

BOARD OF GOVERNORS

A-13a PROCEDURE Use of College Facilities and Properties

A major responsibility of a comprehensive community college is to provide reasonable and allowable access to its resources, including the use of College facilities by the communities it serves. However, the highest priority for use of facilities is assigned to functions directly related to educational endeavors as the primary mission of the College. To recognize the investment of our community members and be responsive to their needs, Southeast Community College (hereinafter College) allows select College Facilities to be used by Allowable Users for formal and informal learning, discourse, and community enrichment. These procedures promote an accessible, positive, and engaging environment that is respectful, compassionate, positive, and reflective.

In general, use is permitted whenever, in the judgment of the Responsible Administrator or designee, such use will not interfere with the academic mission of the College or present an undue disruption or risk to students, employees, neighboring communities, or to College property. The College reserves the right to substitute reserved spaces and/or modify or cancel existing reservations at its discretion based upon an assessment of direct or indirect safety and security risks and/or the priorities as defined in these procedures for Select College Facilities.

In all cases, it is the priority of the College to directly administer and coordinate all educational programming, whether it does so independently or through educational affiliation with external organizations. Agreements for partnership or co-sponsored events will be developed on an individual basis utilizing the terms and conditions outlined in this document. All activities and events conducted at College facilities are expected to comply with applicable College policies, local ordinances, state and federal laws, and any other relevant regulations. These procedures apply to all College facilities owned, leased or controlled by the College and sets forth a procedure for allowable users to request the use of College Facilities in order to promote consistency when scheduling, supporting, hosting, billing, and other use conditions. These procedures apply to the use of all College Facilities and do not prohibit the individual campuses, locations, or learning centers from establishing site specific rules, procedures, fees, and provided services that support their unique function at the College. All site-specific procedures must be approved, in writing, by the appropriate Responsible Administrator or designee.

Facility Use Definitions

Allowable Users: Use of College facilities beyond the basic College functions of teaching, research, and services related to educational, cultural, and recreational activities are available to the following user groups: College User, College Educational Affiliate, and External Groups.

Allowable Facility Spaces: The College allows campus-specific spaces for Facility Use to include gymnasium, multi-purpose rooms, meeting/conference rooms, classrooms, auditoriums, and parking lots. Requests for use of labs, Course restaurant, Course Ground Coffee Shop, residence halls, or other spaces not described herein should contact the campus Event Scheduler for further information.

College Facility: Any real property, including buildings, grounds, parking lots, sidewalks, and roads, that

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are owned, controlled, leased, or maintained by the College at any campus (Beatrice, Lincoln, or Milford), learning center, or other College location.

College User: One of the Allowable users, any College-specific event, meeting, recruiting, orientation, educational programs of the College, and the associated College employee(s) or group/person acting in their role for the College is/are College Users. Employee professional development and/or information, officially recognized College student organizations and clubs, College-sanctioned athletics and intramural sports are considered College Users.

Commercial User: Not one of the allowable users, Commercial User refers to any request to use a College Facility to commercially or personally market, promote, solicit, campaign, canvass and/or sell products, services, or on a for-profit or personal-interest basis. Commercial Use is prohibited on College Facilities, unless otherwise approved by Responsible Administrator or designee.

Direct Costs: Any costs incurred by the College for a party's use of a College Facility, exclusive of rent, which may include, but is not limited to, costs associated with additional staffing, equipment use, traffic control, technology, and waste collection. Any damage incurred as a direct or indirect result of the Event will also be considered a Direct Cost.

Educational Affiliate: One of the Allowable Users, educationally connected events that include at no cost to students, employees, and external individuals or groups and that are consistent with the college's educational mission and beneficial to the College, students, and employees. Educational Affiliates may include employee and student development and support activities, College employee organizations for meeting and planning activities, or entities that provide information and support to the College, the College community, and its employees and students. An Educational Affiliate may include community members or corporate sponsors and must be approved by the Responsible Administrator or designee.

Event: Any planned or unplanned occurrence that requires space on/in a College Facility to include, but not limited to a meeting, activity, gathering, presentation, discussion, proceeding, etc.

Event Scheduler: All event scheduling requests will be coordinated by a College employee designated by the associated campus administrative office or learning center. The Event Scheduler is responsible for receiving, reviewing, and submitting applications for use of College Facilities to the responsible administrator in accordance with these procedures.

Event Sponsor: The organization or individual identified as the sponsor on the application. The Event Sponsor is required to identify a primary contact person for the Event.

External Groups: Possibly an Allowable User if events of external groups consist of the following: 1) Professional organizations in which a College employee is a member, and the mission of the group directly relates to the person's duties as an employee of College; 2) Local, state, and federal governmental agencies or currently elected officials; 3) Non-profit organizations (501c3); and 4)

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Community businesses and organizations for meetings and/or professional development. All External Groups must agree and provide documentation that all postings about their Event include the Use Disclaimer.

Facility Use Application: A completed application to provide the Event Scheduler with an accurate description of the Event to include (as applicable) Event title, full and detailed description of the event, hours, attendance fees, and number of anticipated attendees. The application must include the Event Sponsor's contact information including name, phone number, email, ability to provide insurance in compliance with College policies and procedures, and understanding they will ensure all information about the Event includes a statement that the use of College Facilities does not imply College endorsement, sponsorship, or support by the College of the entity's views, opinions, programs, or activities of the users, speakers, presenters, or organizers.

Facility Use Agreement: Written agreement for the use of a College Facility requiring a College or Non-College User to comply with facility use terms and conditions, this policy and other College policies, procedures, and guidelines.

Fronting: Fronting occurs when an Applicant uses a College Facility under false pretenses or fails to convey the required information to evaluate and approve an event to the Event Scheduler, campus administration, or learning center coordinator of said activity or event. Applicants who mis-represent their Facility Use Application or Agreement may not be allowed access to future facility use as determined by the Responsible Administrator or Designee.

Responsible Administrator or Designee: The primary responsibility for Facility Use Procedures lies with the Campus Executive Directors (Beatrice, Lincoln, Milford) or Dean of Extended Learning, or individual whom they designate in their stead.

Select College Facilities: Not all spaces are available for external use. Those that are available commonly consist of general-purpose rooms, gymnasium, auditorium, classrooms, meeting and conference rooms, and parking lots. Other spaces such as labs, offices, hallways, and sidewalks are available only upon approval by the Responsible Administrator or designee.

Student Organization: One of the Allowable Users, a group of College students who are officially recognized to establish and organize for economic, educational, political, religious, social, or other lawful purpose, which is registered with, approved by, and compliant pursuant to the College's office of Student Success requirements and restricted to students and SCC employees.

Use Disclaimer: "The use of any Southeast Community College Facility or Property does not imply endorsement, sponsorship, or support by the College of the views, opinions, programs, or activities of the users, speakers, presenters, or organizers of this Event."

Facility Use Priorities

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Once College courses (credit and non-credit) have been established for a given term and academic year, consideration will be given to Allowable User requests. Allowable User requests are subject to the following priorities:

Priority #1 – College Users: This group is exempt from Facility Use fees but may be subject to all personnel, technology, food, and other direct charges when deemed appropriate by the Responsible Administrator or designee.

Priority #2 – Educational Affiliates: This group is exempt from Facility Use fees but will be subject to all personnel, technology, food, and other direct charges when deemed appropriate by the Responsible Administrator or designee.

Priority #3 – External Groups: This group is subject to all Facility Use fees, personnel, technology, food, and other direct charges when deemed appropriate by the Responsible Administrator or designee.

College Facility Use Restrictions

Use of College Facilities is available ONLY to confirmed Allowable Users and is NOT allowed for Commercial Use. Use of College Facilities will be restricted or prohibited if there is a lack of adherence to the Facility Use Policy and Procedure, or any prior history of a lack of compliance with any College Policy and Procedure. All postings about an Event must include the Use Disclaimer. Use of College Facilities will be canceled if this disclaimer is not included in all communication, postings, and/or advertising of the Event. Requests to conduct activities/Events that may involve the legal and controlled use of alcohol (e.g., exception Course Restaurant), use of weapons or explosives will not be allowed unless approved by the College President or designee.

Scheduling Procedures

1. **Complete a College Facility Use Application:** Allowable Users must complete a Facility Use Application, which will be routed to the appropriate Event Scheduler. Information requested shall include:
 - a. Name of Event Sponsor (i.e. organization, group or individual) requesting use of a College Facility.
 - b. Date, time, and duration of the College Facility to be used.
 - c. Name and location of the preferred College Facility to be used.
 - d. Contact information including name, physical address, phone number, and email address of individual representing the Event requesting use of the College Facility.
 - e. A clearly defined description of the intended use, purpose of the Event, agenda, and intended audience at the requested College Facility. This description must include, if applicable, the name of any speaker or speakers, and the general topic of all addresses or presentations.
 - f. The estimated number of people who will attend the Event.

- g. Whether an admission fee will be charged, or a donation amount will be requested.
- h. Any special set-up, teardown, or equipment required for the use of the facility. The Allowable User seeking to use a College Facility may be charged for any additional Direct Costs associated for any necessary set-up, tear-down, and/or equipment provided by the College for use of the College Facility which exceeds the scope of services identified in the use agreement.
- i. Description of audiovisual, Internet, or computer-related needs, noting that assistance will be provided by the College based upon the extent of needs and staff availability and that Direct Costs of AV/IT assistance also may be applied.
- j. Agreement to comply with all aspects of these procedures including confirmation to publicize on all Event documents and communications the following notice: "The use of any Southeast Community College Facility or Property does not imply endorsement, sponsorship, or support by the College of the views, opinions, programs, or activities of the users, speakers, presenters, or organizers of this Event."
- k. For non-profit agencies, a copy of the Internal Revenue Service Determination Letter identifying that it is a 501(c)(3) or 501(c)(6) tax-exempt entity must be provided to the Event Scheduler at the time of submission of its application.
- l. Any other necessary information requested by the Event Scheduler.

2. Scheduling Criteria and Standards

- a. The Event use must comply with these procedures.
- b. The Event should not interrupt or interfere with regularly scheduled College courses, programs, or activities.
- c. The use must not subject the College Facility, personal property, participants, or spectators to an unacceptable risk of harm, damage, or injury or disruption to campus activities and services.
- d. If, during review of the application and continuing until the date of the Event, the Event Scheduler determines that the applicant has not fully disclosed its proposed use of the College Facility (aka "Fronting" - see definition), the Responsible Administrator or designee reserves the right to cancel the proposed or scheduled Event.
- e. The use of the College Facility must not violate any local ordinances, applicable law, regulation, or College policy.
- f. All College Facility reservations must be made after the assignment of credit courses for that semester (unless otherwise approved by the Responsible Administrator or designee) and in accordance with any time restrictions, unless otherwise approved by the Responsible Administrator or designee.
- g. The Event Scheduler will review and respond to requests to use College Facilities in a timely manner and based upon the criteria set forth in these Procedures.

3. Requesting Educational Affiliate Status for Use of College Facility

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- a. A Non-College User may be granted Educational Affiliate status with respect to its requested use of a College Facility, provided it complies with the procedures set forth herein.
- b. Upon receipt of a proposed Educational Affiliate status request to use a College Facility, the Event Scheduler will coordinate the review with the Responsible Administrator or designee who will make the determination whether Educational Affiliate status will be granted. In making this determination, the following criteria should be used to evaluate the request:
 - i. The Event must be related to the College's mission, or the services provided by the College.
 - ii. The College User (department or organization) must have a level of involvement and vested interest in the initiation, organization, and hosting of the Educational Affiliate's use of the College Facility.
- c. If the Responsible Administrator or designee determines that Educational Affiliate status will be granted, the following actions will be required as terms and conditions of the use agreement between the College User (department or student organization), Educational Affiliate, and Event Scheduler:
 - i. The Educational Affiliate agrees to be the primary point of contact for the Event.
 - ii. The Event Sponsor agrees to designate an individual to be physically present for the Educational Affiliate Event.
 - iii. The Event Sponsor is expected to facilitate all aspects of the Event.
 - iv. If an External User obtains Educational Affiliate status and complies with all requirements set forth in these procedures, terms and conditions of their use agreement, and any other reasonable requirements established by the Event Scheduler, the Educational Affiliate will be subject to a reduced use fee/Direct Costs only as set forth in these procedures.

4. Costs and expenses related to use of College Facilities.

- a. Execution of Written Facility Use Agreement: The Event Scheduler is responsible for the execution of a written and signed use agreement for external Events.
- b. Rental or Use Fee
 - i. Use by College User
 - 1. Rental fees for use of a College Facility by a College User are not required under normal use circumstances. However, rent, fees, or direct cost expenses may be assessed by the Event Scheduler with oversight by the Responsible Administrator or designee.
 - ii. Use by External User – Rental fees and Direct Costs are required to be paid for the use of the College Facility by an External User. The amount charged will be set forth in the fee rate schedule.
 - iii. Use by a verified 501(c)(3) or 501(c)(6) Non-profit Organization or use by Federal, State, or Local Government may result in the following:

1. Non-profit organizations may be charged a 50% rental fee for any use of College facilities unless an Educational Affiliate status is granted or otherwise determined by the Responsible Administrator or designee.
 2. The amount charged will be built upon the fee rate schedule.
 3. Non-profit or government entities are required to submit documentary proof of their IRS 501(c)(3) or 501(c)(6) at the time of the application. These organizations will be required to pay for all Direct Costs related to their use of the College Facility.
- iv. External Users who obtain Educational Affiliate status, as set forth in these procedures, will be required to cover all Direct Costs as determined by the Event Scheduler and/or Responsible Administrator or designee.
 - v. The College reserves the right to charge for additional staffing as needed for the Event if over 250 people are anticipated in attendance and/or if the event is held when the campus is typically closed.
 - vi. Authority to Waive, Revise, or Negotiate – With the written approval of the Responsible Administrator or designee, the College reserves the right to waive, revise, or negotiate as needed the following:
 1. Rental or fee schedules; and
 2. Site specific guidelines for rental and service fees

5. Conditions Imposed on Use of College Facilities

- a. Liability Insurance (Property Damage and Personal Injury Liability Insurance)
 - i. College Users are covered by College's Insurance and are not required to provide additional liability insurance coverage.
 - ii. Educational Affiliates may be required, as determined by the Responsible Administrator or designee, at the time of the signed Facility Use Agreement, to provide liability insurance during their use of a College Facility. As evidence of this coverage, a certificate of liability insurance must be provided to the Event Scheduler. This certificate must list the College as additional insured and provide an additional insured endorsement. A \$1 Million minimum liability coverage is expected.
 - iii. External Users are required, at the time of the signed Facility Use Agreement, to provide liability insurance during their use of a College Facility. As evidence of this coverage, a certificate of liability insurance must be provided to the Event Scheduler. This certificate must list the College as additional insured and provide an additional insured endorsement. A \$1 Million minimum liability coverage is expected.
 - iv. The insurance may be purchased through a third-party vendor such as Tulip Plus at <https://tulip.ajgrms.com/>. (Note: In the case of users related to the State of Nebraska, a letter stating assumption of risk and liability must be provided.)

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- v. Agree to indemnify the College for any damage to College facilities, property, or equipment, and/or for any liability resulting from activities conducted on College premises.
 - vi. Agree to comply with all applicable College policies, local ordinances, state and federal laws, and any other relevant and applicable rules, regulations, or requirements.
 - b. Event Ending Times
 - i. Ending times of Events on campus may not go past the closing hours of the campus, location, or learning center unless authorized by a Responsible Administrator or designee.
 - ii. The College expressly reserves the right to require that any Event end at an earlier time for any reason.
 - c. Sound Amplification Equipment
 - i. If loud noises or sound amplification equipment is to be used at a College Facility, the Allowable User using it must first obtain permission from the Event Scheduler.
 - ii. Sound equipment shall only be used at sound levels that do not disturb teaching, services, or other duly authorized meetings or activities that impact the campus or surrounding neighbors or community. Violations of this restriction shall constitute grounds for revocation of the permission to use the sound amplification equipment.
 - iii. Sound Amplification: Levels of sound from big band speaker systems, or other amplification equipment, shall not exceed noise levels as specified by local or city ordinances. Measurements may be taken at any College boundary or at any point within the property (facility) affected by the noise. If local law enforcement is called due to noise levels, the Event Sponsors must comply with law enforcement request to reduce the amplification levels.
- 6. **Timing for Facility Use Requests:**
 - a. All Facility Use requests are scheduled after credit and non-credit course/events rooms are assigned, unless otherwise approved by the Responsible Administrator or designee. Priority for scheduling Events is determined by the type of Allowable User classification:
 - i. College Users: Up to 12 months prior to the Event.
 - ii. Educational Affiliates: Up to 9 months prior to the Event.
 - iii. External Users: Up to 6 months prior to the Event.
- 7. **Advertisement of Events:**
 - a. The Allowable User who has approval to use a College Facility will ensure all notices

about the event include the Use Disclaimer.

8. Miscellaneous Provisions

- a. Groups violating this Policy and associated Procedures or who refuse to leave College premises if asked may be viewed as trespassing and may be subject to law enforcement intervention.
- b. If the College finds it necessary to cancel an Event for any reason (such as safety and security, or law enforcement intervention), the Event Sponsor remains liable for Direct Costs if the College incurred expenses related to the canceled Event.
- c. If the College Facility is closed due to inclement weather, the Event will be impacted and may need to be rescheduled. Determination of whether to continue with the event is delegated to the Responsible Administrator or designee.
- d. Prohibition Against Fronting (false representational use of facilities)
 - i. Fronting for any purposes including reserving space and receiving a discount is prohibited.
 - ii. If it is determined that an Allowable User has been Fronting, the Event may be canceled, and the entity may be charged the full rental fee for the Event, if expenses have been incurred as determined by the Responsible Administrator or designee.
 - iii. Allowable Users that have engaged in Fronting may be prohibited from scheduling future Events in the College Facility as determined by the Responsible Administrator or designee.
- e. Any postings by an Allowable User on College Facilities must comply with the College's Advertising and Posting Procedures.
- f. Requests to Film or Perform Photo-Shoots on College Facility or Property by Allowable Users
 - i. Requests to film or perform photo-shoots on campus shall not interfere with any previously scheduled Events or the delivery of educational services.
 - ii. All Allowable Users requesting to conduct filming or photo-shoots on College facilities are required to submit to the College's Responsible Administrator or designee, at least 21 days before the proposed production date unless modified in writing by the Responsible Administrator or designee, the following documentation or information:
 - 1. a script of the production, if applicable;
 - 2. agreement to comply with all applicable College policies, local ordinances, state and federal laws, and any other relevant and applicable rules, regulations, or requirements.
 - 3. a detailed timeline that includes staging, logistics, vehicles, security, equipment, support, proposed temporary modification or

movement of College property, craft services, and possible special conditions for the production;

4. a proposed location agreement that includes a negotiated fee that is commensurate with the size, length, and scope of the production;
 5. process for obtaining consent from those filmed or photographed when consent is required by law; and,
 6. any other information or documentation deemed necessary by the Responsible Administrator or designee.
- iii. The review of all requests to conduct filming or photoshoots on a College Facility will be coordinated by the Responsible Administrator or designee, who will ensure that all appropriate College departments are consulted on filming location agreements which involves that location.

9. Parking Requirements and Parking Lot Restrictions

- a. All Allowable Users using a College Facility or Parking Lot will comply with campus parking, speed limits, and security rules and guidelines.
- b. Applicants for use of a College Facility must obtain authorization from the Event Scheduler, to permit a limited number of vehicles to traverse or park on campus sidewalks, fire lanes, plazas, etc., for purposes of unloading or loading materials.
- c. Any vehicle parked illegally may be subject to ticketing and/or removal to impound facilities at the owner's expense.
- d. Any other specific parking or parking lot use for an Allowable User must be communicated to the Event Scheduler prior to entry into a Facility Use Agreement so the Event Scheduler can facilitate a parking plan with Physical Plant and Safety and Security.

10. Food Service

Food service must comply with the following terms and conditions:

- a. Coordinate all food service through College food service operations at each location, who has the right of first refusal for providing food service for the Event.
- b. If the College food service operator declines to provide food service for the Event, all catering needs must comply city health and safety guidelines. If an external catering company is used, they must provide product and service liability insurance.
- c. Comply with the College exclusive service contract with Coca-Cola. Non-Coca-Cola products are not to be served at functions within buildings or on College property.

Contact Information

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Contact numbers for the respective location for facility use scheduling.

Lincoln – 402-471-3333

ESQ - 402-471-3333

Beatrice – 402 – 228-3468

Milford – 402-761-2131

Continuing Education Center – 402-437-2700

Hebron – 402-323-5590

Wahoo – 402-323-5580

York – 402-323-3634

Nebraska City – 402-323-3636

Plattsmouth – 402-437-2298

Falls City - 402-323-3396

General Use Fees

The College’s [General Use Fees](#) schedule will be used for facility spaces. These fees are subject to change based on needs of the College. Payment is due upon receipt of an invoice from the College.

NOTE: *The College may, at its discretion, require payment in advance.*

Specialty Spaces

Course Restaurant and Course Ground Coffee Shop: Requests for use of the Course Restaurant and Course Ground Coffee Shop, located on the Lincoln Campus, should be directed to the Executive Chef to coordinate in consultation with Campus Administration. Fees may apply and are determined on a case-by-case basis.

Residence Halls: Residence halls located on the Beatrice, Lincoln, and Milford campuses are eligible for use on a limited basis, subject to availability, to short-term guests who are engaged in College-related business. All requests for use of College housing will be reviewed and considered for approval by the Responsible Administrator or designee. No personal use of residence halls is allowed. No long-term external use of guest housing is available. When scheduling conflicts arise, consideration will be given to maximizing the use of the residence hall space, i.e., number of days required and number of guests.

Testing: The College will only consider requests to use facilities to conduct testing (e.g., licensing, credentialing, or assessment) when such testing is:

- related to higher education (e.g., ETS, ACT), or
- directly related to a specific Program of Study at the College (e.g., ASE, CMA, CWS, ADA), or
- conducted by a government agency as part of their official function (e.g., mandatory safety training)

NOTE: *Qualifying entities that request space for testing activities are expected to assume full responsibility for securing, coordinating, monitoring, and staffing for all activities related to the testing (e.g., preparation, proctoring, processing) and may be responsible for fees associated with custodial or IT services provided by the College.*

Distribution of Materials

Informational material may be distributed in College buildings by student organizations formally recognized by the College in designated posting locations, but only with the permission of the Responsible Administrator or designee. Materials may not be distributed if their distribution is

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deemed to interfere with pedestrian or vehicular traffic, disrupt the educational programming of the College, or create a problem of litter. Flyers may not be placed on windshields of vehicles on College property. Costs incurred in removal of any items distributed in violation of these regulations will be billed to the individuals or organizations responsible.

Adopted: 07/01/00

Reviewed: 2/05/18, 9/18/19, 3/29/21, 3/8/24, 8/20/2024

Revised: 3/29/21

Tags: facilities, use of College facilities, educational flyers