

## **FACILITY USE POLICY REVISION**

### **Article VII- Business Procedures**

#### **7.60 USE OF PHYSICAL FACILITIES BY OUTSIDE GROUPS**

In keeping with the role of the community college as a public institution, the Board desires that Mineral Area College facilities be used to help meet general education, civic, cultural and recreational needs of district residents. The facilities of the campuses shall be made available to community groups for these purposes whenever it is consistent with the objectives of the campuses and when such use does not conflict with the district's educational mission, policies or regulations, or the College schedule. Personal use of college facilities for private events are outside the scope of the college's mission.

The physical facilities of Mineral Area College are available to student groups under the following conditions:

Mineral Area College will provide an opportunity for student-initiated groups to conduct meetings on campus premises, and will not discriminate against students on the basis of religious, political or philosophical content of the speech at such meetings.

Mineral Area College will provide an opportunity for student-initiated groups to meet on campus premises when the following criteria have been met:

A meeting must be voluntary and student-initiated. No student shall be in any way coerced to participate in religious or other activity. Professors and College administrators, when acting within the course and scope of their employment, will strictly observe a policy of official neutrality regarding religious activity.

The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the College.

Non-college persons may not direct, conduct, control, or regularly attend the meetings of a student-initiated group.

The physical facilities of Mineral Area College are available to in-District community groups under the following conditions:

1. Responsibility for the use of facilities will rest with the individual locations. The "Application for Room or Space Reservation" will be approved by the appropriate room coordinator or designee. The room coordinator reserves the right to reject a request for facility use by any person or organization when it is determined that such request does not serve the best interest of the district.
2. Priority for use of facilities will be:
  - a. College or district instructional, administrative, or professional activity.
  - b. Educational community service programs of the College.
  - c. Student-led activities and meetings for College-sponsored clubs and organizations.
  - d. Educational or cultural events and/or activities sponsored by community groups.

- e. Other events and/or activities considered appropriate by district officials.
3. User fees will be based on facility use and support services. Facility use fees include room usage and utilities. Support services can include but are not limited to media, equipment, food service, custodial, maintenance, security, administrative services, and overtime pay.
  4. Activities or events that are in direct competition with services provided by the College require approval by a College Administrator.
  5. All groups wishing to schedule rooms outside of regularly scheduled hours must have the approval of the room coordinator.
  6. A district-wide facility fee schedule approved by Administration will be generated on a yearly basis. Exceptions to the fee schedule may be authorized by the room coordinator of each location. Groups wishing to use facilities will be charged in accordance with the following:
    - a. Mineral Area College or affiliated groups: Facility use fees will not be charged for the following groups. Fees for support services will be charged as indicated.
      - i. Mineral Area College groups composed of employees or students provided such use pertains to educational or cultural events and/or activities of the College. Fees for support services may be charged if the usage is beyond what is normally provided.
      - ii. Community or business groups working in a joint or cooperative effort with a Mineral Area College office, department, or organization. Fees for support services will be charged if the usage is beyond what is normally provided.
    - b. Community groups or public agencies. Facility use or contract fees will be charged for the following groups.
      - i. Community groups or public agencies who wish to use facilities on a limited basis will be charged facility use fees.
      - ii. Community groups or public agencies who wish to use facilities on an ongoing basis may be required to negotiate separate contracts with the appropriate room coordinator.
    - c. Businesses. Facility use or contract fees will be charged for the following groups.
      - i. Businesses who wish to use facilities for events or activities for which they charge no fee will be charged facility use fees.
      - ii. Businesses who wish to use facilities for events or activities for which they charge fees may be required to negotiate separate contracts with the appropriate room coordinator with approval by a College Administrator.
      - iii. Businesses within the College service district that are members of training consortiums or who use College Workforce Development services may use available space at no charge.