

ADMINISTRATIVE POLICY  
**COMMUNITY USE OF DISTRICT FACILITIES**

*This policy pertains to community and employees.*

Fox Valley Technical College may make available land, buildings, or facilities under the following terms and conditions:

- Use is consistent and complies with this policy and all other applicable FVTC policies, federal, state and local statutes, regulations, and ordinances; and
- Use must be of such nature and at such times as to not interfere with or disrupt planned and scheduled use of College land, buildings, or facilities; and
- Use must not, in the judgment of the President (or their designee), detract from or interfere with the mission, purposes, or best interests of the College; and
- Organizations using FVTC facilities will be required to certify that they do not discriminate against employees, enrollees, applicants, or members on the basis of any legally protected characteristic, including but not limited to race, color, creed, national origin, ancestry, religion, sex, handicap, age, marital status, sexual orientation, or political affiliation.

All facility use charges (including room rental, security, custodial, audio/visual, and/or other support service functions) are subject to District board-approved rates. Hospitality costs, if applicable, will be billed directly through the College's on-campus provider.

The College may, subject to the terms and conditions outlined above, waive room rental fees during normal operating hours, and as available, to the following:

- Public, tax supported units of state or local government (when not part of contract training services).
- Public, tax supported educational institutions located within the District.
- Organizations that qualify as non-profit for tax purposes per the Internal Revenue Code Section 501(c)(3).

All organizations who use FVTC land, buildings, or facilities will be expected to follow the guidelines shared with them at the time of booking.

**Ineligible events/organizations include:**

- Private events (e.g. birthday, wedding, funeral, baby/wedding showers, etc.); and
- Organizations looking to promote sales and services not related to FVTC programs and services. Exceptions may be made for events or activities sponsored by affiliated or partner organizations that include staff and/or students as the majority of the participants with approval from the President (or their designee)
- Organizations sponsoring educational events/programs in direct competition with FVTC offerings as determined by the President (or their designee); and
- Organizations whose purpose is to advocate treason, insurrection, or unlawful resistance or to overthrow any government of the United States; and
- Religious groups seeking space to perform religious services or ceremonies; and
- Other events that the College's President (or their designee) feels could interrupt the

educational process at the College.

The College reserves the right to limit any organization's access where the organization's prior history/conduct at the College or another location caused or is reasonably likely to cause disturbance, damage to property, or harm to others. In addition, the College may, in its sole discretion, move a group or event from its original designated location to an alternative suitable location that similarly meets the needs of the group or event.

Long-term (one year or longer) lease agreements for dedicated space are subject to Board approval and must be referred to the Vice President for Administration prior to commitment.

*Adopted: 03/19/1986*

*Reviewed: 08/06/2020, 01/09/2025*

*Revised: 01/24/2025*