

**BOARD OF EDUCATION
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON**

Information Item

Action Item

Subject: First Reading of Policies

Date: June 10, 2020

The following policies are coming to the Board for a first reading:

Old #	New #	Title	Addendum Page #
400	6700	Facility Use / Events	11-13

The associated administrative procedures are being shared as an information item:

Old #	New #	Title	Addendum Page #
N/A	5013	Students in the Military	1-6
N/A	6310	Accounting	7-10
400.01	6700	Facility Use / Events	14-36

See Board Packet Addendum for 1st reading policies and procedures

Recommendation by:

Approved for Consideration:





ADMINISTRATIVE PROCEDURE

TITLE: Students in the Military

ADMINISTRATIVE PROCEDURE # 5013

RELATED TO POLICY # 5010 ADMISSIONS AND CONCURRENT ENROLLMENT

I. Withdrawal Policies for Members of the Military

- A. In no case may a college require a student who is required to report for military duty to withdraw from a course by a specified date in order to receive a full refund of the tuition and fees the student paid to the college for the academic term in which the student was required to report for military service.

- B. If a member of the military chooses to withdraw, the student should complete the Registration and Schedule Change Form as well as submit a copy of their deployment orders. The UCC Veterans Certifying Official will work with the student to provide the documentation.

II. Rights of Student Called to Active Duty

- A. A student who is a member of the military (including the Reserves and U.S. and Oregon National Guard), a member of the commissioned corps of the National Oceanic and Atmospheric Administration, or a member of the Public Health Service of the U.S. Department of Health and Human Services detailed by proper authority for duty with the Army or Navy of the United States, and is called to federal or state active duty for more than 30 consecutive days has the following rights:
 - 1. With regard to a course in which the student is enrolled and for which the student has paid tuition and fees, the right to:
 - a. Withdraw from the course;
 - b. Receive a grade of incomplete and, upon release from active duty, complete the course in accordance with Umpqua Community College practice for completion of incomplete courses; or
 - c. Continue and complete the course for full credit;

2. The right to a credit for all amounts paid for tuition and fees;
- B. The College will honor this withdrawal policy for military students who are called to active duty for 30 days or less.
 - C. If the student elects to withdraw from the College, the student has the right to be reenrolled within one year of his or her initial admissions application without completing a new application. Students who have been away longer than one year will be asked to reapply to ensure all information is current.
 - D. In addition, the student has the right to the continuation of scholarships and grants awarded to the student that were funded by the College or the Office of Student Access and Completion (OSAC) before the student was ordered to active duty. The UCC Veterans Certifying Official will work with the student to provide proper notification.
 - E. If the student elects to withdraw from a course in which they were enrolled, the College will not:
 1. Give the student academic credit for the course from which the student withdraws;
 2. Give the student a failing grade, a grade of incomplete without the proper paperwork, or make any other negative annotation on the student's record; or
 3. Alter the student's grade point average due to the student's withdrawal from the course.
 - F. A student who elects to continue and complete a course for full credit is subject to the following conditions:
 1. Course sessions the student misses due to active duty shall be counted as excused absences and may not adversely impact the student's grade for the course or rank in the student's class.
 2. The student may not be automatically excused from completing course assignments due during the period the student serves on active duty.
 3. A letter grade or a grade of pass may be awarded only if, in the opinion of the faculty member teaching the course, the student completes sufficient work and demonstrates sufficient progress toward meeting course requirements to justify the grade.

REFERENCES:

38 U.S. Code Section 3679
ORS 341.499

RESPONSIBILITY:

The Dean of Student Services is responsible for implementing and updating this procedure.

NEXT REVIEW DATE:

DATE OF ADOPTION:

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:

POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

Complete for Conversions Only

TITLE:	
New BP #:	Old BP # & Title:
AP 5013	
New AP #: Students in the Military	Old AP # & Title:
Revision Date: 3/27/2019	

EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
	<p>Reference: 38 U.S. Code Section 3679 ORS 341.499</p> <p>Withdrawal Policies for Members of the Military In no case may a college require a student who is required to report for military duty to withdraw from a course by a specified date in order to receive a full refund of the tuition and fees the student paid to the college for the academic term in which the student was required to report for military service.</p> <p>[The entity may reference or include local administrative procedures regarding how such a student would withdraw.]</p> <p>Rights of Student Called to Active Duty</p>	<p>Reference: 38 U.S. Code Section 3679 ORS 341.499</p> <p>Withdrawal Policies for Members of the Military In no case may a college require a student who is required to report for military duty to withdraw from a course by a specified date in order to receive a full refund of the tuition and fees the student paid to the college for the academic term in which the student was required to report for military service.</p> <p>If a member of the military chooses to withdraw, the student should complete the Registration and Schedule Change Form as well as submit a copy of their deployment orders. The UCC Veterans Certifying Official will work with the student to provide the documentation.</p> <p>Rights of Student Called to Active Duty</p>

~~A student who is a member of the military (including the Reserves and U.S. and Oregon National Guard), a member of the commissioned corps of the National Oceanic and Atmospheric Administration, or a member of the Public Health Service of the U.S. Department of Health and Human Services detailed by proper authority for duty with the Army or Navy of the United States, and is called to federal or state active duty for more than 30 consecutive days has the following rights:~~

- ~~1) With regard to a course in which the student is enrolled and for which the student has paid tuition and fees, the right to:

 - ~~Withdraw from the course;~~
 - ~~Receive a grade of incomplete and, upon release from active duty, complete the course in accordance with [entity's] practice for completion of incomplete courses; or~~
 - ~~Continue and complete the course for full credit;~~~~
- ~~2) The right to a credit for all amounts paid for room, board, tuition and fees;~~

~~If the student elects to withdraw from the [entity], the student has the right to be readmitted and reenrolled within one year after release from active duty without a requirement of redetermination of admission eligibility. In addition, the student has the right to the continuation of scholarships and grants awarded to the student that were funded by [entity] or~~

A student who is a member of the military (including the Reserves and U.S. and Oregon National Guard), a member of the commissioned corps of the National Oceanic and Atmospheric Administration, or a member of the Public Health Service of the U.S. Department of Health and Human Services detailed by proper authority for duty with the Army or Navy of the United States, and is called to federal or state active duty for more than 30 consecutive days has the following rights:

- 1) With regard to a course in which the student is enrolled and for which the student has paid tuition and fees, the right to:
 - Withdraw from the course;
 - Receive a grade of incomplete and, upon release from active duty, complete the course in accordance with Umpqua Community College practice for completion of incomplete courses; or
 - Continue and complete the course for full credit;
- 2) The right to a credit for all amounts paid for tuition and fees;

The College will honor this withdrawal policy for military students who are called to active duty for 30 days or less.

If the student elects to withdraw from the College, the student has the right to be reenrolled within one year of his or her initial admissions application without completing a new application. Students who have been away longer than one year will be asked to reapply to ensure all information is current.

In addition, the student has the right to the continuation of scholarships and grants awarded to the student that were

~~the Office of Student Access and Completion before the student was ordered to active duty.~~

~~If the student elects to withdraw from a course in which they were enrolled, [entity] will not:~~

- ~~• Give the student academic credit for the course from which the student withdraws;~~
- ~~• Give the student a failing grade or a grade of incomplete or make any other negative annotation on the student's record; or~~
- ~~• Alter the student's grade point average due to the student's withdrawal from the course.~~

~~A student who elects to continue and complete a course for full credit is subject to the following conditions:~~

- ~~• Course sessions the student misses due to active duty shall be counted as excused absences and may not adversely impact the student's grade for the course or rank in the student's class.~~
- ~~• The student may not be automatically excused from completing course assignments due during the period the student serves on active duty.~~
- ~~• A letter grade or a grade of pass may be awarded only if, in the opinion of the faculty member teaching the course, the student completes sufficient work and demonstrates sufficient progress toward meeting course requirements to justify the grade.~~

Approved:

funded by the College or the Office of Student Access and Completion (OSAC) before the student was ordered to active duty. The UCC Veterans Certifying Official will work with the student to provide proper notification.

If the student elects to withdraw from a course in which they were enrolled, the College will not:

- Give the student academic credit for the course from which the student withdraws;
- Give the student a failing grade, a grade of incomplete without the proper paperwork, or make any other negative annotation on the student's record; or
- Alter the student's grade point average due to the student's withdrawal from the course.

A student who elects to continue and complete a course for full credit is subject to the following conditions:

- Course sessions the student misses due to active duty shall be counted as excused absences and may not adversely impact the student's grade for the course or rank in the student's class.
- The student may not be automatically excused from completing course assignments due during the period the student serves on active duty.
- A letter grade or a grade of pass may be awarded only if, in the opinion of the faculty member teaching the course, the student completes sufficient work and demonstrates sufficient progress toward meeting course requirements to justify the grade.

Responsibility:

Approved:



ADMINISTRATIVE PROCEDURE

TITLE: Accounting

ADMINISTRATIVE PROCEDURE # 6310

RELATED TO POLICY # 6300 Fiscal Management

A. Authoritative Requirements

1. The accounting system, including the uniform structure used to record the financial affairs of the College, shall be in accordance with Oregon Local Budget Law and the Oregon Community College Accounting Manual.
2. In addition to the above regulation, federal guidelines and other applicable statutes and regulations, the College is required to present financial statements in accordance with generally accepted accounting principles (GAAP) for special-purpose government engage only in business-type activities. GAAP provides uniform minimum standards and guidelines to financial accounting and reporting. They are the framework within which financial transactions are recorded and reported resulting in financial statements that provide comparability between governmental entities, consistence between accounting periods, and reliability for internal and external users of the statements.

B. Accounting System (software)

1. An accounting system shall be maintained which will provide necessary information for sufficient administration of the College's financial-information needs. The system shall be designed to give assurance to members of the Board of Education, students, faculty, staff, and citizens of the District of proper administration and stewardship of College funds. The Chief Financial Officer or designee shall establish procedures to assure the College's fiscal management is in accordance with the principles contained in federal and state regulations.
2. The College will utilize fund accounting as a control device to separate financial resources and ensure funds are expended in relation to their specified purpose. As required by Oregon Local Budget Law, expenditures shall be recognized in the accounting period in which the liability is incurred and shall be limited to the amount budgeted by appropriation and to the total amount of the budget for each fund.

C. Reporting

The accounting structure supports financial reporting and accreditation requirements. The College shall prepare and submit budget to actual financial reports to the Board of Education at least quarterly and a Comprehensive Annual Financial Report to the Board of Education on an annual basis. In addition, the accounting structure supports the Financial Resources standard of Accreditation.

REFERENCES:

NWCCU Standard 2.E.3
Community College Accounting Manual
ORS 341.709 (Annual Audit)

RESPONSIBILITY:

The Chief Financial Officer is responsible for implementing and updating this procedure.

NEXT REVIEW DATE:

DATE OF ADOPTION:

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:

POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

Complete for Conversions Only

TITLE:	Accounting		
New BP #:	Old BP # & Title:		
New AP #:	Old AP # & Title:	N/A	
	6310		
Revision Date:	4/20/2020		

EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
	<p>References: NWCCU Standard 2.F.4 Community College Accounting Manual ORS 341.709 (Annual Audit)</p> <p>NOTE: Procedures on accounting are legally advised. Local practice may be inserted, so long as it complies with state requirements and auditing standards.</p> <p>NOTE: See also AP 6400 related to annual audit requirement in Oregon law.</p>	<p>Authoritative Requirements</p> <p>The accounting system, including the uniform structure used to record the financial affairs of the College, shall be in accordance with Oregon Local Budget Law and the Oregon Community College Accounting Manual.</p> <p>In addition to the above regulation, federal guidelines and other applicable statutes and regulations, the College is required to present financial statements in accordance with generally accepted accounting principles (GAAP) for special-purpose government engage only in business-type activities. GAAP provides uniform minimum standards and guidelines to financial accounting and reporting. They are the framework within which financial transactions are recorded and reported resulting in financial statements that provide comparability between governmental entities, consistence between accounting periods, and reliability for internal and external users of the statements.</p>

		<p>Accounting System (software)</p> <p>An accounting system shall be maintained which will provide necessary information for sufficient administration of the College's financial-information needs. The system shall be designed to give assurance to members of the Board of Education, students, faculty, staff, and citizens of the District of proper administration and stewardship of College funds. The Chief Financial Officer or designee shall establish procedures to assure the College's fiscal management is in accordance with the principles contained in federal and state regulations.</p> <p>The College will utilize fund accounting as a control device to separate financial resources and ensure funds are expended in relation to their specified purpose. As required by Oregon Local Budget Law, expenditures shall be recognized in the accounting period in which the liability is incurred and shall be limited to the amount budgeted by appropriation and to the total amount of the budget for each fund.</p> <p>Reporting</p> <p>The accounting structure supports financial reporting and accreditation requirements. The College shall prepare and submit budget to actual financial reports to the Board of Education at least quarterly and a Comprehensive Annual Financial Report to the Board of Education on an annual basis. In addition, the accounting structure supports the Financial Resources standard of Accreditation.</p> <p>References: NWCCU Standard 2.F.4 Community College Accounting Manual ORS 341.709 (Annual Audit)</p> <p>RESPONSIBILITY:</p> <p>The Chief Financial Officer is responsible for implementing and updating this procedure.</p>
--	--	--



BOARD POLICY

TITLE: FACILITY USE / EVENTS

BOARD POLICY # 6700 *previously 400 Facility Use / Events*

- A. Consistent with the primary mission of Umpqua Community College, the needs of UCC's educational programs are to be given first priority in determining use of buildings and facilities.
- B. The College will make its buildings and facilities available for community use, providing such use does not interfere with or is not in conflict with the needs of its educational programs or disrupts the operations of the college.
- C. Fees, as appropriate, may be charged for use of college facilities.
- D. No group or organization may use the College's property to unlawfully discriminate on the basis of race, color, religion, ancestry, national origin, military or veteran status, disability, gender, gender identity, gender expression, or sexual orientation, or on any basis prohibited by law.
- E. In granting permission to use these facilities, the College will not discriminate on the basis of viewpoint with regard to organizations engaging in expressive activities on the topics and subject matters articulated above.

Reference: ORS 341.290(4)

RESPONSIBILITY:

The Chief Financial Officer is responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).

NEXT REVIEW DATE:

DATE OF ADOPTION:

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:

POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

Complete for Conversions Only

TITLE: Facility Use/Events
New BP #: BP6700 Old BP # & Title: 400
New AP #: Old AP # & Title:
Revision Date: 5/9/2019

EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
<p>Consistent with the primary mission of Umpqua Community College, the needs of UCC’s educational programs are to be given first priority in determining use of buildings and facilities. The College will make its buildings and facilities available for community use, providing such use does not interfere with or is not in conflict with the needs of its educational programs or disrupts the operations of the college. Fees, as appropriate, may be charged for use of college facilities.</p> <p>RESPONSIBILITY: The Chief Financial Officer is responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).</p>	<p>References: ORS 341.290(4)</p> <p>NOTE: <i>Although this policy is recommended as good practice, it is up to the entity to determine the applicability of this board policy given state law and the entity’s organizational culture.</i></p> <p>There are certain facilities on [name of college]’s campus that are suitable for public use. These buildings and facilities are [designate large auditoriums or other facilities suitable for public use]. Use of these facilities will be approved pursuant to procedure and as provided by [either “law” or “this policy”]. The [CEO] shall establish procedures regarding the use of [entity] property and</p>	<p>Consistent with the primary mission of Umpqua Community College, the needs of UCC’s educational programs are to be given first priority in determining use of buildings and facilities. The College will make its buildings and facilities available for community use, providing such use does not interfere with or is not in conflict with the needs of its educational programs or disrupts the operations of the college. Fees, as appropriate, may be charged for use of college facilities.</p> <p>No group or organization may use the College’s property to unlawfully discriminate on the basis of race, color, religion, ancestry, national origin, military or veteran status, disability, gender, gender identity, gender expression, or sexual orientation, or on any basis prohibited by law.</p>

	<p>facilities, including property designated by the [entity] as suitable for use by community groups, outside contractors, and others.</p> <p>The procedure shall reflect the requirements of applicable law, the procedures shall include reasonable rules regarding the time, place, and manner of use of the [entity's] facilities. They shall assure that persons or organizations using the [entity's] property are charged such fees as are authorized or required by law. Public use of the [entity's] property shall not interfere with scheduled instructional programs or other activities of the [entity] on behalf of students.</p> <p>No group or organization may use the [entity's] property to unlawfully discriminate on the basis of race, color, religion, ancestry, national origin, military or veteran status, disability, gender, [gender identity, gender expression,] [or sexual orientation,] or on any basis prohibited by law.</p> <p>In granting permission to use these facilities, the [entity] will not discriminate on the basis of viewpoint with regard to organizations engaging in expressive activities on the topics and subject matters articulated above.</p>	<p>In granting permission to use these facilities, the College will not discriminate on the basis of viewpoint with regard to organizations engaging in expressive activities on the topics and subject matters articulated above.</p> <p>References: ORS 341.290(4)</p> <p>RESPONSIBILITY: The Chief Financial Officer is responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).</p>
--	--	---



ADMINISTRATIVE PROCEDURE

TITLE: Facility Use / Events

ADMINISTRATIVE PROCEDURE # 6700 *was 400.01*

RELATED TO POLICY # 6700 Facility Use / Events

A. General Terms and Conditions. The following general terms and conditions apply to all events:

1. The College reserves the right to waive any specific conditions or to place other requirements or restrictions on the use of a college facility as deemed necessary for the efficient operation of the College.
2. Memorandum of Use, MOU, may be negotiated by the College with its partners or outside organizations and will take precedence over, and or addend the AP6700.
3. Authorization to use college facilities will be automatically rescinded when the College must close due to inclement weather or other emergency conditions and the applicant will be provided with a full refund.
4. The College reserves the right to reschedule, relocate, or cancel a facility reservation due to extraordinary circumstances that result in building impairment/closure, such as HVAC failure, water shutdown, etc. Affected groups will be notified as soon as decision is made to close the facility and a full refund will be provided. Alternative arrangements will be offered when available.
5. The Special Events department is responsible for final decisions in resolving scheduling conflicts for non-academic events.
6. All events on campus that request food to be serviced must choose from the vendors on the Approved Food Services Provider List that could be found on the Food and Drink section of the Events & Ticketing website. Food service providers could be added to the list at any time after entering into the Food Services Provider Agreement with the College through the Purchasing department. The person/organization using the UCC facility will need to contract separately with an approved food service provider for events held on campus. Payment to the food service provider is from the person/organization responsible for the event.
 - a. Home-prepared food may not be served to the public.

- b. Smaller internal campus caterings (refreshments, cookies, snacks) could be provided by the College Store.
 - c. Items that are purchased service-ready from a licensed commercial caterer (i.e. deli trays, baked goods and fruit trays) must meet Douglas County requirements during transport, holding and serving. The organizer is responsible for providing proof of purchase/receipt of the service-ready items the date and time cannot exceed the requirements set forth by Douglas County Requirements. The organizer of the event is responsible for maintaining temperature, sanitation, safety and for eliminating the possibility of cross contamination.
7. The Southern Oregon Wine Institute will have the right of first refusal for all alcohol served on campus.
 - a. A completed Request to Serve Alcohol form is required for all internal and external events in order to request the use of alcohol. The form must be submitted to Special Events no later than 30 days prior to the event date. Alcohol service will not be scheduled until the completed form is received.
 - b. Payment for alcohol with college funds is not allowed. The payment source for alcohol will be stated on the Request to Serve Alcohol form.
 8. For free speech and distribution of materials related questions refer to Board Policy 723 and administrative procedures 723.01

B. Responsibilities of Users. Users of all college facilities are responsible for:

1. Complying with applicable federal, state, and county regulations.
2. Adhering to all college policies and procedures, including campus parking regulations, the Use of Alcohol, Intoxicants and Controlled Substances, Smoking and Use of Tobacco Policy and Procedures, etc. Alcoholic beverages may not be served on college premises without the written approval of the President or designee and securing the proper licensing, permitting, insurance, and meeting all local and state requirements related to usage control.
3. Assuming all financial responsibility for damages beyond normal wear caused to individuals and to college property during its use.
4. Using the area designated as reserved and no other area of the college facility, except public areas (e.g., restrooms, vending areas).
5. Using the requested facilities "as is." Users may not temporarily or permanently alter elements of any facility as described below:
 - a. A facility user may not mark, puncture, or deface in any manner equipment and furnishings, including floors, doors, windows, mirrors, walls, and ceilings.

- b. A facility user may not remove or displace furniture, equipment, college-related signs, banners, posters, etc., without the written permission of the College.
 - c. Permission must be granted by Facilities prior to hanging of any signage. Once permission is granted, signage must be hung as directed and removed by the user at the conclusion of the event.
 - d. If banner/sign placement requires facility assistance, requests should be placed using scheduling software at time of making the reservation for appropriate work orders to be placed.
 - e. For additional restrictions users should refer to the Facility Use Agreement.
 - f. Non-compliance with these requirements may result in additional charges to the user for costs incurred by the College.
6. Restoring the facility to pre-use condition, unless other arrangements are made with the Facilities and Special Events departments.
 7. Not altering, covering, or removing art and exhibits.
 8. Making financial restitution for any damage incurred during the event for which college facilities were reserved. If damages are incurred, users/renters, at the discretion of the College, may not be permitted to reserve future events. Final decisions regarding damages will be made by the Chief Financial Officer.
 9. Notifying Special Events of the intent to cancel the reservation of facilities in advance of the scheduled event.

C. Restrictions on College Facility Use.

1. College officials may not be refused entry to college facilities at any time.
2. Users of college facilities may not limit, restrict, disrupt, or in any way inhibit the normal instructional programs of the College or other college activities.
3. Sex offender registrants seeking to attend any college function/event or to enter any college facility are required to obtain college approval from the Office of the Provost in conjunction with the Security department. On a case by case basis, the College may decide to restrict access to college facilities that are not for the sole purpose of attending classes and participating in any class-related activity or preparation.
4. Sex offender registrants who are the parent or legal guardian of a student who will be participating in an event, such as commencement, program completion, sporting event, or performance, must jointly with the student seek approval from

the Office of the Provost in conjunction with the Office of Facilities and Security prior to attending any college function/event or entering any college facilities.

5. Individuals trespassed from campus facilities are not allowed on college property.

6. Use of the Gymnasium:

a. Use of the gymnasium is limited to:

- 1) current UCC students, faculty, and staff;
- 2) other teams invited by the Director of Athletics;
- 3) events and functions approved through the sponsorship or use of facilities processes; and

4) College approved events.

a) Other gymnasium rentals are considered on a case-by-case basis with approval of the Director of Athletics.

b) Non-marking athletic shoes are required by all users on the court floor. Cleats are not permitted in the gym at any time. High heels may not be worn on the court floor or adjacent team seating areas. Footwear restrictions, other than cleats, are waived if the gym floor is covered by protective matting.

c) Hanging on the basketball rim is not permitted.

d) Hitting, kicking, or bouncing of balls against the walls, divider curtain, or bleachers, or using these surfaces as a practice surface is not permitted.

e) The use of basketballs, volleyballs, indoor soccer balls, tennis balls, and whiffle golf balls are permitted in the gymnasium. Hitting of baseballs is permitted only within the netted area and with appropriate floor matting/padding.

f) The use of tape or other adhesive materials that may come in direct contact with the finished floor surface is prohibited.

g) The gymnasium is a shared use facility for the UCC community. All college policies and procedures apply to the intended use and care of the facility. Appropriate sanctions may apply to persons, teams, or guests found to be in violation of college policies and procedures.

D. Scheduling Priority. Consistent with the primary mission of the College, the following facility use priorities will be given based on the user priority and then chronologically by date requested. The following is the user priority in the order listed:

1. *College Instruction*: Events related to the academic mission of the college including classes and open lab hours.
 - a. Process: In each academic term, credit and continuing education courses will be given first priority in scheduling. The specific facility space may be preassigned by the academic scheduler. Other room assignments will be made based on available room features, course requirements, and room capacity, as approved by the academic scheduler. Additional pre-assignments may be considered to accommodate the needs of specific instructors for courses.
2. *College Workshops, seminars, conferences*:
 - a. Process: All spaces and resources such as audio-visual equipment, technical services, set-up/tear down should be reserved in the College's web-based space scheduling software generally 30 days prior to the event. Departments holding the event may be responsible for set up/tear down charges if the general fund resources for set up are not available.
3. *College Business*: Events related to college business such as faculty/staff trainings, orientations, department, advisory committee and affinity group meetings, recruiting and outreach events.
 - a. Process. All college meetings and events must have a space reserved in the College's web-based space scheduling software. College faculty and staff must make a request for all spaces using scheduling software (<https://www.umpqua.edu/events-ticketing>). For best consideration, the request must be made 30 days before the meeting or event to ensure that a space is approved and reserved. Additional resources such as *audio-visual equipment* and technical services, etc. will need to be reserved through scheduling software. The UCC department organizing the event is responsible for coordinating all activities before, during, and after the event. Department may be responsible for costs associated with set up/tear down, equipment use or other expenses if general fund resources are not available.
4. *Sponsored Events*: Events where Umpqua Community College, Umpqua Community College Foundation, and/or officially recognized student organizations partner with outside groups or organizations to sponsor educational programs and events which contribute to college students' out-of-classroom learning experiences or which foster a more healthful, multi-cultural, and respectful campus community.
 - a. Eligibility: Events must meet all three of the following requirements in order to be eligible for sponsorship:
 - 1) The requestor must be either a UCC department or a student organization recognized by the College.
 - 2) The event must support the academic mission of the college.

- 3) The event must be educational in nature, be open to all college students, and/or have the potential for campus-wide impact.
- b. Process: The requesting college department or student organization must obtain an estimate of the costs associated with the event from the Special Events department. A complete Event Sponsorship Request Form with the cost estimate must be submitted to the Senior Leadership Team for approval before the event could be scheduled. If the event is approved, the external organization involved will be required to complete and sign a Facility Use Agreement. Allow for at least 30 days prior to the event for scheduling space and resources through scheduling software.
- c. Terms and Conditions: In addition to Sections 2, 3, and 4 of this procedure the following apply:
 - 1) The UCC sponsor is responsible for coordinating all activities before, during, and after the event.
 - 2) One department representative or two student organization representatives must be present at the event for the duration of the reservation period, including any rehearsal, set-up, and/or takedown periods.
- d. Fees: The facility rental fee may be waived or reduced for a sponsored event. However, other charges and fees may apply.
5. *UCC Student Events*. Events organized by the ASUCC Leadership Board, ASUCC Leadership Team, or students completing an academic course assignment.
 - a. Approval: All student events involving the use of college facilities at any location must be approved by the Director of Student Life and Campus Engagement. As part of the approval process, risk assessment will be conducted and determination will be made as to whether additional liability insurance is required.
 - b. Space Use Priority: Student activities have priority use of the public spaces in the LaVerne Murphy Student Center.
 - c. Terms and Conditions: In addition to Section 2, 3, and 4 of this procedure the following apply:
 - 1) The Director of Student Life and Campus Engagement will assist in the identification of all necessary services including the following:
 - a) Facilities
 - b) Set-up/Teardown
 - c) Technical support (media, theater sound/lighting/stage)
 - d) Custodial

- e) Security
 - f) Emergency Medical Technician
 - g) Catering
 - h) Alcohol Service
- 1) The organizer of an approved program or event must reserve the desired facility in accordance with campus policy and based on facility availability.
 - 2) The organizer of the event is responsible for coordinating all activities before, during, and after the event, and must be physically present for the entire duration of the event.
- d. Fees: The facility rental fee is waived for a student event. Any services which incur a fee must be paid for by the student organization.
6. *Non-College Events:* Any event organized by an individual or organization unaffiliated with the College.
- a. Process: Special Events is responsible for processing and approving all non-college facility use requests.
 - 1) A completed Facility Use Agreement is required for all non-college events in order to request Special Events services.
 - a) The contract must be submitted to Special Events no later than 30 days prior to the first date of the event.
 - b) Special Events services will not be scheduled until the completed contract is received.
7. Terms and Conditions: In addition to Sections B, D, and D of this procedure, the following will apply:
- a. Approval of submitted applications to use college facilities does not constitute college endorsement of views expressed or held by the using groups or individuals, and no advertisement will indicate college support of the scheduled function.
 - b. Prior to final application approval, all external groups and individuals using the college facilities must present to the College a certificate of liability insurance naming Umpqua Community College as an additional insured in an amount deemed appropriate at the sole discretion of the College.
 - c. The College assumes no liability for injuries or losses, which results from the actions of such groups or individuals.

- d. The College reserves the right to revoke an applicant's application to use its facilities if the College determines that any information contained in the application is false, misleading, or a misrepresentation of the sponsor or intended activity.
- e. Public/community groups must release the College from any and all expenses that may be incurred from necessary rescheduling, relocation, or cancellation of approved events as referenced in section 1 c and d.
- f. Public/community groups may not publicize the event for which college facilities are being requested prior to receiving reservation confirmation from Special Events.
- g. College facilities may not be used for activities which duplicate college classes, programs, or activities which are in conflict with established college objectives or policies.
- h. The College is not responsible when users/renters oversell tickets. Refunds due to the oversale of tickets is the responsibility of the user/renter.
- i. When promoting an event, the organization may use the college and the campus name to direct attendees. The use of the college logo is prohibited.
- j. Fees
 - 1) The College establishes a fee schedule for the use of college facilities for non-college events. The fee schedule differentiates between non-profit and for-profit organizations. The Facility Fee Schedule is available online: <https://www.umpqua.edu/event-forms-publications>.
 - 2) Additional fees may be incurred for the following Special Events services:
 - a) Technical support (media, theater sound/lighting/stage)
 - b) Custodial
 - c) Security
 - d) Set-up/Teardown
 - e) Cancellation Fee
 - f) Coordination Fee
 - g) Catering Services
 - h) Alcohol Service
 - 3) Fee adjustments and exceptions must be approved by the Chief Financial Officer. Organizations with past due accounts from previous events will not be approved for future events until the balance has been paid.

References:

Clark v. Community For Creative Non-Violence (1984) 468 U.S. 288, 104 S.Ct. 3065, 82 L.Ed.2d 221
ORS 341.290(4)

RESPONSIBILITY:

The Chief Financial Officer is responsible for implementing and updating this procedure.

NEXT REVIEW DATE:

DATE OF ADOPTION: 11/19/2019 by CC

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:

POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

Complete for Conversions Only

TITLE: Facility Use/Events
New BP #: AP6700 Old BP # & Title: 400.01
New AP #: Old AP # & Title:
Revision Date: 5/9/2019

EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
<p>1. Scheduling Priority. Consistent with the primary mission of the College, the following facility use priorities will be given based on the user priority and then chronologically by date requested. The following is the user priority in the order listed:</p> <ul style="list-style-type: none"> a. <i>College Instruction:</i> Events related to the academic mission of the college including classes and open lab hours. <ul style="list-style-type: none"> i. Process: In each academic term, credit and continuing education courses will be given first priority in scheduling. The specific facility space may be preassigned by the academic scheduler. Other room assignments will be made based on available room features, course requirements, and room capacity, as approved by the academic scheduler. Additional pre-assignments may be considered to accommodate the needs of specific instructors for courses. 	<p>References: References: <i>Clark v. Community For Creative Non-Violence</i> (1984) 468 U.S. 288, 104 S.Ct. 3065, 82 L.Ed.2d 221 ORS 341.290(4)</p> <p style="background-color: yellow;">NOTE: <i>Although this policy is recommended as good practice, it is up to the entity to determine the applicability of this</i></p>	<p>1. Scheduling Priority. Consistent with the primary mission of the College, the following facility use priorities will be given based on the user priority and then chronologically by date requested. The following is the user priority in the order listed:</p> <ul style="list-style-type: none"> a. <i>College Instruction:</i> Events related to the academic mission of the college including classes and open lab hours. <ul style="list-style-type: none"> i. Process: In each academic term, credit and continuing education courses will be given first priority in scheduling. The specific facility space may be preassigned by the academic scheduler. Other room assignments will be made based on available room features, course requirements, and room capacity, as approved by the academic scheduler. Additional pre-assignments may be considered to accommodate the needs of specific instructors for courses. b. <i>College Business:</i> Events related to college business such as faculty/staff trainings, orientations and department meetings. <ul style="list-style-type: none"> i. Process. All internal College meetings and events must have a space reserved in the

<p>b. <i>College Business</i>: Events related to college business such as faculty/staff trainings, orientations and department meetings.</p> <p>i. Process. All internal College meetings and events must have a space reserved in the college's web-based space scheduling software. College faculty and staff must make a request for all spaces (https://www.umpqua.edu/events-ticketing). For best consideration, the request must be made well in advance of the meeting or event to ensure that a space is approved and reserved. The scheduling and use of services such as food service, media service, etc. will not be scheduled or considered without a reservation.</p> <p>c. <i>Sponsored Events</i>: Events where Umpqua Community College, Umpqua Community College Foundation, and/or officially recognized student organizations partner with outside groups or organizations to sponsor educational programs and events which contribute to college students' out-of-classroom learning experiences or which foster a more healthful, multi-cultural, and respectful campus community.</p> <p>i. Eligibility: Events must meet all three of the following requirements in order to be eligible for sponsorship:</p> <ul style="list-style-type: none"> • The requestor must be either a UCC department or a student organization recognized by the College. 	<p><i>administrative procedure given state law and the entity's organizational culture. Where noted, this procedure is legally advised. Local practice may be inserted, but should contain the elements contained below.</i></p> <p>General Provisions [Entity] facilities designated as public forums are available for community use when such use does not conflict with [entity] programs and operations. Facility use shall be limited to places and times identified by the [designate administrator's position], but shall be sufficiently frequent, and available on specific dates and times, so as to allow meaningful use by outside groups. Except as provided in</p>	<p>College's web-based space scheduling software. College faculty and staff must make a request for all spaces (https://www.umpqua.edu/events-ticketing). For best consideration, the request must be made well in advance of the meeting or event to ensure that a space is approved and reserved. The scheduling and use of services such as food service, audio-visual equipment and technical media services, etc. will not be scheduled or considered without a reservation.</p> <p>c. <i>Sponsored Events</i>: Events where Umpqua Community College, Umpqua Community College Foundation, and/or officially recognized student organizations partner with outside groups or organizations to sponsor educational programs and events which contribute to college students' out-of-classroom learning experiences or which foster a more healthful, multi-cultural, and respectful campus community.</p> <p>i. Eligibility: Events must meet all three of the following requirements in order to be eligible for sponsorship:</p> <ul style="list-style-type: none"> • The requestor must be either a UCC department or a student organization recognized by the College. • The event must support the academic mission of the college. • The event must be educational in nature, be open to all college students, and/or have the potential for campus-wide impact. <p>ii. Process: The requesting college department or student organization must complete and submit a location reservation in college's web-based space scheduling software, which will be held tentatively until the approval process is complete, and an Event Sponsorship Request Form to the Special Events Office at least 3045 days</p>
--	--	--

<ul style="list-style-type: none"> • The event must support the academic mission of the college. • The event must be educational in nature, be open to all college students, and/or have the potential for campus-wide impact. <p>ii. Process: The requesting college department or student organization must complete and submit a location reservation in college’s web-based space scheduling software, which will be held tentatively until the approval process is complete, and an Event Sponsorship Request Form to the Special Events Office at least 30 days prior to the event. The sponsorship must be approved by the Senior Leadership Team (President’s leadership group). If the event is approved, the external organization involved will be required to complete and sign a Facility Use Agreement.</p> <p>iii. Terms and Conditions: In addition to Sections 2, 3, and 4 of this procedure the following apply:</p> <ul style="list-style-type: none"> • The UCC sponsor is responsible for coordinating all activities before, during, and after the event. • One department representative or two student organization representatives must be present at the event for the duration of the reservation period, 	<p>these procedures, or as authorized by law, no organizations shall be denied the use of [entity] facilities because of the content of the speech to be undertaken during the use.</p> <p>The [designate position] is responsible for the coordination and implementation of these procedures. The [designate position] shall determine all applicable fees to be charged.</p> <p>Outside the designated public forum areas, the following shall apply: All user groups shall be required to provide the [entity] with a hold harmless and indemnification agreement acknowledging that they will be financially responsible for any losses,</p>	<p>prior to the event. The sponsorship must be approved by the Senior Leadership Team (President’s leadership group). If the event is approved, the external organization involved will be required to complete and sign a Facility Use Agreement.</p> <p>iii. Terms and Conditions: In addition to Sections 2, 3, and 4 of this procedure the following apply:</p> <ul style="list-style-type: none"> • The UCC sponsor is responsible for coordinating all activities before, during, and after the event. • One department representative or two student organization representatives must be present at the event for the duration of the reservation period, including any rehearsal, set-up, and/or takedown periods. <p>iv. Fees: The facility rental fee may be waived or reduced for a sponsored event. However, other charges and fees may apply.</p> <p>d. <i>UCC Student Events</i>. Events organized by the ASUCC Leadership Board, ASUCC Leadership Team, or students completing an academic course assignment.</p> <p>i. Approval: All student events involving the use of college facilities at any location must be approved by the Director of Student Life and Campus Engagement. As part of the approval process, risk assessment will be conducted and determination will be made as to whether additional liability insurance is required.</p> <p>ii. Space Use Priority: Student activities have priority use of the public spaces in the LaVerne Murphy Student Center.</p> <p>iii. Terms and Conditions: In addition to Section 2, 3, and 4 of this procedure the following apply:</p> <ul style="list-style-type: none"> • The Director of Student Life and Campus Engagement will assist in
--	---	---

<p>including any rehearsal, set-up, and/or takedown periods.</p> <p>iv. Fees: The facility rental fee may be waived or reduced for a sponsored event. However, other charges and fees may apply.</p> <p>d. <i>UCC Student Events.</i> Events organized by the ASUCC Leadership Board, ASUCC Leadership Team, or students completing an academic course assignment.</p> <p>i. Approval: All student events involving the use of college facilities at any location must be approved by the Director of Student Life and Campus Engagement. As part of the approval process, risk assessment will be conducted and determination will be made as to whether additional liability insurance is required.</p> <p>ii. Space Use Priority: Student activities have priority use of the public spaces in the LaVerne Murphy Student Center.</p> <p>iii. Terms and Conditions: In addition to Section 2, 3, and 4 of this procedure the following apply:</p> <ul style="list-style-type: none"> • The Director of Student Life and Campus Engagement will assist in the identification of all necessary services including the following: <ul style="list-style-type: none"> ○ Facilities ○ Set-up/Teardown ○ Technical support (media, theater 	<p>damages, or injuries incurred by any person as a result of their use of the facilities. All user groups shall also be required to provide a certificate of insurance with limits acceptable to the [entity] and/or other proof of financial responsibility acceptable to the [entity].</p> <p>NOTE: <i>The following language is legally advised.</i></p> <p>Rules for Facilities Use Requests for use of the [entity's] facilities must be made at least [specify number of days, ideally no more than 10 business days] days in advance of the first date of use being requested. Requests shall be made to [designate official] on forms provided by the [</p>	<p>the identification of all necessary services including the following:</p> <ul style="list-style-type: none"> ○ Facilities ○ Set-up/Teardown ○ Technical support (media, theater sound/lighting/stage) ○ Custodial ○ Security ○ Emergency Medical Technician ○ Catering ○ Alcohol Service <ul style="list-style-type: none"> • The organizer of an approved program or event must reserve the desired facility in accordance with campus policy and based on facility availability. • The organizer of the event is responsible for coordinating all activities before, during, and after the event, and must be physically present for the entire duration of the event. • Distribution of materials related to the student event can be found in Board Policy 723 and related administrative procedure 723.01. <p>iv. Fees: The facility rental fee is waived for a student event. Any services which incur a fee must be paid for by the student organization.</p> <p>e. <i>Non-College Events:</i> Any event organized by an individual or organization unaffiliated with the College.</p> <p>i. Process: Special Events is responsible for processing and approving all non-college facility use requests.</p> <ul style="list-style-type: none"> • A completed Facility Use Agreement is required for all non-college events in order to request Special Events services.
--	---	---

<p>sound/lighting/stage)</p> <ul style="list-style-type: none"> o Custodial o Security o Emergency Medical Technician o Catering o Alcohol Service <ul style="list-style-type: none"> • The organizer of an approved program or event must reserve the desired facility in accordance with campus policy and based on facility availability. • The organizer of the event is responsible for coordinating all activities before, during, and after the event, and must be physically present for the entire duration of the event. • Distribution of materials related to the student event can be found in Board Policy 723 and related administrative procedure 723.01. <p>iv. Fees: The facility rental fee is waived for a student event. Any services which incur a fee must be paid for by the student organization.</p> <p>e. <i>Non-College Events:</i> Any event organized by an individual or organization unaffiliated with the College.</p> <ul style="list-style-type: none"> ii. Process: Special Events is responsible for processing and approving all non-college facility use requests. 	<p>entity]. Authorization to use the facilities shall be based on a reservation system and the priorities for student and other use detailed at the end of this section.</p> <p>NOTE: <i>This request requirement does not apply to groups intending to use available designated public forums for expressive activities. Rules applicable to those areas are described in the procedure for Speech: Time, Place, and Manner.</i></p> <p>Permission to use [entity] facilities shall not be granted for a period to exceed one fiscal year.</p> <p>NOTE: <i>The following paragraph is optional. The entity may include the following provision to</i></p>	<ul style="list-style-type: none"> o The contract must be submitted to Special Events no later than 30 45 days prior to the first date of the event. o Special Events services will not be scheduled until the completed contract is received. <p>ii. Terms and Conditions: In addition to Sections 2, 3, and 4 of this procedure, the following will apply:</p> <ul style="list-style-type: none"> • Approval of submitted applications to use college facilities does not constitute college endorsement of views expressed or held by the using groups or individuals, and no advertisement will indicate college support of the scheduled function. • Prior to final application approval, all external groups and individuals using the college facilities must present to the College a certificate of liability insurance naming Umpqua Community College as an additional insured in an amount deemed appropriate at the sole discretion of the College. • The College assumes no liability for injuries or losses, which results from the actions of such groups or individuals. • The College reserves the right to revoke an applicant's application to use its facilities if the College determines that any information contained in the application is false, misleading, or a misrepresentation of the sponsor or intended activity. • Public/community groups must release the College from any and all expenses that may be incurred from necessary rescheduling,
---	---	--

<ul style="list-style-type: none"> • A completed Facility Use Agreement is required for all non-college events in order to request Special Events services. <ul style="list-style-type: none"> ◦ The contract must be submitted to Special Events no later than 30 days prior to the first date of the event. ◦ Special Events services will not be scheduled until the completed contract is received. <p>ii. Terms and Conditions: In addition to Sections 2, 3, and 4 of this procedure, the following will apply:</p> <ul style="list-style-type: none"> • Approval of submitted applications to use college facilities does not constitute college endorsement of views expressed or held by the using groups or individuals, and no advertisement will indicate college support of the scheduled function. • Prior to final application approval, all external groups and individuals using the college facilities must present to the College a certificate of liability insurance 	<p><i>prevent overnight use, including demonstrations, so long as the entity's purpose is unrelated to the content of any expected speech or other expression.</i></p> <p>Overnight camping on [entity] facilities, including in the designated public forum areas, is prohibited. No person or organization may use any [entity] facility for living accommodation purposes such as sleeping activities, or making preparations to sleep, including the laying down of bedding for the purpose of sleeping, carrying on cooking activities, or storing personal belongings (except facilities specifically identified for such cooking or storage), or making any fire, or using any tents or</p>	<p>relocation, or cancellation of approved events.</p> <ul style="list-style-type: none"> • Public/community groups may not publicize the event for which college facilities are being requested prior to receiving approval from Special Events. • College facilities may not be used for activities which duplicate college classes, programs, or activities which are in conflict with established college objectives or policies. • The College is not responsible when users/renters oversell tickets. Refunds due to the oversale of tickets is the responsibility of the user/renter. • When promoting an event, the organization may use the college and the campus name to direct attendees. The use of the college logo is prohibited. <p>iii. Fees</p> <ul style="list-style-type: none"> • The UCC Board of Education establishes a fee schedule for the use of college facilities for non-college events. The fee schedule differentiates between non-profit and for-profit organizations. The Facility Rental Fee Schedule is available online: https://www.umpqua.edu/venues/e-vent-forms-publications. • Additional fees may be incurred for the following Special Events services: <ul style="list-style-type: none"> ◦ Technical support (media, theater sound/lighting/stage) ◦ Custodial ◦ Security ◦ Set-up/Teardown ◦ Cancellation Fee
---	--	--

<p>naming Umpqua Community College as an additional insured in an amount deemed appropriate at the sole discretion of the College.</p> <ul style="list-style-type: none"> • The College assumes no liability for injuries or losses, which results from the actions of such groups or individuals. • The College reserves the right to revoke an applicant's application to use its facilities if the College determines that any information contained in the application is false, misleading, or a misrepresentation of the sponsor or intended activity. • Public/community groups must release the College from any and all expenses that may be incurred from necessary rescheduling, relocation, or cancellation of approved events. • Public/community groups may not publicize the event for which college facilities are being requested prior to receiving approval from Special Events. • College facilities may not be used for activities which duplicate college classes, programs, or 	<p>other structure for sleeping, or doing any digging or earth breaking.</p> <p>All charges for the use of [entity] facilities are payable [insert number] hours in advance.</p> <p>Any persons applying for use of [entity] property on behalf of any groups shall be a member of the groups and, unless he/she is an officer of the group, must present written authorization to represent the group. Each person signing an application shall, as a condition of use, agree to be held financially responsible in the case of loss or damage to [entity] property.</p> <p>The [entity] may require security personnel as a condition of use whenever it is deemed to be in the [entity] 's best interests.</p>	<ul style="list-style-type: none"> ○ Coordination Fee ○ Food Services ○ Alcohol Service <ul style="list-style-type: none"> • Fee adjustments and exceptions must be approved by the Director of Special Events. Organizations with past due accounts from previous events will not be approved for future events until the balance has been paid. <p>2. General Terms and Conditions. The following general terms and conditions apply to all events:</p> <ol style="list-style-type: none"> a. The College reserves the right to waive any specific conditions or to place other requirements or restrictions on the use of a college facility as deemed necessary for the efficient operation of the College. b. The use of college facilities will be automatically closed when the College must close due to inclement weather or other emergency conditions and the applicant will be provided with a full refund. c. The College reserves the right to reschedule, relocate, or cancel a facility reservation due to extraordinary circumstances. Affected groups will be notified in advance when possible, to allow alternative arrangements to be made. d. The Director of Special Events is responsible for final decisions in resolving scheduling conflicts. e. All events on campus that request food to be serviced must choose from the vendors on the <u>Approved Food Services Provider List</u>. <u>Food service providers</u> could be added to the list at any time after entering into the Food Services Provider <u>Agreement</u> with the College. The person/organization using the UCC facility will need to contract separately with an approved food service provider for events held on campus. Payment to the food service provider is from the person/organization responsible for the event. <ul style="list-style-type: none"> • Home-prepared food may not be served to the public.
--	---	--

<p>activities which are in conflict with established college objectives or policies.</p> <ul style="list-style-type: none"> The College is not responsible when users/renters oversell tickets. Refunds due to the oversale of tickets is the responsibility of the user/renter. When promoting an event, the organization may use the college and the campus name to direct attendees. The use of the college logo is prohibited. <p>iii. Fees</p> <ul style="list-style-type: none"> The UCC Board of Education establishes a fee schedule for the use of college facilities for non-college events. The fee schedule differentiates between non-profit and for-profit organizations. The Facility Rental Fee schedules is available online: _____(link.). Additional fees may be incurred for the following Special Events services: <ul style="list-style-type: none"> Technical support (media, theater sound/lighting/stage) Custodial Security Set-up/Teardown 	<p>No person applying for use of [entity] property shall be issued a key to [entity] facilities.</p> <p>Future facility requests may be denied on grounds including, but not limited to, abuse or misuse of [entity] property and failure to pay promptly for any damage to [entity] property.</p> <p>No alcoholic beverages, intoxicants, controlled substances, or tobacco <i>in any form</i> shall be brought onto the property of the [entity]. Persons under the influence of alcohol, intoxicants, or controlled substances shall be denied participation in any activity.</p> <p>No structures, electrical modifications, or</p>	<ul style="list-style-type: none"> Smaller internal campus caterings (refreshments, cookies, snacks) could be provided by the College Store. Items that are purchased service-ready from a licensed commercial caterer (i.e. deli trays, baked goods and fruit trays) must meet Douglas County requirements during transport, holding and serving. The organizer is responsible for providing proof of purchase/receipt of the service-ready items the date and time cannot exceed the requirements set forth by Douglas County Requirements. The organizer of the event is responsible for maintaining temperature, sanitation, safety and for eliminating the possibility of cross contamination. <p>f. The Southern Oregon Wine Institute will have the right of first refusal for all alcohol served on campus.</p> <ul style="list-style-type: none"> A completed Request to Serve Alcohol form is required for all internal and external events in order to request the use of alcohol. The form must be submitted to Special Events no later than 30 45 days prior to the event date. Alcohol service will not be scheduled until the completed form is received. Payment for alcohol with college funds is not allowed. The payment source for alcohol will be stated on the Request to Serve Alcohol form. <p>3. Responsibilities of Users. Users of all college facilities are responsible for:</p> <ol style="list-style-type: none"> Complying with applicable federal, state, and county regulations. Adhering to all college policies and procedures, including campus parking regulations, the Use of Alcohol, Intoxicants and Controlled Substances, Smoking and Use of Tobacco Policy and Procedures, etc. Alcoholic beverages may not be served on college premises without the written approval of the President or designee and securing
--	--	---

<ul style="list-style-type: none"> ○ Cancellation Fee ○ Coordination Fee ○ Catering ○ Alcohol Service • Fee adjustments and exceptions must be approved by the Food Services and Special Events Director. Organizations with past due accounts from previous events will not be approved for future events until the balance has been paid. <p>2. General Terms and Conditions. The following general terms and conditions apply to all events:</p> <ul style="list-style-type: none"> a. The College reserves the right to waive any specific conditions or to place other requirements or restrictions on the use of a college facility as deemed necessary for the efficient operation of the College. b. The use of college facilities will be automatically closed when the College must close due to inclement weather or other emergency conditions and the applicant will be provided with a full refund. c. The College reserves the right to reschedule, relocate, or cancel a facility reservation due to extraordinary circumstances. Affected groups will be notified in advance when possible, to allow alternative arrangements to be made. d. The Food Services and Special Events Director is responsible for final decisions in resolving scheduling conflicts. 	<p>mechanical apparatus may be erected or installed on [entity] property without specific written approval by the [designate position].</p> <p>All decorative materials, including but not limited to draperies, hangings, curtains, and drops shall be made or treated with flame-retardant processes approved by the State Fire Marshall.</p> <p>Approved:</p>	<p>the proper licensing, permitting, insurance, and meeting all local and state requirements related to usage control.</p> <ul style="list-style-type: none"> c. Assuming all financial responsibility for damages caused to individuals and to college property during its use. d. Using the area designated as reserved and no other area of the college facility, except public areas (e.g., restrooms, vending areas). e. Using the requested facilities "as is." Users may not temporarily or permanently alter any element of any facility on campus. f. Notifying Special Events of the intent to cancel the reservation of facilities in advance of the scheduled event. g. Restoring the facility to pre-use condition, unless other arrangements are made with the Facilities and Special Events departments. h. Not altering, covering, or removing art and exhibits. i. Making financial restitution for any damage incurred during the event for which college facilities were reserved. If damages are incurred, users/renters, at the discretion of the College, may not be permitted to reserve future events. Final decisions regarding damages will be made by the Chief Financial Officer. <p>4. Restrictions on College Facility Use.</p> <ul style="list-style-type: none"> a. College officials may not be refused entry to college facilities at any time. b. Users of college facilities may not limit, restrict, disrupt, or in any way inhibit the normal instructional programs of the College or other college activities. c. Users of college facilities may not alter college facilities as described below: <ul style="list-style-type: none"> • A facility user may not mark, puncture, or deface in any manner equipment and furnishings, including floors, doors, windows, mirrors, walls, and ceilings. • A facility user may not remove or displace furniture, equipment, college-related signs, banners,
---	---	---

<p>e. The College reserves the right of first refusal for the provision of food services. If the College determines that it is unable to provide the needed service, food may only be provided by licensed commercial caterers.</p> <p>f. The Southern Oregon Wine Institute will have the right of first refusal for all alcohol served on campus.</p> <ul style="list-style-type: none"> • A completed Request to Serve Alcohol form is required for all internal and external events in order to request the use of alcohol. The form must be submitted to Special Events no later than 30 days prior to the event date. Alcohol service will not be scheduled until the completed form is received. • Payment for alcohol with college funds is not allowed. The payment source for alcohol will be stated on the Request to Serve Alcohol form. <p>3. Responsibilities of Users. Users of all college facilities are responsible for:</p> <ol style="list-style-type: none"> a. Complying with applicable federal, state, and county regulations. b. Adhering to all college policies and procedures, including campus parking regulations, the Use of Alcohol, Intoxicants and Controlled Substances, Smoking and Use of Tobacco Policy and Procedures, etc. Alcoholic beverages may not be served on college premises without the written approval of the President or designee and securing the proper licensing, permitting, insurance, 		<p>posters, etc., without the written permission of the College.</p> <ul style="list-style-type: none"> • Permission must be granted by Facilities prior to hanging of any signage. Once permission is granted, signage must be hung as directed and removed by the user at the conclusion of the event. • For additional restrictions users should refer to the Facility Use Agreement. • Non-compliance with these requirements may result in additional charges to the user for costs incurred by the College. <p>d. Sex offender registrants seeking to attend any college function/event or to enter any college facility are required to obtain college approval from the Office of the Provost in conjunction with the Security department. On a case by case basis, the College may decide to restrict access to college facilities that are not for the sole purpose of attending classes and participating in any class-related activity or preparation.</p> <p>e. Sex offender registrants who are the parent or legal guardian of a student who will be participating in an event, such as commencement, program completion, sporting event, or performance, must jointly with the student seek approval from the Office of the Provost in conjunction with the Office of Facilities and Security prior to attending any college function/event or entering any college facilities.</p> <p>f. Individuals trespassed from campus facilities are not allowed on college property.</p> <p>g. Use of the Gymnasium:</p> <ol style="list-style-type: none"> i. Use of the gymnasium is limited to: <ul style="list-style-type: none"> • current UCC students, faculty, and staff; • other teams invited by the Director of Athletics; • events and functions approved through the sponsorship or use of facilities processes; and
---	--	---

<p>and meeting all local and state requirements related to usage control.</p> <ol style="list-style-type: none"> c. Assuming all financial responsibility for damages caused to individuals and to college property during its use. d. Using the area designated as reserved and no other area of the college facility, except public areas (e.g., restrooms, vending areas). e. Using the requested facilities “as is.” Users may not temporarily or permanently alter any element of any facility on campus. f. Notifying Special Events of the intent to cancel the reservation of facilities in advance of the scheduled event. g. Restoring the facility to pre-use condition, unless other arrangements are made with the Facilities and Special Events departments. h. Not altering, covering, or removing art and exhibits. i. Making financial restitution for any damage incurred during the event for which college facilities were reserved. If damages are incurred, users/renters, at the discretion of the College, may not be permitted to reserve future events. Final decisions regarding damages will be made by the Chief Financial Officer. <p>4. Restrictions on College Facility Use.</p> <ol style="list-style-type: none"> a. College officials may not be refused entry to college facilities at any time. b. Users of college facilities may not limit, restrict, disrupt, or in any way inhibit the normal instructional programs of the College or other college activities. c. Users of college facilities may not alter college facilities as described below: <ul style="list-style-type: none"> • A facility user may not mark, puncture, or deface in any manner equipment and 		<ul style="list-style-type: none"> • College approved events. <ol style="list-style-type: none"> ii. Other gymnasium rentals are considered on a case-by-case basis with approval of the Director of Athletics. iii. Non-marking athletic shoes are required by all users on the court floor. Cleats are not permitted in the gym at any time. High heels may not be worn on the court floor or adjacent team seating areas. Footwear restrictions, other than cleats, are waived if the gym floor is covered by protective matting. iv. Hanging on the basketball rim is not permitted. v. Hitting, kicking, or bouncing of balls against the walls, divider curtain, or bleachers, or using these surfaces as a practice surface is not permitted. vi. The use of basketballs, volleyballs, indoor soccer balls, tennis balls, and whiffle golf balls are permitted in the gymnasium. Hitting of baseballs is permitted only within the netted area and with appropriate floor matting/padding. vii. The use of tape or other adhesive materials that may come in direct contact with the finished floor surface is prohibited. viii. The gymnasium is a shared use facility for the UCC community. All college policies and procedures apply to the intended use and care of the facility. Appropriate sanctions may apply to persons, teams, or guests found to be in violation of college policies and procedures. <p>RESPONSIBILITY: The Chief Financial Officer is responsible for implementing and updating this procedure.</p> <p>RESPONSIBILITY:</p>
---	--	--

<p>furnishings, including floors, doors, windows, mirrors, walls, and ceilings.</p> <ul style="list-style-type: none"> • A facility user may not remove or displace furniture, equipment, college-related signs, banners, posters, etc., without the written permission of the College. • Permission must be granted by Facilities prior to hanging of any signage. Once permission is granted, signage must be hung as directed and removed by the user at the conclusion of the event. • For additional restrictions users should refer to the Facility Use Agreement. • Non-compliance with these requirements may result in additional charges to the user for costs incurred by the College. <p>d. Sex offender registrants seeking to attend any college function/event or to enter any college facility are required to obtain college approval from the Office of the Provost in conjunction with the Security department. On a case by case basis, the College may decide to restrict access to college facilities that are not for the sole purpose of attending classes and participating in any class-related activity or preparation.</p>		<p>The Chief Financial Officer is responsible for implementing and updating this policy.</p>
--	--	--

<p>e. Sex offender registrants who are the parent or legal guardian of a student who will be participating in an event, such as commencement, program completion, sporting event, or performance, must jointly with the student seek approval from the Office of the Provost in conjunction with the Office of Facilities and Security prior to attending any college function/event or entering any college facilities.</p> <p>f. Individuals trespassed from campus facilities are not allowed on college property.</p> <p>g. Use of the Gymnasium:</p> <ul style="list-style-type: none">i. Use of the gymnasium is limited to:<ul style="list-style-type: none">• current UCC students, faculty, and staff;• other teams invited by the Director of Athletics;• events and functions approved through the sponsorship or use of facilities processes; and• College approved events.ii. Other gymnasium rentals are considered on a case-by-case basis with approval of the Director of Athletics.iii. Non-marking athletic shoes are required by all users on the court floor. Cleats are not permitted in the gym at any time. High heels may not be worn on the court floor or adjacent team seating areas. Footwear restrictions, other than cleats, are waived if the gym floor is covered by protective matting.iv. Hanging on the basketball rim is not permitted.		
--	--	--

<ul style="list-style-type: none"> v. Hitting, kicking, or bouncing of balls against the walls, divider curtain, or bleachers, or using these surfaces as a practice surface is not permitted. vi. The use of basketballs, volleyballs, indoor soccer balls, tennis balls, and whiffle golf balls are permitted in the gymnasium. Hitting of baseballs is permitted only within the netted area and with appropriate floor matting/padding. vii. The use of tape or other adhesive materials that may come in direct contact with the finished floor surface is prohibited. viii. The gymnasium is a shared use facility for the UCC community. All college policies and procedures apply to the intended use and care of the facility. Appropriate sanctions may apply to persons, teams, or guests found to be in violation of college policies and procedures. <p>RESPONSIBILITY: The Chief Financial Officer is responsible for implementing and updating this procedure.</p>		