

Use of College Facilities

NCCC welcomes and encourages inquiries to use the college's facilities by faculty, staff and local service area civic clubs, organizations and groups.

First priority will be given to institutional activities, activities of a student senate sanctioned group, and/or college sponsored-invited groups or committees. Second priority will be given to college associations such as the NCCC Foundation, Alumni Association, Booster Club and service area education organizations/activities. Third priority will be given to use related to special continuing education services and training provided by NCCC to non-college groups. Non-college activity requests shall be considered on a first-come, first-serve basis.

Use

Use of a facility is the physical presence of individuals or the reserved request for exclusive use of a facility. All applicable laws, regulations and NCCC policies and rules shall be followed. Use or possession of intoxicating beverages, illegal drugs and firearms on college property is prohibited, as is use of tobacco with college facilities. Safety, fire and health standards must be met at all times.

Non-College Activities

Activities by the following groups not using NCCC educational services or training.

- Group 1. Public organizations are USD's, City of Chanute, City of Erie, County of Neosho, etc.
- Group 2. Commercial users are businesses and individuals engaged in profit-making activities.
- Group 3. Noncommercial users are non-public organizations and groups, individuals, families and family groups, and are classified into two groups as follows:
 - a. Community groups such as Rotary, girl/boy scouts, Lions Club, Chamber of Commerce, church groups, summer sports groups, etc.
 - b. Non-community groups and individuals, such as family groups, groups of individuals, and individuals.

Procedure

1. All individuals and groups must complete a Facility Reservation Request form and start the process of requesting facilities. The completed form must be received at the office of the president two weeks before requested use. Any request containing a use date more than six months from date of submission will receive a tentative booking with a damage deposit.
2. Upon receipt of a properly completed Facility Reservation Request form, the president's office will cause the following to occur:
 - a. Determine facility availability, and then contact the requesting party regarding reservation scheduling, details and costs.
 - b. Send copies of the form to appropriate college personnel who will act to comply with reservation.

- c. Once scheduled and confirmed, the president's administrative assistant will schedule on the facility calendar.
3. The president's office will determine the availability of facilities using the following priorities:
 - Priority one – a college prior scheduled activity
 - Priority two – a college current activity
 - Priority three – non-college activities
4. The president shall designate an appropriate responsible person to determine whether the requested facility is compatible with use requested. Activities which are inappropriate or incompatible with NCCC will not be approved. Classification of activities by the person responsible is accomplished by the application of sound, reasonable, and ordinary judgment based on the circumstances at the time. The person responsible cannot be held to a higher standard.

When requested facilities are not available, the Facility Reservation Request form is returned to the requesting party(ies) so noted.

Charges

The president shall set appropriate deposits, charges, rental fees, etc., subject only to the following guidelines:

1. Unless waived by the president, all reservations for non-college activities shall require payment of a deposit upon reservation confirmation. The deposit is non-refundable in the event of cancellation. The deposit shall be returned after use is completed, less any assessments, if any, for damages to or cleanup costs for the college facility.
2. College activities by First and Second priority college groups shall not be charged additional fees or costs for approved use of facilities.
3. Group 1 organizations from Neosho County will not be charged additional fees or costs for approved use of facilities.
4. The president, in his discretion, may determine that a user falling under Group 3a from Neosho County, Kansas, need not be charged additional fees or costs for approved use of facilities.
5. All groups are subject to appropriate charges for technical assistance, use of college supplies and equipment, or costs associated with alterations of college facilities for a special purpose.
6. Any group requesting food service will require determination of appropriate charges with the food service contractor at NCCC.