



# **Portland Community College**

## Facility Use Rules and Procedures

## **A. INTRODUCTION**

- A.1. Pursuant to the Board of Directors' Policy B 601, it is the desire of Portland Community College ("College") to make its facilities available for community use, if such use does not interfere with College programs. See <http://www.pcc.edu/about/administration/board/policies/b601.html>
- A.2. For purposes of this document, reference to "College" also refers to the Campus President of the designated campus/center unless otherwise stated.
- A.3. Permission for College facility use is granted only in accordance with the established procedures and conditions set forth in this Facility Use Rules and Procedures document. The College reserves the right to waive any specific procedure or condition as addressed herein and to place other requirements or restrictions on the use of a College facility as is deemed necessary for the efficient operation of the College.
- A.4. In the event of a dispute or controversy regarding the meaning, intent, or interpretation of the Facility Use Rules and Procedures document, the judgment of the College concerning such a dispute shall be final.

## **B. DEFINITIONS**

- B.1. COLLEGE. Refers to the Campus President of the designated campus/center of Portland Community College, unless otherwise stated.
- B.2. The College reserves the right to waive specific rules or regulations addressed herein and to place other requirements and restrictions on the use of the facilities as is deemed necessary
- B.3. COLLEGE EVENT.
- Academic Instruction. Events related to the academic mission of the college including classes, open lab hours, career fairs
  - College Business. Events related to college business such as faculty/staff trainings/orientations and department meetings.
  - Student Activities. Associated Students of Portland Community College ("ASPCC") events.
- B.4. NON-COLLEGE EVENT. Any event organized by an organization unaffiliated with the College and/or where event attendees are not College faculty, staff, or students.

All FEES APPLY

- B.5. USER PRIORITY. The hierarchy the College adheres to when scheduling events at College facilities.
- B.6. Sponsorship. Is defined as a department that is participating and/or providing financial support in conjunction to an outside PCC group event.

### **C. EVENT CONTENT**

- C.1. Full disclosure. The nature of an event must be described in detail in the Facility Use Application form.
- C.2. Additional Requirements. The College reserves the right to accept or reject any request for use of a College facility and to impose additional requirements after reviewing the request of an organization.
- C.3. Non-Compete. An event offered in any College facility will not contain information that has a reasonable likelihood of materially and substantially interfering with the operation or activities of the College, including events that may duplicate or compete with College offerings, whether current, planned, or anticipated.
- C.4. Prohibited Behavior. Any activity or function at a College facility that disrupts or prevents the effective carrying out of the operation or activities of the College is prohibited. Prohibited behavior may include, but is not limited to:
  - C.4.1. Solicitors, PCC has exclusive Agreements with various Vendors.
  - C.4.2. Quarrelling or fighting.
  - C.4.3. Illegal possession or dispensation of a narcotic or other substance prohibited or regulated by law.
  - C.4.4. Possession of a firearm or other lethal weapon. (Oregon concealed weapon law)
  - C.4.5. Failure to leave a facility at the agreed time
  - C.4.6. Failure to leave a "Closed" facility
  - C.4.7. Threatening the security, health or welfare of the College community
- C.5. Sound amplification. Sound amplification that significantly disrupts the operation or activities of the College or that unreasonably disturbs the surrounding neighborhood is prohibited.

### **D. FACILITY AVAILABILITY AND REQUIREMENTS**

- D.1. Scheduling Priority. The scheduling of College facilities is done first by the user priority and then chronologically by date requested. The following is the user priority that shall be adhered to in reserving a College facility:
  - D.1.1. College Instruction

- D.1.2. College Events
- D.1.3. Non-College Events
- D.2. A designated “Free Speech” area will be made available without charge, per PCC Board Policy B-702 Political Activities, provided that use of the area does not disrupt or interfere with the College’s educational process or infringe on the rights of others.
- D.3. Reserved Time. Permission to use a College facility is given for a specific date(s) and time(s). Only the date(s), time(s), and the facility for which permission has been granted will be honored.
  - D.3.1. Any rehearsal time, decorating time, special set-up and/or takedown time must be included in the requested and approved on the Facility Use Application.
  - D.3.2. Permission given to use a College facility includes the use of a specified entrance and exit, and rest rooms. The use of other areas is prohibited.
  - D.3.3. The College facility must be vacated promptly at the end of the reserved time.
  - D.3.4. **Unscheduled Campus Closures.** If inclement weather occurs, please listen to local radio and television stations. If it says Portland Community College is closed, you will not be able to hold your scheduled event that day. You may also call Portland Community College’s main phone number, 971-722-6111. A recording will inform you of a closure or late opening during inclement weather. The recording may change during the day if the weather does not improve. See: <http://www.pcc.edu/about/announcements/closure-information.html>
- D.4. **Event Advertisement.** When promoting your event, you may use the college and the campus name to direct your attendees. You must state that neither the program nor its content are endorsed nor sponsored by PCC, you may not use the college’s logo. The College’s Posting Procedures must be adhered to in regards to affixing posters, signs, etc. on any College property. See: <http://www.pcc.edu/resources/print-center/>
- D.5. **Tobacco Policy.** Per PCC Board Policy B-709 Tobacco Free College, No tobacco products are allowed on the College’s premises excluding Good Neighbor Zones. See: <http://www.pcc.edu/about/policy/tobacco/>

D.6. Alterations to College Property. College Property may not be altered and is detailed below.

D.6.1. A facility user may not remove or displace furniture, apparatuses, College-related signs, banners, posters, etc., without the written permission of the College.

D.6.2. Facility user may not mark, puncture, or deface in any manner equipment and furnishings, including floors, doors, windows, mirrors, walls and ceilings.

D.6.3. A facility must be restored to its original condition and seating configuration prior to user vacating the premises.

D.6.4. Non-compliance with this requirement may result in an additional charge to the user for costs incurred by the College.

D.6.5. The college shall not be liable for any loss or theft of personal property. Use of the College facilities shall be undertaken by the applicant at the applicant's sole risk. Applicant expressly releases, indemnifies, and holds the College harmless from liability for any and all losses, costs, claims, injuries or damages whatsoever that could result from use of college facilities.

D.6.6. Risk Management when contracting with another Oregon public entity. Indemnity Hold Harmless Clause for another Oregon Public Entity. Public entity and Agency each shall be responsible, to the extent permitted by the Oregon Tort Claims Act (ORS 30.260-30.300), only for the acts, omissions or negligence of its own officers, employees or agents)

D.6.7. Camping Prohibited:

There shall be no camping on college facilities or grounds. Camping is defined to include sleeping, cooking activities, or storing personal belongings for personal habitation, or the erection of tents or other shelters or structures used for purposes of personal habitation.

D.7. Parking. Per PCC Board Policy B-602, Parking at College Facilities. Any visitor to a College facility must obtain a Parking Permit. An unauthorized or illegally parked vehicle is subject to a parking violation and/or fine.

- D.8. Maximum Occupancy. The total number of occupants within a College facility must be limited to the safe capacity of the room or area as determined by the Fire Marshal and posted by the College.
- D.8.1. The facility user is responsible to limit attendance to an event so as not to exceed the posted capacity of the room or area.
- D.8.2. An Emergency exit may not be blocked at any time for any reason.
- D.9. Public Safety. The College's Public Safety personnel are responsible for enforcing all federal, state, and local laws including College Facility Use Rules and Procedures. Failure to abide by the lawful orders of a Public Safety officer may subject the violator to a criminal trespass warning or arrest.
- D.10. Event User Attendant. It is expected, unless otherwise indicated and approved, that the non-College facility user or representative who has signed the Facility Use Application and Agreement will be in attendance during the entire event. If that is not possible, his/her designee must be identified on the Application and she/he must be present at all times.
- D.11. Safety and Parking Regulations. The College's personnel in Public Safety and Parking & Transportation Services are responsible for the policing, control and regulation of College roadways and parking areas. In addition to the specific traffic and parking regulations established by the College, all provisions of the Oregon Motor Vehicle Code are applicable and enforceable on College campuses/centers and facilities. See: <http://www.pcc.edu/resources/parking/>

## **E. APPLICATION FOR USE**

- E.1. Required Documents. A Facility Use Application is required for any Non-College Event.
- E.1.1. To obtain and/or submit a Facility Use Application, contact the specific campus/center Scheduling Office. See <http://www.pcc.edu/about/facilities/> for contact details.
- E.2. Permission to Use the College Facility. Final permission to use a College facility will be confirmed in writing by way of the Facility Use Agreement.
- E.2.1. Due to class scheduling, the use of a College facility cannot be confirmed more than ninety (90) days in advance of the request.

E.2.2. No applicant should make any commitment, release any advertising, or take any action committing the use of a College facility until written confirmation is received from the College.

E.2.3. Any changes made to the agreement must be agreed to in writing by the College.

## **F. BILLING INFORMATION**

F.1. Schedule of Charges. All non-College users of a College facility will be charged a rental fee and costs for the services of College personnel and equipment at the rates established in the Schedule of Charges, available at each campus/center Scheduling Office.

- Sponsored Event. A non-College event may be sponsored by a PCC program or department. Please see section B.6. Of this document for more information.

F.2. Not-For-Profit Rate. A not-for-profit organization using a College facility may do so at a not-for-profit rate according to the Schedule of Charges provided that:

F.2.1. An admission or participation fee is not charged for the event.

F.2.2. The use is not for private purposes.

F.3. Non-Refundable Deposit. A non-refundable deposit may be due at the signing of the agreement.

F.4. Invoice. The balance of payment for the use of a College facility and any services of College personnel and equipment is required to be paid in full at time of invoice.

F.5. Late Payment. Failure to make a timely payment will result in suspension of future facility use as well as accrual of interest on the unpaid balance at a rate of 18% annually.

F.6. Food Service Fees. The College's Food Services located on the Sylvania Campus will bill directly for their services regardless of the location of the event.

F.7. Cancellation. The College must receive written notice more than seven (7) full business days prior to the date of the event if the applicant chooses to cancel the use of a facility.

## **G. COLLEGE PERSONNEL AND/OR USE OF EQUIPMENT**

- G.1. Requests for the use of College personnel and/or equipment will be identified in the application process, determined by the college, and agreed to in the Facility Use Agreement. Charges for these services are made in accordance with the rates established in the Schedule of Charges.
- G.2. The College reserves the right to change the level of College personnel required for the event without notice.
- G.3. College Personnel. College personnel may include, but are not limited to:
  - G.3. Facility Event Supervisor
  - G.3. Facilities Management Services (“FMS”) Personnel
  - G.3. Public Safety Personnel
  - G.3. Parking & Transportation Services
  - G.3. Food Service Personnel
  - G.3. Media Services Technician(s)
  - G.3. Athletics Personnel, including lifeguard(s) and locker room attendant(s)
  - G.3. Performing Arts Staff
  - G.3. Print Center
- G.4. Food Service. The College’s Food Services has the exclusive right to provide all food and beverages required by non-College users of a College facility. See:  
<http://www.pcc.edu/about/facilities/sylvania/>
  - G.4.1. It is the responsibility of the facility user to obtain and provide all necessary permits from the appropriate governmental agencies. The facility user shall abide by the limits of any license or permit, and shall act in accordance with all federal, state, and local laws and ordinances, and College policies and procedures.
  - G.4.2. All food served at the College must follow established guidelines in accordance with college, county, state, and federal laws.
- G.5. Alcoholic beverages. Consistent with the current statutes of the State of Oregon governing the sale and consumption of alcoholic beverages, the College requires that all regulations be strictly adhered to in order to ensure proper control and use of alcoholic beverages at any College facility or on any College property.



G.6. College Media Equipment. The majority of class and meeting rooms in College facilities are equipped with computer projection units and screens. A limited collection of other audiovisual (“A/V”) equipment may be reserved on an “as available” basis and for an additional charge, by request. See:

<http://www.pcc.edu/library/services/technology.html>

G.6.1. The College reserves the right to limit the use and operation of College-owned A/V equipment to College personnel.

G.7. Unavailable Equipment. The College will not furnish equipment to the user such as: tools, ladders, easels, pens, extension cords, etc. A facility user is urged to give careful consideration to all of his/her needs and to anticipate any contingency.

## **H. USER-OWNED EQUIPMENT AND SUPPLIES**

H.1. Prohibited User-owned Equipment. User-owned equipment and/or supplies, including but not limited to, scenery, decorations, hazardous materials, animals, or materials of an unusual nature are not allowed on College premises without prior written approval.

H.2. Approved Electronics. All electrical items must be Underwriters Laboratory (“U.L.”) approved.

H.3. User Liability of User-owned Equipment. Any item belonging to a non-College user must be removed from the facility before the end of the scheduled time of use. Any item not promptly removed will be moved and/or stored by College personnel at the user’s expense. The College shall not be responsible for any loss of or damage to a facility user’s property regardless of the cause of loss.

## **I. IDEMNIFICATION AND INSURANCE**

I.1. Proof of Insurance. A non-College facility user must provide proof of insurance prior to confirmation of event.

I.2. User Liability for Damages. The facility user shall be responsible for any damage caused to College property arising out of facility use.

I.3. User Liability for User-owned Equipment. The College shall not be responsible for any loss of or damage to a facility user’s property regardless of the cause of loss.

I.4. Compliance with Federal, State, and Local Statutes. Facility users are responsible for full compliance with applicable federal, state, and local statutes (e.g., ordinances concerning taxes, games of chance, firearms, etc.).

- I.5. The College reserves the right to waive any insurance or hold harmless requirement based on a risk assessment, the facility user's ability to pay, or co-sponsorship of the event by the College. Such waiver may be granted only by the College's Risk Management staff. See: <http://www.pcc.edu/about/facilities/sylvania/performing-arts-center/documents/insurance.pdf>

## **J. COMPLIANCE**

- J.1. Facility user must agree to abide by the Facility Use Rules and Procedures stated herein and otherwise established by the College.
- J.2. Failure to comply with any of the Facility Use Rules and Procedures stated herein constitutes sufficient reason for revocation of all privileges extended to the facility user by the College. The waiver of any single rule or regulation by the College at any time will in no way affect the applicability of any other rule or regulation.

**APPENDIX: Scheduling Office Contact Information**

Mail all correspondence to:

**Portland Community College**

Attn: Scheduling Office

P O Box 19000

(insert campus address here)

Portland, Oregon 97280

<b>Cascade Campus</b> 705 North Killingsworth Street Portland, OR 97217	CA	SCB	01B	971 722 5377 carooms@pcc.edu
Cascade Campus Athletics	CA	GYM	100	971 722 5285
<b>CLIMB Center for Advancement</b> 1626 SE Water Avenue Portland, OR 97214	CLIMB	114		971 722 6602
Downtown Center 722 SW 2nd Avenue Portland, OR 97204	DC	1st Floor		971 722 6642 dcrooms@pcc.edu
<b>Hillsboro Center</b> 775 SE Baseline Street Street Hillsboro, OR 97123				971 722 6800
<b>Portland Metropolitan Workforce Training Center</b> 5600 NE 42nd Avenue Portland, OR 97218	PMWTC		133	971 722 2221
<b>Rock Creek Campus</b> 17705 NW Springville Road Portland, OR 97229	RC	9	115	971 722 7267 rcrooms@pcc.edu
<b>Southeast Campus</b> 2305 SE 82 <sup>nd</sup> Avenue Portland, OR 97226	SE	MTH	103	971 722 6250
<b>Sylvania Campus</b> 12000 SW 49 <sup>th</sup> Avenue Portland, OR 97219	SY	CC	247	971 722 4543 syrooms@pcc.edu
Sylvania Performing Arts Center	SY	CT	216	971 722 4284
Sylvania Campus Athletics	SY	HT	215	971 722 4213
<b>Willow Creek Center</b> 241 SW Edgeway Drive Beaverton, Oregon 97006	WCC			971 722 2700