

OWENS COMMUNITY COLLEGE  
PROCEDURES

**Facilities Use Procedures**

**PROCEDURES AND GUIDELINES FOR USE OF FACILITIES (INDOOR SPACE):**

**(A) Purpose**

The facilities of Owens Community College are the property of the State of Ohio and their use is subject to all applicable state laws, rules and regulations. The purpose of these procedures is to 1) define the responsibilities and limitations of the College in responding to requests for use of facilities 2) ensure optimum use of resources and 3) develop and maintain good public relations with organized groups wishing to use the College's resources. These procedures are to be impartially and consistently applied to all faculty, staff, students and visitors to the College with the expectation that while on College property all are required to adhere to the standard of conduct and abide by all pertinent policies and College regulations.

**(B) Definitions**

**(1) College Users** include the following:

- a. Student Organizations properly registered with the Office of Student Activities.
- b. College Departments/Organizations officially recognized by the College.
- c. Current students, faculty, or staff persons whose request is academic in nature such as study sessions or class-related project work. Such requests will be placed in an available space.

**(2) Non-College Groups or Individuals** include any group or individual not qualifying as a College User.

**(3) Internal College Event.** Events requested by College users for the primary benefit of the College in which most attendees are from the College. Rental costs are not applied for an Internal College Event though direct costs may apply.

**(4) Sponsored Event.** Meetings, conferences, banquets, etc., which are organized through a College user, but more than 50% of the attendees are not alumni or current College faculty, staff, or students. 50% of rental rate in addition to direct costs. *(A representative of the College User, sponsoring the event, must be in attendance at the event. A request for an exception to this rule must be sent via email to the Executive Director, Operations, twenty-four hours prior to the scheduled event).*

**(5) External Event.** Events not requested by a College user for the primary benefit of the College or sponsored by a College user. Event will be subject to rental and direct costs for the use of the room(s).

OWENS COMMUNITY COLLEGE  
PROCEDURES

**(C) Costs for Use of Campus Buildings**

**(1) Rental Charges** - Rental charges include indirect costs including HVAC, electrical use, water disposal, consumables and the maintenance and upkeep of the College facilities. Current Room Rental Rates can be found at <https://www.owens.edu/av/event.html>

- a. **Internal College Events** - Rental charges will not be charged
- b. **Sponsored Events** - 50% of rental rate will be applied for Sponsored Events.
- c. **External Events** - 100% of the rental rate will be applied subject to the following discounts:
  - i. **Non-Profit Organizations:** Events hosted by a non-profit, non-College organization may be eligible to receive a discount of up to 50% on facility rates. The organization must be a public, not-for-profit organization. Proof of non-profit status (i.e. 501(c)(3)) may be requested prior to approval of the discount.
  - ii. **Alumni, Students, and Employees:** Alumni, current students, and current or retired employees of Owens Community College are eligible for a 10% discount on facility fees for an External event. The discount will be contingent on verification of the status of the requestor.

**(2) Direct Costs** - The College must be reimbursed for all direct costs incurred by the College for all Internal College Events, Sponsored Events and External Events. Direct costs are defined as all fees associated with a program in College facilities which are not covered by the base rental rate. Direct costs include, but are not limited to, costs incurred as a result of occupancy beyond regular business hours, audio-visual requirements, custodial support, personnel required to service the event, special equipment, police officers and technical support.

**(3) Special Rates**

- a. **Afterhours/weekend assistance** for room setups, multimedia, police services and/or event assistance may incur a fee to offset overtime charges (Afterhours is defined as after normal College hours of 8:00 a.m. to 5:00 p.m., Monday through Friday).
- b. **Closed Days/Holiday Scheduling** - Special rates may be in effect for events requesting facilities on a day when the campus would otherwise be closed. The special rate is equivalent to double the standard rental rate plus any overtime that might be incurred in additional services.
- c. **Waiving of Fees** – if an event is considered to be of mutual importance to the community and the College, the Vice President of Business Affairs or designee may waive or reduce rental fees at their discretion.

**(D) Procedures for Reserving Campus Indoor Facilities for Events**

**(1) Scheduler Contact Information**

- a. For facility rental on the Findlay Campus, please contact the Manager, Business Operations or call (567) 429-3585.
- b. For all other requests, please email [events@owens.edu](mailto:events@owens.edu) or call at (567) 661-7207.

OWENS COMMUNITY COLLEGE  
PROCEDURES

**(2) Reservation Requests**

- a. First consideration for space use is given to academic scheduling. Scheduling of events in academic space will not be confirmed until 2 weeks into the semester. Institutional needs, such as those Internal Events related directly to enrollment and academic success are then given priority. Second consideration will be given to annual, campus-wide Internal Events.
- b. After the space requirements for institutional needs and annual College events have been met, requests for all other Internal Events reservations will be filled in the order in which they are received. Next, Sponsored Events will be considered in the order in which they are received. Last, External Events will then be considered in the order in which they are received.
- c. Reservations must be made a minimum of two (14 days) weeks in advance.

**(3) Information Needed for Reservation**

- a. Event Date
- b. Event Start and End Time
- c. Reservation Start and End Time (This will let the staff know when you will need to get in and start setting up and what time you will need access to the room until).
- d. Event Name and Description
- e. Preferred Building and Room Number
- f. 2nd Location choice in case your preferred room is unavailable
- g. Set up needed for your event (This will help to identify the best location for you)
- h. Number of people attending
- i. Description regarding the nature of their organization (for all Non-College groups)

**(4) Reservation Times** Facilities are available for the specified event time. Clients are asked to request any needed set-up or take-down time as part of their reservation. A request from a client to enter a facility before the beginning of the reservation time, or remain in the facility after the reservation time, may be denied.

**(5) Reservation Confirmation** - Once a room is assigned, you will receive a confirmation of your completed event request in the form of a Room Reservation form that is to be completed, signed and return or a confirmation email. **No advertisement or announcement of an event should take place prior to the receipt of this email confirmation.**

Once confirmed, all events are scheduled in our online scheduling system, AdAstra, found at the ITS Systems & Services Intranet website here:  
<https://www.aaiscloud.com/OwensCC/Default.aspx>

**(6) Additional Event Services** - Services including Audio Visual, Information Technology Services and Food and Beverage may be arranged by contacting the Specialist, Business Operations (Toledo Campus) and Manager, Business Operations (Findlay Campus),

OWENS COMMUNITY COLLEGE  
PROCEDURES

**(7) Modifications/Cancellations** - For modifications (changes in date, time or room) or cancellations to events already submitted and confirmed, please contact a scheduler as defined in section B. Please indicate that date, location and name of the event and then the changes that should be made. Cancellations, time changes, and/or date changes should be made 7 business days prior to the originally scheduled event.

**(8) Security Requests and Special Requirements**

- a. Requests for Police/Security services are coordinated through the Director of Public Safety/Chief of Police. To request a Police Officer for your event, you must contact the Department of Public Safety no less than fourteen (14) days prior to the date of your event. Each request will be reviewed to determine if Police Officers are needed. Requests will be answered within 7 calendar days of receipt and will contain all pertinent information. Police/security costs may apply.
- b. Generally, paid security is required at large-scale events or events that may lead to the disruption of the College environment. Examples include events where alcohol is available, events with non-Owens Community College students in attendance, events occurring during late evening hours, events open to the campus community, and events with a history of large attendance. The Department of Public Safety will determine the need for paid security, and the number of officers required, if any.

**(9) Damages and Cleaning** - All groups using College facilities are responsible for the proper use of the facilities, furnishings and equipment. Damages should be reported immediately. Any damages done in connection with a meeting, event or other scheduled activity will be repaired by the College, and the sponsor will be billed for all costs incurred on the basis of labor, supplies, and equipment rentals as required for repairs or replacement. Similarly, excessive cleanup after events may also incur additional charges.

**(10) News Media** - If the event is open to the news media, please notify Marketing and Communications at (567) 661-7421.

**(11) Insurance** - Events sponsored by or held for individuals or groups external to the College, other than City and State entities, may require a certification of insurance. The sponsoring organization must obtain comprehensive general liability insurance for bodily injury and property damage. Owens Community College must be named as the certificate holder and as additional insured. The amount is determined on a case by case basis. The certificate of insurance must be presented at least seven (7) working days prior to the event or the event will be subject to cancellation. In addition, events sponsored by or held for individuals or groups external to the College, other than City and State entities, assume full responsibility for any loss, damage or claims arising out of use of the facilities and agree to indemnify, defend and hold harmless the College and the appropriate College related entity (where applicable), as well as their officers and employees, from any liability arising out of the actions of the user, its agents, employees and invitees, incidental to the use of the facility by the user.

OWENS COMMUNITY COLLEGE  
PROCEDURES

**(E) Indoor Vendor Table Scheduling**

- (1) Vendor tables in campus atriums are available to registered student organizations, College departments, and other approved outside organizations by contacting a scheduler as defined in section B. Table space is reserved in order of dated requests.
- (2) Prospective users of table space forfeit their space if not in use within one hour of the starting time specified on the reservation request form.
- (3) Student organizations sponsoring a commercial vendor or requesting use of a vendor table must take the reservation request form to the Office of Student Activities for approval before the reservation request is confirmed.
- (4) Failure to comply with vendor table policies and/or the reasonable requests of the College may result in cancellation of the current and/or future vendor table reservations.

**(F) General Information**

- (1) The individual reserving the space is responsible for submitting event information if it wasn't included on their original request. It is the responsibility of the reserving party to attend any pre-event meetings and work directly with any outside vendors, clients or event participants. The individual reserving the space must insure that all arrangements (food, audio-visual services, insurance, etc.) are completed at least seven (7) working days prior to the event.
- (2) All student events scheduled on campus must be attended at all times by the College Advisor/Sponsor.
- (3) No items can be fastened/taped to walls, doors, glass and ceilings. Candles, open flames or other hazardous materials are prohibited.
- (4) Users are required to comply with all College rules and policies, and applicable local, state and federal laws.

Effective Date: April 25, 2021

*These procedures supersede the former 3358:11-4-21 Use of College Buildings and Grounds procedures; the 3358:11-4-21 policy was rescinded by the Board of Trustees on April 6, 2021.*