

Sponsored Events Use Procedures

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

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 such as college student organizations, College departments, individual College faculty or staff members, 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 ("Events").

Sponsor Responsibilities

Event sponsors must have substantial participation in, and responsibility for, planning and executing the Event, including:

1. Completing and submitting the Facilities Use Agreement to the College's Program Coordinator, Events at least fourteen (14) days prior to the Event;
2. Arranging for food services, if the event requires food. The sponsor shall follow the Eagle's Nest Catering Procedure. The form is located at *G>Allempl>Employees>Eagle's Nest Catering*. If the event occurs outside of the Eagle's Nest operating hours, please contact the Program Coordinator, Events for a list of Approved Caterers;
3. Arranging set-up, additional tables and chairs, and other facility requests as needed;
4. Contacting Media Services if the event requires the use of audio-visual equipment. Media Services should also be contacted by the sponsor if a media technician is needed to assist with technology needs during the event. Ext 3828 or media@fvcc.edu;
5. Coordinating security with the Campus Resource Officer;
6. 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.
7. Ensuring that the sponsor is listed on all promotional and/or marketing materials as the Event Sponsor, and presenting any such materials to the Marketing Department for approval of content prior to their public use;
8. Attending the Event (in the case of a college student organization sponsoring an Event, all officers of the organization must attend the Event) to introduce the sponsored organization and themselves as the Event Sponsor, welcome guests to campus, and to troubleshoot any problems that may arise. If a faculty or staff sponsor is unable to attend the Event, he or she must designate another College employee to attend in his or her absence, who will then fulfill these responsibilities;

9. Accepting financial responsibility for all costs of the Event, including invoices not paid by the non-affiliated user and any property damage arising from the Event;
10. Ensuring that the College's Standards of Conduct are enforced at the Event; and
11. Notifying the appropriate contacts, *at least one week in advance*, if the event is cancelled or if the event's time and location need to be changed. Such changes will be approved based upon the availability of space and the sponsor's demonstrated ability to manage the changes.

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 Event's requirements for size of room, media services, etc., 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.

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 potentially 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 interference with or 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.

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