

Facilities Usage Policy

Introduction

This document contains policies which govern the Keene State College facilities which may be available for public use, as approved by the Principal Administrators on April 15, 1996. This document is not meant to supersede any related policies. Related policies and procedures may be found in the Keene State College Student Handbook under the heading Use of Facilities.

I. Philosophy

The facilities of Keene State College exist primarily to support approved academic and co-curricular programs and events. The College gives priority for use of its facilities to College organizations and groups, College departments, and members of the College community. The College recognizes its roles as a public institution in the state and the local community, and seeks to make its facilities available for events sponsored by external groups which do not conflict with institutional priorities and remain within the limits of its resources. In fulfilling its mission, the College recognizes free inquiry and free expression as indispensable components in the examination of ideas, and scheduling decisions are not made to restrict such expression.

II. Goals

The major goals of the Facilities Usage Policy are:

- to establish a consistent and equitable approach for handling scheduling requests and for assessing fees for the use of College facilities;
- to facilitate access to facilities for both internal and external groups;
- to address legal and financial issues pertinent to facility use; and
- to offer consistent quality service and support for events held on campus.

III. Priorities and Conditions for Facility Use

Scheduled instructional and approved campus group requests for use of facilities take precedence over requests by external groups; however, scheduling commitments made for confirmed events contracted by external groups will be honored. Groups requesting use of College facilities are defined as follows:

1. Campus instructional and approved organizations, including
 - a. administrative units - (Banner account)
 - b. student organizations with a constitution approved by Student Assembly
2. External Groups
 - a. Non-Profit agencies/groups. Proof of incorporation may be required: a copy of the federal 501 (c) (3) letter or a copy of the articles of incorporation as held by the New Hampshire Attorney's General's Office,
 - b. Private agencies, groups or individuals, including KSC faculty or staff

acting outside the scope of their employment.

Organizers or sponsors of events using KSC facilities are responsible for providing reasonable accommodations to individuals with disabilities who request them. Publicity for events must include the following statement: In order to request accommodations for a disability, please contact (name, department, telephone) at least 2 weeks prior to the event. The College will consider requests for facility use by external groups that do not conflict with scheduled campus events. The College reserves the following rights:

1. The right to determine which activities may or may not be held on campus.
2. The right to determine the appropriateness of the request to particular facilities.
3. The level and type of staff necessary to support an activity, and the costs to be charged to the user. Staff may include, but are not limited to, a site manager or building monitors as well as custodial, technical, physical plant, and security personnel.
4. The right to establish fair and reasonable charges for use of facilities.
5. The right to enforce all safety and fire code regulations where applicable to facility use.

Facility requests by external groups will be considered on an event-by-event basis and under the following conditions:

1. The request for facility use does not conflict with College facility use or construction/maintenance schedules.
2. Groups sponsoring events which include the serving, sale, or consumption of alcohol agree to follow College policy as outlined in Appendix 2.
3. Sponsoring groups agree to abide by the policies listed in this document and by the Keene State College scheduling procedures.
4. Sponsoring groups will have established leadership identified for purposes of accountability and communication.

IV. Fee Assessment

Facility fees apply as follows:

1. Facility rental rates are outlined in Appendix 1. Rental charges include the use of facility and fixed equipment only, unless otherwise noted.
 - A. Campus instructional and approved student organizations will not be charged facility rental fees, as long as the facility use is within established academic and/or programming parameters.
 - B. External groups sponsoring events which are specifically designed to benefit the College community will not be charged facility rental fees. The meeting of a professional or learned society, of which Keene State College is an institutional member, may fall within this category.
 - C. Other users (non-College non-profit and private agencies, including College employees acting beyond the scope of their employment) will be charged facility rental fees.
2. Direct costs will be charged to all external users, and may include, but

are not limited to, a site manager and support staff, security, signage, custodial, the rental of alternate space for programs displaced by the decision to schedule an event, and rental and set up of additional equipment.

3. Direct costs will be charged to campus instructional and approved organizations requesting use of facilities and personnel beyond the scope of normal operations.

V. Insurance

Groups, organizations or individuals not affiliated with the College and seeking to use facilities must provide a certificate for insurance for comprehensive liability insurance in the amount of not less than \$500,000 for injury to any one person and \$1,000,000 for any one occurrence and property damage in the amount of \$50,000. Small-group adult programs (less than 100 participants) utilizing classroom/meeting facilities may not be required to provide coverage if the event is scheduled during the hours of normal facility operations.

VI. Confirmation and Appeals

Confirmation

- A. No organization, group or individual may use College facilities or grounds without applying for and receiving approval from the appropriate scheduling office.
- B. An event is not officially scheduled until the scheduling form and/or letter of agreement has been signed by the appropriate scheduling office.
- C. No events may be publicized prior to the receipt of a signed scheduling form.

Appeals

Initial appeals of the College's decision regarding the use of facilities and/or grounds, including rental assessment, may be made to the facility director. Second level appeals will be evaluated by the scheduling directors who will forward recommendations to the Office of the President. Final decision for appeals will be made by the President of Keene State College.