

GRAYS HARBOR COLLEGE
Administrative Procedure

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Administrative Procedure Number: 516.01

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Requirements for Use of College Facilities:

General Usage:

Reservations for all campus locations are made through the Facility Rental Form on the Grays Harbor College website. This is the only process to rent or make any college space available to outside groups or individuals.

A completed Facility Rental Form application must be submitted and approved. Applications are made online through the Grays Harbor College website under Facility Rental Form. The College reserves the right to reject any application for use of college facilities.

External reservations will not interfere with the primary purpose of the institution nor affect instructional classes or campus events.

Permission to use College facilities is with the express understanding and condition that the individual or organization will assume full responsibility for any loss or damage resulting from such use and agrees to hold harmless and indemnify the College against any loss or damage claim arising out of such loss.

The user shall be responsible for leaving the facilities in the condition in which they were found, including the removal of any special decorations or materials. Failure to do so will result in an additional charge for repair of damage and for custodial services by the College.

In the event of a cancellation of an approved Application for Use of College Facilities by the applicant, that applicant or organization may be liable for all College costs and expenses in preparing the facility for its use.

In the unlikely event that the College has a high priority need for the facility, events scheduled more than 90 days in advance may be canceled by the College.

User Responsibilities and Restrictions:

Admission Fee: Any admission charge is to be specified by the applicant and approved by the College in advance.

Technology Support: Technology support is available upon request by completing the Detailed Room Scheduling Form in 25Live. Requests must be submitted at least 14 days prior to the event date. Technology services, including computer/laptop access, Wi-Fi connectivity, and Audio-Visual equipment, are available upon request and are subject to availability. A current list of the technology services offered is outlined in the 25Live request form.

Purpose: The individual, group or organization requesting space will be required to state in writing in advance the general purpose of the meeting.

Damages: The user of the facility assumes full responsibility and will be liable for any loss, damage or claims arising out of the use of the facility.

Smoking: Grays Harbor College is a smoke/tobacco free indoor campus environment. This includes all tobacco, electronic cigarettes and smokeless tobacco products, such as traditional cigarettes, electronic cigarettes (e-cigarettes), chew, pipes, cigars, water pipe smoking, snus, snuff, etc.

In addition, smoking, including electronic cigarettes is only authorized in the following locations:

1. Designated smoking areas and/or shelters. Current designated smoking areas are on the College's web site under designated smoking areas.
2. Inside any personal vehicle.
3. Any parking lot - with the exception of the Childcare Center Parking Lot and any designated ADA parking lot.

Decorations: The use of decorations or application of materials to walls, ceilings, or floors is severely restricted and must be cleared in advance with the Campus Operations office.

Supervision of minors: Adult leaders of using organizations serving minors shall remain with their group during all activities, and be responsible for the conduct of their groups.

Unlawful Drugs and Intoxicants: State laws relative to public institutions govern the use or possession of intoxicants on campus at College functions. The use or possession of unlawful drugs or intoxicants on College property is prohibited. Organizations wishing to serve alcohol at a function on the College campus must obtain appropriate permits as required by state law and College authorization from the president of the College (or designee) at the time application for use of the facilities is made (via the Facility Use Application). If alcohol is served, the organization will have a safe ride home procedure in place and will provide that information to the Campus Operations Office, prior to the event.

1. When alcohol is being served the organizing group should ensure that as a minimum:
 - Something to eat is served before serving alcoholic beverages. High protein foods stay in the stomach longer and slow absorption of alcohol into the system.
 - Have non-alcoholic beverages available.
 - Have a plan to provide alternative transportation for intoxicated persons.
 - Offer to call an individual of the person's choosing to pick up the person (that individual must not have been drinking or under the influence of alcohol and/or drugs) or call a taxi.
 - If the person refused assistance in helping them find a safe ride home, contact 911 and provide 911 dispatchers with a description of the vehicle, driver and direction of travel.

Parking: Parking is permitted on the campus except in those areas otherwise posted or marked. Campus parking guidelines will be observed.

Limitations of Room use: Facilities used shall be limited to those specified on the application plus designated restroom facilities.

Insurance: When the event involves physical activity, or otherwise increases the risk of bodily injury above the level inherent in the facility to be used, the College may require users to furnish proof of liability insurance naming the College as an additional insured with limits of not less than \$1,000,000 per occurrence prior to approval for the requested use.

Police/Fire/Security Protection: Proper police, security and/or fire protection shall be provided by a using organization when required to do so by the College administration.

Violations and/or Termination of Agreement:

The College, at its discretion, shall have the right to cancel and terminate a contract and revoke any permit immediately and without notice upon its discovery of a violation of any term, condition or provision listed.

Other Arrangements and Conditions:

Use of College facilities shall be in the following priority:

1. Activities that are sponsored by the College and are germane to the mission of the College.
2. Governmental or non-profit organizations. Charitable events sponsored by the community are included in this category.
3. Other organizations and individuals not qualifying as College sponsored or public service.

There will be no rental of facilities for activities that are commercial in nature unless the College specifically invites the activity to campus and/or deems it related to the educational mission of the College. College facilities may not be used for purposes of political fund raising by or for candidates who have filed for public office.

No group or groups of persons shall use College facilities as a long-term or permanent meeting place.

The College reserves the right to prohibit the use of College facilities by groups that restrict memberships or participation in a manner inconsistent with the College's commitment to nondiscrimination.

The College reserves the right to require that an appropriate College staff member be present at any meeting or event held in College facilities. User will be responsible for appropriate costs.

The College reserves the right to deny use of the facility, should it determine that rental of the facility would interfere with other activities or commitments of staff time or space.

The College may restrict an individual's or a group's use of College facilities if that person or group has, in the past, physically abused College facilities or is delinquent in payment of charges for prior use of facilities, equipment or supplies.