

Use of College Buildings and Property

Introduction

The primary purpose of the facilities at Morgan Community College is to carry out the educational mission of the College. As a public institution, Morgan Community College (MCC) also seeks to reach out and be accessible to the larger community. MCC has the right to establish reasonable regulations regarding use of college property.

To the extent that space is available, MCC welcomes community groups and organizations to utilize the facilities for purposes compatible with the Colleges' mission. Any group that uses MCC's facilities is expected to conduct themselves in a peaceful manner and follow the policy as discussed below. Further, these gatherings shall not disrupt normal college functions, endanger the health or safety of any person present, or damage college property.

Scope

This policy applies to all MCC employees and students, as well as community members who seek use of the College facilities.

Facility Use

Academic usage shall have priority for use of MCC facilities (i.e., classrooms, laboratories, and other facilities which are being used for teaching and instructional programs) over non-academic use. Both kinds of use will be scheduled accordingly.

Individuals or groups must notify and coordinate activities on campus through Cathie Nix, Instructional Office Coordinator, prior to arrival. Groups that do not provide notification may be asked to reschedule based on the college's ability to safely support the event and schedule conflicts and priorities.

The individual or group must assume responsibility for compliance with all state and local laws and college policies and must sign the College's facilities use agreement.

All non-College groups shall be charged the fees listed in Attachment A for use of facilities and must provide evidence of insurance coverage. The College, in conjunction with State Risk Management, determines appropriate rates of insurance coverage for the intended use.

Location

- Classrooms (located in Cottonwood, Spruce and Elm Halls)
- Bloedorn Lecture Hall
- Founders Room
- Conference Room or Seminar Rooms (located in Cottonwood, Aspen and Spruce Halls)

See Attachment A for associated fees for room use

Certain areas are not conducive to all types of uses. The College may limit the areas available based on considerations such as disruption or safety and may reassign space if necessary. Space may also be reassigned if College activities so require. Users should contact Cathie Nix, Instructional Office Coordinator, to discuss the intended use.

It should be noted that city streets and sidewalks are public forums; and they are available for assembly to all members of the public, as long as the assembly is in keeping with federal and state laws, and city ordinances. The following streets and sidewalks adjacent to or running through the campus are examples of such public forums:

Barlow Road
Eighth Avenue

Distribution

In order to protect MCC's mission and the safety of all staff, students, and invitees, participants in activities must abide by the following requirements:

1. Assembly and petitioning may not interfere with MCC Operations.
2. Persons may not block or otherwise interfere with the free flow of vehicular, bicycle or pedestrian traffic. The right of way of streets and sidewalks must be maintained.
3. Persons may not obstruct, disrupt, interrupt, or attempt to physically force the cancellation of any event or activity sponsored by MCC or by any users authorized to use College Property.
4. Persons shall not engage in unlawfully harassing, physically abusive, threatening, or intimidating conduct toward any person.

5. Persons shall comply with the directions of an MCC official acting in the performance of his or her duty.
6. Use of public address systems and amplified sound will not be permitted unless prior authorization has been obtained.
7. Persons on College property may be required to provide picture identification and evidence of qualification at MCC upon request.
8. Distribution of written material such as pamphlets, booklets, brochures are acceptable as long as the material is designed for informational (not commercial) purposes.

If you have any questions about distribution means or material please contact Susan Clough, Vice President for Administration and Finance.

The College retains the right to immediately suspend any activities and/or remove individuals from the College property if the activities interfere with the rights of others, disrupts the normal functions of the college, damage property, or endanger the health or safety of persons present on campus. Additionally, the college has the right to conduct disciplinary action and/or inform law enforcement if necessary.

Attachment A

Fees: Group I-FOR PROFIT entity Group II-NON PROFIT entity

Use of a Classroom or Bloedorn Hall

A. Monday through Friday 8am-10pm or Saturday 8am-3pm

Group I: Up to 4 hours-\$50/day/room; 4 hours or more-\$100/day/room

Group II: Up to 4 hours-\$40/day/room; 4 hours or more-\$80/day/room

Group I and Group II: M-F after 10pm or Saturday after 3pm-\$50/hour/room

B. Sunday: Charges are on an hourly basis

Group I and Group II: \$50/hour

Use of Founders Room

A. Monday through Friday 8am-10pm or Saturday 8am-3pm

Group I: Up to 4 hours-\$80/day; 4 hours or more-\$150/day

Group II: Up to 4 hours-\$60/day; 4 hours or more-\$120/day

Group I and Group II: M-F after 10pm or Saturday after 3pm-\$50/hour

B. Sunday: Charges are on an hourly basis

Group I and Group II: \$50/hour

Use of a Conference Room or Seminar Rooms

A. Monday through Friday 8am-10pm or Saturday 8am-3pm

Group I: Up to 4 hours-\$25/day; 4 hours or more-\$50/day

Group II: Up to 4 hours-\$20/day; 4 hours or more-\$40/day

Group I and Group II: M-F after 10pm or Saturday after 3pm-\$50/hour

B. Sunday: Charges are on an hourly basis

Group I and Group II: \$50/hour

**Morgan Community College
Application for Use of Facilities**

Date: _____

Entity Name: _____

Contact Person: _____ Telephone: _____

Billing Address: _____

Purpose of Function: _____

Date of Function: _____ Time of Function, including total time room is needed: _____

Type of Room Needed: Classroom _____ Lecture Hall _____ Founders _____
Conference Room _____ Seminar Room _____

Needs Kitchen? Y or N

Technology Support Needed (if any) _____

Expected Number of Attendees: _____

Fees for Use: Group I: FOR PROFIT entity Group II: NON PROFIT entity

Use of a Classroom or Bloedorn Hall

A. Monday through Friday 8am-10pm or Saturday 8am-3pm

Group I: Up to 4 hours-\$50/day/room; 4 hours or more-\$100/day/room

Group II: Up to 4 hours-\$40/day/room; 4 hours or more-\$80/day/room

Group I and Group II: M-F after 10pm or Saturday after 3pm-\$50/hour/room

B. Sunday: Charges are on an hourly basis

Group I and Group II: \$50/hour

Use of Founders Room

A. Monday through Friday 8am-10pm or Saturday 8am-3pm

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Group II: Up to 4 hours-\$20/day; 4 hours or more-\$40/day

Group I and Group II: M-F after 10pm or Saturday after 3pm-\$50/hour

B. Sunday: Charges are on an hourly basis

Group I and Group II: \$50/hour

Payment in full is due prior to event. A full refund will be given if canceled at least 48 hours in advance. Mail payment to:

**Morgan Community College
Cathie Nix, Scheduler
920 Barlow Road
Fort Morgan, CO 80701
970-542-3112
Cathie.Nix@morgancc.edu**

**Morgan Community College
Application for Use of Facilities**

As the person authorized to sign for the above mentioned entity, I hereby understand and agree to the following:

1. Fees for the use of facilities as noted on page one and payment due prior to the function.
2. Entity requesting College facilities is responsible for the supervision of the group at all time, for insuring that the group remains in the designated area, and for leaving the facilities in good order.
3. Entity requesting College facilities is responsible for reimbursing the College for any damages and/or additional charges for excessive cleanup cost that might occur in the use of scheduled activity.
4. Depending upon the nature of the function, the College may require the presence of a uniformed officer to protect persons attending and seeking attendance and to protect College property involved. The College shall determine the minimum number of security personnel or additional personnel, which may be needed to accommodate the function. The entity will be responsible for paying the officer, at the prevailing rate, at the end of the event.
5. The entity will insure that all promotion and advertising of events involving the use of the College facilities shall identify the individual or group sponsoring the event.
6. The entity will comply with local, state, and federal laws, and College policies and regulations.
7. Alcoholic beverages may not be dispensed or consumed in any college facility without the prior approval of the College President and/or Vice President of Administration and Finance.
8. The College is not responsible for any theft, accident or injury which may occur at any event sponsored by a non-college group or organization. Insurance coverage is required and must be received before final approval and use of the facility may take place.

Entity Name: _____

Authorized Signature: _____ Date: _____

For College Use Only:

Room Assigned: _____ Date & Time: _____

Total Fees: \$ _____ Date Paid: _____

Additional Fees Assessed: _____

Room Scheduled By: Cathie Nix _____
Date

When mailing a check for room usage, please put “**Room Usage**” on the outside of the envelope