



Procedures Manual

Facility and Land Use Procedures

Number: BO-230

Policy Number (if applicable): 2.05

Office of Primary Responsibility: Office of VP Administration/CFO

Effective Date: October 12, 2017

Purpose:

The purpose of this procedure is to establish a framework for the convenient and economical use of College owned and operated land and facilities by internal and external groups. These procedures also ensure that all users of the facilities shall comply with all Hocking College policies and procedures, federal, state and local laws during the conduct of an event.

Definitions:

1. “Facilities” is the College’s land, buildings, parking lots and all College controlled areas that are owned, leased or controlled by the College.
2. “College Groups” are all departments and offices of the College and recognized College organizations and registered student groups.
3. “Non-College groups” is any group not otherwise defined.
4. “College sponsored events” is a special event where a College group or individual, as defined above, is the sole sponsor and the College assumes full responsibility for the planning and execution of the event. As a general guideline College group events are said to be those for which a College department(s) bears a substantial portion of the cost.
5. “Co-sponsored events” is a special event where sponsorship is between the College and a non-College group.
6. “Non-College sponsored events” is a special event where a non-College group is the sole sponsor and they assume full responsibility for the planning and execution of the event.

Procedures:

1. Hocking College:
 - (a) The VP of Administration/CFO establishes, directs, communicates, approves and oversees the assignment of facilities. All requests for facilities use must be initiated by using the online portal events@hocking.edu.
 - (b) Provides accurate reporting of space use to governmental agencies and others who request such information.
 - (c) Establishes and implements fee structures, negotiates and executes controls and terms and conditions for leasing the College’s facilities.
 - (d) Fees shall include costs associated with security, set-up, clean up, technology needs and other expenses associated with holding a meeting or event.
 - (e) Oversees all other administrative activities relative to the use of the College’s facilities.
2. Priorities – The College’s space resources will be scheduled in accordance with the following priorities:
 - (a) All credit and non-credit classes, curricular and co-curricular activities, and other College-

- sponsored activities.
- (b) Special events and co-sponsored events scheduled by College groups.
 - (c) Special events sponsored by non-College groups as defined above.
3. Room rental for non-College and co-sponsored events –Rentals shall be pursuant to a formal agreement between the College and the group. Such agreement shall establish the responsibilities of the institution and the group, including detailed financial obligations to the institution.
 4. For co-sponsored events, it is the responsibility of the College’s co-sponsoring department/organization to:
 - (a) Ensure that the outside individual or organization adheres to all College policies and guidelines; and,
 - (b) Ensure that all publicity and advertising include the name of the sponsoring College/department.
 5. The VP Administration/CFO or his/her designee shall be responsible for the assignment of parking facilities for students, employees and visitors.
 6. Approval for use of the College’s facilities may be revoked and/or further use denied by the College under the following circumstances included by but not limited to:
 - (a) In the event of an emergency;
 - (b) Use interferes with regular use by the College;
 - (c) Facilities are misused;
 - (d) A user of space resources fails to abide by the terms and conditions for use of the space, and/or;
 - (e) College policies and procedures;
 - (f) Any other purpose the College deems appropriate.
 7. Safety and Compliance
 - (a) Facility users (or sponsoring groups) are responsible to ensure that an event is held in a safe environment. All external group users of the facilities are responsible for any damages resulting from their use of the facilities and assume all responsibility for personal accident or injury to participants.
 - (b) All College spaces have maximum occupancy limits, in accordance with state and local law, which cannot be exceeded. Should the occupancy limit be exceeded, Police/Security is authorized to hold the start of an event or stop an event in progress until this limitation is met.
 - (c) College Police/Security must be consulted regarding parking and security issues prior to the approval of any group. Facility use may be denied based on parking or security issues.
 - (d) All groups must agree to preserve the image of the College and its buildings and agree not to use the College photos, logos, or marks in publications or online without prior written consent of the Office of Marketing, Public, and Community Relations.
 - (e) Alcoholic beverages are not permitted on campus, without the approval of the President and state permit. Smoking is prohibited in or on all College owned, operated, or leased facilities; please refer to Policy Number 2.10.
 - (f) Failure to clean up after an event will result in a charge for custodial services.
 - (g) Authorization to bring equipment and supplies into the College and arrangements for decorations requiring attachment to the building or its fixtures must be approved in advance.