



Rogue Community College

3345 Redwood Highway, Grants Pass, Oregon 97527

VISITING ORGANIZATION AGREEMENT

Organization Name:	
Address:	
Contact:	Phone Number:
Event Description:	
Event Date(s)/Time(s):	
RCC Host Department and Campus:	
RCC Contact:	Phone Number:
Special Conditions/Guidelines for Event:	

Rogue Community College District (RCC) agrees to allow the visiting **Organization** listed above to participate in the educational field trip or event listed above according to the terms and conditions listed below. The **Organization** and all participants shall not be considered enrolled RCC students, but shall be treated as visitors unless the event is run through the college as a course and all participants register with RCC for that course.

The **Organization** agrees to adhere to all of the guidelines set forth in Administrative Procedure (AP)-011, *Facilities Use* (attached).

The **Organization** agrees to provide an instructor or supervisor to be present at all times and to take responsibility for assuring that the group represented abides by the rules and regulations set forth as well as to assure and maintain an orderly, safe, and professional learning environment.

The **Organization** agrees to notify the **RCC** contact, at least one week prior to the event, if any of the students or visitors have special needs to be considered in order for them to access the event. The **Organization** may be responsible for providing any accommodations necessary for their participants. If this is a shared event or sponsored partially by the college, the **Organization** and **RCC** may share in the responsibility of making necessary accommodations available. All accommodations shall be arranged for and communicated between the parties prior to the event.

Both **RCC** and the **Organization** agree to hold each other's organization, officers, employees, representatives, agents and assignees harmless in the event of loss, damage, destruction or injury to property, staff, student or instructor as a result of activities engaged in under this contract except that arising out of the sole negligence of the opposite party. Both **RCC** and the **Organization** agree to maintain an appropriate level of general liability insurance to cover their own activities under this agreement. Due to the technical nature of some **RCC** buildings, and dependent upon the size of the **Organization** and the type of event, **RCC** may require that the **Organization** provide proof of liability insurance.

In most cases in which an **Organization** visits **RCC** for the purpose of an educational field trip, or in the case that an **Organization** is invited to participate in an **RCC** event, a fee will not be charged. However, in some cases, due to the nature or size of the event, a fee may be charged if deemed necessary by **RCC**. If this is the case, **RCC** and the **Organization** will negotiate an appropriate fee not to exceed the amount published in the current **RCC Facility Use Fee Schedule**. A Cleaning/Damage/Security Deposit may also be required if deemed necessary by **RCC** due to the nature of the event being held by the **Organization** at an **RCC** facility. The deposit is refundable if the facility is left in its original condition. **RCC** reserves the right to place or waive other restrictions and requirements on the use of its facilities.

AUTHORIZATION/SIGNATURES

Date	Signature	Printed Name	
Organization Contact			
RCC Contact/Instructor			
RCC Dept Chair			
RCC VP or Dean			
For RCC Use Only: <input type="checkbox"/> Waive all applicable fees * <input type="checkbox"/> A Fee will be assessed in the following amount \$ <small>* If a fee is to be charged for facility use, supplies, materials, staffing, etc. under this agreement, adherence to the RCC Facilities Use procedure (AP-011) may apply. For details please contact Facilities Office Coordinators: Cat Murphy at (541) 956-7161; cmurphy@rogucecc.edu for Josephine county or Rosemary Roush at (541) 245- 7718 ; roush@rogucecc.edu for Jackson county.</small>			

Note: Agreement is not valid until all signatures are obtained. Signatures must be obtained prior to event.

**ROGUE COMMUNITY COLLEGE
GENERAL INFORMATION AND
ADMINISTRATIVE PROCEDURES**

Procedure: FACILITIES USE (AP-011)

Contact: Facilities Coordinator (RWC-Josephine County), 541-956-7161
Facilities Coordinator (RVC and TRC-Jackson County), 541-245-7718
Facilities Coordinator (Illinois Valley Learning Center and IVBEC), 541-956-7455
Facilities Coordinator (Higher Education Center), 541-552-8107

Rogue Community College (RCC) facilities may be reserved for community use under the general guidelines set forth in this administrative procedure as long as intended use does not interfere with College programs or instruction. Parties interested in using RCC facilities should contact the Facilities Coordinator for the designated campus or center (above).

A fee and/or additional charges for the use of RCC facilities may be applied to any public or private group, or individual, whether for profit or non-profit.

If a dispute arises regarding the intent or interpretation of the *RCC Facilities Use Procedure*, the College administration's decision for resolving the issue will be final.

1. General Use Guidelines

A. Public/Private Use

Public agencies, educational institutions, non-profit or for-profit organizations, groups or individuals may use RCC facilities. The college will determine if RCC's *Facilities Use Fee Schedule* will be applied.

College employees may use the facilities for private purposes (non-RCC activities). RCC's *Facilities Use Fee Schedule* will be applied.

RCC-sanctioned clubs may use College facilities free of charge.

B. Religious Organizations - RCC facilities may not be used for organized religious services on a regularly scheduled basis. Periodic ecumenical special events or meetings may be approved according to the provisions of the *RCC Facilities Use Procedure*.

C. Political Organizations – Facilities use fees for political activities will be waived as long as the organizations are open at no-cost to the general public. This applies to elected officials, candidates for public office, and political activities related to any measure that has been approved for the ballot. If there is a charge for admittance to the event, the *RCC Facilities Use Fee Schedule* will apply. An equal opportunity to use RCC facilities will be provided to any opposing candidate or opinion upon request.

In some cases, due to the nature and/or size of the event, a fee may be charged if deemed necessary for, as an example, security and/or support services.

2. **Agreement**

Use of RCC facilities will be accepted through a fully executed *RCC Facilities Use Agreement* based on this *Facilities Use Procedure* and RCC's *Facilities Use Fee Schedule*. Facilities will be reserved on a first-come, first-served basis. College classes and activities will have priority over non-college activities. The *Facilities Use Agreement* can be obtained from the Facilities Coordinator and must be submitted with all required signatures, payment and proof of insurance (if applicable) before reservations can be confirmed at least **ten (10) working days** prior to the event.

Permission to use RCC equipment, supplies or other resources must be discussed in advance and confirmed in writing by the Facilities Use Coordinator.

Due to class scheduling, the use of an RCC facility cannot be confirmed until term schedules have been established. Applicants should not make any commitment, release any advertising or take any action committing use of the College facilities until written confirmation is received from RCC.

3. **College Business Hours** - Normal RCC business hours are 7:00 a.m. – 10:00 p.m., Monday through Friday, excluding holidays and other scheduled closure days. Hours may vary based on the campus or center. Facilities may be available on weekends, holidays and other closure days to be scheduled at the discretion of the Facilities Coordinator in consultation with designated College administrator(s).

College facilities must be vacated promptly at the end of the reserved time listed on the *Facilities Use Agreement*. Permission to use facilities is limited to the specific date(s) and/or time(s) set forth in the *Agreement*. Rehearsal time, decorating, special set-up and/or take-down must be included in the approved *Facilities Use Agreement*.

A *Facilities Use Agreement* may not cover more than one (1) week unless approved by written agreement for consecutive weeks of use.

4. **Fees** - RCC reserves the right to waive any or all charges.

A. Fee Schedule - Fees for the use of College facilities are established by the RCC Board of Education. Differential fees are set forth between RCC Sanctioned Clubs, Non-Profit Organizations, and Business/Individual/Profit Organizations.

B. College Services and/or Use of Equipment - The use of an RCC facility may require college-supplied services and/or equipment identified and agreed to in the application process. Charges for the rental of a facility and for related services or equipment, as available, will also be outlined in the *Facilities Use Agreement*. Charges will be made in accordance with the rates established by the RCC Board

of Education. Personnel costs for all events will be determined by the Facilities Coordinator based on the *RCC Facilities Use Fee Schedule*.

- C. Payment** - Organizations or individuals utilizing RCC facilities must submit payment in full **ten (10) working days** prior to the date of the event, including security deposit and/or liability insurance, if applicable.
- D. Security Deposit** - A security deposit for cleaning and damages may be required pursuant to the provisions of the *Facilities Use Procedure*, and is payable to RCC, along with the other applicable fees in order to confirm reservations.

Time for clean-up should be taken into consideration when reserving the room for a specific time period. The deposit is refundable if the facility is left in its original condition. If the facility is not returned to the original condition, fees will be charged at the per-person rate required for clean-up, normal wear and tear excepted, based on the *Facility Use Fee Schedule*. The deposit will be returned within 30 business days after the final date of the event.

- E. Insurance** - Liability Insurance in the amount of \$1,000,000 is required for use of:

- Athletic Facilities;
- Concert Bowl;
- Rogue Building;
- Computer Labs
- Teleconferencing
- Cafeteria; and/or
- Groups of 200 people or more.

The \$1,000,000 Certificate of Insurance, issued by the organization's insurance carrier naming RCC as an additional insured, must be provided to the Facilities Coordinator, no later than **ten (10) working days** prior to the event.

- F. Refunds** - In the event of a cancellation, any fees paid are 100% refundable if the reservation is cancelled at least five (5) working days prior to the event. If the reservation is cancelled less than five (5) working days prior to the event, 50% of the fees will be refunded.

College facilities are not officially reserved until the Facilities Coordinator has received all required documents and associated payments.

5. Basic Controls

- A. Support Services** – RCC reserves the right to require necessary support services be added to any *Facilities Use Agreement* for functions RCC deems necessary.

- B. Security** - RCC reserves the right to require security be added to any *Facilities Use Agreement* for functions the College deems necessary. College-appointed security personnel will remove anyone from RCC premises who is in violation of federal, state or local laws, and/or College policies or procedures.
- C. Supervision of Minors** - Adult supervision is required if minors (under 18 years) are present at any event. Children under high school age (14 years and under) are not permitted on campus unless directly supervised by a responsible adult (*RCC Administrative Procedure 005 – Children on Campus*). The adult may be asked to remove any disruptive child or children. Exceptions may include students at RCC by invitation for special events, class field trips, or Visiting Organization Agreement.
- D. User-Owned Equipment and Supplies** – Any equipment or supplies belonging to non-college facility user(s) must be removed before the end of the scheduled time of use. Any item not removed will be moved and/or stored by the College at the user’s expense and will become the property of the College after thirty (30) days.
- E. Adherence to RCC Policies and Procedures** – A *Facilities Use Agreement* will be immediately denied or revoked if:
 - (1) there is evidence the facilities will be used to promote illegal activities;
 - (2) there is evidence planned activities may be in violation of College policies or procedures;
 - (3) upon review of the request the College believes the event will cause substantial disruption to the educational environment;
 - (4) approval duplicates, substantially interferes with, or competes with current, planned or anticipated College offerings;
 - (5) there is evidence planned activities will prohibit admission to any person(s) on the basis of race, religion, ethnicity, sex, disability, or national origin.

Failure to comply with any part of the *Facilities Use Procedure* herein will be sufficient reason for revocation of all privileges extended to the facility user(s) by RCC. The waiver of any single rule by RCC at any time will in no way affect the applicability of any other rule or policy.

6. College/Board Policies

- A. Smoking-Restricted Campus** - Smoking is permitted only in designated areas unless authorized by the College President for cultural events pursuant to Board Policy (Board Policy II.B.020).

- B. Alcohol** - Alcoholic beverages are not allowed on RCC premises unless authorized by the College President or pursuant to Board policy (Board Policy II.B.030).
- C. Weapons** - Firearms, destructive devices, or other dangerous weapons as defined by law are not allowed on RCC premises unless authorized by the College President or pursuant to Board policy (Board Policy II.B.040).
- D. Gambling** - Gambling is prohibited on any RCC campus or facility under its direction and control. The college's annual fundraising event to support student scholarships is an exception pursuant to Board policy (Board Policy II.B.060).
- E. Parking** – Facility users must park in designated areas. If parking lots are not left in original condition after an event, a fee for cleanup will be charged at the hourly rate per person (Board Policy II.B.090).
- F. Food and Beverages** - Food and beverages are permitted only in designated RCC locations.

Rogue Community College reserves the right to place or waive other restrictions and requirements on the use of its facilities.

Approved: 09/25/01
Revised: 11/16/04
Revised: 08/05/09-lw/jb/dms
E-team Approved: 06/28/10

AP-011