

Herkimer County Community College Board Policy

TITLE: Use of College Facilities and Grounds by Non-College Organizations

POLICY #: CF 13-11 (Replaces Policy #'s CF 10-08, CF 96-27, and CF 89-21A)

DATE OF BOARD OF TRUSTEES APPROVAL: 9/25/13

RESOLUTION #: 13-11

POLICY STATEMENT:

As a public institution, it is the intent of the Herkimer County Community College to provide facilities that meet the College's objectives of providing educational, cultural and civic opportunities. However, it is the policy of the College that the facilities and grounds of the campus be made available for use by non-college organizations only as provided herein.

The College's priority is to satisfy the need of college-related organizations, and if resources and space availability allow, to permit the use of College facilities and grounds by non-college organizations when such use does not infringe upon, delay or conflict with College purposes and activities.

I. STATEMENT ON USE OF COLLEGE FACILITIES AND GROUNDS

A. The use of College facilities and grounds will be prioritized as follows:

- a. Academic/Academic-Related Use
- b. Campus Life Activities/Athletics/Institutional
- c. College-Affiliated Organizations
- d. Non-College Affiliated Organizations

B. Organizations of the following nature shall be deemed non-College affiliated for the purpose of this policy and will be given the following priority:

- a. Federal, state and local government units, departments and agencies.
- b. Organizations operating on a not-for-profit basis and whose use of the College facilities will be consistent with the objectives of the College.
- c. Commercial organizations for educational or training purposes.
- d. General commercial use:
 - i. Any individual or organization not meeting the requirements as outlined in "a" through "c" above will be considered a commercial organization.

- ii. The College reserves the right to determine the eligibility of a potential user in these categories. If the event is not co-sponsored by an academic department, administrative office, or College-recognized organization, promotional material for the event may NOT imply college sponsorship or affiliation to financial gain.
 - iii. Commercial activities will be provided on a non-exclusive basis.
 - iv. The College may not waive any fees or insurance requirements for commercial organizations.
- C. The use of College facilities by non-College affiliated organizations will generally not be available during periods of college closure and during periods when necessary College resources are unavailable.
- D. The use of campus facilities and grounds shall be subject to any schedule of fees for use and insurance requirements established by the College.

2. RESTRICTED USE

- A. Herkimer County Community College will strictly enforce the prohibition of activities that conflict with federal, state and local laws and College regulations. The College maintains a policy on non-discrimination with respect to race, religion, gender, national origin, political affiliation, marital status, disability or sexual orientation in compliance with all federal, state and local laws. The College reserves the right to refuse facility use for reasons as outlined above or for activities that conflict with the College objectives.
- B. It is the policy of the Herkimer County Community College that the use of campus facilities, equipment and/or materials by employees, students and non-College organizations conducting non-College business is prohibited, except in instances of permitted limited use as reflected in IRS Regulations and for the purposes of governmental organizations having prior approval from the College. Furthermore, it is the responsibility of each employee to help ensure that College resources are used only for approved activities that reflect the mission, goals and objectives of the College.

BACKGROUND:

Based on the recommendations of legal counsel, this new policy was created in order to incorporate into a single policy the information and guidelines previously covered by three separate policies and their attachments: CF 10-08, CF 96-27 and CF 89-21A. New policy CF 13-11 now replaces those three prior policies.