

College facilities are generally available to the community under the terms of this policy. All requests for use of College facilities shall be considered. The decision to allow or deny the request for use shall be made by the Events Coordinator (or the Coordinator of the Visual and Performing Arts Center in the case of requests for the use of the Visual and Performing Arts Center) in his/her sole discretion, subject to an appeal to the Board of Trustees described below.

Approval of request for use of College facilities is not final until the appropriate administrative office has given approval and the request is entered on the facility master schedule. Organizations receiving preliminary approval should allow five (5) working days for final approval.

Organizations who have been denied their request to use College facilities may file a written appeal to the College President, who shall consider the appeal in a timely fashion. The decision of the President is final. The College reserves the right to deny requests for use of College facilities that, in the College's sole opinion would:

1. Disrupt the educational environment.
2. Be in conflict with the mission and values of the College.
3. Violate the rights of others.
4. Include material that is defamatory, obscene, vulgar, or indecent.
5. Invade the privacy of others.
6. Infringe upon the intellectual property rights, including copyrights, of others.

Requests for the use of the Southeastern Illinois College's main campus facilities, except for the Visual and Performing Arts Center, should be made in writing directed to the Events Coordinator. The advance time required for requesting access to the College facilities may vary depending upon the type of space requested (see attached schedule).

Requests for use of the Visual and Performing Arts Center should be made in writing directed to the Coordinator of the Visual and Performing Arts Center (Room F106A).

Requests for the use of the White County Center in Carmi should be made in writing directed to the Associate Dean for the White County Center (618-382-8869).

All College sponsored events shall have priority in scheduling with the remaining available time being allocated first to student organizations of the College and then to outside groups on a first-come and/or rotational basis.

Outdoor facilities may be reserved for use by the general public when the College is not making use of that facility. Such use must conform to the general use for which the facility was constructed. The baseball and softball fields are **not** for general use by the public.

The College has designated, and may from time to time designate, certain areas of the College facilities as restricted and not available for rental. Once a group or organization has reserved

College facilities, they must notify the Events Coordinator of any cancellation or changes in the number of persons attending the event at least seventy-two (72) hours in advance of the event.

All user groups must maintain adequate liability insurance to protect the college against claims for loss of property or liability for personal injury. The College reserves the right to verify insurance coverage prior to the requested use.

### User Fees

Fees may vary depending on the particular portion of the College facility requested. Basic facility rental, not including fees for special services and cleanup, are listed on the attached fee schedule.

If it is necessary for College staff to perform special set-up, a fee will be assessed based on the prevailing wage.

Service fees for technical, custodial, and campus safety personnel will be charged based on the prevailing wage. The College will determine appropriate custodial and campus safety personnel deemed necessary for the scheduled event.

The College may assess an additional charge based on the prevailing wage to any group who fails to clean the college facilities used by that group to the satisfaction of the Director of Building and Grounds.

If the user is a for-profit entity, the College reserves the right to collect ten percent of any admission fee charged for the event.

The user must provide the College Business Office (E248) with a Certificate of Liability and Workers Compensation Insurance at least ten (10) days prior to the date of the event. Additionally, the user must sign an agreement with the College assuming full financial responsibility for repair and/or replacement of the College's facilities resulting from their misuse of the premises. Damage should be reported immediately to College Security.

The Vice President for Student Affairs is authorized to approve the use of facilities without a fee for meetings of a general public character, provided these are open to all and not for profit.

The safety and wellbeing of our patrons is our highest priority. Therefore, when there is a threat to the health and safety of our patrons, the College reserves the right to cancel an event without prior notification.

The College promotes a sense of cultural diversity and differences in individuals and opinions. Accordingly, users are required to prominently display a disclaimer on all promotional materials stating that the College does not support or endorse any of the comments, statements, or materials regarding the event.

Basic Facility Rental Fees

Dining Room	\$150
Student Center	\$200
General Classrooms	\$50
Lecture Hall	\$200
Gymnasium	\$250
Conference Room	\$50
Lobby and Corridor	\$250
Kitchen	To Be Determined By Vendor

Advanced Facility Reservation Deadlines

Dining Room	2 weeks prior to event
Student Center	2 weeks prior to event
General Classrooms	6 weeks prior to event
Lecture Hall	6 weeks prior to event
Gymnasium	4 weeks prior to event
Conference Room	6 weeks prior to event
Lobby and Corridor	6 weeks prior to event
Kitchen	2 weeks prior to event

NOTE: Scheduling will be done one (1) semester at a time after the class schedule is in place for the following semester. Exceptions are made for selected known annual events.

Adopted:  
Amended:  
Legal Ref:  
Cross Ref: