

Rappahannock Community College

Usage of Facilities

The facilities of Rappahannock Community College were designed and constructed to carry out the College's mission and programs in this region. To the extent possible, these facilities are available to the community, as a regional source for meeting educational, cultural, and recreational needs consistent with the College's philosophy and mission.

General Policies

Priorities – College facilities shall be scheduled for use according to the following priorities:

1. the regular instructional programs, including all degree-related and certification programs, courses offered for credit and approved student services;
2. other College-sponsored activities, including non-credit courses and programs, workshops, conferences, meetings, and cultural events;
3. events and activities other than those sponsored by the college.

Religious Associations – The College seeks neither to promote nor discourage the involvement of individuals or groups in religious activity, whatever may be their religious persuasion. A religious interest group or organization may apply as a non-college group for the use of its facilities to any such non-college group in the same manner as to other non-college groups, in accordance with the following guidelines:

1. the use does not interfere with College educational programs, student service activities, sponsored courses, workshops or conferences, or other community services, and does not operate as an advancement of religious exercise;
2. no formal religious services or ceremonies are performed on campus without prior notification to and arrangements made with the Vice President for Academic and Student Affairs.

Political Campaigns – The College shall maintain a non-partisan attitude in political campaigns. Political rallies shall not be permitted on campus grounds. Meetings by non-College groups shall not be permitted on campus when their purpose is primarily partisan.

Enforcement – In conjunction with this policy, the College shall institute such procedures and regulations as are necessary to safeguard its facilities and personnel, to preclude interference with or restriction of its own programs, and to assure that the uses of its facilities are consistent with its philosophy and objectives.

Non-Instructional Lab Use—Any activity not falling under specific course curriculum guidelines, as described by a syllabus, is prohibited except for specific activities sanctioned by college administration and supervised by personnel approved by the college.

Procedures and Regulations Governing Use of College Facilities by Non-College Groups

The College wishes to encourage the use of available campus or College facilities by non-College groups, but in order to ensure coordination of these requests with the College's own demands for its facilities and in order to exercise appropriate controls on their use by others, the following rules shall be in effect:

1. A limited number of rooms will be reserved for community use as available. Reservations will be made on a first-come, first-served basis. So that college needs can be established, no room will be reserved more than 60 days before it is needed.
2. Requests for use of facilities by non-College groups shall be directed to and received by the College no more than 60 days prior to the date of the proposed program or event for which use of the College facilities is sought. Requests should be submitted **at least 14 days** prior to the usage in order to facilitate scheduling.
3. Applications for use shall be directed to Pamela Bareford, using Form ACAD-04, Request for Use of College Facilities. The request shall be reviewed and approved or disapproved based on College policy. This review shall include coordination and approval of fees and usage with the Vice President of Instruction and Student Development and the Vice President of Finance and Administration Services. The College reserves the right to reject the application of any organization or group.
4. College classes will have priority for use of audio-visual (AV) equipment. If you wish to use our equipment, you may do so if it is not scheduled for class use.
5. Applicants shall provide adequate safety precautions at no cost to the College for any activities at the College.
6. Applicants shall take reasonable steps to ensure without cost to the College that upon completion of the program or event for which use of College facilities is sought, such facilities and any College property affected will be restored to the same condition as when received by the applicant including but not limited to clean-up. Any repairs or clean-up which must be accomplished by the College after the facility usage will be charged and billed to the applicant unless such services are included in any rental fees.
7. The usage of College facilities or other College property shall not unduly interfere, restrict, or otherwise hinder the normal and orderly operation and conduct of the educational and other programs of the College.
8. Pamela Bareford shall maintain files on these activities and forward signed copies of request forms to the Business Office for processing and collection of fees when such fees are imposed. The College Business Office will reconcile fee charges with her on a routine basis.
9. Non-College groups shall agree to indemnify and to hold and to save the College harmless from any loss, damage, liability, expense, claim, or demand that may arise from or be caused in any way by such use of the College facilities. The requesting group shall sign a statement to this effect. The College may require the applicant to provide insurance naming the College and the Commonwealth of Virginia as co-insurers. The College

shall specify the amounts and types of such insurance when insurance is required.

10. Non-College groups shall be held responsible for any damages sustained to College property.
11. Applicants may be required to furnish references or otherwise establish reliability prior to receiving approval for facility usage.
12. Agreements shall not be confirmed more than 60 days in advance of events. In addition, the College reserves the right to cancel such agreements if college priorities or needs change prior to the event.
13. A College employee shall be on duty whenever a facility is being used and shall have free access to that facility. If the College is required to provide personnel to be on duty during the facility usage, costs for such personnel shall be charged to the group or organization as part of the usage fee.
14. Possession or carrying of any weapon by any person, except a police officer, is prohibited on college property in academic buildings, administrative office buildings, outdoor facilities and places of like kind where people congregate, or while attending any sporting, entertainment, or educational events. Entry onto college property in violation of this prohibition is expressly forbidden.
15. Possession or consumption of alcoholic beverages in any form shall not be permitted on College property without approval of the President and evidence of all required licenses including approval of the Alcoholic Beverage Control Board if required.
16. Promotional and advertising materials to be used or distributed on campus must be approved in advance by the College. The College also reserves the right to prescribe the method and times of distribution or display on the College campus.
17. No groups shall monopolize the use of College facilities. The College reserves the right to limit usage in order to enable the community at large to continue to have access to the College's resources.
18. The College reserves the right to impose upon applicant such reasonable conditions as are deemed necessary by the College to assure applicant's compliance with the regulations.
19. No College facility shall be used for any program or event inconsistent with maintaining the tax-free status of the College.
20. College facilities normally shall not be available for use on legal or College holidays or at times when the College is closed. If facility usage is granted when the College is closed, the College may charge a fee for providing security coverage.
21. The College reserves the sole and absolute right to reject the application of any group seeking the use of College facilities on a subsequent occasion if that group on any previous occasion has misused, damaged, or destroyed College facilities or property or has breached any agreement with the College relative to use of College facilities or has

failed to comply with any portion of the “Procedures and Regulations Governing Use of College Facilities by Non-College Groups.”

22. The College reserves the right to decline to enter to enter a user agreement or to cancel any use agreement prior to execution if it deems such action to be in its best interest. Every effort will be made to give the group requesting use timely notice.
23. The College reserves the right to charge appropriate fees for usage of College facilities as outlined in the fee schedule. All fees shall be processed through the College’s Business Office. Billings for fees shall be invoiced by the College. Payment shall be made to the College within 30 days of receipts of the invoice.
24. The College reserves the right to evict from the premises anyone violating these regulations. Non-compliance with such eviction order will be deemed trespassing, and prosecution procedures will be followed.
25. Smoking is prohibited inside all College buildings. Designated smoking areas are located outside the buildings. The College appreciates cooperation from all users in effecting this rule which is a strict condition for use and is strictly enforced by the College.
26. Eating and drinking is discouraged in College classrooms, laboratories, and learning resources spaces. Areas designated for food and drink should be used.
27. The College cannot provide coffee pots, other special equipment, nor rearrange furniture for special needs.
28. The College must be notified of a cancellation at least 48 hours before the scheduled meeting time or the group will be responsible for any rental or other fees assigned.

Enrollment at Rappahannock Community College has been growing significantly over the past few years. While this is certainly a happy situation for us, it does strain our resources. Consequently, we have been forced to review our practices in regard to services provided for users of our facilities. We hope we can continue to help meet your needs without compromising our primary mission – providing educational and training services for our community.