



POLICIES & PROCEDURES

Title: Facility Use Policy
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Department: Facilities

Purpose

To issue policies and procedures governing the use of facilities at Louisiana Delta Community College for internal and external events.

Scope

This policy applies to all facilities of Louisiana Delta Community College.

Compliance

The facilities of Louisiana Delta Community College are made available for use by faculty, staff and students for college-related internal functions and events. Off-campus organizations, as appropriate, may also use designated campus facilities for external events and functions in accordance with established policy by LDCC and Louisiana Community and Technical College System (Policy #4.005).

All official College functions are conducted in a professional manner so as to reflect favorably on the institution. Requesting the use of campus facilities and coordination of events and functions must be handled in accordance with the specific procedures and responsibilities as outlined further in this memorandum. Political rallies, religious worship services and dances are not consistent with the college mission and will be not permitted. LDCC does not endorse the objectives of any organization using facility space. Facility rental is not available when use of the room might endanger public safety, cause disorder/disrupt the primary functions of the College, or the group/event does not support the mission of the College. To that end, weddings/wedding receptions and parties are prohibited.

Guidelines for *Internal* Events and Functions Held on Campus

- A. *Internal* events and functions are those College-related events and functions that are requested and coordinated by faculty, staff and students of the

- College. Generally internal requests for use of facilities must be submitted at least two weeks in advance and are subject to availability.
- B. All media services must be handled directly by the requestor and reported to the LDCC event coordinator which will share with the Office of Public Relations.
 - C. All police services must be coordinated with the Campus Police to arrange general security services, if deemed required by the event Facilities Use Agreement.
 - D. All building services (housekeeping, clean-up, event set-up) must be coordinated with the LDCC event coordinator for Monroe campus or Campus Director at the outlying campuses.
 - E. Student organizations will not be permitted to serve alcohol.
 - F. Media coverage must be preapproved by the Office of Public Relations or Chancellor.
 - G. Serving of Alcoholic Beverages must be approved by the Chancellor or Vice Chancellor of Finance & Administration.

Guidelines for External Events and Functions Held on Campus

- A. *External* requests are handled and coordinated by the LDCC event coordinator or Campus Director at the outlying campuses.
- B. No reduction or waiver of established fees for use of College facilities will be permitted, unless approved by the Vice Chancellor of Finance and Administration or the Chancellor.
- C. Use of LDCC facilities by external groups requires the completion and approval of an Event Services Agreement and Certification of Insurance. This form is a formal contract between the College and the external organization for use of LDCC facilities for a specific, external event or function sponsored by the organization and is not valid until all required signatures have been received.
- D. Media coverage must be preapproved by the Office of Public Relations or Chancellor.
- E. Non-College groups must furnish a certificate of insurance prior to the event reflecting appropriate liability insurance covering participants and spectators. This policy shall be made in favor of the Louisiana Delta Community College with a minimum coverage requirement of \$1,000,000 property damage, \$1,000,000 personal liability per person and \$1,000,000 per accident.
- F. Serving of Alcoholic Beverages must be approved by the Chancellor or Vice Chancellor of Finance & Administration.
- G. Security for all external events must be coordinated with the LDCC event coordinator and follow guidance provided by the Event Services Agreement.

Rates charged for use of facilities

Rates for use of rooms or facilities by a non-college related organization or individual are outlined in the LDCC Event Services Agreement for the Monroe Campus. The Campus Director of other locations will provide rates. The rate will be reasonable to

the area and will take into consideration the use of the College's resources, as well as security services, length of time used, etc. Waiving of a charge for special circumstances may be possible, but only with additional approval from the Chancellor or Vice Chancellor for Finance and Administration.

Procedure

Event requests for the Monroe Campus facility will be initiated in the FMX portal for internal and external events and functions. The Events Coordinator will oversee all requests and act as the point of contact for the event. The Event Services Agreement should be followed for all events.

Event requests for campus other than Monroe should be submitted to the Campus Director for the respective campus.