



## **Policy 6.4**

### **Facility Use Policy**

Revised 10/2009

#### **Purpose:**

The purpose of this policy is to define the responsibilities and limitations of the College in responding to requests for use of facilities not related to the educational program of the College. The use of facilities must be for purposes that do not conflict with the general aims and purposes of College policy or local, state, and federal law.

#### **General:**

Use of College facilities by non-College groups such as organized civic, cultural, service, religious, and industrial organizations, public school groups, and College groups with memberships not restricted to College students, faculty, and staff may be approved subject to the guidelines established by this and other College policies. Approval to use facilities does not imply approval of the purposes and views of the sponsoring organization or the event being planned. The College reserves the right to impose time, place, and manner restrictions on a non-College group's use of College organizations. Access to facilities will be limited on Sundays and federally observed holidays.

#### **Priority:**

College use of facilities has priority over all non-College groups. In consultation with scheduled academic use, the College reserves the right to cancel, postpone, or alter arrangements for any event if necessary. There is limited access to the following areas:

#### **Eveleth Campus**

Learning Center  
Kitchen Facilities  
Technical laboratories training areas

#### **Virginia Campus**

Art Gallery  
Athletic locker rooms, showers and training areas  
Theater dressing rooms, stage, and storage areas  
Gymnasium  
Learning Center/Library  
Open Computer Labs  
Theater  
Weight Room

#### **Noncommercial Activities:**

The use of facilities must be for noncommercial purposes.

#### **Use Fee:**

The College will charge fees for use of its facilities. A fee schedule will be provided upon request. Fees are waived for State agencies and colleges, schools or other organizations with which the college collaborates.

#### **Physical Safety and Insurance:**

A group using College facilities agrees to take precautions to assure the physical safety of participants and College property. The College reserves the right to require a group to release the College from any liability in conjunction with the use of the facility by having the groups sign an indemnification agreement. The College requires groups to provide insurance coverage before they may use the facilities. All damages, injuries, and/or incidences must be reported to a college employee at the time of occurrence.

**Procedure for Requesting Approval:**

***Non-college groups*** that desire to use College facilities shall complete a “Use of Facilities” form and follow the procedures outlined therein. All groups are required to complete an Occupancy Agreement.

***College groups*** that desire to use the College facilities for activities other than regularly scheduled classes shall complete a “Use of Facilities” form.

Coordinators for the athletic wing, the theater, and the commons, will submit monthly schedules by the 20<sup>th</sup> of each month.

**Room Fee Schedule:**

Mesabi Range Community & Technical College shall use the following rates to assess facility rentals.

**The college reserves the right to charge for college personnel time required beyond regular duties.**

These charges will be assessed at \$50.00/hr in full one-hour increments.

Invoicing for events will be done by the facilities scheduler following the last day of the event. Payments will be made to the Mesabi Range College business office and made no later than 30 days after the last scheduled day of the event.

	<b><u>Non-Profit</u></b>	<b><u>Profit</u></b>
Athletic Facilities	\$30.00/hr	\$50.00/hr
	<ul style="list-style-type: none"><li>• The College reserves the right to charge a fee for any event (internal or external) that requires participants to register and pay a fee.</li></ul>	
Theater	\$30.00/hr \$150.00/day	\$50.00/hr \$200.00/day
	<ul style="list-style-type: none"><li>• Non-College technical personnel must be approved by Mesabi Range.</li></ul>	
Computer Lab/ITV	\$30.00/hr \$100.00/half day \$200.00/full day	\$50.00/hr \$175.00/half day \$350.00/full day
	<ul style="list-style-type: none"><li>• \$100 fee for installation of Mesabi Range College licensed software</li><li>• We do not install non-licensed software</li><li>• Training is required before use of any Mesabi Range College technical equipment. IT must be contacted for training appointment.</li></ul>	
Conference Room	\$20.00/hr	\$30.00/hr
	<ul style="list-style-type: none"><li>• Includes Commons and Library Facilities</li></ul>	
<i>(add'l technical equipment needed)</i>	\$30.00/hr	\$50.00/hr
Classroom	\$20.00/hr	\$30.00/hr
<i>(add'l technical equipment needed)</i>	\$30.00/hr	\$50.00/hr
	<ul style="list-style-type: none"><li>• Includes Commons and Library facilities</li></ul>	
Technical Lab	\$40.00/hr	\$60.00/hr
	<ul style="list-style-type: none"><li>• Use of a technical lab (i.e., automotive, welding) must be pre-approved by the program instructor</li></ul>	

- The college has the right to charge for any technology or equipment usage that was used and not requested.
- Any damage to facility or equipment is the responsibility of the user.
- Maintenance must be on hand during non-regular operation hours for athletic and theatre events.

*Review/Revision History:*

*Reviewed and Approved through Shared Governance 1/18/07*

*Revised 10/13/09*