


PROCEDURE MANUAL

 <p>LOUISIANA DELTA COMMUNITY COLLEGE</p>		Procedure FC_102	
		Page 1 of 2	
		Last Revision Date: 12/15/14	
		Effective Date:	
Section		Subject	Title Facility Use

PURPOSE

The facilities of Louisiana Delta Community College are made available for use by faculty, staff and students for College-related internal functions and events. Off-campus organizations, as appropriate, may also use designated campus facilities for external events and functions in accordance with established policy by Delta and Louisiana Community and Technical College System (Policy #4.005).

All official College functions are conducted in a professional manner so as to reflect favorably on the institution. Requesting the use of campus facilities and coordination of events and functions must be handled in accordance with the specific procedures and responsibilities as outlined further in this memorandum. Political rallies, religious worship services and dances are not consistent with the college mission and will be not permitted.

Guidelines for *Internal* Events and Functions Held on Campus

- A. *Internal* events and functions are those College-related events and functions that are requested and coordinated by faculty, staff and students of the College. Generally internal requests for use of facilities must be submitted at least two weeks in advance and are subject to availability.
- B. All media services must be handled directly by the requestor and coordinated with the campus/site Public Relations office.
- C. All police services must be coordinated with the Campus Police to arrange general security services, if deemed necessary.
- D. All building services (housekeeping, clean-up, event set-up) must be coordinated with the Director of Facilities for Monroe campus or Director at the outlined campuses.
- E. Student organizations will not be permitted to serve alcohol.
- F. Media coverage must be preapproved by the Office of Public Relations or Chancellor.
- G. Serving of Alcoholic Beverages must be approved by the Chancellor or Vice Chancellor of Finance & Administration.

Guidelines for External Events and Functions Held on Campus

- A. *External* requests are handled and coordinated by the Director of Facilities for Monroe campus or Director at the outlined campuses.
- B. No reduction or waiver of established fees for use of College facilities will be permitted, unless approved by the Vice Chancellor of Finance and Administration or the Chancellor.
- C. Event Coordinator will provide contact information for catering and food services if needed.
- D. Use of Delta facilities by external groups requires the completion and approval of a Facility Use Request by Non-College Related Organization form and related supplemental paperwork (Indemnification Agreement; Certification of Insurance). This form is a formal contract between the College and the external organization for use of Delta facilities for a specific, external event or function sponsored by the organization and is not valid until all required signatures have been received.
- E. Media coverage must be preapproved by the Office of Public Relations or Chancellor.
- F. Non-College groups must furnish a certificate of insurance prior to the event reflecting appropriate liability insurance covering participants and spectators. This policy shall be made in favor of the Louisiana Delta Community College with a minimum coverage requirement of \$1,000,000 property damage, \$1,000,000 personal liability per person and \$1,000,000 per accident.
- G. Serving of Alcoholic Beverages must be approved by the Chancellor or Vice Chancellor of Finance & Administration. Additionally, security must be provided by the external group and approved by the College.
- H. Security for all external events must be coordinated through the Campus Security with a minimum of \$25.00 an hour.

Rates charged for use of facilities

Rates for use of rooms or facilities by a non-college related organization or individual will be determined by the Director of Facilities and/or the Director of a given satellite campus or site. The rate will be reasonable to the area and will take into consideration the use of the College's resources, as well as security services, length of time used, etc. Waiving of a charge for special circumstances may be possible, but only with additional approval from the Chancellor or designee.