

## A-13a PROCEDURE Use of College Facilities

A major responsibility of a comprehensive community college is to provide reasonable and allowable access to its resources, including use of facilities to the communities it serves. However, the highest priority for use of facilities is assigned to functions directly related to educational activities, the primary mission of the College.

In general, use is permitted whenever, in the judgment of the Responsible Administrator or designee, such use will not interfere with the academic mission of the College or present undue risk to students, employees, the community, or to College property. The College reserves the right to substitute reserved facilities and/or cancel existing reservations at its discretion based upon an assessment of risk and/or the priorities as defined in these procedures for designated facilities.

In all cases, it is the priority of SCC to directly administer and coordinate all educational programming whether it does so independently or through partnership or co-sponsorship with external organizations. Agreements for partnership or co-sponsored events will be developed on an individual basis utilizing the terms and conditions outlined in this document. All activities conducted at SCC facilities are expected to comply with applicable College policies, state and federal laws, and any other relevant regulations. These procedures apply to all facilities owned, leased or controlled by the college.

**NOTE:** *Southeast Community College reserves the unilateral and exclusive right to reasonably limit, modify, and/or deny requests to use College facilities.*

### Priorities for Use of Facilities

The highest priority for use of the College facilities is assigned to the courses, programs, activities, events, etc. of the College on a term-by-term basis. Use of College facilities is not allowed for personal or private use by individuals or groups, or for commercial use. Once College scheduling priorities have been established for a given term and academic year, consideration will be given to facility use requests from external users. Use of College facilities is subject to the following priorities and [fees](#):

**First priority:** Recruiting, orientation, credit and non-credit educational programs of the College (College Users). This group of users is exempt from facility use fees but may be subject to all personnel, technology, food, and miscellaneous charges when deemed appropriate by the responsible administrator.

**Second priority:** Meetings and activities (educational and general use), where the primary participants are College Users, in the following order:

- a. SCC staff and student development and support activities.
- b. Student organizations and clubs officially recognized by the College.
- c. SCC faculty and staff organizations for meeting and planning activities. Entities that provide information and support to College employees regarding College related benefits or services (e.g., TIAA/CREF, BC/BS, EAP).

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**Third priority:** Meetings and activities of external users groups and organizations in the following order and following the reservation timeline.

- a. Professional organizations in which an SCC employee is a member and the mission of the group directly relates to the person's duties as an employee of SCC
- b. Local and regional civic and governmental agencies
- c. Non-profit organizations located within the College's 15-county service area
- d. Other organizations (reviewed on a case-by-case basis)

### Procedural Information

#### Internal educational activities

Contact administrative assistants at the respective location to schedule a room.

Lincoln – 402-471-3333

Hebron – 402-323-5590

ESQ - 402-323-3441

Wahoo – 402-323-5580

Beatrice – 402 – 228-3468

York – 402-323-3634

Milford – 402-761-2131

Nebraska City – 402-323-3636

Continuing Education Center – 402-437-2700

Plattsmouth – 402-437-2298

Falls City - 402-323-3396

#### External facility requests

Contact the Continuing Education Center, Learning Center or Campus location for information on the use of College facilities.

### General Use Fees

SCC's [General Use Fees](#) schedule will be used for facility spaces. These fees are subject to change based on needs of the College.

Any existing Reciprocal Use Agreements will be considered when processing requests from government, educational, non-profit, or for-profit entities. Fees as defined by SCC's [General Use Fees](#) schedule may be assessed for IT, custodial, or other facility uses as determined by the Responsible Administrator.

External Users are required to comply with the following procedures:

1. Provide a Certificate of Insurance with Southeast Community College as an additional named insured for a minimum amount of \$1 million. The insurance may be purchased through Tulip Plus at <https://tulip.ajgrms.com/>. (Note: In the case of users related to the State of Nebraska, a letter stating assumption of risk and liability must be provided.)
2. Pay appropriate General Use Fees. Payment is due upon receipt of an invoice from SCC.  
**NOTE:** *The College may, at its discretion, require payment in advance.*
3. Assume the risk and liability for loss or damage to all property.
4. Agree to indemnify the College for any damages to SCC facilities or equipment, and/or for any liability resulting from activities conducted on College premises.

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5. Agree to comply with all applicable College policies, state and federal laws, and any other relevant and applicable rules, regulations or requirements.

**NOTE:** Requests to conduct activities/events that may involve the legal and controlled use of alcohol (e.g., receptions), use of weapons (e.g., gun safety, marksmanship) or explosives (e.g., pyrotechnic displays) will be reviewed and considered for approval on a case-by-case basis by the College President or his/her designee. Applicant should allow sufficient lead-time to permit adequate review of any required licenses, permits, inspections, etc. prior to approval. Required licenses, permits, inspections, etc. must be submitted with the application.

6. Provide professional security services for their event when deemed necessary and appropriate by College officials.
7. Make reservations after the assignment of credit courses for that semester. There is a 30-day advance notice required for all community user meetings, unless otherwise defined by facility use/partnership agreements. Requests to use space at the Continuing Education Center may be considered up to three to five months in advance of an event.
8. Coordinate all food service through SCC food service operations at each location. The use of food vendors external to the College will be reviewed by, and may be approved and coordinated through, SCC food service operations at each location. All catering needs must comply with all agreed upon contracts between with food services vendors and the College.
9. Comply with the College exclusive service contract with Coca-Cola. Non-Coca-Cola products are not to be served at functions within buildings or on College property.

**Hours of operation:** Events should be coordinated at each SCC location within regular established hours of operation. Facility use requests to conduct events/activities outside of established hours of operation will be reviewed and considered by the respective Responsible Administrator on a case-by-case basis. SCC reserves the right to conduct official business during or after regularly established hours of operation. A list of regular hours of operation can be obtained at specific locations. [SCC General Use Fees](#)

Consideration for non-educational activities by community users will be given based on:

- SCC Student users in non-registered student organizations.
- Professional groups or organizations where the primary participants are non-College employees.
- Government - Federal, state and local government entities conducting official business.
- Education - Public K-12 or higher education institutions conducting official business.
- Non-Profit Community-Based Entities - This group of users includes organizations that are exempt from federal income tax under section 501(a) of the Internal Revenue Code (the Code). Organizations that are exempt under section 501(a) of the Code include those organizations described in section 501(c).

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- For-Profit Community-Based Entities – This group of users includes any company, business or industry that
  - i) is based in the College Service Area;
  - ii) is engaged in activities that are not in direct competition with the College; and
  - iii) provides a direct or support service, benefit, or goods to the College or specific instructional programs
- Affiliates of SCC Partners - A company or organization affiliated with, or working through, an entity that is currently in a formal partnership with the College may access College facilities for purposes, and under terms/conditions, consistent with the partnership agreement.
- Other – Requests from otherwise qualifying entities (e.g. Nebraska State School Activities Association, The Cornhusker State Games, and similar organizations) that may involve charging an admission fee to events/activities proposed to be conducted at a College facility will be reviewed by the Responsible Administrator, in consultation with the Campus Director or designee.

**Course Restaurant & Coffee Shop:** Requests for use of the Course Restaurant and Coffee Shop, located on the Lincoln Campus, should be directed to the Executive Chef to coordinate in consultation with Campus Administration. Fees may apply and are determined on a case-by-case basis.

**Residence Halls:** Residence halls located on the Beatrice and Milford campuses are eligible for use on a limited basis, subject to availability, to short-term guests who are engaged in College-related business. All requests for use of College housing will be reviewed and considered for approval by the Responsible Administrator or designee. No personal use of residence halls is allowed. No long-term external use of guest housing is available. Residence hall requests are approved on a "*first come, first served*" basis. When scheduling conflicts arise, consideration will be given to maximizing the use of the residence hall space, i.e., number of days required and number of guests.

**Testing:** The College will only consider requests to use facilities to conduct testing (e.g., licensing, credentialing, or assessment) when such testing is:

- related to higher education (e.g., ETS, ACT), or
- directly related to a specific Program of Study at the College (e.g., ASE, CMA, CWS, ADA), or
- conducted by a government agency as part of their official function (e.g. mandatory safety training)

**NOTE:** *Qualifying entities that request space for testing activities are expected to assume full responsibility for securing, coordinating, monitoring, and staffing for all activities related to the testing (e.g., preparation, proctoring, processing) and may be responsible for fees associated with custodial or IT services provided by the College.*

### **Protests, Demonstration, Political Activities & Free Speech**

Informational material may be distributed in College buildings by student organizations recognized by the College, but only with the permission of the Responsible Administrator. Such material may be distributed on College property outside of the buildings by individuals or organizations, regardless of whether they are recognized by the College, provided that the Responsible Administrator shall establish

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guidelines relating to time, location, and manner of such distribution, and that the Responsible Administrator has given permission for the distribution.

Materials may not be distributed if they are deemed to interfere with pedestrian or vehicular traffic, disrupt the educational programming of the College, or create a problem of litter.

NOTE: Flyers may not be placed on windshields of vehicles on College property. Costs incurred in removal of any items distributed in violation of these regulations will be billed to the individuals or organizations responsible.

**Adopted:** 07/01/00

**Reviewed:** 2/05/18, 9/18/19, 3/29/21

**Revised:** 3/29/21

**Tags:** facilities, use of College facilities, educational flyers