



CENTRAL WYOMING COLLEGE FACILITIES USAGE POLICIES AND PROCEDURES

Central Wyoming College is pleased to serve the needs and events of the college community and the general public as space and college scheduling permits. To assist you in planning your events, we have published these guidelines. We encourage you to call the Facilities Coordinator at (307) 855-2202, or 1-800-735-8418, extension 2202, for assistance to ensure the success of your events. It is highly recommended that you make all reservations at least one month in advance. Requests for last minute facility and equipment usage cannot be guaranteed. A year's notice is sometimes necessary to reserve the Robert A. Peck Arts Center Theatre and the CWC Field Station.

The Facilities office is the primary booking agent for all college facilities and grounds. Our first priority is to our students and regularly scheduled classes. As a general rule, educational classroom space is not available Monday through Friday during scheduled class periods.

Listed in this handbook are the policies and procedures set by the Board of Trustees and Administration that govern the use of college facilities. The Facilities Coordinator is responsible for adhering to these policies and procedures.

effective July 2004

FACILITIES PRACTICES

A goal of Central Wyoming College is to accommodate facility use to the best of our ability.

In order to ensure that all classes and events at Central Wyoming College run as smoothly as possible for all concerned, the following practices and procedures are considered in approving or denying your request.

- 1. The requested event must not violate any of the policies set by the Board of Trustees for Central Wyoming College.**
- 2. A suitable facility must be available for usage. The facilities office does not have authority to move or cancel a scheduled class. (If a class is to be moved or canceled, the decision to move or cancel is made by the President or Vice President of Central Wyoming College.)**
- 3. The impact on parking and the availability of custodial and technical maintenance personnel, including other activities, classes or events being held on campus the same dates must be coordinated.**
The Facilities Office handles the coordination of an event with the college and other approved programs, including:
 - a. Set up, Custodial and Grounds – Director of Physical Plant;**
 - b. Equine Center – Equine Operations Manager and Faculty;**
 - c. Student Lounge – Student Activities Director and Student Senate;**
 - d. RAP Theatre – Robert A. Peck Arts Center Coordinator and Faculty;**
 - e. Computer Labs – Information Technologies Department.**

Every effort will be made to accommodate your request.

FACILITY REQUEST PROCEDURES

Facility Request Forms are to be completed as follows:

Facility requested by: YOUR NAME

Date Submitted: THE DATE YOU DELIVER THE FORM OR MAIL IT TO THE CWC FACILITIES COORDINATOR

Sponsoring Agency: COMPANY OR GROUP NAME (if personal, your name)

Address: MAILING ADDRESS, CITY, STATE AND ZIP OF THE SPONSORING ORGANIZATION

Phone: HOME PHONE AND BUSINESS PHONE (include area code if out of Wyoming) of the sponsoring agency.

Type of Event: i.e.: BUSINESS MEETING; WEDDING; SEMINAR; WORKSHOP; etc.

Facility Requested: i.e.: FIELD STATION BUILDING, PICNIC AREA; LECTURE ROOM; or one to be assigned. (please list type needed)

Admission Fee: AMOUNT TO BE CHARGED PER PERSON (if any)

How Many will Attend: NUMBER OF PEOPLE FACILITIES NEED TO ACCOMMODATE.

Name of Event Supervisor: NAME OF PERSON WHO WILL BE IN CHARGE OF EVENT AT FACILITY.

Date(s): Oct. 5, 2003 Days of Week: Saturday (or month, date and year)
Days of the Week: Open Doors: time you want in building

Event time: Time your event will begin and end including set up. If you need time for set up, please allow time before and after.

Special Needs: BE VERY SPECIFIC OF EQUIPMENT AND SET UP NEEDS.
(i.e.: overhead TV/VCR) (Note: college equipment may not be available)

Signature: Person responsible for event and able to bond organization

REQUEST FORMS NOT FULLY COMPLETED WILL BE
RETURNED FOR COMPLETION BEFORE APPROVAL

CWC GENERALLY WORKS ON A FIRST COME, FIRST SERVED BASIS.

A Facilities Request Form must be completed and signed before approval will be granted.

CENTRAL WYOMING COLLEGE POLICY

5.2 USE OF COLLEGE PROPERTY

It is the policy of the College that equipment and other College property may be made available to outside groups and organizations, when it is deemed that such use shall contribute to the College community. No individual, group, or organization may at any time, when use of equipment has been granted, use such equipment for personal or group profit. Equipment loaned out by the College is subject to immediate recall at any time. It is the responsibility of those to whom equipment has been loaned to exercise care and prudence in its use, and to return the equipment in acceptable condition. The user is liable for damages.

POLICY #: 5.4

POLICY TITLE: Use of College Facilities

5.4.1 Policy and Use Priority

It is the policy of Central Wyoming College that the buildings and grounds of the institution be used to further the educational purposes of the college. All of the classrooms, offices, laboratories, work areas, and open areas of CWC buildings and grounds remain under the control of the college and are to be allocated for use according to administratively established procedures.

Recognizing education use as the first priority, this policy shall also provide the use of Central Wyoming College facilities for non-instructional institutional use, student activities, and community activities using the following priorities:

- 1) Institutional educational use (credit classes)
- 2) Institutional educational use (non-credit classes)
- 3) Non-instructional institutional use
- 4) Student activities
- 5) Fremont County school district educational use or community activities
- 6) Community activities
- 7) Social activities

Use of college facilities for such activities shall also be governed by administratively established procedures.

5.4.2 Use by Profit-Making Entities

Use of Central Wyoming College facilities or grounds by private businesses and commercial entities for the purpose of selling merchandise or services shall be prohibited, except as specifically provided for in conjunction with an approved event according to the established facility fee schedule. Central Wyoming College Auxiliary Services shall be exempt from this policy.

5.4.3 Denial of Use

Central Wyoming College hereby reserves the right to deny the use of any college buildings or grounds to any group or individual who does not follow appropriate scheduling procedures; to any group or individual not providing adult supervision and to any group or individual who has abused college facilities and/or violated college policies in the past. The college also reserves the right to immediately remove by whatever appropriate means, any group or individual found to be abusing college property.

5.4.4 Food, Beverage, Smoking

Alcoholic beverages are not permitted on college property without the permission of the Board of Trustees or its designee. Upon special written request to the Facilities Coordinator, alcoholic beverages may be permitted at the CWC Field Station upon permission of the College President. Food and beverages shall be permitted only in those areas so designated. No smoking is allowed in classrooms or other areas as designated.

5.4.5 Operational Days/Fee Structures/Waivers

Central Wyoming College will honor facility requests throughout the year with the exception that no function will be held on legal and college holidays as set by the Board of Trustees, unless special arrangements are made and approved by the Facilities Office and the Dean of Administration. Although Central Wyoming College seeks to make its facilities available for use at little or no expense, facility use charges are assessed according to a facility fee schedule adopted by the Board of Trustees. Fees are assessed to offset the costs of facility use, repair, additional staff to properly care for college property, and support of the event.

5.4.6 Liability

Facility users or responsible parents or guardians may be required to sign a "statement of awareness and release from liability." CWC and its employees are not responsible for loss or injury to any person, animal, or property. In some cases a user may be required to secure insurance coverage and name CWC as an additional insured.

5.4.7 Presidential Exception

Exceptions can be made with written approval of the President of the College to address unique events or facility use requests.

PROCEDURE:

NOTE: Due to reciprocal use of facilities, CWC facility fees will be WAIVED for Fremont County School Districts, Wyoming State Training School, Riverton Memorial Hospital and the State of Wyoming EXCEPT for the direct costs incurred by CWC (i.e., personnel and supplies) specifically related to the event. Riverton Youth Soccer Association is exempt from usage fees for use of the soccer fields and the gym.

A damage deposit may be required for the use of college equipment. Fees may also be assessed for the use of audio/visual equipment such as overheads, TV/VCR, etc. at the rate of \$10.00 per day, or \$5.00 per half day (4 hours). *High tech equipment will be assessed at a higher daily rate.*

No food or beverages are allowed in any facility other than the college cafeteria or other approved facility.

All buildings close at 10 p.m. unless special arrangements are approved. The Arts Center Theatre is exempt from this procedure. Overtime fees will be assessed for custodians for any event past midnight.

College sponsored events are those which are budgeted through the college, funds for which are processed by the college, and authority for which falls under the CWC Board of Trustees and not under an outside board.

For the purpose of clarification, non-profit groups are defined as any civic organization/group having tax-exempt status or whose sole purpose for use of facility is to provide the community with a cultural experience without monetary gain accruing to the organization or group.

Large college sponsored events may be assessed fees for additional staff time required.

FEES:

Fees are due and payable within ten (10) days of receipt of invoice, and are subject to change based upon Board Action. Payment in advance of the event may be necessary to hold reservation.

(1) **Classrooms and Conference Rooms**

\$25.00 per half day, \$50.00 per day, per room. Fees may be waived for civic organizations.

(2) \$20.00 per hour, per person, for special set-ups; i.e., tables, chairs, facilities technician and custodial, etc.

(3) Large events (multiple day/rooms) may be assessed an indirect support fee.

(4) **Equestrian Center**

\$20.00 per hour on weekdays and \$35.00 per hour on weekends for the use of the Riding Arenas. A qualified arena staff attendant must oversee any function held at the CWC Equestrian Center. That attendant must be on CWC payroll, be trained to run arena equipment and in livestock management. He/she must control access to the arena, i.e. fire and ambulance lanes, have the authority to enforce CWC policies, Equestrian center rules and emergency procedures.

Day/Overnight Stall Rental

This service is available for stock participating in college sponsored events and only during those events. The total number of stalls available is not guaranteed.

- \$10.00 per day without bedding
- \$15.00 per day with bedding

These fees must be prepaid.

EQUESTRIAN CENTER RULES

- Arena gate must be closed at all times.
- Boots with heels are required at all times.
- No bareback riding and no riding with a halter without a bridle.
- SEI approved riding helmets must be worn when riding in an English saddle. Jumping equipment cannot be used without prior approval and proper supervision.
- No horses are to be tied in the arena, round corral or roping boxes without permission.
- No horses are to be turned loose in the arena, round corral or roping boxes.
- NO DOGS ALLOWED
- No equipment or articles of clothing are to be hung on the arena fence.
- Patrons must provide documentation verifying that their horses have had current rhino and flu vaccinations.

(5) **Outdoor Areas**

\$10.00 per hour for use of outdoor fields.

(6) **Gym**

Gym fees to be determined by event; i.e., playing basketball, volleyball at a usual fee of \$25.00 per half day. Tournaments will be charged \$100.00 per day plus custodial, maintenance and security fees if applicable. Riverton Youth Soccer Association will be charged for damages only.

(7) **Theatre Use Fees**

For the purpose of clarification, non-profit groups are defined as any civic organization/group having tax-exempt status or whose sole purpose for use of facility is to provide the community with a cultural experience without monetary gain accruing to the organization or group. Fees for the theatre are listed below.

	<i>Non-Profit</i>	<i>Profit</i>
a. Per Performance/Main Stage	\$200.00	\$550.00
b. Per Performance/Little Theatre	\$100.00	\$175.00
c. Usage for prior day set-up and/or rehearsal (per hour)	\$10.00	\$10.00
d. Custodial, security, traffic control, and/or food service as requested or specified by the college due to the size and/or nature of the event (per hour)	\$20.00	\$20.00
e. Out-of-pocket expenses (includes gel use, duct tape, tools, equipment, rentals, paint, etc.)	Yes	Yes
f. Piano Tuning (as required at the current rate)	Yes	Yes
g. Tech fees:		
Technical Director (required)/hr	\$20.00	\$20.00
Light Board Operator (required)/hr	\$10.00	\$11.00
1st Engineer (staff)/hr	\$10.00	\$11.00
2nd Engineer (staff)/hr	\$7.00	\$8.00
Stage Manager	\$10.00	\$11.00
Follow Spot Operator	\$7.00	\$8.00
House Manager/hr	\$7.00	\$8.00
Stage Hands	\$6.50	\$7.50
Users/hr	\$6.50	\$7.50
h. 10% of the total costs, not to exceed \$100.00 surcharge to be assessed and paid to the CWC Foundation for a refurbishment fund	Yes	Yes

(8) **Computer Labs**

Requests may be submitted and approval granted under special consideration. A CWC technician must be available and present at all times. The technician fee will be negotiated at the time specialized needs are known.

	<i>Per Day</i>	
	<i>Non-Profit</i>	<i>Profit</i>
	\$100.00	\$225.00

FOOD SERVICE

Food Service is available Monday through Friday during the academic year and on a limited basis through the summer. Please notify the Food Service Director at (307) 855-2153 to make arrangements for coffee breaks or meals. Food Services sets its own prices and does a separate billing. Other services, i.e., custodial, set-ups, etc. are billed at the standard rates.

SAFETY

The safety of visitors to the college, and the protection of college assets are very important. Activities that expose excessive risk to people or facilities will not be allowed. Due to the nature of some of the requested events, high risk activities (such as those using firearms, bows and arrows, etc., or others that propose a risk to people or property) are not be allowed.

DEPOSITS AND CANCELLATIONS

We may request a deposit be made to hold a facility for your use. The deposit will either be applied to your facility charges or refunded after your use. *Full payment in advance is required for private use of the Field Station.* IF YOU CANCEL, THE GROUP PLANNING TO USE THE FACILITIES SHOULD NOTIFY THE FACILITIES OFFICE AS FAR IN ADVANCE AS POSSIBLE. IF YOU FAIL TO CANCEL, YOUR DEPOSIT WILL BE RETAINED.

OUTSTANDING BALANCE OWED TO CWC

Parties or individuals that have an outstanding balance will not be allowed to make reservations until all balances are paid in full. These parties or individuals must pay in advance for subsequent facility use.

CHURCH SERVICES

Church Services will not be scheduled. A church group may schedule a meeting room, if available.

OVERNIGHT CAMPING

No overnight camping or sleepovers on college property are allowed, except for authorized lodging in campus housing.

Exceptions:

- Authorized lodging in campus housing.
- Overnight stay at the Lander Field Station as part of a CWC sponsored or approved program/event, and with prior written approval of the CWC President.

FACILITY REQUESTS

Request forms are available from the Facilities Office 855-2202 which is located in AW159 on the main campus in Riverton. A Facilities Request form must be filled out and signed before approval will be granted. The Facilities Office works on a first come, first served basis.

(9) CWC Field Station

**CENTRAL WYOMING COLLEGE LANDER FIELD STATION
RATES FOR MAIN HALL AND PICNIC GROUNDS**

Small Group/Short term use* (less than 20 people and no more than four hours) Morning (8 a.m.-Noon) Afternoon (1-5 p.m.)/Evening (6-10 p.m.)	Half Day	
Main Hall (includes kitchen)	\$100	
One Classroom excluding kitchen	\$40	
One classroom including kitchen	\$50	
Less than 50 people* (per day)	Daily	5+ Days (80%)
Main Hall (includes kitchen)	\$200	\$160
Main Hall with CWC food service **	\$200	\$160
One Classroom excluding kitchen	\$75	\$60
One Classroom including kitchen	\$150	\$120
Picnic Grounds (does not include the use of Main Hall)	\$50	\$40
50 people or more* (per day)	Daily	5+ Days (80%)
Main Hall (includes kitchen)	\$400	\$320
Main Hall with CWC food service **	\$200	\$160
One Classroom excluding kitchen	\$150	\$120
One Classroom including kitchen	\$300	\$240
Picnic Grounds (does not include the use of Main Hall)	\$100	\$80

ROOM AND BOARD

Programs over five (5) days may be negotiated based on need

Rates for Overnight Visitors (includes use of shower house and restrooms):

Cabin Rates (per night, per cabin, up to 8 people)	One Night	5+ Days
CWC Programs	\$48	\$38
Fremont County Public Schools	\$60	\$48
Educational, Recreational, Cultural, State Government	\$72	\$58
Commercial, Private Group/Organization	\$90	\$72
Tent Camping	\$6	\$5

Additional Fees:

Custodial, grounds, and set-up fees (per hour)	\$20	\$20
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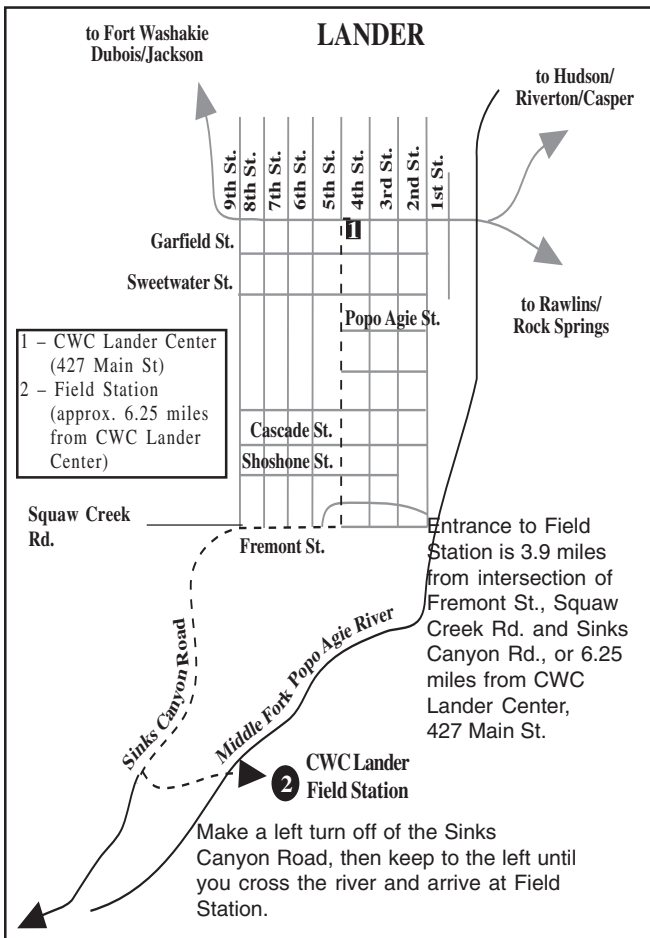
- * All rates double with alcohol use
- Additional fee for exclusive use of Field Station.
- Deposit will be required for all events.
- * Food Service to be negotiated in addition to fees.

The following facilities are available at the CWC Field Station:

- 1) The Main Hall Building is a two-story structure with a serving kitchen, adjoined by a dual use dining area/classroom space (fireplace, tile floor) that can seat 25-30 people; downstairs is a classroom (carpeted, acoustical ceiling, large whiteboard, overhead projection screen) that can seat 30-40 people comfortably.
- 2) Log cabins, with bunk beds that sleep up to eight people (four comfortably long term.) Bedding is not provided.
- 3) Tent campsites
- 4) Large picnic grounds furnished with picnic tables and the ability to seat 100 people. Modern restrooms, with water, are adjacent.
- 5) Accommodations are not available for R.V.'s at this time.
- 6) The natural areas are open to the public and users during normal Field Station hours (7 a.m. to 10 p.m.)

Conditions of use:

- 1) These facilities are only available to groups and/or agencies upon CWC's approval through the formal reservation procedure. Private, individual use is not allowed.
- 2) Deposits are required by all users.
- 3) The Field Station closes at 10 p.m. All events are to end at this time.
- 4) Quiet hours are between 10 p.m. and 7 a.m.



*Map of
CWC Field Station*

