

Use of College Facilities and Property Policy

Definitions

Non-affiliated users include those with no association, formal or informal to the College. Affiliated users, those formally established or recognized by the College, may sponsor non-affiliated users to utilize College facilities for purposes consistent with the College's mission and with the objectives of the affiliated users.

Facilities and Property

College facilities and property are primarily dedicated for educational use and secondarily for activities hosted by the College or affiliated groups. Individuals or non-affiliated groups may use facilities during college hours and such usage will be subject to rental fees and availability of FVCC staff to supervise college facilities.

FVCC reserves the right to cancel reservations and refuse any and all requests involving rental or usage of its facilities and property. Final decision for use of college facilities and property shall be made by the president and his/her designee.

Charges for facility use are dependent on the nature of the event and apply to affiliated and non-affiliated users. Approval by the College's general liability insurance carrier will be a major consideration in the approval of rental and usage of college facilities.

The Program Coordinator, Events or designee shall be responsible for scheduling and terms of agreement, and the Business Office will be responsible for the billing for facility usage.

REFERENCE: Facilities and College Properties Procedure; FVCC Board Policy, Chapter XII- College Facilities, Section 30: Use of College Facilities (Flathead and Lincoln County Campuses)

Standards of Conduct

The College considers the behavior described in the following sub-sections as inappropriate for the College community. These expectations and rules apply to all non-affiliated users. Behavior that violates these expectations and rules includes but is not limited to:

1. Weapons. Possessing, concealing, brandishing, or giving the appearance of being in possession of a weapon. A weapon is defined as an instrument, article, or substance that is designed, used or likely to be used to commit a criminal offence, cause bodily harm, or property damage including, but not limited to, any type of firearm, a knife with a blade 4 inches more in length, a sword, a straight razor, a throwing star, nun-chucks, or brass or other metal knuckles, or other potential dangerous items;
2. Tobacco. Smoking or tobacco or e-cigarette use in any area of campus;
3. Alcohol. Use possession, or distribution of alcoholic beverages or paraphernalia except as expressly permitted by law and the College's Alcohol Policy;
4. Drugs. Use, possession or distribution of illegal drugs and other controlled substances or drug paraphernalia except as expressly permitted by law and the College's Drug Policy;
5. Disruptive Behavior. Substantial disruption of College operations including obstruction of teaching, research, administration, other College activities, and/or authorized non-College activities which occur on campus;
6. Damage and Destruction. Intentional, reckless and/or unauthorized damage to or destruction of college property or the personal property of another;
7. IT and Acceptable Use. Violating the College Acceptable Use Policy.
8. Supplies. The event contact is responsible for bringing any supplies and signage that are used for the event. Copies can be made at any of the Pay-per-copy machines on campus.
9. Cancellation. The event contact is responsible for notifying the Program Coordinator, Events **72 hours prior to event cancellation.**

If standards of conduct are violated, the following may apply: loss of use of FVCC facilities, fines, and/or legal action.