

# Facility Use Procedures

## Events and Activities on Campus

This manual shall guide the scheduling and execution of event coordination and facility use by Event Services and event schedulers and coordinators. This document aims to provide all stakeholders with tools for scheduling on-campus events and activities at the college. The primary purpose of the facilities is to uphold the mission and support the academic functions of the college while maintaining exceptional Kalamazoo Valley service to all stakeholders and customers.

This document governs the use of all facilities (including outdoor areas) owned or leased by Kalamazoo Valley Community College or otherwise under the college's operating authority, for both affiliated and unaffiliated groups and individuals.

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## Key Terms/Definitions

- **Affiliated groups and college departments** refer to staff and faculty employed by the college and registered student organizations using facilities for college initiatives that support and advance the college and its community.
- **Event contact** is the individual who directly requests use of the facilities.
- **Event Coordinator/Manager** is the individual who processes Astra room scheduling and coordinates the facility needs required to facilitate an event. This person is responsible for approving the time, place, and manner of use aspects of the event.
- **Event Services** is the centralized office for facility use scheduling and event approval and coordination at the college.
- **Event Scheduler** is the individual who processes the scheduling of the event into the scheduling software. This position may process the initial room reservation and then direct the event contact to Event Services for event coordination or finalize the event themselves.
- **Facilities** refers to any building, grounds, and spaces owned and/or controlled by Kalamazoo Valley Community College.
- **Internal event(s)** refers to any use of facilities by an affiliated group when the program is an initiative of the college, developed by and managed by the affiliated group or college department.
- **Unaffiliated groups or external parties** are organizations or persons not considered an affiliated group. They are not, for example, a college department or recognized student organization.

## Event Categorization and Priority Usage

As defined in cabinet member operating policy 2070 Use of Facilities, section A, Kalamazoo Valley Community College encourages the efficient use and management of its facilities and is committed to the following three broad purposes, in priority order, for its use:

1. Instruction to enhance the intellectual, cultural, social and professional development of members of the community, hereafter referred to as Tier I
2. Partnerships with community organizations to provide educational offerings through KVCC and general public use, hereafter referred to as Tier II
3. Efficient use of underutilized Institutional facilities through rental to charitable groups, rental to non-competing educational organizations, and rental to political subdivisions/political officials to provide nonpartisan educational opportunities and to solicit public opinion, hereafter referred to as Tier III

The categorization of priority usage by tiers is further defined in these procedures as follows:

## TIER I (Internal events)

Tier I shall include any academic use and all internal events initiated, developed and managed by an affiliated group or college department. These activities may be solely open to students, open to affiliated groups, open to the community.

Examples of Tier I programming:

- \*For-credit classes
- Single instance changes for for- and non-credit classes
- Non-credit classes (E.G., academies, certification courses)
- College sanctioned community programming
- College sanctioned corporate training
- Internal events meant to support the intellectual, cultural, social and professional development of students, staff and faculty, and/or the community to include registered student organization events

Requesting a Tier I program:

Affiliated groups and college departments should submit a request in Astra Schedule or schedule time with Event Services to process their request

\*For-credit classes and permanent room assignments are scheduled through the academic deans' office.

Lead-time requirements:

- **Tier I and Tier II events to be included in the student planner must be submitted to Event Services by May 1.**
- **During the first week of any semester only general meeting requests will be processed.**

## TIER II (Hosted events)

Tier II events shall include affiliated groups partnering with unaffiliated groups to provide educational or life enriching offerings. These events are often referred to as hosted events. Tier II events are initiated by, developed by and primarily managed by an unaffiliated group. The event contact supports the event, however, the event is “owned” by the unaffiliated group. The primary audience for most hosted events is guests external to the college and fees may or may not be assessed to attend the event. These events often have some source of external funding.

Characteristics of a Tier II program:

- The program is an initiative of, developed and managed by the unaffiliated group.
- If the college does not host the event, the unaffiliated group will simply hold it elsewhere. In other words, the event does not end if the college does not hold it on-site. It is NOT an internal event.

- The event serves to benefit or support the college community.

#### Obligations

- The event must support the mission and strategic plan of the institution
- The event contact must make the request to host the organization of their Dean, Vice President, or Provost as a first step
- If supported, the event contact initiates the request process with Event Services
- If approved, the department/area hosting the event must coordinate having sufficient college representatives on-site at all times the unaffiliated group is on-site.
- The unaffiliated group may be obligated to cover costs in part or full for use of the facilities and supporting services.
  - The internal hosting department or affiliated group cannot cover the expenses related to facility use or additional services from their budget.
- A facility use agreement is required
- Event liability insurance is generally required
- If there is a charge to attend the event, the charge should be an attempt to cover the cost of the event only. The college may require an income/expense report to be submitted along with the hosted application

#### Requesting a Tier II program:

Affiliated groups and college departments should submit a request in Astra Schedule on the “Hosted Event Request”.

Upon submitting the Astra Schedule application it will trigger Event Services to follow-up via email with the official hosted event application. The secondary hosted application is unique to each request. It cannot be filled out by the event contact until the initial hosted application has been submitted in Astra Schedule to trigger the application workflow. When the secondary application is completed, please return the application to Event Services in room TTC 5151 or by emailing to [eventscheduling@kvcc.edu](mailto:eventscheduling@kvcc.edu)

Applications are typically reviewed by the Special Use Group (a working group of the Facilities Use Council) on the first and third Tuesday of every month. Upon review by the Special Use Group the application is referred to the Vice President for Campus Planning and Operations for review and determination.

Event Services will contact the requester once determination has been made.

Note: Any changes in the event plans from what was initially submitted may trigger an additional review of the application.

#### Lead-time Requirements:

Generally, hosted applications should be submitted a minimum of 60 days in advance.

## TIER III (Rentals)

Tier III events shall include meetings, activities, or events initiated, developed, and managed by unaffiliated groups or individuals. These may consist of students not part of a recognized student organization or staff or faculty requesting to use the facilities for a personal event.

Characteristics of a Tier III program:

- The program is an initiative of, developed, and managed by an unaffiliated group with no coordinated efforts with college employees as part of their role at the institution.
- A facility use agreement is required
- Rental fees and costs related to auxiliary services are assessed

Requesting a Tier III program:

To rent the facilities for an event or activity contact Event Services at [eventscheduling@kvcc.edu](mailto:eventscheduling@kvcc.edu) or call 269-488-4540.

## Miscellaneous

### Academic Labs

Tier I programming can be scheduled in an academic lab with approval from the appropriate Dean and with appropriate training.

Tier II and Tier III programming in an academic lab will require approval, training, and academic lab information, and, check-out sheet.

### Astra Schedule

The college utilizes Astra Schedule as the college-wide calendaring tool, activity/event requesting, and scheduling tool. This centralizes all academic and non-academic space utilization and activities into one system. This streamlines the event process, supports better communication between all stakeholders, and ensures the college's ability to provide critical and potentially life-saving information in case of emergencies. The use of this specific software is reviewed periodically and subject to change.

### Fronting

Misrepresenting a personal event as a tier I event is considered a violation of the facility use policy and procedures and could result in disciplinary actions. Misrepresenting a personal event

as a tier I internal event to receive discounted use of facilities or auxiliary services or to be allowed approval for activities not otherwise allowed to tier III users is strictly prohibited.

## General

Requests submitted by any other application other than the preliminary event approval request should include an event plan with details of all needs, including but not limited to an itinerary, plans for food service, setup needs, arrival time, estimated attendance, etc. The full event plan (itinerary and details) is needed in order for the event coordinator to ensure resources are available to support the event.

Requests with language “setup like last time” are not able to be processed. Please be detailed as the event coordinator may not have information on your previous event.

## Hours of Operation

Event Services is equipped to serve events Monday through Friday during standard business hours from 7:00am - 6:00pm, with the exception of days when the college is closed, or observes adjusted hours. Events scheduled outside of these hours may incur additional fees.

## Long-range scheduling

General requests can be made for up to one year in advance; however, requests for spaces that are used for academic classes cannot be officially reserved until after registration has opened. Exceptions may be granted with leadership approval.

## Misrepresentation

The accuracy of information provided to the Events Services ensure the accuracy of estimates, efficient utilization of space and resources at the college. Deliberately misrepresenting (not providing accurate or complete event plan information) to Events Services is prohibited and may result in disciplinary action.

## Modifications to request(s)

Changes to the initial event plan submitted should generally be submitted at least five business days before the event will occur. This ensures there is sufficient time to review and facilitate the request. Not all changes will be approved.

## Off-hours Access

Any event that will commence or conclude outside of building access hours (off-hours access) will require an access plan. Off-hours activities typically affect alarm settings, door lock schedules, interior and parking lot lighting schedules, hvac schedules and staffing.

- Exceptions are made at Event Services discretion in collaboration with impacted departments.

Off-hours access must adhere to policy and procedures laid out in the cabinet member operating policy 2075 (Building Access Control) and the Building Access Procedures.

## Personal Use

The college facilities are available for personal use by employees and students. Personal events are considered a tier III use and are subject to the procedures for tier III events.

## Preliminary Event Approval Request Form

Requests submitted on the “preliminary event approval request” are for approval of the idea of an event - not official event approval. Preliminary approval allows space to be held during the planning phase for up to 60 days before the event will occur. Preliminary event approval is allowed as a resource during the planning phase.

- If the event will occur in the next 60 days, a preliminary event approval request is not the appropriate request to use. An event application should be submitted.
- Preliminary approvals are only valid for 60 days.
  - If an official event application is not submitted 60 days before the event will occur the preliminary approval is void and the hold on space will be released.

## User Fees

Tier I programs and events will not incur fees; however, each affiliated group or department should consider the facility and auxiliary cost impacts of their program during the development stage. Whenever feasible, the affiliated group should consider options to minimize resource impacts.

Tier II events may have facility rental fees waived up to 100% of the cost. Generally, tier II events will incur auxiliary services and equipment costs.

Tier III events will generally incur costs for the facility, auxiliary services and equipment.

## Waiving Fees

As defined in cabinet member operating policy 2070 Use of Facilities, section C & D:



C. Periodically, it may be in the interest of the Institution to provide a waiver or partial waiver of rental fees or other expenditures for an entity or organization desiring to use KVCC facilities free of charge or lower than the published rates. Room-rental waivers may be granted on a case by case basis, and the entity requesting the waiver will provide a written explanation justifying its request.

D. Organizations receiving room-rental waivers or discounted rental rates may be required to acknowledge KVCC's support in promotional materials, programs and advertising.

Unaffiliated groups, for tier III events may request a reduction to costs associated with their use by submitting a waiver application. Completion of an application does not guarantee a reduction in costs. All waiver applications are reviewed by leadership. If a waiver is denied, the external organization will be responsible for all fees associated with the event if they choose to move forward.

# Facility Use Rules and Regulations

1. **COMPLIANCE:** All use of college facilities remains subject to approval by applicable laws and college policies, regulations, and guidelines. Users shall comply with all applicable federal, state, and local laws, codes, ordinances, rules, and regulations. Users shall comply with all applicable college policies, procedures, regulations, and guidelines and the direction of Kalamazoo Valley Public Safety (KVPS), Event Services, and other college officials. Failure to comply with any of the above shall constitute a breach of use and facility use agreement, at which point, the college may immediately terminate the use and agreement.
2. **RESPECT OF PROPERTY AND PERSONS:** All activities on college property must be peaceful and lawful, must not interfere with the rights of others, must not obstruct the free movement of persons about the facilities, and must not interfere with other college operations. Any unauthorized use of, damage, or destruction of buildings, equipment, or other property is strictly prohibited. Any person(s) loitering or causing a disturbance and destruction to the property will be removed from the premises and may be restricted from future use of the facilities. Activities or events must not cause the college financial risk and liability. No event shall disrupt the college's educational mission, including but not limited to excessive noise and unruly or inappropriate behavior.
3. **SAFETY:** Users will be responsible for ensuring that all access drives, fire lanes, and pedestrian walkways are kept unobstructed during their event. Users will abide by all building fire regulations. Users will prioritize the health and safety of all intended and unintended guests.
  - To this end, prior approval is required for events that:**
    - Impede ingress or egress to the college or any college property, pedestrian pathway, parking lot, building, facility, or event;
    - Obstructs vehicular or pedestrian traffic;
    - Includes the use of audio amplification devices;
    - Requires erecting a structure or structures.
  - No event shall be permitted that:**
    - Includes the use of fire or pyrotechnics (outside of food prep);
    - Engages in or solicits unlawful activity;
    - Does not comply with college policies, rules, and regulations, and applicable local, state, and federal laws;
    - Is a clear and present threat to safety as determined by the Kalamazoo Valley Public Safety Department;
    - Incites action to harm or damage or a call to violence.
4. **SECURITY:** Kalamazoo Valley Public Safety, in conjunction with Even Services, shall evaluate safety and security concerns for all activities on campus. Users shall not provide for or arrange for outside security services without written authorization from Kalamazoo Valley Public Safety.

Kalamazoo Valley Public Safety reserves the right to take appropriate action to ensure safety and security on campus, including the right to remove a user or guest from the premises if they are being disruptive or performing an illegal or prohibited activity.

5. **AFFILIATION, PROMOTION, AND MARKETING:** Any advertising using the Kalamazoo Valley Community college name, acronym, trademark, or association with Kalamazoo Valley Community college programs (explicit or implicit) must be approved in advance of publication. The use of similar college design is not permitted (I.E., color, font, logo)
6. **ALCOHOLIC BEVERAGES:** Alcoholic beverages are permitted only under the scope of cabinet member operating policy 3090 with approval from leadership.
7. **COLLEGE ACCESS:** The college shall, at all times, have the right to enter all areas being accessed by user.
8. **DAMAGES:** User will take all necessary steps to prevent any damage to college property and that of individuals on campus. The user will pay for damages that require repair.
9. **DEPOSIT:** A deposit may be required. Reference Exhibit B for specifics.
10. **DISPLAYS/DECORATIONS:** User must obtain prior approval from Event Services for any decorations or displays. Generally, no items may be adhered to windows or walls. All decorations and displays must be fire-resistant. No open flames without prior approval.
11. Rice, glitter, confetti, and birdseed are prohibited. Bubbles are only permitted in outdoor locations.
12. **ELECTRONIC COMMUNICATIONS:** Facility Use Agreements and final invoices are sent electronically unless otherwise requested.
13. **ESTIMATE:** An estimate will be developed based on initial details. Changes to the event plans may be subject to additional fees beyond estimate.
14. **EVENT PLAN REQUIREMENT:** An event plan, including timeline and details of events, must be submitted for approval to Event Services before the event.
15. **FOOD AND BEVERAGE SERVICE:** All food and beverage provided at activities are subject to the college's food service guidelines. A copy of the guidelines is available at <https://www.kvcc.edu/eventservices/policies/FoodSafetyGuidelines.pdf> or by request through Event Services.
16. **HAZARDOUS SUBSTANCES:** Users intending to bring hazardous substances on college grounds must submit a Hazardous Substance Application with applicable Safety Data Sheets (SDSs) at least ten (10) business days before the event for determination. If an application is approved, the user must have the approved application and SDSs on hand with the person in possession of the substance(s) while on college grounds.
17. **HOLD HARMLESS:** User agrees to hold the college harmless from any loss, damage, liability, cost, or expenses arising during or being caused by the renter's use of the facilities. Renters will pay for any loss or damage to college property caused by their use.
18. **ILLEGAL SUBSTANCES:** All illegal substances are prohibited. As a recipient of federal funding for financial aid and federal grants, Kalamazoo Valley must follow the federal Controlled Substances Act. Federal law and college policy prohibit marijuana, among other substances, in all forms on campus.

19. **INCIDENT REPORTING:** If medical or first aid attention is required and loss or damages to College property occur, users must notify the Kalamazoo Valley Public Safety department at (269) 488-4575. Emergency assistance should be obtained by calling 911.
20. **LIABILITY INSURANCE:** The college reserves the right to require any external community member or organization using college property to purchase and provide proof of liability insurance covering their use. See Exhibit A for specifics. If evidence is not provided by the required time, as noted in Exhibit A the college reserves the right to terminate the facility use agreement due to breach.
21. **LIVE PLANTS:** Live plants include flowers, potted plants, seedlings, etc. Live plants are permitted at select locations with advance approval. Live plants are not allowed at the Kalamazoo Valley Museum. Live plants should be checked for pests before entry to the premises. Live plants approved at an event may not be left on-site overnight. Plastic or other protective covering must be placed under live plants. Any cleanup required due to living plants will be the user's responsibility.
22. **LOADING AND UNLOADING:** User may load and unload only in designated loading areas during access time—Reference Exhibit A for specifics.
23. **LOST AND FOUND:** Any items found before, during, and after an event will be taken to the Kalamazoo Valley Public Safety Department. To retain lost items, call 269-488-4575.
24. **MANNER OF USE RESTRICTIONS:** College facilities may not be used for the following activities without prior approval: Fundraising, Commercial solicitation, and Games of Chance (proof of necessary licensing required)
25. **MINORS:** User shall indemnify and hold harmless the college for any injury or damage arising from minors participating in their use of the facilities. User shall take all necessary legal steps to secure minors' safety, including but not limited to performing background checks on all adults engaging with minors.
26. **NO ASSIGNMENT:** User may not assign the facility use agreement, in whole or part, to another entity without express written permission from Event Services.
27. **PARKING:** Parking is permitted and free in college visitor and guest parking areas. Traffic and parking on the Texas Township and Groves Campus are regulated by the State of Michigan, Kalamazoo County, and a Texas Township Board of Trustees ordinance. This ordinance shall regulate all persons operating a motor vehicle on the campus. The ordinance is enforced by the Kalamazoo Valley Department of Public Safety. Questions regarding the parking ordinance can be directed to the Kalamazoo Valley Public Safety Department at 269.488.4131.  
Reference Exhibit B for specifics.
28. **PAYMENT INFORMATION:** A representative of the organization authorized to approve payment must sign and return the facility use agreement by the confirmation date. An estimate of fees will be provided in Exhibit B based on current details. The estimate's accuracy directly correlates to the accuracy of event details provided by the user and is an estimate only. User is responsible for all actual costs incurred at the event regardless of whether or not it was included in the estimate. See Exhibit B for specific details.
29. **PERMITS AND LICENSES:** Users shall obtain and pay for any necessary permits or licenses required for their activity/event. It is the responsibility of the user to determine

when such permits or licenses are required. The college, at its discretion, may request proof of permits and licenses.

30. **POSTING SIGNAGE:** Outdoor signs may be posted only on the day of the event unless prior approval is granted. Event Services must approve signage and placement of signs in advance. Generally, all signs should be free-standing.
31. **SCHEDULING CONFLICTS:** If scheduling conflicts occur with events, Event Services, in consultation with the Academic Scheduling Coordinator, shall determine priority usage. The college will try to reschedule or assign an alternate space to the user if conflicts occur. The college will not be responsible or liable for any loss or damage suffered to the user due to such rescheduling or assignment of space.
32. **SETUP/CLEANUP:** User is responsible for the setup and removal of approved displays/decorations at their own expense and cleanup of the venue after use. Setup and cleanup must be completed during the user's access time—Reference Exhibit A for user specifics. The college shall not be liable for the user's property or equipment while on college property or in transit to and from the property.
33. **SPECIALTY SPACES AND EVENTS:** Due to the unique aspects of specific spaces and events, some locations and types of events have additional facility use guidelines that Events Services will discuss with the user before the event/activity—Reference Exhibit A for user specifics.
34. **TERMINATION OR CANCELLATION BY THE COLLEGE DUE TO BREACH:** The college reserves the right to terminate the user's access and use of college grounds, facilities, and resources immediately (with or without notice) without payment of any compensation to the user due to breach of any provision of the Facility Use Agreement. The college will not be responsible or liable for any loss or damage suffered to the user due to such termination or cancellation.
35. **TERMINATION OR CANCELLATION BY THE COLLEGE DUE TO FORCE MAJEURE:** The college reserves the right to terminate the user's access and/or use of college grounds, facilities, and resources immediately due to force majeure (including but not limited to weather emergencies, labor shortages, building system failures, public health emergency). If possible, the college will do its best to reschedule an event. If an event cannot be rescheduled, the event will be considered canceled. Any fees associated with the use after the cancellation will be refunded to the user.
36. **TERMINATION OR CANCELLATION BY USER:** Early termination of the event or cancellations by the user for each event, including individual multi-date events, must be submitted in writing (email is sufficient) to Event Services. Fees may be assessed for cancellation—Reference Exhibit B for specifics.
37. **TIME, PLACE, and MANNER OF USE:** Facility access is limited to the scheduled event time, place, and manner of use as stated on your event summary or Facility Use Agreement. User has no right to enter any other areas except as designated by the college. Users that access other areas may be charged for the use of the space.
38. **TOBACCO FREE:** All Kalamazoo Valley campuses are completely smoke and tobacco free both inside and out. All tobacco products, including e-cigarettes, are prohibited.

39. **USE OF COLLEGE RESOURCES:** All requests to use college equipment, including but not limited to media equipment, tables, etc., should be made in advance and may incur additional fees.