

OJC IS 9.4: Use of OJC Facilities

Revised: July 2017

Legal or Other Authority: OJC President's Cabinet

GUIDELINES

The facilities of Otero Junior College (OJC) are dedicated primarily for use by students, faculty and staff members for activities and programs directly related to the academic, student and business activities and programs of the college. Academic scheduling is the top priority for the use of college facilities, followed by department-sponsored, student group and other non-academic program activities by entities receiving college funds. OJC allows outside groups to use available space on campus at times when that space is not committed for other college activities.

Request and Approval Process

Facility space requests are handled as follows:

Internal Use: Requests must be made through Administrative Asst. for Instruction for classrooms, Enrollment Management (Calendar Coordinator) for meeting rooms in Macdonald Hall, Assistant Director for International Students for the use of the Humanities Theatre, and the Director for Auxiliary Services for the Student Center and other Auxiliary facilities.

External (non-OJC) Use: Requests for use of OJC facilities by outside groups will be reviewed and approved based on space availability. Outside groups may reserve facilities on a semester-by-semester basis only in order to ensure priority scheduling for college departments and groups. To request space, the group must submit necessary information and equipment/facility requests to: Administrative Asst. for Instruction for use of Classroom space, Enrollment Management (Calendar Coordinator) for meeting rooms in Macdonald Hall, Assistant Director for International Students for use of the Humanities Theatre, and the Director for Auxiliary Services for use of any room in the Student Center and any other Auxiliary Facility.

Requests for use of outdoor facilities/areas will be submitted to the Director for Auxiliary Services.

Provisions of OJC Facility Use

All internal and external groups requesting the use of OJC facilities or space on the campus grounds must comply with the following provisions:

- All space use, outside of that normally reserved for the sponsoring entity, must be requested and approved in advance using the approval process described in this guideline. All applicable fees must be paid 10 days prior to the event.
- The event sponsor must be physically present or have an authorized designee present for the duration of the event to supervise and ensure the space is used for the purpose and in the manner stated on the Facility Use Application. The sponsoring entity is responsible for all applicable costs associated with the space rental, including, but not limited to, rental fees, non-routine clean-up costs, catering fees and supplemental security costs. The event sponsor is also responsible for reimbursing the college for any damage to college property or facilities that occurs in connection with the space use.

- The event sponsor is responsible for leaving the facility or grounds in the same condition in which it was found at the start of the event, including returning any furniture that was moved to its previous location, cleaning up trash or other event materials, removing signage, etc.
- All space use must comply with Colorado Community College System (CCCS) and OJC policies and procedures as well as local, state and federal laws.
- No OJC facility or outdoor space may be used in manner that materially or substantially disrupts learning, administrative or service activities at the college, including, but not limited to:
 - Violence or incitement to imminent violence,
 - Damage to property,
 - Persistent noise at a disruptive level,
 - Obstructing the entrance or exit to any facility or outdoor space or obstructing the free movement of vehicular or pedestrian traffic on a campus sidewalk, walkway, parking lot or street.
- OJC facilities and outdoor space may be used by a variety of groups but may not be used in a manner that makes it appear that the college is endorsing a partisan, political, sectarian or religious position.
- Sponsoring entities using OJC facilities or outdoor space must assume responsibility for protecting the right to free speech, including the rights of speakers to be heard and the rights of the college community to hear speakers. If the potential for disruption at an event is significant, the college may appoint a chairperson to preside at the event who is empowered to ensure reasonable conduct by and courteous treatment of all event participants. The college may also require the provision of security personnel for the protection of event participants and college property.
- All event promotions and advertising materials must clearly identify the individual or group that is sponsoring and/or funding the event.
- Advance approval is required prior to attaching any temporary signs or banners to the exterior of a college facility. Signs, banners or other items hung inside the building may be subject to adjustment or removal by Campus Security or the Facilities Department if they present a safety hazard or obstruct security cameras.
- OJC reserves the right to cancel or delay an event due to weather or other safety conditions that might present unreasonable risk of harm to participants or could result in damage to a college facility or grounds.