

CHAPTER 5: Administration

Procedure 5E.1/11: General Facility Use

Organizations or individuals may submit a request, in advance, to use the college facilities, grounds and/or equipment.

College employees scheduling a college event or meeting must follow the “Internal Event” request process.

Any employee, individual, or organization seeking facility use for non-college business purposes must follow the “External Event” request process.

Exceptions to be approved by the President or designee.

Request Process

Internal Events Anoka-Ramsey employees may submit their request using the EventViewer tool on the college website. Requests are processed by the appropriate room scheduler.

External Events All External Event requests are directed to the Facility Use Coordinator.

Catering Services Catering services which will be paid for from college budgets are to be arranged by the event organizer. All catering which will be paid from non-college funds must be coordinated by the Facility Use Coordinator. *NOTE: No food or beverages may be brought in for events from outside providers unless authorized by the Facility Use Coordinator.*

Request Approval

Designated Room Schedulers hold responsibility to act on all Internal Event requests. The Facility Use Coordinator holds responsibility to act on all External Event requests. Approval of External Events may be contingent on verification of organization held insurance, college staffing, approval of the President, or other relevant factors. The college may co-sponsor events at the discretion of the President or designee.

- Disposition of Internal Event requests will be communicated to the event organizer and other affected college offices by a designated room scheduler. The event organizer is responsible for making any special arrangements directly with the college office involved (i.e., maintenance, technology, security, or catering).
- Disposition of External Events will be communicated to the event organizer by the Facility Use Coordinator. Upon approval of the event, the Facility Use Coordinator will complete the Facility Use Agreement, obtain the required proof of insurance (when required), coordinate catering services, and facilitate the necessary arrangements with affected college offices and personnel. A Facility Use Agreement is required for all external events.

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Event Requirements

- All activities must benefit or provide support for the college in the way of cash or equipment, or facilitate the goals of the college's mission or Enrollment Management Plan.
- No event will be scheduled after 6:00 pm on Precinct Caucus Night (even-numbered years).
- Requests for events with potential to cause damage to the facility, expose the college to excessive liability, exceed space limitations, consist of training that may appear to be in direct competition with college classes/services, or otherwise be deemed inappropriate will not be approved.
- Any sale of products or services at an event is prohibited unless authorized by the college president or designee.
- **Catering:** All food served on campus must be catered by catering services; groups are prohibited from providing their own food or beverages or having an outside vendor cater unless authorized by the Facility Use Coordinator.
- **Alcohol:** Alcohol is prohibited on campus unless approved by the college president. When approved, proof of appropriate city permits and acceptable insurance coverage, obtained at the expense of the event organizer, is required.
- **Smoking:** Event guests are required to adhere to the current smoking policy.
- **Insurance:** Proof of acceptable insurance coverage is may be required for external events.

Fees

Facility rental fees are waived for nonprofit organizations, government agencies, and school districts when the event occurs within regular college operating hours.

- **Facilities:** A set hourly fee for each assigned facilities staff member will be paid by the renter when an event is scheduled outside of regular operating hours or if the event requires additional staff coverage
- **Rooms:** An hourly rate will apply for facility spaces rented with the exception of the Performing Arts Center and Gym space (at Coon Rapids) and field usage when an hourly or full day rate will apply.
- **Special Arrangement:** A fee schedule for special arrangements and for facility use during non-operational hours is in effect. All catering and arrangements for food service are handled through the Facilities Use Coordinator. Contract prices apply for catered food arrangements; additional fees for service during non-operational hours also apply.
- **Damage:** The college reserves the right to bill the user for any damage or excessive cleanup, replacement, and/or maintenance costs resulting from an event.
- **Deposits:** The college reserves the right to require a deposit at the time of event approval. Deposits will be applied to actual costs incurred or refunded if no fees are incurred.

Rates

The following rates apply for rooms and services offered at the Cambridge and Coon Rapids Main Campus locations. Fees vary at Professional Training Center, Therapeutic and Holistic Health Center, and Courthouse Square locations.

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Room / Service	Rate / Unit
Classroom - Standard	\$20 per hour
Classroom – Computer	\$75 per hour
Conference Room	\$25 per hour
Food Court - Cambridge Campus	\$25 per hour
Legacy Room or Cafeteria - Coon Rapids Campus	\$30 per hour
Peterson Community Center – Cambridge Campus	\$30 per hour
Performing Arts Center – Coon Rapids Campus	\$50 per hour \$360 per day
Gym 100 – Coon Rapids Campus	\$40 per hour \$320 per day
Gym 107, Gym 100 East, or Gym 100 West – Coon Rapids Campus	\$25 per hour \$160 per day
Outdoor Fields or Volleyball Court	\$15 per hour \$100 per day
Roving Smart Cart	\$58 per day
ITV connection	\$30 per hour
Technology Assistance (per person assigned)	\$75 per hour
Facility Staff Assistance (per person assigned)	\$65 per hour
Theatre Tech Assistance (per person assigned; required for all Performing Arts Center usage)	\$75 per hour
Security Staff Assistance (per person assigned)	\$65 per hour
Catering Services	Prices vary

Equipment and/or Supplies Use – On Campus

An organization may have the use of college equipment by including a request for the equipment in the written rental request, provided that the equipment is not in use by the college. A fee will be assessed for use of college equipment when the equipment is not standard for the space rented. Any damage or replacement parts for equipment must be paid for by the user.

Whenever the operation of special equipment is needed, the organization renting will be responsible for paying all costs associated with setting up and/or operating the equipment. Prior written authorization by the college President or designee is required for equipment to be taken off campus.

Supplies (e.g., photocopies, flip charts, markers, chalk, etc.) are not provided by the college unless outlined in the Facility Use Agreement. Applicable charges for supplies requested will be quoted to renter in advance and included in the rates identified in the Facility Use Agreement.

Regulations

The following regulations are applicable to the campus grounds:

A member of the Minnesota State Colleges and Universities System. Anoka-Ramsey Community College is an equal opportunity employer and educator. This document is available in alternate formats to individuals with disabilities by calling 1-866-433-5590 or 763-433-1450 (TTY).

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1. Motorized conveyances are permitted on the college grounds for college business only and shall be restricted to the parking area and roadways.
2. Hiking, bicycling, snowshoeing and skiing are permitted during daylight hours. Recreational and potentially dangerous activities (e.g., skateboarding, inline skating etc.) are not allowed at any time.
3. Overnight occupancy and the building of campfires on the college grounds are not permitted.
4. All posted regulations must be observed and are enforced by the local Police Department.
5. No sale of products or services, unless such sales are part of an approved fundraising event, is allowed on campus without prior approval of the Facility Use Coordinator.
6. College employees and guests are required to abide by the current college policies relative to smoking, alcohol, drugs, and firearms.

Responsibility: The college does not assume responsibility for injury to persons renting college facilities.

History:

12.2011 Updated philosophy on rental including criteria for events held on college property including rate sheet.