North Hennepin Community College

Policy/Procedure Information

Number: 6.12

Name: Facilities Use Policy

Author: Policy Committee

Custodian: Policy Committee

Effective Date: August 26, 2013

Next Review Date: AY2017-2018

Regulatory Authority:

- MnSCU Board Policy 5.16 – Risk Management and Insurance
  - http://www.mnscu.edu/board/policy/516.html
- MnSCU Board Policy 5.18 – Alcoholic Beverages and Controlled Substances on Campus
  - http://www.mnscu.edu/board/policy/518.html
- Minnesota Statute Section 624.72 – Interference with Use of Public Property
  - https://www.revisor.mn.gov/statutes/?id=624.72

Part 1. Policy Statement

College facilities are available to faculty, staff, students, and campus organizations for sponsorship of various educational, recreational, and social programs and/or events. College academic departments, administrative units, and approved organizations may act as a sponsoring host for community organizations and activities that are related to the sponsoring area's institutional role. All facility rentals are on a space available basis, and must not interfere with the educational programs of the college.

All events and activities held on college property must meet at least one of the following criteria:

1. Align with the college mission
2. Benefit the college and/or community
3. Create awareness for the college
4. Support Foundation initiatives

Applicable rental rates and associated service fees may be assessed. Users may be required to provide proof of acceptable insurance coverage.

All facility rentals are scheduled through a process approved by the Vice President for Finance and Facilities. The facilities coordinator, who also assists users with the preparation of the initial contract and any subsequent issues, is responsible for daily coordination of the process.

Part 2. Definitions

Subpart A. College Facilities

College facilities are identified as all buildings and grounds owned or controlled by the College, including streets, sidewalks, parking lots, athletic fields, roadways and all other property owned or controlled by the College.

Subpart B. Event

An event is defined as any function, meeting, gathering, workshop, or seminar attended by others regardless of size and purpose.

Review Action	Date(s)
Campus Community Review Period	March 19 – April 2, 2013
Shared Governance Council Review	April 26, 2013
Labor/Management Meetings Review	MAPE – April 23, 2013 AFSCME – May 3, 2013 MMA – May 3, 2013
Student Senate Review	April 22, 2013
President Approval	May 6, 2013
Campus Community Dissemination	May 13, 2013

History

- Originally approved January 1, 2006
- Revised spring 2013