



Category

8-03 Community Use of Buildings Grounds and Equipment

Approval

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Responsible Party: Executive Director, Marketing and Community Outreach

Policy Statement

The legal use of College owned buildings and grounds includes both regular college use and certain approved community sponsored activities and events. Since all College properties belong to the general public, it is the WSU Tech Industry Advisory Board position that community groups and organizations should utilize the properties to the fullest extent possible at such times as these properties are not in use for regular college purposes. User fees established by the WSU Tech Industry Advisory Board are moderate in amount and structured primarily to reimburse the College for operational costs. Responsibility for contractual arrangements is delegated by the WSU Tech Industry Advisory Board to the Marketing and Community Outreach Department.

Implemental Procedures:

1. Established organized community groups and individual citizens may use College facilities. All arrangements with such groups shall be made through the Executive Director of Marketing and Community Outreach office in accordance with a fee structure established by the WSU Tech Industry Advisory Board
2. No meeting shall be held in a College building or on College property for the purpose of advancing any doctrine or theory subversive to the Constitution or laws of the State of Kansas or the United States or for the purpose of advocating social or political change by violence.
3. Applications to use College facilities should be received in the Executive Director of Marketing and Community Outreach office at least two weeks in advance of the use date. The College reserves the right to demand sufficient time for full investigation of an application. The Director of Financial Services may review unusual requests before approval is granted.
4. Inaccurate or untruthful statements made in the application or violations of regulations may place the responsible person(s) or organization(s), or both, on an ineligible list. Subsequent applications of an ineligible person(s) or organization(s) may be referred to the WSU Tech Industry Advisory Board for determination of future rental privileges.
5. The person(s) or organization(s) making application for use of College facilities shall agree to indemnify the College for any damage to College property by any person(s) participating in or attending the activity. If damage occurs, the person(s) or organization(s) will be invoiced for all repair, replacement, and/or labor costs. Failure to pay such damages will result in future requests being denied.

6. The person(s) or organization(s) submitting an application for use of College facilities shall agree to relieve the College from all responsibility for any damage or loss to the property of any person attending the activity.

7. Community groups holding activities considered being of a high-risk nature in a College building or on College property will be required to provide special events liability insurance as a condition of contract. Such events may include football games, rock concerts, balloon launches, etc. Liability insurance coverage will include:

- a. Bodily injury and property damage with a single combined limit of \$500,000
- b. Hold harmless inclusion
- c. WSU TECH and its representatives listed as additional insureds
- d. A Certificate of Insurance provided to the College in advance of use.

8. Due to design and construction for a very specialized use and open access to extremely expensive equipment, the following building areas will not be rented to outside community groups: video labs, computer labs, photo darkrooms, film projection rooms, sound recording labs, focus rooms, band and orchestra centers, and designated special education centers.

9. Certain types of community activities and events may not be compatible with the utilization of College facilities, the educational programs in progress, the philosophy of public education, nor the general operation of the College, including staffing limitations. These special use affairs may require special administrative review toward approval or denial. Examples include, but are not limited to, the following:

- a. Animal shows and exhibits
- b. Bingo and similar activities
- c. Direct selling of products and services on College property
- d. Overnight lodging activities
- e. Karate classes, tournaments, or exhibitions
- f. Private college classes held within public college facilities
- g. Sports summer camps
- i. Motorcycles, bicycles, mopeds, go-cart rallies and races
- j. Air activities such as hang gliding, sky diving, parachuting, hot air balloons, lite flite airplanes, and glider flying
- l. Activities held in college cafeterias and kitchens
- m. Activities involving the use of stage grand pianos and/or pipe organs.

10. Contract Agreements for the use of College facilities shall not be transferable.

11. No person(s) or organizations(s) shall pay the custodian personally as custodial charges are a part of the user fee. Building keys are never issued to a person(s) or organization(s). College custodians shall open the buildings and remain to secure the buildings after the groups have departed.

12. WSU TECH does not permit community groups and organizations to use College facilities on holidays because of interference with special maintenance work. Community use of College facilities on weekends is discouraged because of inadequate custodial staff for a seven-day work week.

14. Adequate adult supervision must be maintained at all times. Under certain conditions security personnel will be required. If WSU TECH security officers are assigned, the fee will be included in the contract agreement. The office of the Executive Director of Marketing and Community Outreach will coordinate with the college security department.

15. The office of the Executive Director of Marketing and Community Outreach will work with the customer to develop and approve a list of facility requirements. They will then coordinate with the Director of Operations / Facilities, the catering entities, and any others to insure that the approved facilities and requirements are made available.
16. Use of tobacco products is prohibited in all buildings available for community use. The person(s) making arrangements for use of the building will be responsible for enforcement of this regulation.
17. Intoxicating beverages, narcotics, or other drug abuse substances are not permitted in College buildings or properties.
18. Food and/or beverages are prohibited in any auditorium with fixed seats. Special arrangements must be made with the building Program Administrator for the serving of foods and/or beverages in other areas of a building. Should this regulation not be followed, the using persons(s) or organization(s) shall be invoiced for all cleaning costs.
19. Weapons, firearms, and other dangerous items as defined in the policy entitled Possession and Use of Weapons are not permitted in College buildings or on College properties.
20. No electrical appliances may be used unless arrangements are made in advance with the building Program Administrator.
21. The following stipulations shall be included as an extension of a contract agreement for use of art, home economics, technology education, and science laboratory facilities, equipment, and materials by established, organized community groups. Violation of any one of the stipulations shall render the contract agreement null and void.
 - a. No laboratory shall be entered or used except that laboratory so named in the contract agreement and approved by the building Program Administrator curriculum area supervisor, and the Property Services office.
 - b. The curriculum area supervisor must approve the use of any equipment or materials in the laboratory.
 - c. The supervising adult in charge of conducting an activity shall be thoroughly trained and competent in the safe use and proper maintenance of equipment. Proof of this training must be verified to the curriculum area supervisor.
 - d. Safety education shall be taught as an integral part of each program. Each participant must successfully pass written safety tests on the equipment prior to its usage. The results of the safety tests shall be kept on file by the instructor/instructor.
 - e. Safety guards or standard equipment of any machine shall not be altered or changed in any way.
 - f. If equipment is damaged while in use, the contracting community group shall be responsible for repairing or replacing the damaged item.
 - g. After each class session, the sponsoring community group shall be responsible for cleaning the laboratory and equipment and restoring the facility to its original condition.
 - h. The community group is to maintain communication with the day instructor/instructor who is responsible for the facility.
 - i. The community group will carry liability insurance and a liability insurance certificate must be filed with the Property Services office and the Operations/Facilities office before the activities begin. The Director of Operations/Facilities will establish the amount and type of insurance that must be carried.
22. The Property Services office must approve use of College grounds. A deposit of \$100 may be required to ensure compliance with city ordinances and guarantee that the grounds will be left clean and in good condition.

23. An administrative review committee shall study annually all rental rates assessed to community rental groups. This annual study shall be based on operational reimbursement costs for custodial service, utility service, and general maintenance. If changes are justified, a recommendation will be prepared for the WSU Tech Industry Advisory Board action. If approval is granted, implementation will follow promptly.

24. WSU TECH does not discriminate on the basis of race, color, national origin, sex, handicap/disability, religion, or age.