



# Facilities Usage Handbook

*Effective October 1, 2003*

*Revised September 2006*

*Revised August 2016*

*Revised September 2017*

Approved by the President of the College and the Executive Planning Team

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# 1 OVERVIEW

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Lamar Community College is a two-year, comprehensive community college offering a variety of academic, occupational, and continuing education programs for people of all ages and interests.

Lamar Community College is a member of the Colorado Community College System (CCCS) and is fully accredited by the Higher Learning Commission.

As a State Community College, Lamar Community College makes its facilities available for use by area organizations when they are not in use for classes or other scheduled College activities.

The use of the College-owned facilities cannot conflict with Lamar Community College policies, procedures, instructional activities, and the State of Colorado statutes, fiscal rules, and other proclamations.

Lamar Community College is a state-supported institution, and rental rules and charges are based on recovering actual costs to the College for the use of any facility.

Individuals or organizations interested in using facilities of Lamar Community College should contact the College switchboard at 336-2248.

# 2 FACILITY USE BY PRIORITY

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- Activities and programs for students, faculty, or staff that are related to the educational functions of the College.
- Cultural, educational or recreational activities sponsored by community, governmental and other non-profit organizations.
- Federal, state, county, city or other community organizations whose activities are compatible with the broad educational mission of the College.
- Private or corporate enterprises presenting programs or engaged in activities which may be deemed to be of interest to the College and its service area.

# 3 RESPONSIBILITIES OF FACILITY USERS

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- The sponsoring group or individual:
- Is responsible for using the facilities only for the purpose for which they are scheduled.
- Is responsible for the payment of all applicable charges and fees.
- Is responsible for reimbursing the College for damages and/or additional charges for excessive cleanup costs that might occur in the use of the scheduled facility.
- Accepts responsibility for ensuring that all advertising of events identifies the individual or sponsor of the event. If the College is not the sponsor, all advertising must indicate this.
- Accepts responsibility to comply with all national, state, and local laws and College policies.
- Accepts responsibility to provide additional security if requested by the College to protect persons attending or seeking attendance; to protect College property; and enforce municipal and state laws.
- Accepts responsibility to ensure that no equipment is removed from the campus unless specified in the facilities agreement.
- Accepts responsibility to protect the rights of speakers to be heard, the rights of the community to hear speakers, and the reputation of the College as a center of free speech.
- Accepts responsibility to request approval at least ten (10) days prior to the event.

## 4 LIMITATIONS ON USE OF COLLEGE FACILITIES

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- The following are permitted to operate on the College campus or in any of its buildings or facilities **only with prior approval from the V.P. of Administrative Services and within reasonable use:**
  1. Solicitors
  2. Sales persons
  3. Peddlers
  4. Canvassers
- Campus walkways may be used to distribute free literature. Those doing so shall avoid interference with anyone entering or leaving buildings, walking between buildings, or with the occupants of the buildings.
- Groups or individuals using College facilities for financial gain or fund-raising activities will be charged per established rental fees.
- Facilities may not be used in any manner that implies the College is endorsing an ethnic, political sectarian, or religious position.
- Facilities may not be used in ways which interfere with the College's teaching, administrative, and/or service activities. Illustrations of such kinds of interference are: violence, property damage, disruptive noise, extension of protests into buildings, petitioning, etc.
- Anyone using facilities without proper authorization or in an unauthorized manner may be denied further use of College facilities.

### Notes:

- These rules and regulations are not to be interpreted as a denial of the right of peaceful meetings, protests or petitions for redress, nor as censorship to prevent an unpopular speaker from presenting his/her view on the campus. They are solely designed to permit the College to protect itself in an extreme case involving a clear and present danger to the institution.
- Those who schedule use of College facilities may set their own policies concerning opening or closing of meetings to the public and the press. Such policies shall be stated at the time of scheduling. However, if meetings are open to the public, they are open to the press.
- Only College, city, county, state or federally-empowered police may search persons attending activities in College facilities, and only in accordance with the law.

## 5 POSTING POLICY

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- Posting of materials is restricted as follows:
- The College reserves the right to remove inappropriate posters.
- Posting of materials is not authorized on painted wallboard, paneled and finished interior surfaces, glass doors, floors, ceilings, stairs, walkways, parking areas, sculpture, artwork, elevators or any part of the Library.
- Authorized posting areas are public bulletin boards.
- Organizations are responsible for removing their posted materials.
- Handouts on vehicles is prohibited.

## 6 FEE POLICY FOR FACILITIES

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An "Application for Use of Facilities" form must be completed and returned to the President's Office by any group or individual requesting use of College facilities. The rental of College facilities is subject to the approval of the President's Office.

An estimate of charges will be provided to the user prior to the date of the event. Payment is required prior to the event, and any additional charges for cleaning and restoration of the area or areas to their original condition will be assessed immediately following the function.

LCC reserves the right to alter reserved room reassignments to equivalent rooms based on college need.

- Usage and Maintenance ( Up to 4 hours/ Full day):

Classrooms .....	\$40.00/ \$80.00
Small Lecture Hall (BW 138).....	\$90.00/\$125.00
Large Lecture Hall (BW 139) .....	\$100.00/\$150.00
Trustees 114.....	\$50.00/\$100.00
Trustees 121.....	\$50.00/\$100.00
Betz 229 .....	\$50.00/\$100.00
West Betz Conference Room .....	\$50.00/\$100.00
Library .....	\$90.00/\$125.00
Offices .....	\$30.00/day
Computer Labs .....	\$40.00/\$80.00
Vendor Fee.....	\$50.00
**Indoor Arena .....	\$350.00
**Outdoor Arena .....	\$200.00
Wellness Center (gym) .....	\$200.00/\$400.00
Tech set up fee and support fee .....	\$25.00
*Tech set up and support fee after hours...	\$25/hr

*\*There are additional tech fees associated with equipment being used*

*\*\*Insurance applies per special arena contract.*

- The College reserves the right to require additional Public Safety coverage over and above the normal coverage provided by the College.
- An estimate of charges for equipment rental will be provided to the user prior to the date of the event. The Library has a list of audiovisual equipment that may be rented.
- The rental fee schedule applies to all for profit individuals and organizations.
- Damages will be charged at the actual cost of repairs to the College.
- Applications will not be processed if a group or an individual has an outstanding balance due from previous use of College facilities.
- A deposit may be required to cover unanticipated charges estimated at the time a facility use form is signed.
- Non-profit and governmental agencies may seek fee waivers to be reviewed by LCC V.P of Administrative Services.

## 7 INFORMATIONAL ITEMS

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- Cancellation—When a scheduled event is canceled, notification must be received by the College switchboard not less than 48 hours prior to the scheduled date. Failure to comply with this regulation will obligate the contracting individual for full payment of fees. When the cancellation notification is received at least 48 hours prior to the scheduled date, all fees will be canceled and/or refunded if already paid.
- Alcoholic Beverages—No alcoholic beverages of any kind are allowed on the campus.
- The group or individual must secure and submit a Certificate of General Liability Insurance prior to the designated event. This is noted on the Application for Use of Facilities form.
- VEHICLES OF ANY KIND ARE NOT PERMITTED ON LAWNS, PAVED WALKS (CONCRETE OR BLACKTOP), RAMPS OR ANY AREAS NOT SPECIFICALLY DESIGNATED FOR VEHICLES.

NOTE: The College reserves the right to refuse the use of the facilities to any individual or group.

Rates include custodial charges and the College's regularly scheduled security services.

Additional security requirements, equipment charges and damage charges will be billed in addition to the above rates.

## 8 EMERGENCY CONTACT INFORMATION

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- LCC Campus Safety
  - 719.336.1192 (Office)
  - 719.688.1412 (Cell)
- Director of Facilities
  - 719.336.1543 (Office)
  - 719.668.8287 (Cell)

*Lamar Community College prohibits all forms of discrimination and harassment including those that violate federal and state law, or the State Board for Community Colleges and Occupational Education Board Policies 3-120 and 4-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. Lamar Community College will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and participation in vocational education programs.*

*The College has designated Shelly Tombleson/Director of Human Resources as its AFFIRMATIVE ACTION (AA), OFFICER, EQUAL OPPORTUNITY (EO) OFFICER, 504 COORDINATOR, AND TITLE IX COORDINATOR with the responsibility to coordinate its civil rights compliance activities and grievance procedures. If you have any questions, please contact SHELLY TOMBLESON/DIRECTOR OF HUMAN RESOURCES at (719) 336-1572, EOandTitleIX@lamarcc.edu, or 2401 S Main St, Lamar, CO 81052.*

*You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.*