

SCHOOLCRAFT COLLEGE

18600 Haggerty Road, Livonia, Michigan 48152-2696

COMMUNITY AND COLLEGE GROUP USE OF COLLEGE PROPERTY

The Board of Trustees recognizes that College property should be made available for use by community groups, individuals, businesses, and College groups consistent with the General Laws for the state of Michigan and administrative regulations approved by the Board.

The use of College property shall conform to College policies and procedures. Receipts from the rental and other charges for College property shall be deposited in an appropriate College fund as determined by the Administration, from time to time. A service fee may be charged in addition to the facility rental fee for College equipment used in conjunction with an approved facility use.

GENERAL

1. College property shall be made available to the public consistent with statutes, policies of the Board of Trustees, and with the original and primary purposes of the College, including, but not limited to, the training and economic development needs of businesses and the community.
2. Requester must satisfy the the designated administrator that they officially represent responsible organizations; they will guarantee orderly behavior, and will underwrite any damages resulting from their use of the premises; their program is of a nature suitable for presentation in a public institution; the program will not materially duplicate, conflict, or compete with College instructional activities, as determined by the designated administrator; and the activity is lawful and in conformity with regulations of the Board of Trustees.
3. The requester must agree to hold the College harmless and must agree to assume responsibility for all liabilities arising incidental to the occupancy of said property. It is understood and agreed that Schoolcraft College assumes no obligation with respect to the use of such premises. The designated administrator shall have the authority to negotiate contracts with the requester regarding the foregoing.
4. Applications not covered in this procedure will be referred to the designated administrator who may deem it necessary to refer applicants to the President.

5. Responsibility for use of property and observance of regulations shall rest upon the requester. Representatives of the College on duty at the time are required to report all irregularities to their respective supervisors.
6. The College reserves the right and responsibility to protect the College and maintain its property, utilizing College personnel.

APPLICATION FOR USE

1. Application for use of College facilities is to be made on College application forms. All requests shall be submitted to the VisTaTech Conference and Events department. Facility Use Contracts will be issued subject to the following terms:
 - a. Contracts will be issued upon the approval by the designated administrator .
 - b. All Facility Use Contracts will be considered tentative pending finalization of instructional schedules, where necessary and as articulated to the requester.
 - c. All Facility Use Contracts and invoices of costs associated with each event will be processed by the VisTaTech Conference and Events department .
 - d. Requester shall not assign, transfer, sublet, or charge a fee to others for the use of College property without previous approval from the College.
 - e. Applications received will be considered on a first-come/first-serve basis, in accordance with Items 2a and 2b. Instructional or other priority activities of the College may supersede a non-VisTaTech Center Facility Use Contract when deemed appropriate by the Executive Director of Development or his/her designee.
 - f. Applications must contain all information needed to set up for each event.

2. Scheduling will be in accordance with the following priority listing:

a. Non-VisTaTech Facilities:

- Category I Utilization by College personnel for all purposes related to College operations.
- Category II Businesses and Community
- Category III Third party events sponsored by College personnel (i.e., professional organizations).

b. VisTaTech Facilities:

The VisTaTech Center will be scheduled in accordance with the following priorities:

- 1) College sponsored corporate instruction, training, and economic development activities related to core goals or program priorities (Business Development Center training, coursework and activities; relevant Continuing Education and Professional Development coursework; business expos).
- 2) Business/professional entities and associations utilizing VisTaTech for development/conferencing/training (Aramark, Quicken Loans, IBM).
- 3) College sponsored faculty and staff development activities, and revenue-generating classes (faculty development, Credit or Continuing Education and Professional Development courses). Scheduling may require approval of the responsible designated instructional administrator .
- 4) College sponsored events outside of Priority 1 and 3 (departmental activities, Culinary Extravaganza, and Multi-Cultural Fair).
- 5) Community and public service utilization (Rotaries, Chambers of Commerce, Bee Keepers Association, Kiwanis).
- 6) Employee and non-employee rentals for personal use.

3. Incentives & Scheduling

	Category 1	Category 2 – Business		Category 3
Room Rental Weekdays	No	100%		50%
Equipment Rental	No	Yes		Yes
Media Support Fee	Yes	Yes		
IS Support Fee	No	Yes		Yes
Facilities Fee		Weekend Rates and Overtime		Weekend Rates
Deposit Required	No	Yes		Yes
Cancellation Fee	No	Yes		Yes
Advance Booking Guidelines	Six months or less	Two years or less		Six months or less

The designated administrator shall have the authority to waive or modify the foregoing incentive and scheduling requirements.

Event Details

All event dates should be finalized in accordance with the then prevailing contract terms and conditions, as articulated by the VisTaTech Conference and Events department.

ADDITIONAL REQUIREMENTS AND RESTRICTIONS

1. The use of tobacco is not permitted in any College building. Applicants should also be familiar with the College Policy 2006, "Controlled Substances" and Policy 2007, "Alcohol," and its accompanying procedures.
2. The use of College property for entertainment consisting of games of chance, or the use of any scheme or device which encourages or suggests gambling or games of chance, is prohibited unless licensed or otherwise permitted by the state of Michigan.
3. The administration reserves the right to make additional restrictions, when such restrictions will be in the best interest of the College.

4. The use of any materials on floors or other parts of the building without specific approval is strictly prohibited.
5. Any decoration shall be erected in a manner that will not be destructive to College property, or constitute a safety hazard. All decorations shall be approved by the VisTaTech Center Conference and Event department. All decorations shall be removed from the building at the close of the activity except where other arrangements have been made.
6. The Facility Use Contract holder shall be fully responsible for all damage or loss of College property, including the belongings to students or employees, as well as his/her own property, occurring during the time the building is in use under the Facility Use Contract.
7. Any special or extra equipment required in the Facility Use Contract must be used on the College premises and arrangements must be made with the VisTaTech Center Conference and Events department. Charges will be computed by the VisTaTech Center Conference and Events department, in cooperation with other College departments as appropriate.
8. A certificate of insurance for public liability and property damage, naming the College as additional insured, must be filed for use, as determined by the VisTaTech Center Account Management Office, and in accordance with established insurance guidelines.
9. Permits, required by the City of Livonia, County of Wayne, or State of Michigan, must be presented at least five (5) working days prior to the scheduled use date.
10. All food service arrangements on campus will be handled through the College Food Service Department or by a licensed caterer or food handler approved by the designated administrator.
11. Instructional laboratories are normally used only for regularly scheduled instructional classes. However, requests for other special use may be considered on an individual basis by the designated administrator and possibly the designated instructional administrator.
 - a. In considering the rental of laboratory space, the technical competence of both the sponsor and the end users must be considered.
 - b. In considering the rental of laboratory space for noncampus groups, potential liability for both the College and the user and the risk of damage to specialized equipment or space will be considered. In the event that laboratory space is rented, additional liability insurance may be required, and/or additional assurances regarding the use of

software, hardware attachments or nonstandard uses of equipment, may be required.

- c. The need for support personnel, and the cost and availability of such personnel, (computer operators, lab assistants, audio-visual assistants, Campus Police, etc.), must be considered when specialized space or equipment can be rented to outside groups.
- d. Additional fees for technical services, use of audio-visual equipment, and special set-ups may be computed by the VisTaTech Conference and Events department and charged to the user. These charges will become part of a contract issued, and agreed upon, prior to the event.
- e. The College holding pond will be limited to College instructional activities with appropriate supervision and is not available for use by non-College groups.

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