

 ALVIN COMMUNITY COLLEGE	ADMINISTRATIVE PROCEDURE MANUAL	
Section Title: Community Use of College District Facilities	Number: gd-01	Page: 1 of 7
BASED ON BOARD OF REGENTS POLICY		
Policy Title: COMMUNITY USE OF COLLEGE DISTRICT FACILITIES	Policy Number: GD (LOCAL)	
Local	Date Adopted: 06/27/2019	

Purpose:

The purpose of this procedure is to establish the conditions under which community members and community groups may use the College District's Facilities.

A. Community Use of College Facilities

ACC provides college facilities for use by community members and community groups when not in conflict with college programs. It is understood that Alvin Community College reserves the right to determine whether a proposed use of facilities is commensurate with the philosophy and objectives of the institution. ACC welcomes community groups, students, employees and organizations to utilize limited, designated spaces in certain campus facilities for purposes compatible with the college districts mission and strategic goals. We desire to support and host events that enrich the lives of our community members, students, faculty and staff. Application for the use of facilities is made through the Events Coordinator at (281)756-3611. See ACC Website Rentals and Fees Guidelines at <https://www.aaiscloud.com/AlvinCC/Default.aspx>.

B. Priority for Use of Facilities

1. The Vice President Administrative Services or designee (Events Coordinator) shall assign priorities to requests for the use of facilities in accordance with the schedule listed below. The Vice President Administrative Services shall resolve conflicts and deviations from the priority schedule.
 - a. **First priority** is reserved for college educational programs and college events. Included in this priority level is the use of the Nolan Ryan Center as a county "Vote Center," also known as a super precinct. This is an early and regular polling place that combines multiple precincts which allows all county voters one location to vote.
 - b. **Second priority** will be given to public agencies, schools, and colleges when the purpose of the use is educational.

- c. **Third priority** will be given to youth groups, civic service groups and other groups organized for cultural, educational, or recreational activities that benefit the welfare of the community. Organizations within the ACC District will have priority over those from outside the district.
2. In order to present a diversified program of community services, it may be necessary to give priority to requests from groups which have not been represented previously. Priorities shall be maintained in such a way that no group will monopolize a facility. Groups generally recognized as profit making will receive the lowest priority.
3. The college encourages political forums (e.g., Chamber of Commerce “Meet Your Candidates” night) where citizens may listen to and ask questions of candidates for public office. Furthermore, elected public officials may request use of the facilities for the purpose of meeting with their constituents when the meeting is open to the public. However, the college will not make its facilities available for the purpose of advancing the cause of single candidates or individual political parties. The college reserves the right to modify the priorities in the case of unforeseen circumstances.

C. Scheduling of Facilities:

1. Applications for use of college facilities may be obtained from the Physical Plant Department. The Vice President of Administrative Services or designee (Events Coordinator) will approve the dates and times the facilities are to be used. The permit will be issued after coordination with the appropriate service areas and with the supervisor in charge of those facilities such as instructor of Drama for the Theater, Instructor of Sports and Human Performance for gym facilities, Law Enforcement Trainer for the gun range, and the Athletic Director for playing fields.
2. Application for the use of college facilities should be filed at least two weeks in advance of the desired date. Unless unusual scheduling problems are involved, the college will not schedule the use of facilities for outside agencies more than six to nine months in advance.
3. The application must include a description of all requested facilities and equipment. The Vice President of Administrative Services or Administrative Assistant of Physical Plant will make arrangements for personnel to operate equipment requiring skilled operators.
4. Permission to use college facilities is only for dates and times specified. The college assumes no obligation in the event that a change of either date or time is requested.

D. Special Requirements and Conditions

1. Approval of requests for the use of facilities is “non-discriminatory.” No applicant will be subject to discrimination in any project, program, or activity because of race, color, religion, national origin, sex, age, sexual orientation, handicap or disability, disabled veteran or other protected status.
2. The college reserves the right to deny requests for facilities if the event reflects negatively in anyway upon of race, color, religion, national origin, sex, age, sexual orientation, handicap or disability, disabled veteran or other protected status.
3. Campus carry polices at: <http://www.alvincollege.edu/Campus-Carry>
4. Groups or organizations using college facilities must conform to all campus facilities policies, state statutes and county ordinances.
5. Decorations shall be erected and taken down in a manner not destructive to property. The use of any material(s) or device(s) which constitutes a hazard is expressly prohibited. The deposit will not be refunded if costs are incurred by the College for the removal of decorations.
6. ACC is a “Smoke Free” environment and restrictions apply regarding smoking and tobacco/vapor use in facilities and on campus. Restrictions regarding eating, and drinking in particular rooms and buildings must be observed.
7. Groups with minors in attendance shall provide chaperones in accordance with the requirements of the college policies.
8. The college may require, as a condition for approval of an application, that the applicant reimburse the college for additional security officers as deemed necessary. See ACC Website Rentals and Fees Guidelines at: <http://www.aaiscloud.com/AlvinCC/Default.aspx>.
9. The lessee (renter) shall be held liable for any and all loss, accident, neglect, injury, or damage to person, life, or property which may be the result of, or may be caused by, the lessee’s occupancy of the facilities or premises and for which the college might be held liable. The lessee shall protect and indemnify the college, the Board, and/or any officer, agent, or employee of the college and save them harmless in every way from all suits or actions at law for damage or injury to persons, life, or property that may arise or be occasioned in any way because of the occupancy of the facilities or premises, regardless of responsibility or negligence.

A Comprehensive General Liability Policy is required for organizations renting College facilities. Alvin Community College should be listed as Additional Insured on the lessees’ liability policy. The lessees’ liability policy should also provide a Waiver of Subrogation in favor of Alvin Community College. The lessee should provide Alvin

Community College with a certificate of insurance showing proof of insurance. The certificate of insurance should contain a 30-day notice of cancellation.

10. The reservation confirmation shall be presented to the college police department or building supervisors when requested and must be available when delivering or removing equipment and at the time of the scheduled event. There shall be no public advertising of any activity prior to issuance of a reservation confirmation by the college. Any advertising after issuance of the confirmation shall only refer to the location on the campus and shall contain an affirmative disclaimer to the general effect that the college is not a sponsor of the activity and that the sponsor of the activity is the user, giving the name of the user and of the person in charge. The Chief of ACC Campus Police is authorized to revoke use of the scheduled area, facility or equipment in the event (1) of inclement weather, (2) if the conduct of participants becomes detrimental to college property or image or (3) is not in compliance with college policy or procedures.

E. Fee Categories for Facilities

Charges may vary based on the type of event.

Category I - Free

1. Community organizations shall be granted free use of facilities if no admission fee or contribution is collected. Organizations will only be responsible for cleaning fees, AV, and/or security if deemed necessary. Such groups include:
 - a. Events sponsored or co-sponsored by the college
 - b. Fully organized (non-profits) youth serving groups (Boy Scouts, Girl Scouts, Little League Baseball, etc.)
 - c. Charitable organizations which donate the net proceeds of money collected for welfare purposes (United Way, March of Dimes, Scholarship Fund, Soroptomist, ACC Foundation etc.)
 - d. First Responder Groups (Public Safety, Fire, Police, EMS, etc.)
 - e. Groups organized for general civic improvement, welfare, or character building may use the college facilities without charge unless this use constitutes a direct cost to the college. In such cases, the user shall pay according to the fee table developed by the college administration and approved by the College Board of Regents. (These include but are not limited to Alvin Independent School District and Chamber of Commerce).

Category II - Commercial Use

1. This classification shall include all commercial uses by groups. Use of college facilities for purely commercial purposes will be denied unless the public welfare is significantly served by such an event.
2. The college administration reserves the right to categorize facility-use requests and establish or revise its fee schedule as necessary with Board of Regent approval.

See ACC Website Rentals and Fees Guidelines at:
<https://www.aaiscloud.com/AlvinCC/Default.aspx>.

The following are summaries of rentable college facilities:

The Nolan Ryan Center is a multiuse center that can accommodate small meetings up to banquets and receptions for up to 200 people. It consists of a large Community Room that can be divided into two smaller rooms, the lobby, a classroom that will hold 24 people and a small boardroom. For fees pertinent to the Nolan Ryan center see ACC Website Rentals and Fees Guidelines at: <https://www.aaiscloud.com/AlvinCC/Default.aspx>.

The ACC Theatre includes lobby, restrooms, auditorium, makeup room, dressing rooms, greenroom and diner (seating capacity 349, including 6 wheelchair places). The stage will be set up in accordance with the facilities request form. Up to two (2) microphones will be provided. The stage will be set up with a standard curtain arrangement and lighted with a general wash of white light. The facility will be unlocked and locked at the time indicated on the facilities request form. A staff member/student worker will be present to activate lights and sound and answer any questions you may have. If changes are required or event requires more support than noted above, there will be additional charges. For fees pertinent to the ACC Theatre see ACC Website Rentals and Fees Guidelines at: <https://www.aaiscloud.com/AlvinCC/Default.aspx>.

The Science/Allied Health Science: Building “S” facility also has rooms for rent. See ACC Website Rentals and Fees Guidelines at:
<https://www.aaiscloud.com/AlvinCC/Default.aspx>.

Firing Range Use: Only known law enforcement agencies are allowed to use the range and there must be an ACC firearms instructor present to supervise.

Gymnasium: The gymnasium rental is scheduled with assistance from the Fitness Center Director. See ACC Website Rentals and Fees Guidelines at:
<https://www.aaiscloud.com/AlvinCC/Default.aspx>.

C-227 Rental: The C-227 venue is a meeting room with two projector screens and a speaker’s podium that holds approximately 100 people. See ACC Website Rentals and Fees Guidelines at: <https://www.aaiscloud.com/AlvinCC/Default.aspx>.

F. Use of Alcoholic Beverages

1. Use of alcoholic beverages (not to exceed 17% by content) on property within the Alvin Community College District will not be permitted except in accordance with policy established by the Alvin Community College Board of Regents. The use of alcoholic beverages must be in full compliance with applicable Texas state laws, including the Texas Alcohol Beverage Code.
2. In addition to all other fees, deposits, etc. regarding community use of college facilities, a fee is charged where alcoholic beverages are served pursuant to these rules and regulations. (This fee is waived for the Alvin Community College Foundation, Inc.).

G. Sale of Commodities or Services on Campus

1. No commodities, nor services, shall be sold on campus by any individual or organization that is not officially part of the college, except through regularly approved distribution channels such as the College Store or Food Services, unless such sales are specifically approved by the college President. Application for sale of commodities or services on campus will be submitted to the Vice President of Administrative Services.
2. All sales of items or services on campus must be approved by the Vice President of Administrative Services. When permission is granted for sale of items on campus, the agency or organization selling the items should be careful to sell only those approved items or services in designated areas of the campus.

H. Use of Facilities by Off-Campus or On-Campus Persons or Organizations Who Wish to Disseminate Information, Solicit Funds, or Distribute Petitions

1. Off-campus persons and organizations who wish to use ACC facilities must submit their request to the Vice President of Administrative Services. Those who wish to disseminate information, solicit funds, or distribute petitions must submit their requests for approval and scheduling to the Vice President of Administrative Services.

2. In all requests, one person belonging to the organization which is using the space shall be identified in writing as the person responsible for the use of the facilities. Forms for the use of facilities by off-campus persons or organizations are available from the Vice President of Administrative Services' office.
3. All requests to use ACC facilities or to disseminate information, solicit funds, or distribute petitions on ACC property must be consistent with the philosophy of Alvin Community College. All requests will be considered on a first-come, first-served basis.

I. Use of the College for Advertising Purposes

1. The administration is vitally interested in promoting the cause of good education. However, identification of the college with the promotion of any commercial enterprise will not be permitted without Presidential approval.
2. A written request for use of the campus for advertising shall be submitted to the college President at least thirty (30) days in advance. The request shall give a detailed description of the proposed publicity. If approved, written notification will be sent to the person(s) making the request.

J. Control of Animals on Campus Property

1. No animals will be permitted in any campus building except service dogs when used by persons assisted by his/her dog.
2. It is against the law for any person owning or having possession of any animal to allow that animal to run loose on the Alvin Community College campus. Any animal on campus will be considered a public nuisance unless it is under the control of a person by means of a leash no longer than fifteen feet in length, and that leash is sufficient to control the animal.

K. Other Uses of College Campus

1. No approval shall be required for non-school related recreational use of the College District's unlocked, outdoor recreational facilities, such as the track, soccer field and the like, when the facilities are not in use by the College District or for another scheduled purpose.
2. In case of emergencies or disasters, the College President, the Vice President of Student Services, Chief of Campus Police, and the Vice President of Administrative Services may authorize the use of the College District facilities by civil defense, health, or emergency service authorities.