

Blackfeet Community College Facility Use Policy and Agreement

Use of BCC Facilities

The primary purpose of all college facilities is to serve the educational needs of the student enrolled in the college. Under most circumstances where non-college use of facilities will be allowed, those using the facility will be expected to reimburse the college for any expenses associated with that use to ensure that college funds intended for the education of students are used for that purpose. All requirements of this policy must be met when non-college use of BCC facilities is requested.

General Requirements

1. All applications for use of the college facilities must be completed and signed by all parties prior to use.
2. No activity of any type that would interfere or conflict with any college activity will be allowed in any building. The Facilities Committee, in conjunction with the President and Maintenance Supervisor, will make the final decision on all scheduling conflicts. College sponsored activities, including curricular and extra-curricular functions, retain first priority for the use of facilities.
3. No facilities shall be leased, rented, loaned or allowed to be used in any fashion by any non-college group or agency for activities that may be improper under any applicable laws, statutes, regulation, ordinances, policies or federal grant assurances. Groups may, at the discretion of the Facilities Committee, be allowed to conduct fundraisers that benefit any student of Blackfeet Community College.
4. Blackfeet Community College remains politically neutral. All political/campaign activities will be limited to educational activities where all candidates will have the opportunity to express their views.
5. All applications for use shall be submitted to the Facilities Committee for approval. The President and Maintenance Supervisor must also approve the application. Each application must state the specific area to be used, and the user must confine activities to the area or areas specified in the application. Copies of the application will be distributed to the Facilities Committee.
6. The party requesting use of the facility shall designate an individual who agrees to be personally responsible and liable for any damages and for strict observance of all rules.
7. The individual who serves as representative shall be responsible for the conduct and control of both patrons and participants, and shall insure that all applicable state, federal and college regulations governing safety are followed. There must be adequate adult supervision for all usage. Users must assure that children will not be left in the facility unsupervised.
8. Authorization for use of college facilities shall not be considered as an endorsement of the activity, the activity group or organization, nor the purpose it represents.
9. Blackfeet Community College reserves the right in its sole discretion, to require groups to provide liability insurance, with the College as the additional named insured in an amount up to \$1,000,000.00. The amount of coverage may vary with the level of risk associated with the activity. All users will be liable for costs associated with property damage up to the amount of the college's liability deductible. The Facilities Committee will determine the amount of coverage. All applicants for use of school facilities shall agree to indemnify and hold the college harmless from any claims, loss, damages, expense or liability that may arise as a result of, or in connection with their use of school facilities.
10. Individuals/groups requesting the use of college facilities should not assume that college equipment is also at their disposal. The Facilities Committee, President and Maintenance Supervisor must approve in advance any use of college equipment.

11. The user is responsible for providing any additional tables, chairs, etc., that may be needed for the event. These items may NOT be moved from other rooms/buildings to the area being used.
12. The College may require the presence of qualified security personnel (police/sheriff) before, during or after an event or activity. The user will assume any costs associated with security.
13. Individuals/groups requesting the use of college facilities must use the BCC Snack Shop catering service to provide any meals that will be served during events. No outside food for events will be allowed during regular business hours unless the Snack Shop is unable to provide the meal.
14. No one should be in any Blackfeet Community College facility after 8:00 p.m. on any night unless previously agreed upon by the Facilities Committee. It is the responsibility of the user to make sure that all doors are closed and locked.
15. Blackfeet Community College is not responsible for accidents, theft, loss of or damage to personal property.
16. Use of building beyond rented time will be subject to charges to be deducted from deposit.

Substance Free Usage

Absolutely no possession or use of alcoholic beverages, non-prescription drugs, mind-altering substances, or smoking and smokeless tobacco will be allowed in Blackfeet Community College facilities.

Fees

1. Damage deposit: A damage deposit of \$200.00 will be required to be paid to BCC prior to any non-college activity being approved to use a school facility. This deposit may be totally refunded at the completion of said activity, or partially refunded when damages are resolved and paid for from the deposit.
2. Insurance: Blackfeet Community College reserves the right in its sole discretion, to require groups to provide liability insurance, with the College as the additional named insured in an amount up to \$1,000,000.00. The amount of coverage may vary with the level of risk associated with the activity. All users will be liable for costs associated with property damage up to the amount of the college's liability deductible. The Facilities Committee will determine the amount of coverage. All applicants for use of school facilities shall agree to indemnify and hold the college harmless from any claims, loss, damages, expense or liability that may arise as a result of, or in connection with their use of school facilities.
3. Usage Fee: A usage fee of \$15.00 per hour, according to the attached schedule, will be required to be paid to BCC prior to any non-college activity being approved to use a school facility. This fee is non-refundable.
4. The deposit, insurance and usage fees must be paid five (5) working days in advance of the proposed date of the activity or the agreement will be void. Payment of these fees shall be made in the form of check, cash or money order and paid only to Blackfeet Community College through the Business Office. The Business Office will provide a receipt to all appropriate parties.

SCHEDULE OF FEES

A. BCC sponsored activities	Deposit	Fees
	No	No

B. Non-BCC sponsored activities	Deposit	Fees
1. Table space - recruiting, etc.	No	\$50/day or \$25/half day
2. Table space - public information	No	No
3. Public meetings	Yes	Yes
4. Employers (recruiting, etc.)	Yes	Yes
5. Political (must be non-partisan)	Yes	Yes
6. Non-profit		
a. If less than 11 people	No	No
b. If 11 or more people	Yes	No
7. Religious	Yes	
a. Charity	Yes	No
b. Fundraising	Yes	Yes
8. Ceremonial	Yes	No
9. Cultural	Yes	Yes
10. Business (vendors)	Yes	Yes
11. Benefit	Yes	No
12. Group activities (dinners, fundraising)	Yes	Yes
13. Training/Workshops		
a. BCC sponsored		
i. No fees charged to participants	Yes	No
ii. Fees charged to participants	Yes	Yes
b. Non-BCC sponsored	Yes	Yes

Fees and deposit for other activities not covered by this schedule will be decided by the Facilities Committee.

Organization: _____

Contact Person: _____ Phone: _____

Address: _____

Date(s) to be used: _____ Start time: _____ End time: _____

Building/Room to be used: _____

Type of Activity: _____

Number of participants expected: _____

On behalf of the above name organization, I acknowledge, understand and accept the terms of this Policy and Agreement. I represent that I am duly authorized to execute this Agreement on the organization's behalf.

Signature of Authorized Representative

Date

BCC Snack Shop: I will I will not provide catering service for this event.

Snack Shop Operator

If use of classroom(s) is requested, this agreement requires prior approval by the Faculty Secretary.

Classroom(s) Assigned: _____

Faculty Secretary

If use of Library is requested, this agreement requires prior approval by the Director of Library Services.

Director of Library Services

Building Deposit: _____

Usage Fee: _____

Security Required: _____

Insurance Required: _____

Maintenance Supervisor Date

Approved
 Denied. Reason: _____

Facilities Committee Co-Chairman Date

President Date