purpose of this policy is to establish consistent standards for the use of College facilities and grounds, including relating to events held at GRCC facilities. This policy clarifies that the primary use of GRCC of facilities and grounds should relate to official College offices, departments, and programs. This primary use should be for educational purposes and support the College's educational mission.

GRCC also permits other organizations and institutions to utilize College facilities and grounds where such uses: constitute co-sponsored events; provide extended or enhanced educational opportunities for students (e.g., through educational partnerships and agreements); or directly connect to College employees or operations. In addition, the College may allow responsible groups and organizations to utilize College facilities on a rental basis in accordance with the requirements of this policy.

All facility rentals and related events must comply with College policies and related protocols. GRCC reserves the right to impose additional restrictions regarding the use of College facilities and grounds whenever such restrictions are determined to be in the best interest of the College.

V. Entities Affected by this Policy

All Employees
Budget Control Officers
Independent Contractors
Applicants
Students
Vendors

College Guests
Board of Trustees
Community and Constituencies accessing Services
Volunteers
Members of the Public

VI. Who Should Read this Policy

All Employees
Budget Control Officers
Independent Contractors
Applicants
Students
Vendors
College Guests
Board of Trustees
Community and Constituencies accessing Services
Volunteers
Members of the Public

VII. Related Documents

All activities and users covered by this policy are expected to comply with all other applicable College policies.

VIII. Contacts

Policy Owner: Executive Director, Operational Planning
Director of Ford Fieldhouse Operations and Campus Event Services
Executive Director of Facilities
Vice President (VP) for Finance & Administration
Chief of GRCC 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 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 that 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 liability insurance will be required.

C. Fees: All use of space has a cost. Fees charged to both internal departments and external organizations are based on these characteristics:

- The relationship of the event to the College's mission and purposes.
- The size of the event: number of participants, number and/or type of rooms, length of time, additional services/personnel requirements, complexity of logistics.
- External/third party involvement and the extent to which the event and any related revenues/fees are managed by the third party.
- 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.
- Direct costs necessary to support/manage the event.

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.

D. Resources

1. Conferencing and Events -- [website](#)
2. 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.
3. 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
4. Network – GRCC provides guest access to the WIFI network on campus. Event specific network access may be requested.
5. AV/Media – Services are limited and may require third-party providers.

XI. Forms

[Facility Rental Agreement](#)
[Request for network access/Acceptable Use Agreement](#)
[Food/Beverage request](#)
[Parking voucher request](#)
[Media Services request](#)

XII. Effective Date

April, 2013

XIII. Policy History

Original policy established in April, 2013
Updated June, 2017
Updated June, 2019
Updated September, 2021
Updated September, 2023
Updated September, 2025

XIV. Next Review/Revision Date

September 2027