

NORTH CENTRAL STATE COLLEGE
POLICY AND PROCEDURES MANUAL

NC STATE/OSU-M USE OF COLLEGE BUILDINGS AND FACILITIES POLICY

Policy No. 3357:13-18-02

Effective 11/14/2013

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A. Purpose

All facilities operated by the College are the property of the College or the Ohio State University at Mansfield. They are administered under policies established by the Board of Trustees or its designees, and they are managed within these policies by colleges, departments, and programs to which they are assigned. It is the goal of this Policy to establish a framework for the convenient and economical use of College facilities by internal and external groups.

B. Policy

1. The College will make maximum use of its facilities and services for the benefit of its students, faculty, and staff. In certain cases stipulated within this Policy, fees may be charged to generate revenue or recover reasonable and necessary costs of facilities operation.
2. This Policy applies to the Mansfield, Kehoe Center/Shelby and Urban Center campuses, not to the regional outreach center campuses.

C. Procedures

1. Guidelines for Usage

- a. Internal Groups.** Internal groups have priority in the reservation and use of College facilities.
- b. External Groups.** External groups may be approved for the use of College space if and when facilities are available. External programs, events, and activities include any activity presented by organizations that do not have a direct relationship with the College. This includes, but is not limited to, political groups, religious groups, civic groups, charitable groups, and programs scheduled through the Division of Lifelong Learning.
- c. Exclusions.** All groups are encouraged to utilize facilities on campus whenever possible, but use of facilities generally will be constrained or prohibited for groups whose presence would pose a threat to the safety of the College community, or for activities that are wholly commercial or for private gain.

- d. Responsible Offices.** Procedures for scheduling and use authorization vary among the different facilities. In general, access to instructional facilities is secured through the Registrar's Office. Workshops, conferences, conventions, and programs of a similar nature are coordinated by the Special Events and Rental Services Office. Access to facilities for such programs is arranged through that division. Use of some facilities requires approval of the planning unit head (dean, vice president, or designee) in charge of the facility. Questions regarding scheduling authority may be referred to the Special Events and Rental Services Office. Authorization for use of facilities by an employee organization wishing to solicit employees also must be obtained from that Office. Additional College policies and other regulations may apply.
- e. Fees.** Users may be charged a fee for the use of College facilities under the following conditions or circumstances:
1. Rent will not be charged for facilities used by a registered student organization for programs and events that serve the members of the College community and are not presented on an individual or commercial gain basis. Student organizations may be charged for the cost of setup, cleanup, damages incurred during the course of an event, and any special fees required to present an activity and restore the facility to its original condition.
 2. Other groups, both internal and external, may be charged fees for the use of certain facilities. When any fees are charged for the use of any facility, the College's Vice President of Business and Administrative Services or designee will ensure that all necessary agreements are entered into between the College and the user. Among other things, the agreement should outline the reason for any charges, the time and nature of the activity, the services to be provided, and any other agreements arranged on services, fees, and facility usage.
 3. The College is responsible for setting facilities usage fees for any given fiscal year and making them available upon request.
 4. College facilities are to be used as a first priority for the purpose for which they were developed.
- f. Questions.** All questions or concerns pertaining to reservations, use of facilities, or expenses charged for events and activities should be directed to the person responsible for the provision of service. If the issue cannot be resolved at that level, the question or concern should be referred to the Vice President of Business and Administrative Services or designee for review and resolution. Conflicts over scheduling and use that cannot be resolved by appropriate planning unit heads should be referred to the Vice President of Business and Administrative Services.
- g. Provisions related to Food Service.** Food and beverages served or catered on campus or at College-sponsored events must be provided in accordance with

College Policy no. 3357:13-18-06, and any other applicable policies, local, state, or federal laws.

2. Definitions

- a. **Rental fee.** A fee charged for facilities use without direct connection to specific charges for recovery of reasonable and necessary expenses.
- b. **Reasonable and Necessary Expenses.** Direct costs incurred to operate a facility for use of a group, e.g., expenses resulting from equipment use, staffing, set-up, clean-up, and damages.
- c. **Damage Charges.** Charges to recover the cost of physical damage or loss (e.g., breakage, defacement, theft, normal usage, etc.) resulting from use of facility.
- d. **Internal Group.** Groups recognized under the College system of organizational structure and accountability (e.g. planning units and their departments, faculty, staff, student organizations).
- e. **External Groups.** Any group or organization that does not fall under the College organizational structure and accountability.