

PROCEDURES FOR USE OF COLLEGE FACILITIES

I. GENERAL PROCEDURES

Community groups, that is, groups whose membership is made up primarily of residents of the Monroe County Community College District, shall be encouraged to use College facilities subject to the following regulations. These regulations apply to all College sponsored events requested by staff or students.

A. A Facilities Reservation Permit must be completed and submitted to the office of Corporate and Community Services (CCS). Permits which require a set-up, security, audio-visual, and/or food service, must be submitted a minimum of 10 working days prior to the requested date of the event. Reservations for the Meyer Theater only may be accepted 12 months in advance of the event.

B. All facilities reservations will be considered tentative pending finalization of instructional and student activity schedules where applicable.

Reservations for evening use (5:30-10:30 p.m.) will be accepted only on a tentative basis prior to August for the fall semester and December for the winter semester for non-College sponsored activities. Groups may schedule facilities on a recurring basis for a period of one (1) semester.

C. The College has the exclusive right to grant or cancel permits at any time. In the event of an emergency, application of these procedures and all previous agreements may be suspended when considered to be in the best interest of the College and/or the community.

D. Facility use is generally limited to the hours of 8:00 a.m. to 10:30 p.m. Monday through Friday. Weekend use of College facilities is generally limited to 8:00 a.m. to 5:00 p.m. on Saturday. Except for the La-Z-Boy Center, Health Education, and Student Services/Administration buildings, College facilities are not available for use from 5:00 p.m. on Saturdays through 8:00 a.m. on Mondays for non-College activities. Use of Whitman Center facilities are considered on an individual basis.

In order to assure proper maintenance and service, it is required that some restrictions be placed on Friday evening and Saturday use of facilities. A given space or room may not be used on Friday evening if it is being used by a different group on Saturday and vice versa, except when group agrees to additional custodial charges for cleaning between events. Determinations will be made on a first-come, first-served basis. It is permissible for the same group to use a space on each date as long as forethought is given to maintenance.

E. Community groups may elect to involve the College as a co-sponsor for select events. In those cases the College may absorb some or all of the costs for facility utilization as a part of co-sponsorship. In those situations where a direct monetary profit is realized from the event, the College may enter into an agreement with the group to share a percentage of the profit to cover costs and/or excess of income over costs. All co-sponsored events/fee waivers must have fee waiver form signed by authorized college official prior to reservation date being confirmed.

F. The College reserves the right to determine if a group is non-profit or profit and to request official documentation of non-profit status, 501(c)(3) classification.

G. It is at the College's discretion to determine human resource needs such as audio-visual, maintenance, security, or others in order to ensure organization and control of facilities.

H. The College reserves the right to determine the appropriateness and feasibility of special set-ups, removal/replacement of furniture, and equipment utilization.

I. GENERAL PROCEDURES (continued)

I. Parking may not be reserved for non-College events.

J. All groups utilizing College facilities must also agree to abide by the following:

1. All groups shall agree to assume the responsibility for any damage other than normal user wear to facilities or equipment which occurs through their use.
 2. Smoking, or use of tobacco products is not permitted on College grounds. (refer to Policy 6.20).
 3. Possession or consumption of illegal drugs on College premises is prohibited (refer to Policy 6.21 and Procedure 6.21a).
 4. Possession or consumption of alcoholic beverages on College premises is prohibited without written approval from the College President or the president's designee (refer to Procedure 6.21a). Copy of approved liquor license must be submitted to Corporate and Community Services Office five (5) business days prior to event date.
 5. Lotteries, raffles, and gambling are prohibited without prior written approval from the State of Michigan (refer to Procedure 6.19).
 6. Facilities may not be utilized for activities which are considered to be in direct competition with College programs, classes, or seminars.
 7. Groups may be required to provide proof of insurance(s) and/or copies of required permits.
 8. Children less than 16 years of age must be under adult supervision at all times.
- K. As a limited public forum, the College neither endorses, adopts nor advocates any particular religious or political viewpoint. Use of College facilities, as regulated by the Board of Trustees, is provided as a community service and as required by governing law.
- L. Exceptions to these procedures may be made by the Dean of Corporate and Community Services, the Vice President of Administration, the President, or their respective designees.

II. FEES AND CHARGES

A. Space Fees

Described below are the fees, which will be assessed for the use of facilities. These fees are assessed based upon the defined rental period, and apply to both non-profit and profit organizations. The basic use fee applies when the space is reserved in its traditional arrangement. A maintenance fee is added for either special set-ups when furniture must be rearranged to accommodate the activity, or if furniture needs to be removed from a room and replaced.

General Campus Buildings						
	Non-Profit		Profit		Maintenance Fees	
Room Type	4 Hours	8 Hours	4 Hours	8 Hours	Special	Removal & Replacement
Training/Classrooms A-149/A-150 A-173a,b,c,d Z-257/258/259/260 Z-271/Z-272	\$65	\$90	\$160	\$320	\$40	\$65
Conference Rooms A-153/A-100 Z-203 L-100 E-125	\$55	\$75	\$65	\$120	\$40	\$65
Computer Labs Z-289 W-157a,b C-8 L-144 W-5	\$175	\$300	\$300	\$500	\$50	NA
Lecture Halls L-140/L-201 C-3	\$100	\$175	\$320	\$640	NA	NA
Dining Hall A-140 (no kitchen use)	\$125	\$200	\$600	\$1200	\$75	\$150

II. FEES AND CHARGES (continued)

Health Education Building				
	Non-Profit		Profit	
Room	2 hours	Additional Hour	2 Hours	Additional Hour
Gymnasium* W-131 North and South	\$165	\$80	\$250	\$200
North Half Only W-131 North	\$90	\$35	\$125	\$100
South Half Only W-131 South	\$90	\$35	\$125	\$100
Dance Room W-139	\$75	\$85	\$175	\$300
Fitness Center W-100	Negotiated based upon number of users/hours/frequency.			
*Gymnasium set up fee for special events will be charged based upon labor/equipment required.				

La-Z-Boy Center								
Weekday (Monday – Thursday)								
Meyer Theater	Meeting/ Conference (Hourly/4 Hours/ 8 Hours)		Performance		Rehearsal		Dark Days	
	Non-Profit	Profit	Non-Profit	Profit	Non-Profit	Profit	Non-Profit	Profit
*Meyer Theater (Z-238) and Atrium/Lobby (Z-202)	\$110	\$125	\$500	\$800 or 10% of Gross Ticket Sales	\$175	\$350	\$100	\$150
	\$350	\$400						
	\$500	\$600						
Atrium/Lobby Only (Z-202)	\$80	\$100						
	\$200	\$225						
	\$350	\$400						
*Theater rental fee includes Technical Director's time for rehearsal/performance times.								

La-Z-Boy Center								
Weekend (Friday - Sunday)								
Meyer Theater	Meeting/ Conference (Hourly/4 Hours/ 8 Hours)		Performance		Rehearsal		Dark Days	
	Non-Profit	Profit	Non-Profit	Profit	Non-Profit	Profit	Non-Profit	Profit
*Meyer Theater (Z-238) and Atrium/Lobby (Z-202)	\$160 \$475 \$695	\$200 \$650 \$900	\$695	\$1200 or 10% of Gross Ticket Sales	\$300	\$600	\$300	\$400
**Atrium/Lobby Only (Z-202)	\$125 \$275 \$450	\$150 \$375 \$600						
Band Rehearsal Hall (Z-275)	\$75 \$185 \$325	\$95 \$265 \$450						
<p>*Theater rental fee includes Technical Director's time for rehearsal/performance times.</p> <p>**Atrium set up fee for special events will be charged based upon labor/equipment required.</p>								

B. Human Resource Fees

In some instances the use of College facilities will require on-site human resources. In those cases the following hourly rates will be charged. The rates are for one person. If more than one person is required in any job category, the rates will increase accordingly. A three (3) hour minimum charge is required for evening and weekend labor.

II. FEES AND CHARGES (continued)

B. Human Resource Fees (continued)

Hourly Rates

Audio-Visual Technician	\$30
Badminton/Volleyball	\$30 per net
Bleachers	\$15 (standard setup is 3 rows on each side)
College Liaison	\$45 (outside normal work hours)

Custodial/Maintenance	\$30
Information Systems Technician	\$35
Removal of Orchestra Pit Cover	\$605
Security	\$30
Special	\$115 (maximum, based upon nature of request)
Technical Director	\$40

C. Equipment Fees

College equipment may be reserved for events and will be charged at the following daily rates per item:

Camcorder with tripod	\$75
Computer/Data Projector	\$40
Computer-Laptop	\$40
DVD recording of presentation	\$75
Flip Charts	\$20
Floor Cover	\$200
Follow Spot	\$10
Microphone – Floor Standing	\$20
Table Top	\$20
Lavalier/FM Wireless	\$20
Wireless Handheld	\$20
Orchestra Shell	\$250 (normal setup is without shell)
Overhead Projector	\$10
Piano	\$100
Podium - Floor (w/or w/out microphone)	\$25
- Table Top	\$10
Power Extension Cords	\$5
Risers	\$50
Slide Projector	\$10
TV/VCR/DVD	\$20

- D. Non-Profit Rental Rates
Non-profit, tax-exempt organizations shall submit to the College copies of tax exemption certificates to be eligible for non-profit rental rates. Such certificates must be submitted with return of rental rates. Such certificates must be submitted with return of Facility Usage Agreement. The College will keep such certificates on file, although the College may require updating from time to time.
- E. Penalty for Returned Checks and Late Payment
The College reserves the right to assess a charge for any checks returned for non-sufficient funds or other reasons. When final payment is not received as prescribed in the Facility Usage Agreement, a late payment service charge on the unpaid balance will be added to the bill. Payment not received after 90 days will be turned over to an agency for collection and Lessee will be responsible for all rental charges, interest, and collection fees. The College reserves the right to refuse to any person or organization that is delinquent in rental payments or has failed to make timely payments.

II. FEES AND CHARGES (continued)

F. Food and Beverages

All food and beverage requests must be arranged through the College's food services vendor.

For cancellation of events requiring advanced meal orders, the food service vendor shall be notified two business days prior to the event or the food service fees will be charged by the vendor.

Food and beverage items are not permitted in the multi-purpose room, the dance room, or the fitness center. Exceptions to this procedure may be approved by the Dean of Corporate and Community Services for special events.

For any event, when rental fees have been waived by the College, and where food and/or beverages are served, a non-refundable concession fee of \$100 will be charged by the college.

G. Other Charges

Additional charges to cover other direct costs may be applied as deemed appropriate by the College.

- H. Reservations for the Meyer Theater or special events require a minimum 25 percent advance deposit of the total estimated fee to be returned with the signed Facilities Reservation Permit. Checks should be made payable to "MCCC." Reservation deposits for other rentals may be required.

H. Cancellation Notice/Charges

Cancellation or rescheduling of events with the office of Corporate and Community Services should be done as soon as possible to prevent unnecessary set-ups and unused rooms. For normal room reservations, the Office of Corporate and Community Services must receive notice of cancellation/rescheduling by 12:00 noon, two business days preceding the scheduled event or the room rental, maintenance, and related fees will be charged.

Cancellation of events in the Meyer Theater at least 60 days prior to the event may receive a full refund of any advance deposit. Cancellation of events in the Meyer Theater with less than 60 days notice are non-refundable.

Cross-References

Policy 3.14	Policy Concerning Guest Speakers
Procedure 3.15	Guidelines on Speakers for Student Organizations
Policy 6.18	Policy for Use of College Physical Resources
Procedure 6.18(b)	Procedures for Use of College Owned Equipment, Furniture, and Supplies
Procedure 6.18(c)	Procedures for Signs and Posters
Procedure 6.18(d)	Procedures for Use of La-Z-Boy Center
Policy 6.19	Raffle Policy
Policy 6.20	Smoking and Tobacco Use Policy
Policy 6.21	Drug and Alcohol Policy
Procedure 6.21(a)	MCCC Alcohol Procedures

2-26-79, 7-1-82, 4-24-89, 6-90, rates revised 6-24-91, 9-27-93, 10-24-94, rates revised 10-24-94,
7-1-96, 12-15-97, 11-22-99, 3-27-06, rates revised 7-1-08 , rates revised 11-15-10; waiver 11-15-10,

Monroe County Community College Facility Reservation Fee Waiver Request

Procedure 6.18(a)

Organization: _____
 Contact Name/Information: _____
 Event: _____
 Date/Time: _____ Tentative Permit # _____

ITEM	ESTIMATED FEES	AMOUNT WAIVED
FACILITIES RESERVED:		
SPECIAL SET-UP REQUIRED:		
EQUIPMENT PROVIDED:		
HUMAN RESOURCES NEEDED:		
A/V Technician		
Custodial/Maintenance		
I/S Technician		
Meyer Theater Staff		
Security		
FOOD/BEVERAGE SERVICE:		
Non-Refundable Food/Beverage Fee (if applicable)		
OTHER:		
TOTALS		

Authorized by: _____

Date: _____