



Procedure 120-01 Use of Facilities
Sponsor: Business and Administrative Services and Office of the President

Purpose

The purpose of this procedure is to outline the use of College facilities consistent with Arizona Revised Statutes, the Arizona Administrative Code, and within established District Governing Board policy.

Definitions

Concession: Concession activity is defined as an outside vendor or individual charging for a service (typically food service) provided. This does not include catering that is free of charge to guests that has been secured by an event planner.

Facility: College buildings, other structures, land or parking lots.

Event Request Form: qualifies as an any event related forms the College may develop that are required to use College premises.

Long-term Facility Use Agreement: A lease contract put in place when facility use rental is no less than six (6) consecutive months.

Procedure

This procedure provides an outline of the steps required for use of Coconino Community College facilities for internal as well as external event planners. Event planners and their guests are required to abide by this procedure as well as all other College policies and procedures.

The use of College facilities is the use of a public resource. Therefore, facility use by non-College parties or College employees for personal, business or non-College activities must be consistent with state law, and these policies and procedures

The Executive Vice President is responsible for administering this procedure, applicable laws, College policies relating to facility use, and for annually recommending appropriate charges.

Facility Rental

Coconino Community College divides rentals into three categories as follows:

1. College – Any activity that the College is the sole sponsor or an approved and publicized co-sponsor. See the section on Fee Waivers, Fee Reductions and Co-Sponsored Events for additional details on requirements for co-sponsored events.
2. Non-Profit - An organization that has a Federal 501(C) (3) tax exempt status.
3. For Profit - Private individuals and commercial organizations.

Priority of Use

Instructional related activities, programs and activities for students, and other college related activities have priority over non-college activities.

The College encourages event planners to submit their Event Request Form as soon as a date has been determined for their event and no less than ten (10) business days prior to the event unless in the first and last week of the Fall or Spring semester (see Scheduling for details). Facility use requests are considered on a first come, first served basis. If an event has already been scheduled and approved on the date requested, the approved event will have priority. Events may not be moved unless event planners agree to the change in dates or a situation occurs that is beyond the College's control.

Scheduling

This section outlines the process of scheduling facility use at the College. A master calendar shall be made accessible to each campus and instructional site listing the details for each event and contact information for the event planner.

All College and non-College activities are scheduled through the through the Office of the President with the exception of classroom use for credit or non-credit course scheduling. An Event Request Form is not required to schedule a regular College class (credit or non-credit) or a College meeting unless the event requires assistance from another department (i.e. IT, Security, or Facilities) or includes food service.

1. A completed Event Request Form initiates the scheduling process when submitted to the Office of the President.
 - a. A completed Event Request Form must be submitted to the Office and Event Specialist Sr no less than fourteen (14) business days prior to the event.
 - b. Events occurring the first or last week of a semester must be submitted no less than twenty-eight (28) days prior to the event.
 - c. If there are circumstances that prevent the event planner from submitting an event within the required timeline, the event may still be considered. The event planner may be asked to complete a Request to Waive the Notification Period for an Event to ensure that all departments have the appropriate staffing and resources to adequately prepare for the event.
 - d. Requests may be denied due to use posing a threat to the health and safety of students, staff, or others, or if the proposed use is likely to substantially interfere or compete with normal College operation.
2. Event planners should consider College operations when planning an event. Please make sure that events that happen during the College's posted business hours allow the standard operations of the College to continue. As an example, if sound levels for an event in the Lone Tree Commons would make it difficult to talk to a student on the phone in the Registration area, event planners may be asked to turn down the volume.
3. To ensure the best possible experience for events, the Office of the President will not schedule events that happen at the same time in the Lone Tree Commons and the Lone Tree Board Room.
4. Event requests will be reviewed by the Office of the President and all departments needed to respond to the event request to ensure that adequate staffing and equipment are available.
5. Event planners may be asked to modify their event requests to reduce the staff time needed for the event or to use the College's existing equipment/software.
6. For requests that include the use of a classroom space, please be aware of the following:
 - a. Classroom schedules are not available until approximately two weeks before the start of each term. Event requests that include use of a classroom cannot be confirmed or approved until that time.

- b. Since the College's primary goal is to provide instructional related activities, all classes will take priority over other requests for classroom space and classes may not be moved from classrooms without the approval of Academic and Student Affairs.
 - c. Academic and Student Affairs will determine classroom assignments.
 - d. Computer classrooms will not be scheduled for events during the two (2) weeks prior to Spring and Fall semesters unless approved by the Executive Vice President.
7. A long-term Facility Use Agreement must be signed if the College facility will be used for a period of no less than six (6) continuous months.
 - a. A long-term Facility Use Agreement will be facilitated by the Director of Purchasing and Auxiliary Services.

Fee Waivers, Reductions, and Requirements for Co-Sponsored Events

Reduced or waived rental fees require the completion of a Fee Waiver or Reduction Request Form, and Event Request Form, and must be approved by the Executive Vice President. To be considered for a fee waiver, the event must meet at least three of the following conditions:

1. The activity for which the facility is to be used relates directly to the College's mission of education and training
2. The value or benefit that the College receives from the activity is substantially equivalent to the amount of rent that the College is foregoing.
3. The event is for a professional organization in which the employee or District Governing Board member actively participates, and whose objectives directly relate to the employee's work at the College or to the District Governing Board member's College responsibilities.
4. A CCC Employee or District Governing Board member participates in and is responsible for managing the event.

Fee waivers may only be applied to facility use costs such as room or equipment rental fees that do not have a financial impact on the College. In instances where the College would have to pay for additional expenses, costs may be passed along to the event planner even if a fee waiver has been issued. Examples of items that may incur additional costs include:

1. Staffing charges (i.e. after-hours charges for security, charges for IT staff to manage a sound system, etc.)
2. Custodial charges above and beyond the College's standard custodial contract (i.e. charges to clean a space after a weekend event, charges to clean a space after events with more than 100 people, etc.)
3. After-hours energy use (i.e. additional utility charges related to opening a campus outside of normal operating hours for an event)
4. Any other event related cost that result in the College being charged, invoiced, or incurring costs outside of the College's normal budget.

Marketing Responsibilities for Co-Sponsored Event/Fee Waiver Event

If the College is a co-sponsor of an event, and some or all of the facility use fees have been waived, event planners are required to:

1. List the College as a sponsor of the event.
2. Include an official College logo for any advertising distributed. Logos and official color palettes can be found at <https://www.coconino.edu/logos>.

In the instance an event is co-sponsored, the event planner/requestor is responsible for advertising and marketing of the event. The College's Marketing Department may be involved, and will review requests for Marketing on a case by case basis.

Insurance Requirements

Before any non-College party may use the College facility it must supply a certificate of insurance evidencing insurance coverage and identifies the College as a certificate holder.

1. The certificate must show insurance coverage from insurance companies licensed to do business in Arizona with a current A.M. Best Rating of A:VIII or better. The certificate must state that the insurance policy has been endorsed to name the College, and its agents, officers, officials, employees, and volunteers as additional insureds, except for worker's compensation and employer's liability insurance.
2. Unless the Executive Vice President changes the insurance coverage and limits required, the Commercial general liability insurance shall have minimum limits of \$1,000,000 per occurrence, and occupant shall provide district with a certificate evidencing such coverage is in effect.
3. Insurance requirements may be waived when an event poses little risk to the College, do not involve food service, or are co-sponsored.
4. Information tables do not require submission of a certificate of insurance.
5. For events that include the service or sale of alcohol, please see the section titled "Alcohol Service at Events" for additional insurance requirements related to alcohol service.

Commercial Solicitation, Food Service, and Concessions

For events that involve commercial solicitation, vendors must also comply with Procedure 120-03 Commercial Solicitation.

The College does not provide catering services. The College requires the use of a professional caterer, restaurant, or other professional food service for events that are open to the public or that serve students. Alternately, organizations may serve prepackaged food and drink items.

Events sponsored by CCC Committees or Clubs can include food sales if someone manning the event has a food handler's permit, will ensure that items are prepared safely and, on the premises, and the items being sold are considered low risk (as defined by the College's insurance carrier – see Appendix A, Catering Matrix).

Concession activity must obtain specific authorization from the Director of Purchasing and Auxiliary Services. To be approved for concession activities, the requestor must adhere to the following guidelines:

1. Concession activity requires all vendors and concessioners to hold a current food handler's card.
2. A certificate of insurance that identifies the College as a certificate holder must be provided.

Advertising and Marketing

Advertisements must clearly state who is conducting the event and Coconino County Community College shall not be included other than in reference to location unless the College has agreed to be a co-sponsor for the event. Advertisement for an event may not commence until your event request has been approved and your event has been scheduled.

Conduct

Users must abide by Procedure 121-05 Alcohol, Illegal Drug and Weapons Offenses and all other items contained in the Guidelines for Facility Use (see Appendix B, Use of Facilities: Guidelines for Event Planners).

Alcohol Service at Events

Alcohol may be served or sold at events in Coconino Community College (“CCC”) facilities with approval from the College’s President. Alcohol may only be served or sold at events that are for the benefit of the College or its students. Alcohol service must comply with all applicable local ordinances, Arizona Statutes, federal laws, and College requirements.

Not less than 30 days before the event, event planners must submit all alcohol related paperwork including written approval from the College’s President, in the form of an Alcohol Service Request Form. Event planners must also submit the applicable certificates of insurance, liquor licenses, a security plan, indemnification agreement, and any other necessary paperwork required for the sale and/or service of alcohol.

Alcohol serving events must:

1. Have the express written consent of the College’s President (i.e., a properly executed Alcohol Restriction Waiver Request Form).
2. Use bartenders or other service providers (the “Alcohol Service Provider”) who have completed the Arizona Department of Liquor License and Control TIPS Alcohol Training Course, or who have been paid to work as bartenders for at least three years.
 - a. The Alcohol Service Provider must procure, at its expense, and maintain during the term thereof, a liquor liability insurance policy (“Dram Shop Insurance”) against claims for bodily injury, death, or property damage occurring in connection with the furnishing of alcohol at the event.
 - b. The policy shall name the College as an additional insured and be primary and non-contributing to any coverage maintained by or on behalf of the College. Such insurance shall have minimum limits of \$1,000,000.00 per occurrence.
 - c. The Alcohol Service Provider shall not exclude claims and legal actions arising from dram shop liability and shall provide the College with a certificate evidencing that such insurance coverage is in effect.
3. Provide a security plan to the Executive Director of Facilities. The goal of the security plan is to minimize the liability incurred by serving alcohol. A CCC Security staff member must be on campus during the event unless an exception has been granted by the Executive Director of Facilities.

For events where alcohol will be sold, the organization sponsoring the event must also:

1. Obtain all necessary liquor licenses from the Arizona Department of Liquor Licenses and Control.
2. Purchase its own separate public liquor liability insurance coverage (Dram Shop Policy) with the requirements outlined in Items 2 a-c above.

For all events that include alcohol

1. Only wine and/or beer may be served.
2. Alcohol may not be served to or consumed by anyone under the age of 21.
3. Alcohol may not be consumed outside the boundaries of the event. It is the responsibility of the host or sponsor of the event to demarcate the boundaries of the event.
4. Alcohol may not be served to anyone who is visibly under the influence of alcohol, or who reasonably appears to be intoxicated or otherwise impaired.

5. College employees may not serve alcohol.
6. Public funds may not be used to purchase and/or otherwise be connected or used in the service of alcoholic beverages.
7. In addition to assuming all risk and liability for damages and injuries, a party seeking approval to serve or sell alcohol shall agree to indemnify the College to the greatest extent permitted by law.

Parking

Please refer to the Event Request Form and/or the Facility Use Fee Schedule to identify parking processes and fees.

Cancellation

The College reserves the right to cancel any reservation if deemed to be in its best interest to do so. The College will not be responsible for financial loss to a potential user if such a cancellation is communicated at least five (5) business days before the scheduled facility use.

The College will not be responsible for financial loss to a potential user if the facility is made unavailable because of Acts of God or any other beyond its control.

If payment is not received five (5) business days prior to the event, the contract and event may be cancelled at the expense of the event requestor.

In the event the requestor fails to cancel five (5) business days prior to a scheduled event, the requestor may be charged a cancellation fee (see Facility Use Fee Schedule).

Charges for Facility Use

Non-College parties, including non-profit agencies or other public entities, must pay fair market rental fees unless the use is a co-sponsored event or a fee waived event. Payments are required five (5) business days before the event date.

The Chief Financial Officer is responsible for annually recommending appropriate charges for use of College facilities noted in the Facility Use Fee Schedule.

Charges to College and non-College parties will be credited to the proper department and/or Campus. For example, if a facility use request involves charges for Security, those charges will be credited to the Security department.

The organization and/or internal department utilizing the facility and equipment assumes all liability and must agree to make prompt restitution for any loss or damage occurring during the applicant's use of the facility and/or equipment.

Please refer to the Facility Use Fee Schedule for details on charges for facility rentals and related items.

References

Procedural Guidelines
Procedure 121-05

Procedure History

10/07/2003 New

06/20/2006	Revised
03/11/2010	Reformatted
12/01/2014	Revised
11/20/2020	Revised and approved by Executive Leadership Council

Legal Review
October 2020