

St. Cloud Technical & Community College

Policies and Procedures

Chapter S6 – Facilities

S6.3.1 Procedure

S6.3 - Facility Use Policy

Update Revision Responsibility: Vice President of Administration

Part 1. Purpose

The primary mission of St. Cloud Technical & Community College (SCTCC) is to provide educational services to its student body. However, the College recognizes the vital role that freedom of expression plays at an institution of higher learning and is committed to protecting that right. The College acknowledges the importance of providing members of the community with the opportunity to be exposed to diverse cultural experiences, differing viewpoints, participate in civil discourse, and peacefully assemble. This Policy and subsequent procedure is designed to provide for the effective and efficient use of SCTCC property and facilities.

Part 2. General Principles and Information

St. Cloud Technical & Community College campus and facilities are primarily designed to serve the educational functions associated with SCTCC. SCTCC functions take precedence over all other uses of SCTCC property and facilities. Any use of campus facilities by students or recognized student groups, non-affiliated organizations or other individuals must not interfere with the educational operations of SCTCC.

This policy concerns the use, subject to approval, of all buildings and areas of campus.

The use of SCTCC buildings and areas of campus is controlled by SCTCC Facilities Use Procedure S6.7.1.

Part 3. Definitions

For the purpose of this policy and procedure, the following definitions apply:

SCTCC means St. Cloud Technical & Community College

SCTCC Department means an official department within SCTCC

Affiliated Organization means another Minnesota State Institution

Commercial Activities means selling or offering to sell any goods or services as well as the solicitation or promotion of any goods or services.

Enrolled Student means a student enrolled in one or more classes during the academic year in which use of facilities is sought.

Non-Affiliated Organization means an organization not affiliated with Minnesota State.

Recognized Student Group means a student group officially recognized by SCTCC. See Minnesota State Colleges and Universities system Policy 2.1.

Part 4. Prohibited Uses

Any activity that is prohibited by federal or state law, or local ordinance, is prohibited. SCTCC facilities cannot be used in a manner so as to make it appear that SCTCC endorses a sectarian, religious, political or partisan position. Members of the SCTCC community are required to adhere to SCTCC policies, including applicable employee or student codes of conduct, as well as any lease agreements. Non-affiliated organizations must abide by their lease agreements, as well as all federal, state or local laws. Failure to abide by policies or agreements can lead to the cancellation of event use of facilities and prohibition of any further lease of facilities.

Part 5. Emergency Restrictions

SCTCC reserves the right to cancel any scheduled use of its facilities due to weather and other emergencies. SCTCC reserves the right to enter into agreements with local government units as needed to address any emergencies.

Part 6. Disclaimer

SCTCC does not assume any responsibility or obligation resulting from its decision to make its facilities available pursuant to this policy. Nor does such a decision indicate support for an individual or organization's objectives. Users of SCTCC facilities must comply with all federal, state, and local laws.

Part 7. Appeals

Any decision made by the Vice President of Administration may be appealed to the President. The appeal must clearly identify where the previous facilities decision was incorrect. Review of the facilities use decision by the President shall be de novo. No further appeals will be entertained.

Part 8. Posting Policy

Persons wishing to advertise events and services at designated locations throughout the campus will abide by Campus Posting Guidelines.

College President: _____ Date: _____

Date of Adoption: _____

Date of Implementation: _____

Date repealed or replaced: _____

St. Cloud Technical & Community College

Policies and Procedures

Chapter S6 – Facilities

S6.3.1 - Facility Use Procedure

Part 1. Scheduling Priorities and Procedures

The general scheduling priority is: academic, student, affiliate, non-affiliate and other. Scheduling is accomplished by calling 320-308-5000. Scheduled use of a particular area of campus supersedes any unscheduled use, even when scheduling is not a requirement for a particular campus facility.

Non-instructional individuals or groups approved to use a particular area or facility on campus will be given a room confirmation identifying the time, date, and location of the use of SCTCC facilities. Approved users should have the room confirmation available for inspection at the time of the use of the facilities. All non-affiliated organizations will be required to enter a facilities use agreement prior to being granted use of SCTCC facilities. Any facilities use agreement entered into pursuant of this Policy must be consistent with Minnesota State Procedure 6.7.2.

Individuals, groups and organizations who wish to use SCTCC facilities should provide sufficient notice of desired use. At a minimum, this entails seven (7) days' notice for small facilities and thirty (30) days' notice for larger facilities. Individuals, groups and organizations who wish to use the designated Free Expression Zones must give at least one (1) business days' notice. Exceptions can be made by the Vice President of Administration.

Except where SCTCC affirmatively opens its facilities for expressive purposes, or as required to do so by law, the College retains the ability to enter into facilities use contracts with individuals, groups or entities at its own discretion.

Part 2. Facilities Use Fees

See attached fee schedule. In addition, SCTCC reserves the right to assess cleanup and security costs, if applicable, and recover for any damage done to SCTCC property or facilities.

The use of SCTCC facilities by SCTCC faculty, staff or students for personal use is considered use by a non-affiliated organization or individual.

Recognized student groups may reserve campus facilities and sponsor a non-affiliated organization. As a sponsor, the student group must be the primary planner, implementer and financier of the event. Recognized student groups may not reserve campus facilities on behalf of a non-affiliated organization in order for that organization to obtain reduced lease rates or priority reservations. Such a practice, known as fronting, is prohibited and may result in disciplinary action being taken against the recognized student organization and/or its members.

Part 3. Safety and Liability Concerns

- A. Insurance and Indemnification: All non-affiliated organizations using SCTCC facilities, other than speakers in a free expression zone on campus, must provide evidence of insurance in advance of the event.

All non-affiliated organizations using SCTCC facilities must agree to indemnify and hold harmless SCTCC, the Board of Trustees of Minnesota State, as well as their officers, employees, representatives and agents from an against all claims, demands, actions, and all liability to any persons or property that are in any way related to the user's use of SCTCC facilities.

- B. Security: SCTCC campus security will determine if security is required for an event involving SCTCC facilities, and if so, how much is required. Except when using free expression zone(s), all non-affiliated organizations using SCTCC facilities must provide security for the event. The amount of security required will be determined by campus security based on the following considerations: (1) the number of anticipated attendees, (2) they type of event, (3) the locale of the event, and (4) other relevant factors.

Except for security required in free expression zones, facility users will bear the cost of security at events.

- C. Food: It is the policy of the College to provide for food service through a contractual agreement.
- D. Noise and Lighting: No user of SCTCC facilities may operate any outdoor lighting or sound amplification in a way that interferes with the College's primary mission to educate its student body. Anyone intending to use sound amplification must ensure that it does not interfere with the College's educational endeavors. The user of SCTCC facilities wishing to use sound amplification must obtain and SCTCC approval that it has been set at an acceptable level prior to its actual use. After receiving this approval, the user may not increase the sound volume. If complaints are received, regardless of whether the sounds level was previously deemed acceptable, the facility user must agree to lower the volume upon the request of SCTCC or SCTCC may elect to cancel the event.
- E. Possession or Carry of Firearms: Firearms are generally prohibited on campus under Board Policy 5.21, but certain exceptions apply in accordance with the Minnesota Citizens' Personal Protection Act of 2003 (MCPA).

Part 4. Dissemination of Written Material

Individuals and groups affiliated with SCTCC are permitted to disseminate non-commercial written material via hand distribution in open space on campus provided they do not otherwise obstruct the flow of traffic on campus.

Individuals and groups unaffiliated with SCTCC may only distribute written materials via hand distribution in areas designated for free expression or as otherwise expressly provided.

The use of bulletin boards, signage, banners or other postings is prohibited, except as expressly provided in this policy, or as addressed in other policies. The use of paint or chalk on sidewalks is prohibited.

Part 5. Expressive Activity/Free Expression Zones

The Constitutions of the United States and the State of Minnesota guarantee all individuals the right to the freedom of expression. Minnesota Statute 135A.0 states that one of the four objectives of public higher education under state law is “to promote democratic values and enhance Minnesota’s quality of life by developing understanding and appreciation of a free and diverse society.” In recognition of its status as a public institution of learning, SCTCC identifies the following locations open to the public for free expression of ideas during the hours of 8:00 a.m. to sunset, Monday through Friday without the requirement of a user fee to be paid.

- Northway Building
Outside: Green Space North of Lot C (See map)
Inside: Inside Door 4 between door and stairway (See map)
- Health Science Building
Inside: Room H-124 (See map)

Individuals, groups and organizations who wish to use the designated free expression zones must give at least one (1) business days’ notice through the facilities reservation process. Exceptions to this timeframe may be made by the Vice President of Administration. Use of free expression zones may be permitted on Saturday and Sunday with prior authorization from the Vice President of Administration.

Individuals and groups, whether SCTCC affiliated or not, must follow the scheduling procedures identified in this policy to ensure the free expression zone is available at a time when an individual or group wishes to make use of it. Moreover, scheduled use of a free expression zone supersedes any unscheduled use of the property, and SCTCC reserves the right to cancel use of the space for college related activities or events. An individual or group is allowed to reserve the free expression zone(s) no more than three (3) times per semester. Exceptions to this limitation may be approved by the Vice President of Administration.

SCTCC will share scheduled use of free speech zones through electronic communications to students and employees. SCTCC encourages the SCTCC community to be tolerant of those expressing different points of view while taking advantage of the opportunities to express themselves and be exposed to new ideas.

Part 6. Election Activities

- A. Statement: As a state-supported, public institution of higher learning, SCTCC is required to remain neutral concerning partisan political activities. SCTCC recognizes the rights of member of the SCTCC community, be they faculty, student or staff, to engage in partisan political activities in their individual capacities, separate and distinct from their standing as members of the SCTCC community.
- B. Guidelines Concerning Partisan Political Activities on Campus:

1. SCTCC shall not endorse a candidate for partisan political activity. Nor shall any individual affiliated with SCTCC do so on behalf of the College.
2. Political campus organizations shall have access to campus facilities as described in this policy on the same basis as other recognized student groups. Political campus organizations shall be assessed fees in accordance with the fee schedule set forth in this policy.
3. Recognized student groups and individual members of the SCTCC community may participate in partisan political activity but shall disclaim doing so on behalf of the College by including the following statement on at any event or in any publication: "SCTCC does not sponsor or endorse this [event/publication]."

C. Precinct Caucuses

1. SCTCC shall make their facilities available for the holding of precinct caucuses and legislative district or county conventions as required by Minn.Stat.Ch.202A.
2. SCTCC will not schedule any event after 6:00 p.m. on the day of a major political party precinct caucus without the permission of the Board of Trustees of Minnesota State.

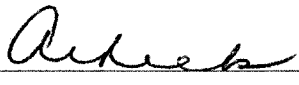
Part 7. Movies/Gaming

All users of SCTCC facilities must comply with all federal, state, and local laws. Because the purchase of music, film, or video games does not provide for the right to play or show the music, film or video game as part of public performance, any organization wishing to do so must obtain a public performance license agreement.

Part 8. Commercial Activities and Charitable Contributions

Except as expressly allowed pursuant to this policy or another SCTCC policy or agreement, non-affiliated organizations are prohibited from engaging in commercial activities on campus.

Charitable contributions and other fundraising activities by foundations or recognized student organizations are covered by Minnesota State's Fundraising Policy 5.15.

College President:  Date: 3/4/20
 Date of Adoption: _____
 Date of Implementation: _____
 Date repealed or replaced: _____

Fee Schedule

STANDARD CLASSROOMS:

- For up to 22 people - \$20/hour
- For 23-50 people - \$30/hour
- For 51-150 people - \$100/hour

COMMONS:

- North Commons fee - \$60/hour; seats 100
- Entire Commons fee - \$120/hour; seats 200-250 max.

ROOM ARRANGEMENT:

- Rooms arranged other than classroom style - \$30 flat fee
- If you choose to arrange the furniture yourself, it is your responsibility to arrange the room back to its original configuration or you will be charged the \$30 flat fee.

NOTE: Room dividers must be opened and closed by CUSTODIAL STAFF ONLY.

COMPUTER LABS:

- Computer Lab fee - \$100/hour; no food or beverage allowed in labs.

CLASSROOM LABS:

- Classroom Lab fee - \$50-\$100/hour depending on equipment used. Academic Deans approve these requests, determine the cost center designation and the hourly rate.

TELECONFERENCING, VIDEOTAPING AND COMPUTER/AUDIO VISUAL EQUIPMENT SUPPORT:

- Technical fee - \$35/hour

RENTAL OF AUDIO VISUAL EQUIPMENT:

- TV/DVD - \$15
- Easel Paper w/Markers - \$15
- Microphone - \$15
- Elmo - \$15
- No charge for phone however must be scheduled in room.

FOOD SERVICE:

Consolidated Management Co. is the preferred caterer. Contact Jason Rosinger at cx1482ag@sctcc.edu for food and beverage needs. Any food or beverages not arranged through Consolidated Management Co. must be cleaned up by someone in your group or you will be charged the equivalent to an additional hour of room rental.

PARKING:

Per state policy, a \$2/per vehicle charge will be invoiced to the renting party.

INSURANCE ACCORD:

A \$2M insurance accord from the renting party's insurance agent is required for most reservations.



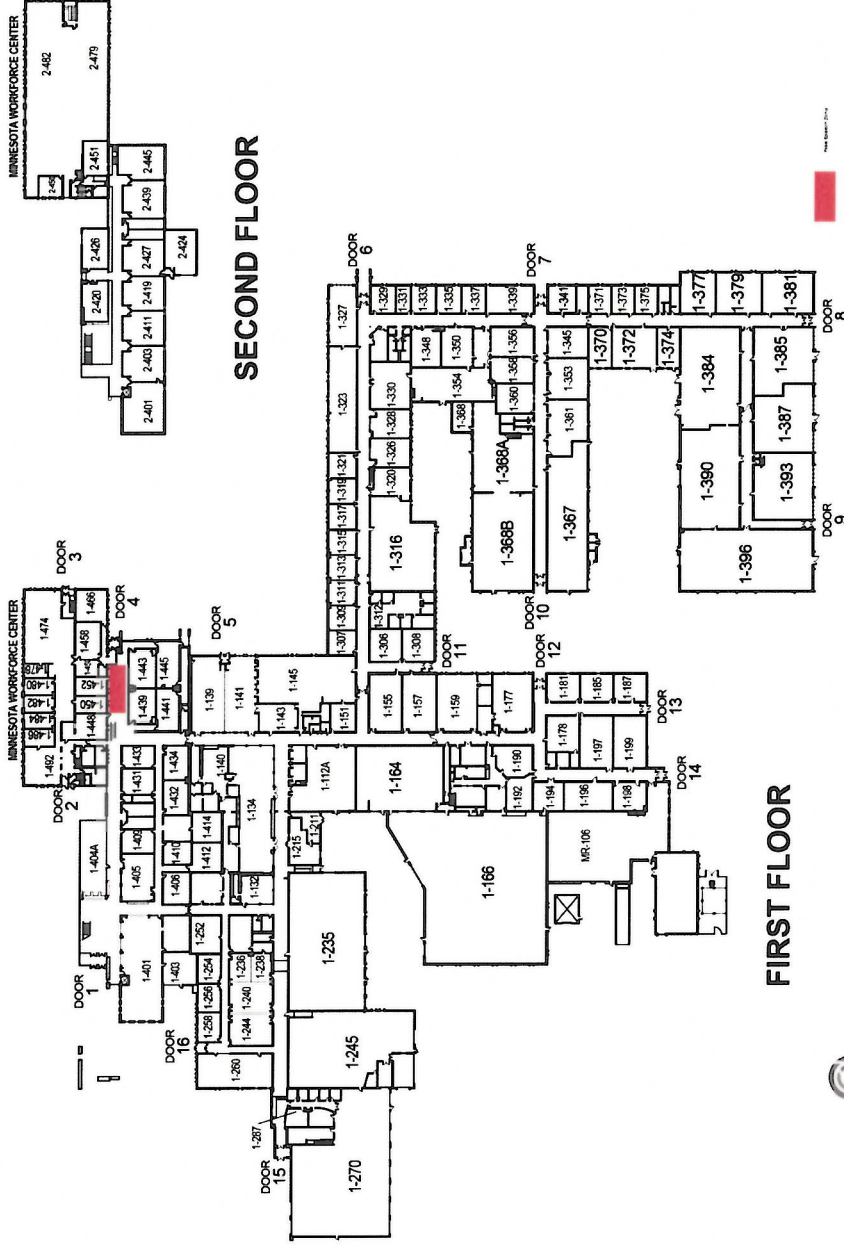
St. Cloud Technical & Community College
 1540 Northway Drive
 St. Cloud, MN 56303

Health Sciences Building
 1245 15th Street North
 St. Cloud, MN 56303

Heartland Building
 1520 Whitney Court
 St. Cloud, MN 56303

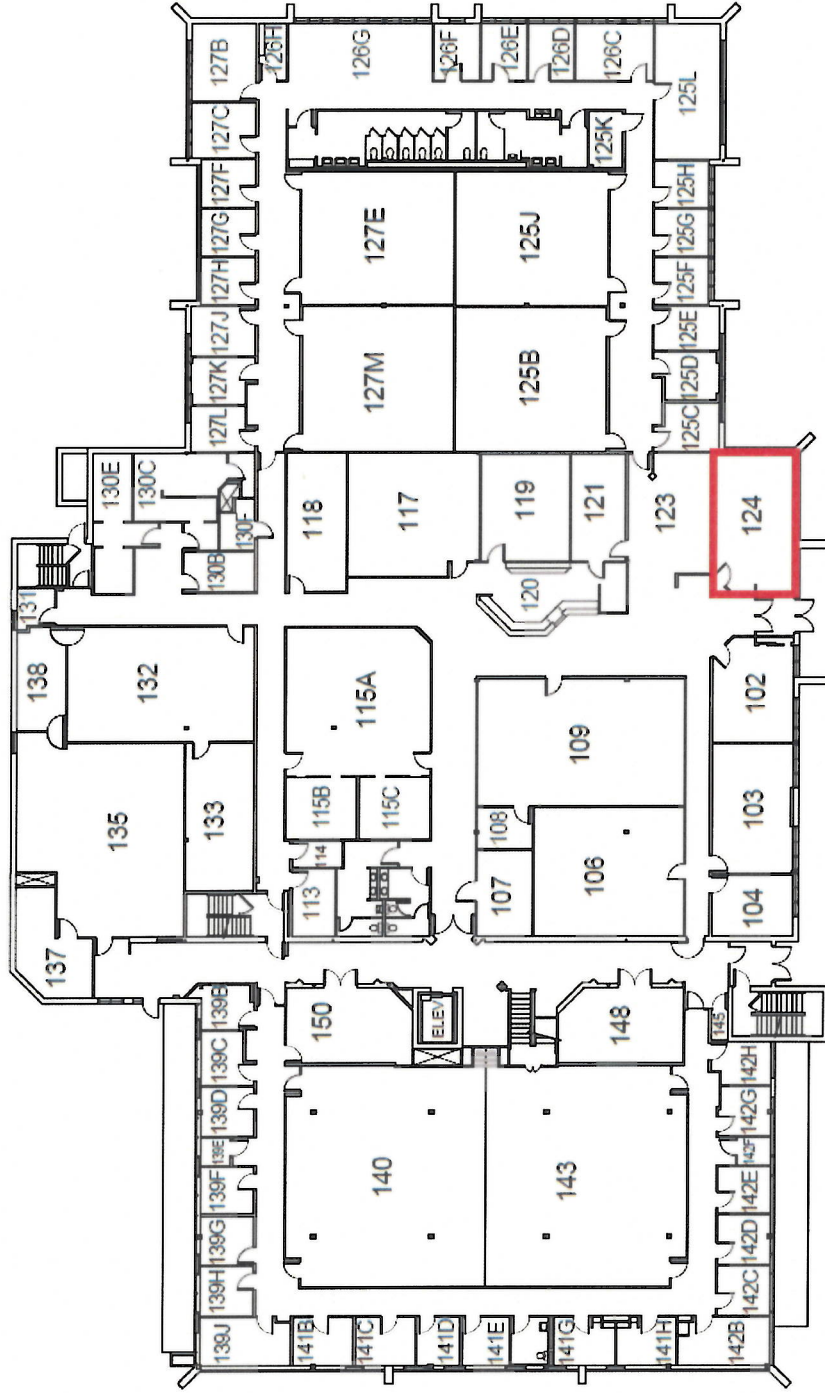
President's Office/Training Solutions
 1215 15th Street North
 St. Cloud, MN 56303

www.scfcc.edu | 320-308-5000 | 800-222-1009



Northway Building

Free Speech Zone Health Science Building



FIRST FLOOR



Health Sciences Building

