

POLICIES AND PROCEDURES

Subject: Facilities Use Policy
(Administration and Fees) Reference: C-III-b

Source: President Eff. Date: November 26, 2007

Approval Auth.: President Approved: _____

Remarks: Replaces previous policy dated January 25, 2002.

Date: November 26, 2007

FACILITIES USE FEES

In general, fees will not be charged to non-profit educational, civic, cultural, governmental, or professional groups who meet at McLennan Community College during the hours when the facilities are open for regular College use and when no special College support is required.

Fees will be charged for a series of meetings, for meetings that require special college support (utilities, custodial personnel, equipment, furniture rearrangement, security, etc.), for approved commercial use (including fund-raising events of any kind, or events for which there is an admissions charge) and for meetings held when the facilities are not open for regular College use.

The President of the College shall determine fees and rates to be charged for the use of College facilities and concomitant services.

Fees Schedule

<u>Large Facilities</u>	<u>When College Is in Operation</u>	<u>When College Is Not in Operation</u>
Fine Arts Theatre; Lecture Hall; HPE 101 Gym II; Highlands*; Student Center Dining Area*; and Swimming Pool*	\$100 per session (A "session" is a continuous period not to exceed 5 hours. A full day's use is considered two sessions. Rehearsals on separate days constitute an additional one-half session for each such rehearsal.)	\$150 per session. Additional facilities may be scheduled at a reduced rate
Performing Arts Center Theatre; LTC Plaza	\$200 per session	\$300 per session
Bosque River Stage	\$500 Base rental (4 hours)	\$500 Base rental (4 hours)
<u>Small Facilities</u>	<u>When College Is in Operation</u>	<u>When College Is Not in Operation</u>
Conference rooms, classrooms, and similar facilities	\$30 per session	\$150 per session for one facility. Additional facilities may be scheduled at a reduced rate.

*Please see Items 3, 4, and 7 under Additional Considerations below.

Additional Considerations:

1. The fees shown are for use of the various facilities as they are arranged for regular College activities. Additional fees may be charged for special arrangements, equipment, etc. Such additional fees shall be determined by the Vice President, Instruction.
2. The most desirable time for scheduling the use of MCC facilities is during hours when the facilities are open for regular College use: Monday through Thursday evenings; Monday through Friday, 8 a.m. - 5 p.m.; and Saturday mornings, 8 a.m. - noon during the long session (September - May). Friday and Saturday evenings are also good times to schedule the use of MCC facilities, only if other activities, such as concerts or plays, have been scheduled.
3. Outside organizations using the Student Center dining area, Bosque River Stage and The Conference Center at MCC will be required to have a uniformed MCC security officer on duty at an additional charge of \$20 per hour. This is arranged at the time the facility is scheduled. Exceptions may be made by the Vice President, Instruction.
4. Organizations using the swimming pool will be required to furnish appropriate water safety personnel or pay an additional fee for this service.
5. Groups and organizations using the facilities of the College shall be responsible for:
 - A. Observing the College's conduct policy (see General Catalog).
 - B. Any loss of or damage to college property arising from such use.
 - C. Providing adequate adult supervision of children and youth groups.
 - D. Observing the decorations regulations.
 - E. Removing all decorations, materials, food, etc. from the facility immediately after the event.
6. Alcoholic beverages are prohibited on the College campus, except upon the approval of the President, at the Bosque River Stage, The Northwood House at McLennan Community College, The Conference Center at MCC, McLennan House and Gardens, Highlander Ranch and other designated areas, and

subject to all Federal, State and local laws and regulations regarding possession, use and sale of alcoholic beverages. This policy does not apply to leased residential facilities and the Art Center.

7. Events that include serving liquor require the organization to have a certificate for Host Liquor. Events that include selling liquor require the organization to obtain a certificate of liquor liability in the amount of \$1,000,000.

8. Use of Highlands for Basketball Games

(1) A per game rental fee of \$150 will be charged to schools and other organizations. MCC will provide, at no additional charge, a scoreboard operator and a speaker system. Extra practice or shooting time is not included in this rental fee. The schools involved must provide their own security/administrative personnel.

(2) All other required personnel (game officials, scorebook official, announcer, ticket sales and ticket takers, etc.) will be provided by the schools or organizations renting the facility.

(3) Towels (for the bench, players, officials), practice balls and game ball, signs for admission prices, etc., will be the responsibility of the school/organization renting the facility.

(4) The College will retain all concessions rights unless relinquished by special, written agreement.

PAYMENT OF FACILITIES USE FEES

Payment of all facilities use fees shall be made at the Office of the Vice President, Instruction, prior to the event involved. Checks should be made payable to McLennan Community College.

SCHEDULING RESPONSIBILITY

The Vice President, Instruction has the administrative responsibility for scheduling of facilities for various groups and activities with the exception of athletic facilities including the Highlands and Softball/Baseball and Intramural fields. Athletic facilities are scheduled by the Athletic Director.

Use of Facilities and Equipment for Recreation and Health Purposes

Appropriate MCC facilities and equipment may be used by MCC personnel and students (individuals or groups) for recreation and health purposes during regular College operating hours (week days

during hours instructional activities are scheduled) when the facilities and equipment are not being used for scheduled activities. Use of the facilities and equipment for recreation and health purposes is incidental to their primary purpose and will be permitted under circumstances requiring minimum expense to the Institution in terms of utilities, equipment, wear and security. All physical education facilities and equipment are under the supervision of the Vice President, Instruction who will regulate their use for the welfare of the College and the safety of the users.

Boating equipment will not be available for recreation purposes except on special occasions involving organized student or faculty/staff activities. No equipment will be "checked out" for overnight, weekend or holiday use.

The MCC tennis courts, intramural fields, and jogging track will be open to the public during daylight hours not reserved by classes or other MCC groups. Non-scheduled use will be on a first-come, first served basis. No recreational facility (indoor or outdoor) will be reserved on a regularly scheduled basis.

Use of the Highlands

The primary purpose of The Highlands is to facilitate and support the men's and women's intercollegiate basketball programs of the College.

This includes practices, games and tournaments in which an MCC intercollegiate basketball team is a participant.

In addition, and of secondary priority, the facility may be utilized by other MCC intercollegiate athletic teams, health and physical education classes, and other MCC organizations.

Upon special request, the facility may be utilized for other functions related to the Institution and to non-MCC groups.

The MCC Facilities Use and Fees Policies will apply, and the Director of Athletics will be responsible for scheduling.