CENTRAL Wyoming COLLEGE

FACILITIES USAGE POLICIES AND PROCEDURES

Effective July 2014

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CENTRAL WYOMING COLLEGE
FACILITIES USAGE PRACTICES, PROCEDURES, AND POLICIES
Effective July 2013

Central Wyoming College is pleased to serve the special 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 guidelines to help you along the way. We encourage you to call the office of the Facilities Scheduler/Event Coordinator at (307) 855-2216, or 1-800-735-8418, extension 2216, 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. The Facilities Scheduler/Event Coordinator will adhere to the policies and procedures that govern the use of all college facilities as set by the Board of Trustees and Administration.

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 regular scheduled class periods. Requests for space may not be confirmed until the academic schedule is finalized.

Consistent with its mission to value diversity and to treat all individuals with dignity and respect, Central Wyoming College does not discriminate on the basis of race, color, national origin, ancestry, sex, age, religion, or disability in admission or access to, or treatment or employment in its educational program services or activities. The college makes reasonable accommodations to serve students with special needs and offers services to students who have the ability to benefit. Inquiries concerning Title VI, Title IX, or Section 504 may be referred to the Human Resources Officer at Central Wyoming College, 2660 Peck Avenue, Riverton, WY 82501 (307) 855-2112 or 1-800-735-8418 (instate) or the Office of Civil Rights for Wyoming at Denver Office, Office of Civil Rights, U.S. Department of Education, Federal Building, 1244 Speer Blvd, Suite 310, Denver, CO 80204-3582, 303-844-5695, Fax 303-844-4303, TDD 303-844-3417, email OCR_Denver@ed.gov.

FACILITIES PRACTICES

The goal of the Facilities office is to accommodate our users and requesters to the best of our ability. Every reasonable effort will be made to accommodate your request.

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

1. The requested event does not violate any of the policies set by the Board of Trustees for Central Wyoming College.

2. A suitable facility is 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 cancelled, the decision to move or cancel is made by the President or Executive Vice President of Central Wyoming College.

3. The impact on parking and the availability of custodial, maintenance, and technical personnel in relation to other activities, classes or events being held on campus the same dates must be considered and coordinated.

4. The Facilities Office handles the coordination of events involving special use areas on campus, for which secondary approval is required and must be obtained prior to confirmation of your request. The special use areas are as follows:
   a. Equine Center
   b. Gymnasium
   c. Robert A. Peck Arts Center Theatre and Gallery
   d. Robert A. Peck Arts Center Music and Art Wing
   e. Computer and Science Labs
   f. Intertribal Education and Community Center Elder's Room

5. Central Wyoming College is not responsible for providing event information regarding non-CWC hosted events to any outside parties or individuals that contact the college. In the event that inquiries are received, the college will refer all inquiries over to the event sponsor/supervisor's contact name and number that was supplied to the college for that event.

6. It is the responsibility of the individual(s) conducting the event to adequately supervise the event, including the participants/spectators; and to pay any and all charges incurred as defined in the schedule of fees.

FACILITY REQUEST FORMS

Facility Request Forms are available online at http://www.cwc.edu/what/facilities for General Facilities Use (meeting rooms and classrooms), Art Center/Gallery, Art Department, Computer Labs, and Little Theatre. Specialized forms for the Art Center/Gallery, Art Department, Computer Labs, and Little Theatre Facility Request Forms require specialized information from the requestor in order to provide equipment and technical support needed for events in those facilities. On-line Facility Request Forms are also available for CWC outreach centers in Lander and Jackson.

The Facilities Office works on a "first come, first served" basis. A Facilities Request Form must be completed electronically in order for approval to be granted. ***All properly submitted request forms will receive an automatic response acknowledgement.***

CENTRAL WYOMING COLLEGE POLICY

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, and 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.

Smoking/Alcoholic Beverages
Smoking is not permitted within campus buildings, within 30 feet of campus building entrances, or in college owned vehicles.

The possession or consumption of alcoholic beverages is not permitted on college owned property, including vehicles. A permit may be requested for special events at the Sinks Canyon Center and must be submitted in writing to the Facilities Scheduler/Event Coordinator and approved of by the President of the College in advance of the event.

Use of College Facilities

Policy and Use Priority
It shall be 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 individual rooms, offices, laboratories, work areas, and open areas of CWC buildings and grounds remain under the control of the college regardless of funding source and are to be allocated for use according to administratively established procedures. All Riverton campus buildings are closed from 6:00 p.m. to 6:00 a.m. and all college grounds are closed from 12:00 a.m. to 6:00 a.m. unless there are scheduled classes, programs, or events.

Recognizing education use as the first priority, events are scheduled on a first-come, first-served basis after credit classes are scheduled for the semester. 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 order for assignment to resolve any conflicts in space reservations:

1) Institutional educational use (credit classes)
2) Institutional educational use (non-credit classes) and sponsored activities
3) Non-instructional institutional use
4) Student activities
5) Fremont County school district educational use and other State agencies
6) Community organization activities
7) Social and other activities

Use of college facilities for such activities shall also be governed by administratively established procedures. College sponsored events are those which are budgeted through the college funds and authority for which falls under the CWC Board of Trustees and not under an outside board.

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.

Denial of Use
Central Wyoming College hereby reserves the right to deny the use of any college buildings or grounds

1. to any group or individual who does not follow appropriate scheduling procedures;
2. to any group or individual not providing adult supervision; and
3. 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.

College Holiday Facility Use
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 annually, unless special arrangements are made and approved by the Facilities Office and the Vice President for Administrative Services. 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.

The CWC facilities will be closed for board approved college holidays and adjoining weekend days for the holidays listed below:

New Year's Day
Spring Holiday
Memorial Day
Independence Day
Labor Day
Thanksgiving Holiday
Holiday Break (Campus closed between Christmas and New Year's holiday)

Campus closure means CWC support staff and security staff members are not on duty to support campus events, so facilities are not open to the public, which includes students. Facilities are available to CWC staff members who are authorized to access buildings through the keyless entry system with their CWC identification card. An exception may be granted to allow students access to facilities if building security and student supervision can be adequately addressed. The Vice President for Administrative Services may approve special facility use on holidays and adjoining weekend days if requested in advance.

Liability
CWC and its employees are not responsible for loss or injury to any person, animal, or property. All non-college groups that meet either of the following criteria may be required to provide proof of organizational general liability insurance for a minimum of $1million that names CWC, its trustees, officers, employees and assigns as the insured or additional insured under the policy:

a) an activity on the University Risk Management and Insurance Association's Tenants and Users Liability Insurance Policy (TULIP) Hazard Class 3 list
b) an activity/event with fifty (50) people or more

The college reserves the right to require additional types of insurance coverage or liability insurance coverage greater than $1 million if CWC deems the activity warrants greater prudence. Government users that are exempt from indemnification requirements under Wyoming Public Law must provide a letter of liability coverage under the state policy.

Facility Use Fees
See Board approved facility use fee schedule, which is in the Facilities Guidelines Handbook, available from the Facilities Office and on the CWC website.

NOTE: Due to reciprocal use of facilities, CWC facility fees will be WAIVED for Fremont County School Districts, Fremont County agencies, and the State of Wyoming EXCEPT for the auxiliary services (e.g., housing, food services, motor pool, Sinks Canyon Center) and direct costs incurred by the college (e.g., 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 and fees may also be assessed for the use of equipment according to the established rate schedule. College sponsored events may be assessed fees for additional staff time required.

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.

Rental fees may apply for use and are based on facility type and duration of use. 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, particularly for Sinks Canyon Center facilities.

Facility Scheduling
All facility use must be scheduled and approved. Academic classes and associated activities are scheduled through the division office. All other events are scheduled through the Facilities Office. Request forms are available on the CWC website. An online Facilities Request form must be filled out and approved for all events. Reservations are not complete until the requestor receives confirmation from the Facilities Office. The Facilities Office works on a “first-come, first served” basis. Please refer to college facility use handbook for additional information.

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, unless explicitly authorized.

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

DEPOSITS AND CANCELLATIONS
We may request that 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 Sinks Canyon Center.* IN THE EVENT OF A CANCELLATION, 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.

FOOD SERVICE
Food Service is available during the school year, and on a limited basis through the summer. Please notify the Food Service Director at (307) 855-2153 to make arrangements for event catering. Food Service sets its own prices and does a separate billing. Other services, i.e., custodial, set-ups, etc. are billed at the standard CWC rates. Food and beverage shall be permitted only in areas so designated.

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 allowed.

EQUESTRIAN CENTER
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. All Equestrian Center rules as outlined below must be followed and all 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.

	Approved Fee 2014-2015
Facility Fees:	
Facility Use:	
Classrooms and Conference Rooms (per half day/per room)	$ 35.00
Classrooms and Conference Rooms (per full day/per room)	$ 75.00
Computer Labs (Non-Profit) (per day)	$ 100.00
Computer Labs (Profit) (per day)	$ 225.00
Use of Gym (per half day)	$ 75.00
Tournaments in Gym (per day)	$ 150.00
Gym Floor Setup Fee (Tarping)	$ 300.00
Late Booking Fee (w/in 24 hrs of event, based on complexity of event at admin. Discretion)	$ 50.00
No Show/Date Change Fee (w/in 48 hrs of event, based on complexity of event at admin. Discretion)	$ 50.00
Furniture Removal (removal of existing furniture/complete reset of room from standard, special set-ups)	$ 50.00
Equine Center:	
Use of riding arenas (per hour/weekdays)	$ 20.00
Use of riding arenas (per hour/weekends)	$ 35.00
Day/Overnight Stall Rental (per day without bedding)	$ 10.00
Day/Overnight Stall Rental (per day with bedding)	$ 15.00
Outdoor Fields:	
Use of outdoor fields (per hour)	$ 15.00
Theatre Use Fees:	
Main Stage (Non-Profit) (per performance)	$ 300.00
Main Stage (Profit) (per performance)	$ 700.00
Little Theatre (Non-Profit) (per performance)	$ 100.00
Little Theatre (Profit) (per performance)	$ 175.00
Usage for prior day set-up and/or rehearsal (Non-Profit) (per day)	$ 300.00
Usage for prior day set-up and/or rehearsal (Profit) (per day)	$ 700.00
Tech Fees:	
Technical Director (required) (Profit and Non-Profit) (per hour, 2hr minimum)	$ 25.00
Light Board Operator (Non-Profit) (per hour)	$ 10.00
Light Board Operator (Profit) (per hour)	$ 11.00
1st Engineer (staff) (Non-Profit) (per hour)	$ 10.00
1st Engineer (staff) (Profit) (per hour)	$ 11.00
2nd Engineer (staff) (Non-Profit) (per hour)	$ 7.50
2nd Engineer (staff) (Profit) (per hour)	$ 8.00
Follow Spot Operator (staff) (Non-Profit) (per hour)	$

	7.50
Follow Spot Operator (staff) (Profit) (per hour)	$ 8.00
Stage Hands (Grips & Gaffers) (Non-Profit) (per hour)	$ 7.50
Stage Hands (Grips & Gaffers) (Profit) (per hour)	$ 8.00
House Manager (Non-Profit) (per hour)	$ 7.50
House Manager (Profit) (per hour)	$ 8.00
Stage Manager (Non-Profit) (per hour)	$ 10.00
Stage Manager (Profit) (per hour)	$ 11.00
Ushers (Non-Profit) (per hour)	$ 7.50
Ushers (Profit) (per hour)	$ 8.00
Event Support Fees:	
Custodial, security, traffic control, IT technician, as requested or specified by	$ 25.00
the college due to size and/or nature of the event (Profit & Non-Profit) (per hr., 2hr minimum.)	