



Redwood Campus
Grants Pass



Riverside Campus
Medford



Table Rock Campus
White City

FACILITIES USE GUIDELINES

ADMINISTRATIVE PROCEDURE 011 (AP-011)

JUNE 2015

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This May 20, 2015 E-team approved document: Administrative Procedure (AP-011) *Facilities Use Guidelines* incorporates and replaces (AP-011 *Facilities Use*) and associated use agreements, forms, documents and fee schedules.

SECTION 1 POLICY STATEMENT

Rogue Community College (RCC or the College) provides excellent indoor and outdoor facilities for the purpose of education and community functions. In keeping with the objective of being a community and educational development center, the College will make the facilities available to community groups and organizations whenever possible, within the context of the Facility Use Guidelines and applicable administrative procedures and Board policy. Non-college facilities' users will be charged fees appropriate to the facilities used and the type of organization making the request.

The charges for multiple classrooms at the same time will depend on the number of rooms used and type of activity in which the room will be used. Costs for additional services (including but not limited to, security, custodial, maintenance, grounds, computer technician, audio-visual technician, and light and sound technician) will be assessed in addition to the facilities usage fees as appropriate to the activity (see Section 3, page 3). RCC reserves the right to determine which, if any, of the additional services and the costs incurred are appropriate. Organizations will be advised of total fees and cost following review of the Facilities Use Request Application.

All required security services must be provided through the College Services' Facilities and Operations Department. Evening and after hours rentals may require a four-hour minimum security service and would include the time entering facility through completion of final clean-up.

SECTION 2 PRIORITY ORDER

1. Campus Activities: Space at RCC will be available for college activities in the following order of priorities. Listed below are programs/activities which are **exempt** from providing insurance or paying a facilities use fee.

- College instructional programs or activities
- Official College events
- College-sponsored educational activities*
- Actively chartered student clubs and organizations*
- College intramural activities*

*Charges may be assessed for additional services

2. External Organizations: Space will be made available to outside organizations when use does not conflict with scheduled College instructional programs or activities, events, or organizations.

3. Categories and Classification for Determining Fees Structures

Category A: Community/Public for-profit groups

Category B: Approved Community non-profit organization (tax exempt certificate required)

Category C: Educational institutions, organizations affiliated with educational institutions

- Activities of local, state, federal service-area-government
- Oregon Community College system officials.

**SECTION 3
FEE SCHEDULE**

FACILITY	Profit Groups Category A		Non-profit Groups Category B		Educational Groups Category C	
	1-5 hours	6-12 hours	1-5 hours	6-12 hours	1-5 hours	6-12 hours
Redwood Campus (RWC); Riverside Campus (RVC); Table Rock Campus (TRC), Illinois Valley Learning Center (IVLC)						
RWC/RVC/TRC Classrooms *1	\$75	\$125	\$65	\$100	\$50	
RWC/RVC/TRC Meeting Rooms	\$150	\$250	\$100	\$150	N/C	
Conference Rooms	\$120	\$150	\$100	\$130	N/C	
RWC/RVC/TRC Video Conf. Rms.	\$200	\$275	\$150	\$200	\$100	
RWC/RVC/TRC Computer Labs	\$400	\$500	\$300	\$400	\$250	\$350
RWC Cafeteria Dining Room	\$250	\$300	\$175	\$225		
RWC North Café	\$75	\$125	\$65	\$100		
RWC Student Lounge	\$120	\$150	\$100	\$130		
RWC Fountain Area	\$120	\$150	\$100	\$130		
RWC MH Concert Bowl	\$300	\$400	\$275	\$375		
RWC Rogue Theatre	\$225	\$325	\$150	\$250		
RVC Black Box Theatre	\$225	\$325	\$150	\$250		
RWC Track & Field	\$120	\$175	\$100	\$150		
RWC Gymnasium		\$250		\$175		
RVC Dental Lab		\$500		\$350		
ILVC Banquet Room	\$65	\$105	\$55	\$95		
IVLC Entrepreneurial Center	\$65	\$105	\$55	\$95		
RVC Higher Education Center (HEC)	Per/hr.	All day	Per/hr.	All day	Per/hr.	All day
Classroom (capacity 22 – 36)	\$17	\$125	\$12	\$ 85		
Classroom (capacity 48+)	\$20	\$160	\$15	\$100		
Business Center Conference Room HEC 130a (capacity 12)	\$25	\$175	\$15	\$100		
Multi-Purpose Rooms HEC 127/129 or 129b (capacity 100)	\$40	\$300	\$25	\$160		
Presentation Hall HEC 132 capacity 100)	\$60	\$350	\$30	\$175		
Seminar Room HEC 228 (capacity 20)	\$25	\$175	\$15	\$100		

SCHEDULE OF ADDITIONAL FEES

	Profit Groups Category A		Non-Profit Groups Category B		Educational Groups Category C	
	Reg. Hours	After Hours	Reg. Hours	After Hours	Std. Hours	After Hours
All campus locations						
Security/Cleaning	Contract	Contract	Contract	Contract	Contract	Contract
Set-up/Clean-up/per Event	\$35	\$55	\$25	\$35	\$25	\$25
Security Officer	N/C	\$35	NC	\$25	N/C	Rate schedule
Custodial	N/C	\$35	N/C	\$25	N/C	Rate schedule
Media Set-up/per Event	\$35	\$50	\$25	\$40	N/C	\$40
Gym Supervision (Each)	N/C	\$20	NC	\$15	N/C	\$15
Sound/Lighting/per Contract	\$20	\$20	\$15	\$15	\$15	\$15
Custom Classroom Setup	\$40	\$40	\$40	\$40	\$40	\$40

**SECTION 4
FACILITIES USE DIRECTORY**

FACILITY	ROOM	OCCUPANCY	COORDINATOR	CONTACT
RWC Computer Labs	Coates Hall (CH) 2 and 4	20	Michael Lawrence	541-956-7057
	CH5	24	Michael Lawrence	541-956-7057
	CH3	18	Michael Lawrence	541-956-7057
	CH6	30	Michael Lawrence	541-956-7057
TRC Computer Labs	TRC125A,B, D	32	Wade Mann	541-245-7925
RVC Computer labs	RVC B15,16,18	22	Fred DeLong	541-245-7709
	RVC B17	26	Fred DeLong	541-245-7709
	RVC B13	19	Fred DeLong	541-245-7709
HEC Computer Labs	HEC124	24	Fred DeLong	541-245-7709
RWC IP Video Rooms	CH10	32	Jess McLoud	541-956-7056
	CH9b	14	Jess McLoud	541-956-7056
	L2	12	Instructional Media	541-956-7038
TRC IP Video Rooms				
RWC Rogue Auditorium	RWC Rogue	175	Brandon Bretl	541-245-7901
	RWC CB	2,000	Brandon Bretl	541-245-7901
RVC Rogue Performance Hall	RVC C9	75	Brandon Bretl	541-245-7901
RWC Cafeteria Dining Room	Cafeteria	185		
RWC North Café	RWC NC	54		
RWC Student Center	Student Ct.	59		
RWC Conference Rooms	CH7	72	Brandon Bretl	541-245-7901
	L2	12	Brandon Bretl	541-245-7901
	H2	40	Brandon Bretl	541-245-7901
TRC Conference Rooms	TRC150	15	Brandon Bretl	541-245-7901
	TRC206	20	Brandon Bretl	541-245-7901
	TRC211	15	Brandon Bretl	541-245-7901
HEC Conference Rooms	HEC130A	12	Amy Durst	541-245-7741
	HEC110	10	Amy Durst	541-245-7741
	HEC206 306	6	Amy Durst	541-245-7741
TRC Multi-purpose Rooms	TRC100	70	Brandon Bretl	541-245-7901
	TRC184	75	Brandon Bretl	541-245-7901
HEC Multi-purpose Rooms	HEC127	50	Amy Durst	541-245-7741
	HEC129	50	Amy Durst	541-245-7741
	HEC127/129	100	Amy Durst	541-245-7741
HEC Presentation Hall	HEC 132	100	Amy Durst	541-245-7741
HEC Seminar Room	HEC 228	20	Amy Durst	541-245-7741
HEC Business Center Conference Room	HEC 130a	12	Amy Durst	541-245-7741
RWC Gymnasium	RWC Gym	100	Rhonda Misner	541-956-7206
RWC Field	RWC Field	500	Rhonda Misner	541-956-7206
RWC Fountain Lawn	RWC Lawn	300	Brandon Bretl	541-245-7901

RCC Redwood Campus
Attn: Continuing Education
3345 Redwood Hwy.
Grants Pass, OR 97527

Email:facilitiesuse@rogucecc.edu

Applicant agrees to furnish a Certificate of Liability Insurance naming RCC as an additional insured as stated in the *Facilities Use Guidelines*, no later than ten (10) working days prior to the event.

Applicant agrees to abide by the provisions as set forth in Section 7 of the *RCC Facilities Use Guidelines*.

Applicant agrees to be responsible for rental and fees on behalf of the person or organization named above. In addition, I and my group shall assume all liabilities for damage which may occur in, on, or about any RCC facilities as a result of using those facilities.

Applicant has received a copy of the *RCC Facility Use Guidelines*.

I have read, understand and agree to the statements above.

Applicant Signature _____ **Date** _____

College Use Only

Contract Reviewed By: _____

Project Code: _____ Proof of Liability Insurance (if applicable)

Date Reserved: _____ Date of Cancellation (if applicable): _____

Applications over \$1000.00 require approval of Curtis Sommerfeld, VP of College Services prior to rental: _____

SECTION 6 INSURANCE REQUIREMENTS FOR ALL EXTERNAL ORGANZATIONS

All external organizations with the exception of Category C (educational institutions, government officials and community college officials) are required to submit proof of insurance at lessee expense as follows:

- **Commercial General Liability**
 - Bodily Injury and Property Damage
 - Combined Single Limit \$1,000,000
 - Products Liability (if food will be served)
 - Combined Single Limit 1,000,000

- **Automobile Liability**
 - Limit of Liability --\$1,000,000—this coverage should be included if vehicles of the sponsoring organization will be operated on College premises.

- **Workers Compensation**

Statutory Coverage in accordance with workers compensation laws of the State of Oregon for employees of the lessee working on the College premises.

An insurance certificate must be provided when reservations are confirmed (upon payment of the facilities use fee to the RCC Budget and Financial Services Department and upon execution and delivery of lease). All insurance coverage must be written with insurance companies authorized to do business in the service area. All insurance certificates are subject to the approval of RCC.

Additional Requirements for External Organizations

- Facility use fees shall be paid to the RCC Budget and Financial Services Office upon execution and delivery of the lease. The full facility use fee and applicable paperwork must be received before reservation is confirmed.

- No use of facilities is permitted until the signed lease is executed by both parties.

- Category B groups (non-profit) must submit a copy of the Internal Revenue Service Determination Letter certifying their non-profit status.

- Any group wishing to cancel a Lease Agreement may do so but a charge of 25% of the total fee will be assessed if notice is given to the Facilities Coordinator within two weeks of the event. Any group not giving the proper notice will be charged the full amount of the lease.

SECTION 7 APPROVED GUIDELINES FOR USE

The College is committed to the most fundamental principles of academic freedom, quality of opportunity, and human dignity.

RCC does not engage in or tolerate discrimination, harassment, or violence against any individual, including those with characteristics protected by federal, state, or local law.

To uphold these principles, RCC specifically promotes a safe and healthy learning and working environment and strictly adheres to the principles embodied in state and federal laws that prohibit discrimination, harassment and violence, including sexual harassment and sexual violence under Title IX of the Education Amendments Act of 1972, the Clery Act of 1990, the Violence Against Women Act of 1994, and the Pregnancy Discrimination Act of 1978, as well as Title VI and Title VII of the Civil Rights Act of 1964, the Americans with Disability Act (ADA) of 1990, the ADA Amendments Act of 2008, the Genetic Information Nondiscrimination Act of 2008, the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Uniformed Services Employment and Reemployment Act, the Veterans' Readjustment Act of 1974, the Age Discrimination Act and the SaVE Act.

Administrative procedures and board policies addressing discrimination, harassment, and violence, including sexual harassment and sexual violence and procedures for identifying, reporting and resolving issues or potential issues are readily available for all students, faculty, staff and the general public, including contact information for the College's designated lead Title IX Coordinator and Deputy Title IX Coordinator(s).

The following restrictions apply to all external organizations and to all College functions and activities:

- A. Permission to use facilities will in all cases be in compliance with applicable state and local laws governing the use of public buildings.
- B. All organizations must adhere to the College's fire and safety codes and regulations.
- C. College officials or designated employees shall not be refused admittance to any function held on campus.
- D. Selling of goods or services or the solicitation for sale of goods or services is prohibited anywhere on campus, unless it is approved by the College's Chief Financial Officer.
- E. Smoking is permitted only in designated areas (Board Policy II.B.020).
- F. Alcoholic beverages are not allowed on RCC premises unless authorized by the College president (Board policy II.B.030).
- G. Firearms, destructive devices, or other dangerous weapons, as defined by law, are not allowed on RCC premises unless authorized (Board Policy II.B.040).

- H. Gambling is prohibited on any RCC campus or facility (Board Policy II.B.060).
- I. Facility users must park in designated areas (Board Policy II.B.090).
- J. Signage, promotional, or advertising material used or distributed by any applicant requires prior College approval.
- K. Facilities and equipment used must be left in a clean and orderly condition. Failure to do so will result in additional charges based on time required to return the facility or equipment to its proper condition.
- L. Security and custodial charges will be charged as needed and/or requested. Large events may require additional security or custodial services.
- M. All apparatus and equipment owned by the College shall be operated and/or supervised by College personnel unless otherwise approved.
- N. There shall be no alterations to existing facilities, or installation of equipment, signs, posters, or decorations on or about the College premises by any party without prior approval.
- O. The College reserves the right to place or waive other restrictions and requirements on the use of its facilities.



SECTION 8 APPROVED PROCEDURES FOR USE

All functions for RCC and external organizations using College facilities must adhere to the following guidelines:

- A. Requests for the use of College facilities should be made to the Facilities Coordinator or his/her designee through 25Live thirty (30) days in advance of the requested date in order for the request to be reviewed and arrangements for approved uses completed. However, more complex requests should be made up to several months in advance. The Facilities Coordinator or his/her designee will attempt to accommodate simple requests received with less than 30 days' notice.
- B. In all cases, at least one person belonging to the organization requesting use of the facilities shall be identified, in writing, including contact information, on the Facilities Use Agreement as the person responsible for the function, and shall be present for the full duration of the function. Noncompliance will result in denial of future requests.
- C. In all cases, a designated College representative shall be in full charge of the facilities and shall be present for the full duration of the event. The College representative's orders are official and final.
- D. Copies of signage, promotional, and advertising materials planned to be placed temporarily on the College premises must be attached to the Facilities Use Agreement.
- E. Each organization will be advised of the total use charges by the Facilities Coordinator or his/her designee.
- F. All applicants will be limited to the use of those areas specified on the approved Facilities Use Agreement. An on-site inspection must be conducted by the designated person in charge and the designated College official. All discrepancies will be noted prior to the event date.
- G. Rental will be based on a first-come, first-served basis. A signed and paid lease agreement constitutes priority.
- H. A rental and/or lease document or other formal written agreement or contract in addition to or in lieu of RCC's Facilities Use Agreement for use of College facilities must be approved by the Contract and Procurement Manager and the Vice President of College Services or his/her designee.

Additional Information

- A Visiting Organization Agreement provides for a group to visit RCC for the purpose of an educational field trip, or to participate in an RCC-sponsored event without charge. However, in some cases, due to the nature or size of the event, a fee may be charged under the Agreement in adherence to RCC Facilities Use Guidelines, administrative procedures and board policy. The Vice President or Dean of Student Services will assist with Visiting Organization Agreement(s).
- A designated "Free Speech" area is available without charge, provided use of the area does not disrupt RCC's educational process or infringe on the rights of others. College support, including use of tables and chairs will not be provided. Literature may be distributed, but collecting or

soliciting donations or any other reimbursements is prohibited. Arrangements for free speech demonstrations should be referred to the Vice President or Dean of Student Services (Administrative Procedure (AP)-041).

- From time to time an organization may require RCC facilities use for offering training or classes for which the College may receive some benefit such as professional development for staff and/or enrollment credits. In such cases, in consultation with the Vice President of College Services and/or the Vice President of Instructional Services, a Reciprocal Agreement for Use of College Facilities may be applied.

SECTION 9 LOCATION SPECIFIC REQUIREMENTS, FEES and PROCEDURES

Documentation is attached relating to the Redwood Campus (RWC) gymnasium, RWC Rogue Theatre, RWC Marjorie Holzgang Concert Bowl, Higher Education Center (HEC) auditorium and conference rooms, and Riverside Campus (RVC), Building C-109. These areas have specific guidelines that must be followed. The guidelines, rules and procedures herein contained are to be understood and are binding with the rental of the specific areas. Please review these carefully. Your acceptance and application to this agreement serve as your acknowledgement of all rules and regulations.

Attachment 1: RWC Gymnasium and Soccer Fields

Attachment 2: RWC Rogue Theatre

Attachment 3: RWC Marjorie Holzgang Concert Bowl

Attachment 4: HEC Spaces

Attachment 5: RVC C109

SECTION 10
LOCATION-SPECIFIC ATTACHMENTS

Contact Wendy Jones WJones@roguecc.edu for location specifics.