



## College Policy 8.01

### Facilities Use

## Part 1. Purpose

The purpose of the policy is to provide standards for the use of Minneapolis Community and Technical College campuses and facilities for meetings and special events by internal and external parties.

## Part 2. Types of Events or Activities

### Subpart A. College or Department Meetings

College or department meetings are meetings that occur within the normal scope of college business.

### Subpart B. College Event

A college event is an event or activity that is driven or initiated by the college and is considered to be within the normal scope of the college's mission and for the benefit of the college, its students or employees. College events may include external speakers or organizations invited by the event organizer. College events may be initiated by the administration, a department or an academic unit. The President or designee must approve all college events.

### Subpart C. Co-sponsored Event

A co-sponsored event is an event in which an external party requests sponsorship by the college for the event so that the event can occur on the college campus. College employees interested in obtaining co-sponsorship for an external organization should contact their supervisor. Co-sponsored events must provide some benefit to the college, its students or employees and must be approved in advance by the President or designee.

### Subpart D. Student Club Meetings, Activities or Events

Student clubs and organizations have the privilege of being able to use college facilities for meetings, club events or activities and special events.

1. Club Meetings - Students have the right to use college space at no cost for club meetings. Club meetings are intended for the club membership and for the purpose of club activity or business. Student clubs may request a dedicated room or space for usage on a semester basis. These requests will be reviewed based on the unique needs of the student club and the availability of facilities resources. The college reserves the right to cancel a dedicated room reservation at any time.
2. Student Events/Activities - Students have the right to assemble groups less than 50, to select speakers, to set up informational tables and to present information on issues of their choice. For these types of student events or activities, the college has designated the following three areas that are available at no cost to student clubs:

- The outdoor plaza adjacent to Loring Park
- The College Center in the Helland Center
- The T Building area near the skyway to the K Building

3. Special Events - A student special event is one that meets any of the following criteria:

- is open to the public
- for a group of more than 50 people
- charges admission

- is scheduled outside of the college's normal business hours
- is co-sponsored with an external organization

Room fees and/or resource charges will be incurred and the rates will depend on the type of event. Student clubs will have the sole responsibility for payment of these charges and fees.

### **Subpart E. External Event**

An external event is a meeting or other activity conducted solely by an external party and solely for the benefit of the external party's members or event participants.

## **Part 3. Nonpermissible Use**

The College will not enter into occupancy agreements for the use of its facilities for events or programs by non-College entities whose purpose for the request is:

- Revenue generation
- The sale, solicitation or promotion of goods or services
- Gambling
- Adult entertainment
- Commercial purposes

## **Part 4. Alcohol Use**

Pursuant to the policy of the MnSCU Board of Trustees, the possession, use, sale or distribution of alcoholic beverages and 3.2% malt liquor at Minneapolis Community and Technical College is prohibited, unless specifically approved by the President.

## **Part 5. Room Charges and Service Fees**

The College charges external organizations for the use of its facilities.

### **Subpart A. Meetings and College Events**

Meetings and college events are not subject to room charges. College events may be subject to service fees. The initiating department or unit has responsibility for all service fees.

### **Subpart B. Co-sponsored Events**

The cost of a co-sponsored event will be determined in consultation between the college and the external partner, and charges or fees may vary.

### **Subpart C. External Events and Student Special Events**

External events and student special events are subject to room charges and service fees.

### **Subpart D. Misrepresentation**

Employees or students who misrepresent an event in order to avoid fees and charges will be charged appropriately, may have their reservation privileges suspended, and are subject to discipline.

**Date of Adoption:** 7/1/1999

**Date of Implementation (if different from from adoption date):**

**Date of Last Review:** 9/22/2008

**Date and Subject of Revisions:**