Blackfeet Community College
Facility Use Procedure and
Agreement

Use of BCC Facilities

The primary purpose of all college facilities is to serve the educational needs of the students enrolled in the college. Under most circumstances where the use of facilities will be allowed, those using the facility will be expected to reimburse the college for any expenses associated with its use. All requirements of this procedure must be met when (internal/external) 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. **ALL APPLICATIONS FOR USE SHALL BE SUBMITTED TO THE FACILITIES COMMITTEE FOR APROVAL TWO WEEKS PRIOR TO REQUESTED DATE(S).** 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.
2. No activity of any type that would interfere or conflict with any college activity will be allowed in any building. The Facilities Committee will review and determine any scheduling conflicts. **College sponsored activities, including curricular and extra-curricular functions, retain first priority for the use of facilities.**
3. There will be no activities scheduled for Sundays and Holiday weekends. No external activities in common areas will be allowed during midterm week or finals week.
4. 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. 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.
5. BPL Commons area and classrooms will have requirements from the facilities committee for special activities that will provide food, drinks, and any other substances that may cause damage.
6. 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.
7. 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.
8. The party requesting use of the facility shall designate an **Authorized Representative** who agrees to be personally responsible and liable for any damages and for strict observance of all rules.

9. The **Authorized 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.
10. 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. Individuals/groups requesting the use of college facilities should not assume that college equipment is also at their disposal. The Facilities Committee must approve in advance any use of college equipment. These items may NOT be moved from other rooms/buildings to the area being used.
11. 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.
12. No one should be in any Blackfeet Community College facility after 8:00 p.m.
13. Blackfeet Community College is not responsible for accidents, theft, loss of or damage to personal property.
14. Use of building beyond rented time will be subject to charges to be deducted from deposit.

Drug/Alcohol Free Campus

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. The Facilities Director will have the building inspected and will notify the Business Office of the amount of the deposit that is to be refunded.
2. Usage Fee: A usage fee of **$250.00 per half day (up to four hours) and $400.00 per full day (five to eight hours)** will be required to be made at the BCC Business Office prior to any non-college activity being approved to use a school facility. Payment of usage fee shall be made at the Business Office in the form of check, cash or money order and paid only to Blackfeet Community College. The proof of insurance and usage fees must be paid at least two (2) working days in advance of the proposed date of the activity or approval for the use of the building will be forfeited. This fee is non-refundable.
3. Deposit Fee: The $200 deposit, insurance and usage fees must be paid at least two (2) working days in advance of the proposed date of the activity or approval for the use of the building will be forfeited. Payment of deposit shall be made at the Facilities Department in the form of check, cash or money order and paid only to Blackfeet Community College. The Business Office will provide a receipt to all appropriate parties for fees and deposit can be picked up from Facilities Department.

SCHEDULE OF FEES

A. BCC sponsored activities	Deposit	Fees
	No	No

B. Non-BCC sponsored activities	Deposit	Fees
1. Table space - recruiting, etc.	No	$100/day or $50/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. Charity	Yes	No
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	No
b. Non-BCC sponsored	Yes	Yes

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

Requested Date(s): _____**Start Time**:_____ **End Time**:_____

Building/Room requested: _____

Please list below additional needs and amount such as (projector/screen/sound system/extra tables and/or chairs, extra security)

_____

Requestor: _____ **Phone Number**:_____

Address:_____

Email:_____ **Expected attendance**:_____

Organization: _____

Type of Activity: _____

If this is a workshop, will Continuing Education credits be given? ☐ Yes ☐ No

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

Signature of Authorized Representative **Date**

Signature of Division Chair/Supervisor **Date**

If use of classroom(s) is requested, this agreement requires prior approval by the Academic Affairs Executive Administrative Assistant.

Classroom(s) Assigned :_____ _____
Executive Admin Assist, Academic Affairs

If Continuing Education Credits (CEU) are to be given, this agreement requires the signature of the Continuing Education Representative to verify BCC sponsored programming.

____BCC Sponsored ____Non-Sponsored CEU Committee Rep _____

Building Deposit: $_____ Usage Fee: $_____

Security required: ☐ Yes X No Insurance Required: ☐ Yes ☐ No

_____ ☐ Approved ☐ Denied

Facilities Director **Date** Reason (if denied)

_____

_____

Facilities Committee Chair **Date**

_____

<u>*Facility Use Forms are to be turned in 2-weeks ahead of time from the requested date(s).*</u>

The designated weekend person is the only contact to open for the weekend. Please do not contact any other employee that is not scheduled to work that weekend.

The designated weekend person will only wait **<u>15 minutes</u>** after the time submitted on this form.