

Facility and Equipment Use	Document No.	
	Effective Date	12-21-11
	Revision Date	
	Revision No.	1.0
	No. of Pages	6

1.0 Purpose

This policy establishes guidelines for use of college facilities and equipment.

2.0 Revision History

Date	Rev. No.	Change	Ref Section
	1.0	Policy rewrite.	
	1.1	Removed employee sponsorship of activities.	
	1.3	Added the ability for college student organizations or classes to hold fundraisers for charitable organizations.	5.6
	1.4	Assigned the responsibility of lending equipment to the school, department, or office responsible for the equipment.	5.7
	1.5	Removed groups of 35 or fewer people from the fee activities lists	5.8
	1.6	Defined the types of activities that would be required to purchase liability insurance.	5.12

3.0 Persons Affected

3.1 All Casper College employees and students.

3.2 Any person or organization that would like to use campus facilities and equipment.

4.0 Policy

The policy of Casper College is to ensure the following.

4.1 The primary use of college facilities and equipment is for Casper College’s academic, program, operational, and foundation activities.

4.2 College facilities and equipment are the property of the college. No individual, school, department, or office shall consider any space exclusive no matter the funding source.

- 4.3 College facilities and equipment are not used for commercial enterprise. Using college facilities for commercial enterprise is a misappropriation of public resources and unfair competition with local businesses.
- 4.4 The college may deny the use of facilities or equipment because the use is deemed not in the best interest of the college, goes against public standards, or creates an excessive liability.
- 4.5 Fees are assigned to ensure extenuating costs are covered.
- 4.6 College facilities and equipment are used responsibly to ensure the protection of public assets.
- 4.7 Any group or organization that violates the terms of this policy or the Facilities & Services Use Agreement shall be prohibited from any future use of the college's facilities or equipment, except upon prior approval of the facilities coordinator.

5.0 Definitions

- 5.1 Facility. All buildings, structures, grounds, fields, and parking lots owned or leased by the college.
- 5.2 Equipment. All equipment, furnishings, and fixtures owned or leased by the college.
- 5.3 Excluded Activities. Activities that the college does not permit on campus and for which it will not assign facilities. They include
 - commercial enterprise operating primarily for profit (third party contractors are excluded from this provision)
 - social activities (weddings, receptions, parties, funerals, etc.)
 - religious services (meetings/gathering of student or public groups with religious origin will be allowed but not services)
 - long-term storage of personal vehicles and equipment
 - residential occupancy other than those specifically designated as residential spaces
 - gambling, games of chance, lotteries or raffles
- 5.4 Priority Use Schedule. The college assigns space based on the following schedule.
 - Casper College credit classes
 - Casper College non-credit programs and sponsored activities
 - Casper College partnership institution credit classes
 - Casper College and Casper College Foundation operational activities
 - Casper College student activities
 - External users (non-Casper College third parties)

- 5.5 Internal Use. Activities directly related to Casper College and Casper College Foundation classes, programs, and operations. There is no facility fee for internal use.
- 5.6 College Activities. Activities beyond the classroom that schools, departments, offices, and student organizations schedule or sponsor and that are substantially funded by the college in cost or in-kind. Examples of college activities include athletics, recreation, class projects, fundraisers (these can be for college organizations or for charitable organizations), events, meetings, etc. There is no facility fee for college activities.
- 5.7 Equipment Use. Employees and community members may borrow some college equipment. The borrower must replace any consumables used with like-kind replacements. Equipment cannot be used for commercial enterprise. Not all equipment is available for use. Each school, department, or office will be responsible for determining what equipment can be lent, developing a process for tracking who has borrowed the equipment, administering this process, and insuring that the borrower replaces or repairs damaged equipment. Each school, department, or office, at its option, may set a deposit policy for borrowed equipment.
- 5.8 Fee Activities. Activities for which external users must pay rental fees. These activities include:
- meetings of 35 or more people
 - use of computer labs
 - activities for which monies are collected to support the activity
 - fundraiser by non-college organizations
 - professional workshops, training, seminars, or conferences
 - activities hosted by for-profit organizations
 - for-profit organizations may not sell goods or services at their activity
- 5.9 Third Party Contractors. Commercial organizations that have a contractual agreement with the college to provide services that support college operations.
- 5.10 Support Service. These are services necessary to support the use of a facility. Example of services include custodial, security, maintenance, audio-visual, informational technology, and catering. Required support services and fees will be determined when the applicant makes a reservation.
- 5.11 Consumables. Goods that can be depleted, destroyed, or worn out by use and must be replaced.
- 5.12 Liability Insurance. An insurance policy that protects the insured from the risk of liabilities imposed by lawsuits and other similar claims. All non-college groups that meet either of the following criteria must provide proof of organizational, general liability insurance for a minimum of \$1,000,000 that names Casper

College, its trustees, officers, employees, and assigns as the insured or additional insured under the policy:

- An activity on the University Risk Management and Insurance Association's Tenants and Users Liability Insurance Policy (TULIP) Hazard Class 3 list.
- An activity with 35 or more people

The college reserves the right to require additional types of insurance coverage or liability insurance coverage greater than \$1,000,000 if we deem the activity warrants greater prudence. Non-college groups will not be allowed to hold an activity on campus that is on the TULIP Exclusion list. Government users that are exempt from indemnification requirements under Wyoming Public Law must provide a letter of liability coverage under the state policy.

6.0 Responsibilities

6.1 The Facilities Coordinator's Office is responsible for ensuring compliance to this policy and for reserving space.

6.2 The Registrar's Office is responsible for reserving credit, non-credit, and partnership institution credit classes.

7.0 Procedures

7.1 Reserving Credit, Non-Credit, and Partnership Institution Credit Classes

7.1.1 The Registrar's Office works with the deans and the Public Relations Office to determine the required dates for the semester schedule.

7.1.2 Academic schools, Continuing Education, and partnership institutions submit their classroom needs to the Registrar's Office based on the semester schedule dates.

7.1.3 The Registrar's Office assigns classroom space based on the priority use schedule.

7.2 Reserving Space: Priority Booking

7.2.1 Each semester the Facilities Coordinator's Office notifies all college employees and partnership institutions of the priority booking deadline date. College employees and partnership institutions have until the deadline date to reserve space for college or partnership institution programs or activities. All remaining space on campus is available for open booking after the deadline date.

7.3 Reserving Space: Open Booking for College Activities

- 7.3.1 College employees who would like to reserve space must complete the Facility Use Request: Internal User form located on the Casper College website under Facilities or from the Facilities Coordinator's Office. Fax, email, or submit the complete form to the Facilities Coordinator's Office at least 10 days prior to the activity.
- 7.3.2 The Facilities Coordinator's Office will notify the applicant as to the availability of space. Reservations are not complete until the employee receives confirmation from the Facilities Coordinator's Office.

7.4 Reserving Space: Open Booking for Non-College Activities

- 7.4.1 Anyone who would like to reserve space must complete the Facility Use Request: External User form located on the Casper College website under Facilities or from the Facilities Coordinator's Office. Fax, email, or submit the complete form to the Facilities Coordinator's Office at least 10 days prior to the activity.
- 7.4.2 The Facilities Coordinator's Office will notify the applicant as to the availability of space, the rental fee and deposit, and required support services and related fees. If space is available, the Facilities Coordinator's Office will send the applicant a Facilities & Services Use Agreement to complete, which the applicant must return to the college in complete form. Reservations are not complete until the applicant has returned the completed form and receives written confirmation from the Facilities Coordinator's Office. Notice of availability does not guarantee any reservation.
- 7.4.3 The applicant submits the completed form, insurance certificate, if applicable, and deposit to the Facilities Coordinator's Office. The college will cancel any reservation if the information on the form is misleading or if the applicant does not provide proof of insurance, the deposit, or payment by the deadline dates.
- 7.4.4 Payment in full is due seven days prior to the first date requested. The college will cancel any reservation if the user fails to provide full payment by the deadline dates.
- 7.4.5 The college is not responsible for any cost incurred by the user when the user has failed to comply with the requirements of the contract.

7.5 Setting Fees

The Executive Council in consultation with the facilities coordinator will annually review the facilities fee schedule. If they do not review and set the fees on an annual basis, the college will use the fees from the previous year.

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