



**Category**

**6-09 Use of WSU TECH Facilities**

**Approval**

<b>SCTETA Approved: 6/27/2013</b>
<b>Effective Date: 7/1/2013</b>
<b>Revised:</b>
<b>Responsible Party:</b> Vice President Finance & Administration

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**Policy on Use of WSU TECH Facilities**

1. Introduction:

Information is outlined below concerning the use of the facilities of the WSU Tech for events. This policy does not cover events sponsored by other tenants of the National Center for Aviation Training.

Under the direction of the Sedgwick County Technical Education and Training Authority, WSU Tech has a fundamental responsibility to provide educational opportunities for its students and for the local community. Activities relating to this primary educational purpose have first priority for use of all College facilities. As part of its mission, the College makes its facilities available to the community for potential use in accordance with the guidelines below. In keeping with this mission and responsibility, the priority order for the use of College facilities is:

- a. For- credit education classes and non-credit training classes provided by the College,
- b. College-sponsored events,
- c. Students of the College,
- d. Faculty and Staff of the College, and
- e. Members of the community, on a first come, first served basis, provided that appropriate facilities scheduling procedures are followed.

2. Reserved Right. WSU Tech reserves the right to deny the use of College facilities to any external organization, group, or individual:

- a. who, through previous use of facilities, has demonstrated a disregard for the proper care of the facilities, safety procedures, or other rules and regulations published for the use of the College facilities,
- b. for any purpose or activity that is in violation of federal, state, or local laws,
- c. for any activity that is inconsistent with the mission, vision and core values of the College,
- d. for any purpose or activity that is in violation of existing College policy or procedure, and
- e. for any activity whose requirements cannot be reasonably accommodated by the College using existing facilities, resources, and procedures.

3. Application Process and Conditions:

- a. Applications to use College facilities are available to the community for civic, educational, cultural and community recreational purposes that are consistent with policies and procedures established by the College. Facilities may be used by non-college groups when the facilities are not in use by the College or College-sponsored activities. Facilities are generally available for use during the normal operating hours of the College. Events outside of normal operating hours will also be considered.
- b. Applications for use of facilities must be in writing, and signed by a responsible agent of the requesting organization or group. All applications must be submitted to a designee of the College President. Although availability of space may be tentatively confirmed verbally, authorization for actual use requires written College approval.
- c. Completed Use of Facilities Application forms must be received by the College at least two weeks prior to the date of intended use unless waived by the College President or by a designee of the College President. The College reserves the right to deny any application filed less than two weeks prior to the requested scheduled use.
- d. Individuals or groups will be granted access only to the facilities assigned, and at the times reserved as stated on the approved WSU TECH Facilities Request Form.
- e. Approval of submitted applications to use College facilities does not constitute College endorsement of views expressed or held by the using groups or individuals, and no advertisement shall indicate College support of the scheduled function without the College's prior written approval.
- f. No application will be approved that disrupts the regular College schedule, or that contradicts the College's mission, vision, and core values.
- g. In the event an applicant's use of College facilities is cancelled, the College is not responsible for any losses, expenses, or any damages the applicant may sustain as a result of the cancellation.
- h. Organizations must provide, at their cost, adequate supervision of activities to ensure that good order is maintained. Applicable City and County fire and safety regulations shall be strictly observed during all events on campus.
- i. Requesting organizations assume all financial responsibility for damages caused to individuals and to College property during their use. The College assumes no liability for injuries or losses which result from the actions of such groups or individuals.
- j. The College reserves the right to revoke an applicant's approval to use its facilities if the College determines that any information contained in the application is false, misleading or a misrepresentation of the sponsor or intended activity. All applications must provide to the College a valid telephone number where the College can contact the applicant before, during, and after the day and time of the event.
- k. The use of College facilities will be automatically cancelled when the College must close due to inclement weather or other emergency conditions.

4. Responsibility for Approval of Applications:

- a. Authority to approve/disapprove requests to use College facilities is delegated by the Sedgwick County Technical Education and Training Authority to the WSU TECH President, who in turn may delegate such authority to his/her designee(s). Prior to disapproving a request, the designee will consult with the WSU TECH President.
- b. Only the College President or his/her designee(s) can confirm facility reservations and confirm support service arrangements.
- c. The designee(s) of the College President will assess appropriate rental fees for community use of College facilities consistent with Appendix A, will approve agreements for the use of College facilities and services, and will maintain a calendar of all community use of College facilities.
- d. The College President or his/her designee(s) reserve the right to reschedule, relocate, or cancel the reservation of a community group due to extraordinary circumstances. Affected groups will be notified in advance when possible, in order for alternative arrangements to be made.
- e. Community groups shall release the College from any and all expense that may be incurred from necessary rescheduling, relocation, or cancellation of approved events.

5. Fees for Use of Facilities

- a. Specific fee estimates are available upon request from the designee(s) of the College President.
- b. Fees will be assessed for use of College facilities, including personnel fees as determined by the College, to include costs such as, but not limited to, any necessary operation, setup, and/or cleanup time. Applicants are advised that modern technical equipment at WSU Tech requires the attention and presence of College -trained personnel. Therefore, if College facilities are to be open to the public during hours the College is closed, trained personnel must be on duty. When facilities are open to the public during normal working hours, an additional personnel fee may be charged, at the sole discretion of the College, when additional assistance by trained personnel is determined by the College to be needed.
- c. All fees are due by the date specified on the completed WSU TECH Facilities Request Form. All fees must be paid in full before the event occurs. Approval of the WSU TECH Facilities Request Form is conditional, pending receipt of payment in full. If payment in full is not received by the date specified on the WSU TECH Facilities Request Form, the application or contract for use of the facilities is void.
- d. If, in the sole determination of the College, an event requires security, the College reserves the right to contract or hire external security services. All costs associated with providing security, whether through internal or external departments, are the sole responsibilities of the applicant and will be included in the computation of fees assessed by the College.
- e. Contracts for long-term use of College facilities may be negotiated with the WSU TECH Vice President for Finance and Administration. Long-term use generally does not exceed four months, or the equivalent of a standard semester.

6. Restrictions on College Facility Use

- a. Non-profit organizations may charge a general admission fee for approved activities. Notice of intent to charge fees must appear on the WSU TECH Facilities Request Form. The price of admission or any other form of donation or contribution must be clearly stated on the application and on all advertisements. The College does not rent its facilities to outside groups or individuals for fund-raising activities unless the College or the WSU TECH Foundation agrees to be a co-sponsor. NOTE: The College may require documentary evidence of the non-profit status of an organization prior to permitting use of its facilities. If such documentation is not provided upon request, both in a timely manner and to the full satisfaction of the College, use of College facilities will not be approved.
- b. Groups using College facilities may not use the College for activities that undesirably duplicate College classes, programs or activities, or that are in conflict with established College objectives or policies.
- c. The College reserves the right to revoke the applicant's approval to use its facilities if the College, in its sole discretion, determines that one or more advertisements posted by the applicant are inappropriate. Groups using College facilities may not assume or imply that permission to use College facilities represents College endorsement or sponsorship of the group, its purposes or activities. NOTE: The College reserves the right to require a disclaimer be placed on all advertisements related to the use of the facility. The Disclaimer shall read: "WSU Tech is not affiliated with and does not necessarily endorse the opinions, beliefs, statements, writing and philosophies expressed by this activity or its participants."
- d. Groups using the College facilities may not refuse College officials entry to facilities in which the group's activity is being held.
- e. Groups using the College facilities may not limit, restrict, disrupt or in any way inhibit the normal instructional programs of the College or other College activities.
- f. Groups using College facilities may not publicize the event for which College facilities are being requested prior to the confirmation of facility availability.
- g. Unless specifically authorized in writing by the College President or his/her designee(s), groups using College facilities may not have alcohol on the premises.
- h. Groups using College facilities may not smoke in any building or area of the College unless such area is designated for smoking.
- i. Groups may not tape or in any way post signage to walls, doors, or other painted surfaces. Permission must be granted by the College President or his/her designee(s) prior to hanging of any signage. Once permission is granted, signage must be hung as directed.
- j. Individuals, organizations or groups who are granted access to College facilities may distribute materials or information to students only with the prior permission of the College President or his/her designee(s).

7. Food and Beverage Service. WSU Tech reserves the first right of refusal for the provision of food and beverage services for any scheduled event. The College contracts with a Food and Beverage Catering Vendor for the provision of food and beverage services on its campuses, including food and beverage services for individuals or organizations using College facilities under this policy. When food and/or beverage service involving serving areas and/or eating areas is ordered by the user from the College's food and beverage service vendor, the food and beverage service vendor will include among its other charges a fee for the cost of operating, setting up, and cleaning up food and beverage service areas.

8. Responsibilities of Users. As a minimum, users of all College facilities are responsible for:
  - a. Following all procedures related to initial application, completion of forms, and payment.
  - b. Terminating all events promptly by the time indicated in the WSU TECH Facilities Request Form.
  - c. Using the area designated and reserved on the WSU TECH Facilities Request Form and no other area of the College facility, except public areas, such as public restrooms.
  - d. Using the facilities requested “as is”. Users may not temporarily or permanently alter any element of any facility on campus. The College reserves the right to display signage, exhibits, and art work, which users will not alter, cover, or remove.
  - e. Using the facility reserved only for the purposes stated on the WSU TECH Facilities Request Form.
  - f. Providing an approved sponsor who will be present at the activity to assume responsibility for the group. The sponsor is generally the individual whose signature appears on the WSU TECH Facilities Request Form.
  - g. Notifying the College of the intent to cancel the reservation of facilities at least three working days in advance of the scheduled event.
  - h. Restoring the facility used to its pre-use condition, unless other arrangements are made in advance with the College.
  - i. Providing financial restitution for any damage incurred during the event for which College facilities were reserved.
  - j. Prohibiting activity participants from smoking inside the buildings and allowing smoking only in designated areas.
  - k. To the extent practicable, encouraging its members to become familiar with the mission of WSU TECH by permitting distribution of WSU TECH literature before, during, and/or after the event.
9. Campus Traffic Regulations.
  - a. All vehicles are subject to College traffic regulations while on the College campus.
  - b. Unless otherwise designated, parking is permitted in lined spaces and in one space only.
  - c. Unless otherwise approved in advance by the College, parking is not allowed on the grass, construction areas, or any place that will mar the landscape of the campus.
  - d. Visitors are expected to obey standard traffic regulations.
  - e. Any vehicle parked in potentially hazardous or unauthorized areas is subject to towing at the owner’s expense.

## Appendix A

Structure of Fees for Community Use of WSU TECH Facilities. See Page 2 for Fees Worksheet

	Type of Event	Fee Structure		
		Facilities	Standard Staff During Open Hours	Special Services
Tier 1	<p>Any event sponsored by Sedgwick County.</p> <p>An event which includes activities that substantially contribute to the recruiting of WSU TECH Students.</p> <p>An event that is directly supportive of WSU TECH's mission to provide employers with enough well-qualified workers.</p> <p>(Examples of Tier 1 events generally include those conducted or sponsored by School Districts, Student Chapters of Professional Organizations, Scouts, Civil Air Patrol, Women in Engineering Fairs, Employer Career Fairs, and similar.)</p>	No Charge	No Charge	Charges Apply
Tier 2	A qualifying event of a government entity or a duly registered nonprofit organization.	No Charge	Charges Apply	Charges Apply
Tier 3	A qualifying event of a commercial organization, such as a staff training meeting for employees of a business.	<p>There is No Charge for use of a Conference Room during normal business hours of WSU TECH.</p> <p>Charges Apply for use of all other Facilities.</p>	Charges Apply	Charges Apply

### Note

Food and Beverage Services are exclusively available by separate contract directly with

\_\_\_\_\_. Phone: 316-\_\_\_\_-\_\_\_\_. Email: \_\_\_\_\_@\_\_\_\_\_).

If set up of tables/chairs will be needed for Food and/or Beverage Services, the cost of setup and take down will be included in the catering fee.

**Appendix A - Page 2**  
WSU TECH Event Fees Worksheet

<b>Facilities</b>			
Conference Room (Available only during normal business hours of WSU TECH)	No Charge	No Charge	
Standard Classroom @ \$____.00/hour. Not to exceed \$____.00/day. 2 hour minimum fee	Billed Hours_____	\$_____	
Common Area Rental @ \$____.00/hour Not to exceed \$____.00/day. 2 hour minimum fee	Billed Hours_____	\$_____	
NCAT Lecture Hall Rental @ \$____/hour Not to exceed \$____.00/day 3 hour minimum fee	Billed Hours_____	\$_____	
<b>Staff</b>			
	When College is Open	When College is Closed	Total
Information Technology Technical Support	____ Hours @ \$____.00/hour \$_____	____ Hours @ \$____./hour \$_____	\$_____
Set up, take down, and cleaning, excluding Food and Beverage	____ Hours @ \$____.00/hour \$_____	____ Hours @ \$____.00/hour \$_____	\$_____
Security 1 Officer up to 100 guests 2 Officers 101-225 guests 3 Officers 226-375 guests 4 Officers 376+ guests	Number Officers_____  ____ Hours @ \$____.00/hour \$_____	Number Officers_____  ____ Hours @ \$____./hour \$_____	\$_____
WSU TECH Event Administrator	____ Hours @ \$____.00/hour \$_____	____ Hours @ \$____.00/hour \$_____	\$_____
<b>Special Services</b>			
Specify:			\$_____
Total Due to WSU TECH			\$_____

## Appendix B

# WSU TECH Facilities Request Form

**Name of Organization:**\_\_\_\_\_

**Type Organization:**    ☐ Government            ☐ Nonprofit        ☐ Commercial        ☐ Individual

☐ Other (Specify: \_\_\_\_\_)

**Name of Person Making the Request:** \_\_\_\_\_ **Date Request Submitted:** \_\_\_\_\_

**Contact Address**\_\_\_\_\_

**Phone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Name of Organization's Responsible Party who WILL BE Present at Event:** \_\_\_\_\_

**Responsible Party's Cell Phone:** \_\_\_\_\_

**Facilities being requested:**\_\_\_\_\_

**Will an admission fee be charged?** ☐ YES ☐ NO. If YES, state the admissions fee: \$\_\_\_\_\_

**Date(s) of Event:** \_\_\_\_\_ **Times of Event: From** \_\_\_\_\_ **To:** \_\_\_\_\_

**Date(s) and time(s) of set Up:** \_\_\_\_\_ **Date(s) and Time(s) of tear down:**\_\_\_\_\_

**Special Requirements:** \_\_\_\_\_

**Type and Purpose of Event:** \_\_\_\_\_

**Total Fee ( See Worksheet) \$ \_\_\_\_\_ Payment Method: \_\_\_\_\_ Payment Due Date \_\_\_\_\_**

**Certification:**

**I am fully authorized by my organization to book this event and to provide this certification. I have received, have read, and agree that I/our organization will comply with the WSU TECH Policy on Events. I certify that the purpose of the event is accurately disclosed above and complies entirely with the WSU TECH Policy on Events.**

Printed Name of Certifying Agent

**Signature**

Date \_\_\_\_\_

Received by WSU TECH Representative	Date
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