WYTHEVILLE COMMUNITY COLLEGE

Facility Usage Policy

November 30, 2018

Campus Facilities

Wytheville Community College makes its facilities available to non-profit organizations in the college's service region and state agencies for meetings or other events on a space available basis. The WCC Crossroads location in Galax and Summit Center in Marion are leased facilities and spaces within those facilities are therefore available to reserve on a more limited basis for non-WCC use.

The following College facilities are available as space permits:

- Large lecture rooms
- General purpose classrooms
- Conference rooms
- College grounds, i.e., parking lots and patio area
- Snyder Auditorium
- Johnson Lobby
- Summit Center – based on availability
- Crossroads Facility – based on availability

Availability of Facilities

The College reserves the right to cancel a scheduled facility reservation should activities of the college require use of the space. Organizations seeking a guaranteed venue that cannot be cancelled should seek to reserve facilities elsewhere. If it becomes necessary for WCC to cancel a facility reservation, every attempt will be made to relocate the event to another area or to reschedule within 30 days based on availability of facilities. The college's mission of serving our students is WCC's top priority and meeting the needs of our students comes first.

Facilities are not available on legal or college holidays. Events cannot interfere with the normal operation or educational programs of the college. **The use of college facilities will be automatically cancelled when the college is closed due to inclement weather. Closings will be posted to the college website (www.wcc.vccs.edu).**

Reservation of Facilities

The online facilities scheduling request form (https://www.wcc.vccs.edu/facilities-scheduling-request) must be completed, submitted and approved by the WCC Facilities Coordinator in order to reserve space at the WCC Wytheville Campus. Submission of the "Facilities Reservation Form" acknowledges that the person requesting the facility has read WCC's "Facility Use Policy" and agrees to abide by the policy and the fee structure.

An email confirmation including the request details will be sent to the requesting agency. Individual WCC faculty and staff members do not have the authority to grant facility usage requests. Verbal reservations are not binding. Reservations should be submitted at least 30 days prior to a desired event.

For specific types of events (athletic tournaments, carnival rides, bouncy houses, waterslides, tents, festivals, fireworks, and events where external equipment is brought in), the organization using the facility must have a certificate of insurance with WCC added as an additional insured agency. Also, some events may require permits be obtained from designated state agencies, such as the state fire marshal and or building inspector. Costs for the permit will be charged to the requestor at the rate charged by the permit grantor.

Additionally, please note that WCC has a separate "Policy on Expressive Activity" which is available online at https://www.wcc.vccs.edu/sites/default/files/WCC-Expressive-Activity-Policy.pdf. As noted in that policy, "expressive activity" is defined as follows:

- Meetings and other group activities of students and student organizations;
- Speeches, performances, demonstrations, rallies, vigils, and other events by students, student organizations, and outside groups invited by student organizations;
- Distributions of literature, such as leafleting and pamphleting; and
- Any other expression protected by the First Amendment to the U.S. Constitution.

The "Policy on Expressive Activity" provides guidelines for such activities in relation to use of college facilities and the process for submitting a facility request for Expressive Activity.

Criteria Used for Approval of Requests

In general, requests for space are approved if:

- the organization is a state agency of the Commonwealth of Virginia.

- the sponsoring organization is a public agency or a nonprofit 501(c)3 private organization, including state employee associations as defined in Executive Memorandum 2-93, Use of State Agencies and Institutions' Meeting Rooms by State Employee Associations.

- the function planned does not duplicate or conflict with the College programs or the College mission; does not interfere with normal college operations or with public access to college buildings; does not violate any laws, leases or other contracts; and the activity is compatible with the safety and security of the College community.

- suitable space is available and the College can accommodate the arrangements requested.

WCC reserves the right to impose reasonable conditions to ensure compliance with regulations, and to reject an application from an organization or group that has previously misused facilities or breached an agreement.

Terms of Use

The event sponsor must agree to indemnify and hold harmless WCC from any loss, damage, liability expense, claim, or demand that may arise as a result of the sponsor utilizing college facilities (state agencies are exempt from this provision).

An inspection of the facility will be made by WCC before and after the event. It is expected that property and facilities shall be returned in the same condition as found. User's property and equipment must be removed from college facilities immediately following the event.

The event sponsor will be financially responsible for any damage as a result of the sponsored event and will be charged for the cost of replacement (based on pricing obtained by WCC) for damaged or removed property.

All WCC buildings are smoke free. Smoking is permitted outside at smoking receptacle areas located a minimum of 25' from building entrances. No smoking is permitted on covered breezeways.

WCC does not provide copier, phone or fax services, flipcharts for seminars or workshops, and/or clerical services.

All non-college events must end by 11:00 p.m.

Appropriate supervision for events involving children must be provided. A designated event sponsor adult must remain at the event until all minor children have been picked up by parents or guardians.

Event sponsor and all attendees/participants at scheduled events must adhere to all WCC policies, including but not limited to policies regarding weapons, alcohol, tobacco, drugs, sexual misconduct, sexual harassment, and communicable diseases. These policies are published in the WCC Catalog & Student Handbook on the WCC website at https://catalog.wcc.vccs.edu/ .

Fees

For federal, state, or local government organizations (including area public schools) or non-profit organizations (501(c)(3) and 501(c)(4) organizations), WCC does not generally charge a room rental fee for use of Wytheville campus space for meetings and events that are held during regular business hours (Monday through Friday from 8:00 a.m. and 10:00 p.m.) where no entrance fee is charged. However, fees to cover the cost of janitorial services and to provide building access outside of these hours (Saturdays) may apply at the following rates:

- Up to four hours: $64
- More than four hours: $128

Additional fees may also apply for special services, including the following:

Scheduling the Snyder Auditorium allows use of the "house lights" only (located above the seating area). If your event requires use of the stage lights, the college may be able to provide a technician for a fee of $25.00 per hour, based on availability of staffing and current operating condition of the equipment. <u>WCC does not guarantee that a technician will be available to provide stage lighting.</u>

Audio Visual - A stationary microphone can be supplied for meetings. Audio Visual is available from 8:00 a.m. until 5:00 p.m., Monday-Friday. Arrangements for audio visual needs for weekend events must be made at least 2 weeks in advance. Event sponsors may bring in their own equipment for use. Technical support from WCC can be provided at a cost of $25.00 per hour.

If an entry fee or cost is charged to attendees, an additional charge of $25.00 for up to 2 hours or $50.00 for 2 hours or more will be billed to the organization.

> *<u>Public school systems within the College's service region (Bland, Carroll, Galax City, Grayson, Wythe, and Smyth) are exempted from this requirement.</u>*

Security

WCC's Police Department is not responsible for event security.

Availability of campus police personnel is limited. Security needs for parking and crowd control, etc., are the responsibility of the facility user.
Event Promotion
Sponsoring colleges, community organizations, or outside groups using WCC facilities <u>may not</u> use the Wytheville Community College name in association with the external program to state or imply WCC sponsorship, cooperative programming, or endorsement.

Food and Beverages

Food and refreshments may be served in certain facilities. The user group is responsible for providing refreshments, for cleanup, placement of trash in containers, and for repair of any damaged or soiled furniture, floors, or walls. The user group is also responsible for the cleanup of any outdoor areas which are utilized. Items such as tablecloths, water pitchers and glasses, etc., must be provided by the user group.

Alcoholic beverages **are prohibited** on the WCC campus.

Parking

Ample parking is available around the WCC Campus. Handicap spaces are clearly marked and should be utilized only by vehicles bearing official handicapped permit designation.

Event Signage

Any signage that the event sponsor proposes to place on campus to promote the event, as well as the proposed location of the signage, must be approved in advance by the College. Signage should be submitted for review at least 10 days prior to the event.

Any approved paper signage (interior and exterior) must be removed promptly at the end of the event.

Events open to WCC faculty, staff, students, or the public may be listed on the WCC Events Calendar" and the electronic entrance sign if requested.

WCC 5K Race/Fun Run/Walk Event Policy

Wytheville Community College has an USTFA certified 5K course on campus that includes parts of campus roads, campus walking trails, and town roads. This course was certified at the expense of the WCC Educational Foundation for WCC scholarship fund raising events. Currently, four 5K events are held on campus annually by local non-profit organizations. WCC will not permit for-profit organizations to hold run/walk events on campus.

At this time, WCC is not permitting additional 5K events to be scheduled on campus. This decision has been made to ensure that the 5K course is not overused, which may affect event participation levels and discourage the fund raising efforts for all 5K events currently held on the WCC campus. In addition, these events require extra security by the WCC Police Department and the Town of Wytheville Police Department, and those human resources are often limited.

Races that are currently permitted to use the course include:

- WCC Educational Foundation WCC Sprint for Scholarships 5K (March/April) ⬜ Wythe County Schools Foundation for Excellence Back to School Glow Run (August)
- Spiller PTA Fun Run and Glow (May)
- Wythe Bland Animal Welfare League Hike for Hounds and Cat Meander (October)

The organizations listed above that currently are permitted to use the 5K course must complete the appropriate steps to secure the WCC grounds and necessary facilities each year of their event. These organizations must have prior approval from the Town of Wytheville to hold the event (The Town requires 60 days' notice). Event organizers should also contact the WCC Police Department and inform the department of the requested race date and time.

All organizations requesting to hold their annual 5K event must also complete WCC's online Facilities Request Form at least 60 days in advance and indicate all special requests. These requests should include but are not limited to:

- Include a copy of the race registration form
- Indicate where traffic cones should be placed
- Indicate if WCC Police Department presence is requested at the event
- Indicate which building should be open for restrooms
- Indicate if tables/chairs are needed*
- Indicate if trash cans are needed*
- Indicate if electricity is needed for race timing
- Include a rain/weather plan

Organizations are responsible for placement of chairs, tables, and trash cans during the event. All chairs, tables, and trash cans should be returned to Security/WCC Police Office in Carroll Hall after the event.

All organizations are responsible for:

- Providing adequate volunteers throughout the course to ensure participant safety.
- Ensuring the well-being and safety of event participants.
- Ensuring trash pick-up (all trash and water cups in and around the course must be collected and placed in trash cans provided by WCC). This also includes cleaning up after animals on and around the course.
- Coordinating event registration
- Promoting the event
- Notifying participants of event cancellation

Questions

For more information about the scheduling of available facilities at Wytheville Community College contact the designated Facilities Coordinator.

For Wytheville Campus Reservations: Betty Carroll at (276) 223-4775.

For Summit Center Reservations: Steve Miller at (276) 783-1777.

For Crossroads Reservations: Zendell Harmon at (276) 774-4974.