



## COLLEGE ADMINISTRATIVE PROCEDURE MANUAL

Procedure Title	Procedure Number	Page(s)	Date Adopted:
Facilities Use Administration and Fees	GD – I	5	8/26/2025

### BASED ON BOARD POLICY

Section	Policy Title	Policy Number	Date Adopted:
G — Community and Governmental Relations	Community Expression and Use of College Facilities	GD	8/26/2025

### FACILITIES USE FEES

In general, fees will not be charged to in-district, 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, when no special College support is required, and there is a beneficial relationship with College (i.e. in-kind support, sponsorship recognition, partnership agreement).

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), for meetings held when the facilities are not open for regular College use, for out-of-district organizations where there is no beneficial relationship with the College.

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

#### Fee Schedule

Facility	When College is in Operation		When College is not in Operation	
BPAC Theatre	\$200 base rental	(4 hrs)	\$800 base rental	(4 hrs)
Bosque River Stage*	\$500 base rental	(4 hrs)	\$500 base rental	(4 hrs)
Fine Arts Theatre	\$100 base rental	(4 hrs)	\$150 base rental	(4 hrs)
General Classrooms	\$30 base rental	(4 hrs)	\$150 base rental	(4 hrs)

General Classrooms (computer)	\$50 base rental (4 hrs)	\$200 base rental (4 hrs)
General Conference rooms	\$30 base rental (4 hrs)	\$150 base rental (4 hrs)
Highlands (basketball games)	\$675 (includes game personnel)	\$675 (includes game personnel)
Highlands (other activities)*	\$200 base rental (4 hrs)	\$200 base rental (4 hrs)
HPE Gym	\$100 base rental (4 hrs)	\$150 base rental (4 hrs)
Lecture Halls (LH, HPE, MAC)	\$100 base rental (4 hrs)	\$150 base rental (4 hrs)
LTC Café	\$200 base rental (4 hrs)	\$300 base rental (4 hrs)
LTC Plaza	\$200 base rental (4 hrs)	\$300 base rental (4 hrs)
Tennis Courts	\$100 base rental (4 hrs)	\$150 base rental (4 hrs)
Video Conf Rooms	\$150 base rental (4 hrs)	\$300 base rental (4 hrs)

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

ESEC

Highlander Ranch

### **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, Finance & Administration.
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 Bosque River Stage, The Conference Center at MCC and the Highlander Ranch will be required to have a uniformed MCC security/police officer on duty at an additional charge of \$25 per hour. This is arranged at the time the facility is scheduled. Exceptions may be made by the Vice President, Finance & Administration.



4. 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.
5. 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.
6. 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.
7. Use of Highlands for Basketball Games
  - A. A per game rental fee of \$675 will be charged to schools and other organizations. MCC will provide, at no additional charge, game personnel 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.
  - B. 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.
  - C. The College will retain all concessions rights unless relinquished by special, written agreement.
  - D. 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 to the Campus Facilities Scheduler Specialist, prior to the event involved. Checks should be made payable to McLennan Community College.

## **SCHEDULING RESPONSIBILITY**

The Campus Facilities Scheduler 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 Director of Athletics who will regulate their use for the welfare of the College and the safety of the users.

The MCC tennis courts, intramural fields, and jogging track will be open to the public during daylight hours when 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.

## **USE OF OFF-CAMPUS FACILITIES**

### **Use of Emergency Services Education Center (ESEC)**

The primary function of the ESEC, which represents a partnership between MCC, the city of Waco and McLennan County, is to serve all fire, law enforcement and EMS professionals in McLennan County, along with emergency educational programs of the College.

The facility may be utilized by outside organizations for emergency training or education programs. 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 Fee Policies will apply, and the Division Chair, Emergency Services Education will be responsible for scheduling. Due to the complexity of the fee schedule, disclosure is made upon request.

### **Use of Highlander Ranch**

The primary purpose of the Highlander Ranch is to provide Veterinary and Agriculture degree and certificate programs. In addition, numerous Continuing Education courses are offered at the Ranch.

Rental of the facilities is available to the public and includes a show pavilion, conference room, stallion barn, indoor arena, classroom facilities and a picnic area.

The MCC Facilities Use and Fee Policies will apply, and the Director of Ranch Operations will be responsible for scheduling. Due to the complexity of the fee schedule, disclosure is made upon request.