

ADMINISTRATIVE PROCEDURE

Southwestern Oregon Community College

AP 6700 COMMUNITY USE OF COLLEGE FACILITIES

The primary use of college buildings and facilities shall be dedicated to educational programs. The secondary use of College buildings and facilities shall be for College affiliated student and employee groups.

The Board of Education recognizes a responsibility to the College District and will allow use of buildings and facilities at the discretion of the Facility Use Group if such use does not conflict with the College's educational program. The Vice President of Student Services may sponsor certain use of facilities that support-self-help initiatives.

College facilities may be used by individuals or groups for political purposes and campaigns, so long as the individual or organization is sponsored by the Associated Student Government. All political or partisan groups shall have the same opportunities to use College facilities in accordance with the requirements of this procedure and that of AP 3900 Freedom of Speech and Campus Posting.

Admissions receipts from fund-raising activities of civic and not-for-profit community organizations occurring in College buildings and facilities must be dedicated to beneficial community endeavors.

The gym floor of Prosper Hall and the Recreation Center gym floor shall not be used for dances where participants wear street shoes.

Personal Gain

College buildings and facilities will not be available for personal or enterprise gain.

Scheduling

Community use of buildings and facilities shall be scheduled by the Facilities Administrative Assistant. Scheduling will require completion of a Request for Use of College Facilities Form and a College *Building/Facility Agreement* signed by both parties prior to the use of college facilities. External reservations will be considered six months prior to the event date, unless otherwise approved, on a first come, first served basis. This is to allow the implementation of the academic schedule and associated College business.

User Fees

For current fees, please refer to the latest fee schedule approved by the Board of Education. Facility Services maintains an updated fee schedule. The fees collected are for the sole purpose of covering the costs of operations.

If an activity is judged to be in the best interest of the College or the community, the user fees may be waived.

In addition to user fees, additional charges for custodial, technology, security, equipment or other services will be charged. Charges for additional service shall be determined prior to the event but may be subject to modification resulting from any unanticipated additional time needed to return the buildings and facilities to a condition suitable for instructional or student use.*

Southwestern Oregon Community College does not discriminate on the basis of race, color, gender, sexual orientation, marital status, religion, national origin, age, disability status, gender identity, or protected veterans in employment, education, or activities as set forth in compliance with federal and state statutes and regulations.

General Information

1. Carrying weapons in College buildings or on the College campus is governed by Board Policy.
2. Users of College facilities and buildings shall be responsible for security, supervision, safety, and installation and removal of their own equipment and debris.
3. Users may be required to bond, provide liability insurance, or a refundable deposit prior to the event to cover any damages that might be attributed to the activity.
4. Users of College buildings/facilities agree to comply with the procedures of the Southwestern Oregon Community College District and federal, state and local laws.
5. Overnight camping on Southwestern facilities, including in the designated public forum areas, is prohibited. No person or organization may use any Southwestern facility for living accommodation purposes such as sleeping activities, or making preparations to sleep, including the laying down of bedding for the purpose of sleeping, carrying on cooking activities, or storing personal belongings (except facilities specifically identified for such cooking or storage), or making any fire, or using any tents or other structure for sleeping, or doing any digging or earth breaking.
6. No structures, electrical modifications, or mechanical apparatus may be erected or installed on College property without specific written approval by the Director of Facilities.
7. All decorative materials, including but not limited to draperies, hangings, curtains, and drops shall be made or treated with flame-retardant processes approved by the State Fire Marshall.
8. BP 7155 Tobacco Use Environment will be observed.
9. For alcohol requests, refer to Administrative Procedure 3560 alcoholic Beverages.
10. Special events on Southwestern premises (College sponsored, employee, personal, community and private events) may require 1-2 uniformed security personnel (one-half hour before the event, during the event, and one-half hour after the event). SWOCC's Department of Plant Services will contract the appropriate security and the user will be responsible for payment to the contracted security
11. Catering: Southwestern's Dining Services has the first right of refusal for all catered functions and special events on Southwestern premises (including College sponsored or employee personal events). No outside food or beverages are allowed on campus unless prior written approval is received from Dining Services.
12. The College reserves the right to reject any request for the use of campus facilities.

*Special set up and clean-up afterward.

5.036

Adopted by Administration:

Procedure #5.036 January 13, 1997

Revised February 10, 1997

Combined with 5.020: April 21, 2009

Revised July 29, 2010

Revised February 25, 1991

Changed to Administrative Procedure January 22, 1996

Combined with 5.036: April 21, 2009

Revised December 5, 2012 – (Formerly Admin Policy 5.036)

Revised June 3, 2015

Revised September 20, 2017

Adopted as Administrative Policy: April 4, 2018

Revised: March 6, 2019

Revised: November 6, 2019

Revised: March 2, 2022 (Renumbered to AP 6700)

Revised: April 16, 2025

5.020

Adopted by Board of Education:

Procedure #7.030 April 6, 1964 (in part)

Adopted by Board of Education:

Procedure #10.026 December 11, 1967

Approved by Board of Education:

Procedure #10.004 July 21, 1986

Board Policy 1000

Community use of College Facilities