

North Hennepin Community College

Policy/Procedure Information

Number: 6.12

Name: Facilities Use Policy

Author: Policy Committee

Custodian: Policy Committee

Effective Date: January 12, 2015

Next Review Date: AY2019-2020

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>
 - MnSCU System Procedures Chapter 1C – Code of Conduct & Ethics
 - <http://www.mnscu.edu/board/procedure/1c0p1.html>
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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.

North Hennepin Community College employees may not use college facilities for non-work related activities except as available to the general public and consistent with the Facilities Use procedure 6.12.1.

Visitors, contractors, and partners must abide by all North Hennepin Community College policies and procedures.

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	October 20-31, 2014
Shared Governance Council Review	November 14, 2014
Labor/Management Meetings Review	AFSCME – November 21, 2014 MAPE – November 21, 2014 MMA – November 21, 2014
Student Senate Review	December 5, 2014
President Approval	December 15, 2014
Campus Community Dissemination	December 19, 2014

History

- Originally approved January 1, 2006
- Revised spring 2013
- Revised fall 2014 to include language about employee use of facilities.