

ADMINISTRATIVE POLICY

COMMUNITY USE OR LEASE OF DISTRICT FACILITIES

This policy pertains to community and employees.

It is the policy of Fox Valley Technical College to make available specific land, buildings, or facilities to community groups, public agencies, other educational institutions, or the private sector under the following terms and conditions:

- All proposed uses must be of such a nature and at such times as to not interfere with or disrupt planned and scheduled use of land, buildings, or facilities by the College; and
- All proposed uses must not, in the judgment of the College President, 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.

Ineligible events/organizations include:

- Private events (e.g. birthday, wedding, funeral, baby/wedding showers, etc.);
- Commercially sponsored events or activities. Exceptions may be made for events or activities sponsored by affiliated or partner organizations, with approval from the President (or their designee).
- Organizations sponsoring educational events/programs in direct conflict with FVTC offerings;
- Any organization whose purpose is to advocate treason, insurrection, or unlawful resistance or to overthrow any government of the United States;
- Religious groups seeking to rent space to perform religious services or ceremonies; and
- Other events that FVTC's Administration feels could interrupt the educational process at the College.

Facility Use as a Contracted Service

All short-term use or longer-term lease agreements between FVTC and external organizations are developed as technical assistance contracts for facilities. Short-term use facility contracts are subject to the District board-approved facility usage rates. Any contract rate exceptions must have the prior authorization of the Academic Vice President. If the College administration determines that additional staff may be needed to provide security, custodial, or other support service functions, these costs will be added to the contract for services using standard contract pricing. Longer-term lease agreements/contracts must be reviewed and authorized by the Academic Vice President prior to commitment.

Facility Use at No Cost

FVTC may, subject to the terms and conditions outlined above, make available its facilities, at no cost, during normal operating hours, and as available, to the following:

- Public, tax supported units of state or local government.
- 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).
- Organizations whose proposed use of the facility, at the discretion of the College President, is consistent with the mission and purposes of the District providing that the proposed use of the facility is available to the general public without charge or admission fee and that the sponsoring organization is not selling, promoting, or giving away products or services on the premises.

Organizations may incur costs associated with food, equipment, or other requested services. If the District Administration determines that additional staff may be needed to provide security, custodial, or other support service functions, these costs will be billed accordingly.

All community groups, public agencies, other educational institutions, or private sector entities that use or lease FVTC land, buildings, or facilities will be required to follow these guidelines:

- No equipment or spaces are to be used that were not part of the lease agreement. The leasing organization will be responsible to pay for all damages resulting from improper use or damage to the land, buildings, or facilities.
- The leasing entity and its participants may not make any changes, either temporary or permanent, to any land, building, or facility.
- All event activities must be supervised by an adult officer, staff member, or leader of the renting organization. A supervisor must be present from the time the building is made available for the event until all event participants have vacated the premises. The supervisor will be responsible for the conduct and control of participants and patrons of the event.
- Individuals or organizations using FVTC land, buildings, or facilities will be required to provide a Certificate of Insurance at the level deemed appropriate by the College.
- FVTC technology or equipment may be used only with the express permission of FVTC. If such equipment is used it must be left in the same condition as when the organization entered the facility.
- Individuals or organizations using FVTC land, buildings, or facilities under this policy are not permitted to use the College's shipping/receiving services or facilities.
- Ancillary sales of books or other merchandise related to the event/activity may be allowed only during the event. Arrangements for these sales must be made in advance of the event with the FVTC Event Coordinator, with final approval from the President (or their designee).
- Vendor booths related to the event/activity may be allowed while the event is in progress, and must have the prior approval of the FVTC Event Coordinator, with final approval from the President (or their designee). Vendor booths may only be located as directed by the FVTC Event Coordinator and must allow proper egress paths for all event participants as well as all other students and staff on campus during the event.
- Using, selling, manufacturing, distributing, possessing, storing, dispensing, or being under the influence of alcohol on College owned or leased facilities, including grounds, as part of any College-related activity is prohibited, except as authorized under College policy. Limited alcohol service for community social events held at the College may be

provided by appropriate FVTC staff with prior authorization by the President (or their designee).

- Use of tobacco or electronic cigarettes is prohibited on FVTC land and in FVTC buildings and facilities.
- No firearms or other dangerous weapons will be permitted in FVTC buildings or facilities.
- No open flame devices will be permitted.
- Individuals or organizations using FVTC land, buildings, or facilities must comply with all applicable federal, state, and local statutes, regulations, and ordinances.
- Any use of FVTC's name and/or logo must be approved by the College and follow College guidelines, policies, and procedures. The Fox Valley Technical College's Logo and Mascot Mark Guidelines are available for review upon request.
- FVTC administrators reserve the right to terminate an event at any point if the event:
 - Disrupts the learning process,
 - Disrupts daily operations,
 - Violates any FVTC policy, or
 - Creates any health or safety risk to event participants, students, faculty, staff, or visitors.

FVTC reserves the right to limit an organization's access where the organization's prior history/conduct at FVTC or another location caused or is reasonably likely to cause a disturbance, damage to property, or harm to others. In addition, FVTC 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.

All users of FVTC land, buildings or facilities, under any terms, are subject to FVTC's rules of conduct for employees and students.

Adopted: 03/19/1986

Reviewed: 08/06/2020

Revised: 08/06/2020