



## Protocol for Facilities Rental & Application for Use of Facilities

**Reference:** BP 16-60 Facilities Use and SP 16-60 Facilities Use - Application for Use of Facilities Form

### Purpose

The College has determined as part of its facilities use planning, to make certain College facilities available for rent. This protocol sets out the process and requirements on how College facilities may be rented for general use.

### Application

This protocol applies to students, student groups, employees and the general public.

### Campus Contacts for Reserving Space

Requests to reserve space on campus are coordinated through the campus contacts listed below:

- For students and student groups: Instructional Office Coordinator located in Aspen Hall
- For employees: Instructional Office Coordinator located in Aspen Hall
- For members of the general public: Instructional Office Coordinator located in Aspen Hall

### Reserving and Using Space

The following provisions apply to the rental of campus facilities:

1. An Application for Use of Facilities Form must be completed and submitted to the Instructional Office Coordinator. Upon review of Form, fees may be charged in accordance with the rental schedule below.
2. Locations are allocated based on space available, other College activities and space appropriate to the proposed activity. Certain spaces may be limited to, or priority given to, students, recognized student groups or CCCS-affiliated entities.

### Rental Schedule

**Group I** FOR PROFIT entity  
**Group II** NON PROFIT entity

#### **Use of a Classroom or Bloedorn Hall**

- A. Monday through Friday 7am-10pm or Saturday 7am-4pm  
Group I: Up to 4 hours-\$60/day/room; 4 hours or more-\$110/day/room  
Group II: Up to 4 hours-\$50/day/room; 4 hours or more-\$90/day/room  
Group I and Group II: M-F after 10pm or Saturday after 4pm-\$60/hour/room
- B. Sunday: Charges are on an hourly basis  
Group I and Group II: \$60/hour

#### **Use of Founders Room**

- A. Monday through Friday 7am-10pm or Saturday 7am-4pm  
Group I: Up to 4 hours-\$90/day; 4 hours or more-\$160/day  
Group II: Up to 4 hours-\$70/day; 4 hours or more-\$130/day  
Group I and Group II: M-F after 10pm or Saturday after 4pm-\$60/hour
- B. Sunday: Charges are on an hourly basis  
Group I and Group II: \$60/hour

#### **Use of Conference Room or Seminar Rooms**

- A. Monday through Friday 7am-10pm or Saturday 7am-4pm  
Group I: Up to 4 hours-\$30/day; 4 hours or more-\$60/day  
Group II: Up to 4 hours-\$25/day; 4 hours or more-\$50/day  
Group I and Group II: M-F after 10pm or Saturday after 4pm-\$60/hour
- B. Sunday: Charges are on an hourly basis  
Group I and Group II: \$60/hour

### Refusal of a Reservation

The request for reservation of space may be refused for the following reasons:

1. Failure to conform to the requirement of law, Board Policy, System Procedure or this protocol.
2. An adjacent space is being used for an official College activity or a previously reserved use that renders the requested space unsuitable for the proposed activity.
3. The request form is incomplete.
4. The request alone or cumulatively with other requests exceeds more than fifteen (15) days in a semester or is for more than five (5) consecutive days.
5. Lack of resources necessary to support an activity in a manner that preserves College facilities and protects the safety of the campus.

**Enforcement**

Violation of this protocol may result in being asked to leave immediately without refund. The College reserves the right to refuse to grant future applications to individuals or groups in violation of this procedure. Students and employees also may be subject to discipline up to and including suspension or expulsion for students and dismissal or termination for employees.

**Disclaimer**

This protocol provides operational directives that interpret Board Policies and System Procedures. It does not create, nor shall be construed to create, an express or implied contract or a guarantee or promise of any specific process, procedures, practice or benefit. To the extent that any provision of this protocol is inconsistent with federal or state law, State Board for Community Colleges and Occupational Education Policies Board Policies (BPs) or System Procedures (SPs), the law, BPs and SPs, shall, in that order, take precedence, supersede and control. BPs and SPs are subject to change throughout the year and are effective immediately upon adoption by the Board or System Chancellor, respectively. The College reserves the right to modify, change, delete or add to this protocol as it deems appropriate.

Continue to **Application for Use of Facilities** to complete request.



### Application for Use of Facilities

Reference: BP 16-60 Facilities Use and SP 16-60 Facilities Use - Application for Use of Facilities Form  
**Please review the above Board Policy & System Procedure & College’s protocols for use of Facilities.**

Today's Date:

Number of Guests expected:

Person requesting:

Organization/Event:

Billing Address:

Phone Number:

Email:

Date requested:

Start Time:

End Time:

(Form must be submitted at least 24 hours prior to activity. Space is available only during normal business hours of 7A-10P Monday-Friday and 7A-3:30P Saturday. Some dates/times may not be available due to other College activities or reservations.)

#### Detailed Description of Activity:

Will there be Solicitation/Vending (Check one):      Yes      No  
(If YES, review Protocol for Vending and Solicitation on Campus & Reservation for Request of Space Form)

1. I have read the applicable Protocol for Use of Facilities and understand and agree to follow such protocol.
2. Payment for the use of facilities are due prior to the function.
3. Entity will insure that all promotion and advertising of events involving the use of the College facilities shall identify the individual or group sponsoring the event. In addition, the entity need to include the following on all promotional material: **This activity is not sponsored by Morgan Community College.**
4. Entity requesting College facilities is responsible for the supervision of the group at all times, for insuring that the group remains in the designated area, and for leaving the facilities in good order.
5. Entity requesting College facilities is responsible for reimbursing the College for any damages and/or additional charges for excessive clean-up cost that might occur in the use of scheduled activity.
6. Depending upon the nature of the function, the College may require the presence of a uniformed officer to protect College property, persons attending and seeking attendance. The College shall determine the minimum number of security personnel or additional personnel, needed to accommodate the function. The entity will be responsible for scheduling and paying the officer to be present.
7. Entity will comply with local, state, and federal laws, and CCCS/College policies and regulations.
8. Alcoholic beverages may not be dispensed or consumed in any college facility without the prior approval of the Vice President of Administration and Finance or College President.
9. Smoking and vaping in any form (cigarettes, pipes, water pipes/hookah, electronic smoking devices, etc.) and all other forms of tobacco use (chew, snuff, snus, dip, etc.) is prohibited on all College properties including in buildings, parking lots, recreational areas, and all areas currently designated for tobacco use. Use is permitted only in areas that are not owned or leased by the State or College.

10. The College is not responsible for any theft, accident or injury that may occur at any event sponsored by a non-college group or organization. Insurance coverage is required and must be received before final approval and use of the facility.



See Protocol for Facilities Rental prior to completing this request.

Room/Hall Requested:

Equipment Needed:

**Public wireless internet is available throughout campus.**

<p align="center"><b>Founders Kitchen</b></p> <p><i>Founders room only</i>, included in rental fee.</p> <p>Only containers provided.</p> <p>Renter/Organization provides drink items including cups, ice, coffee, flavors, etcetera. If requesting LUNA system, you must purchase coffee packets for \$3.25 each from our College Store (approx 6 cups per packet).</p> <p><b>How many Luna Coffee packets?</b></p>	<p align="center"><b>Founders Room Arrangement</b></p> <p>Please choose from diagrams on the next page <i>only if requesting Founders Room</i>. If another arrangement is needed, please include a diagram. Figure 1 is the default setup.</p>
--	--

Other:

As the person authorized to sign for the above-mentioned entity, I hereby understand and agree to the protocols and statements above:

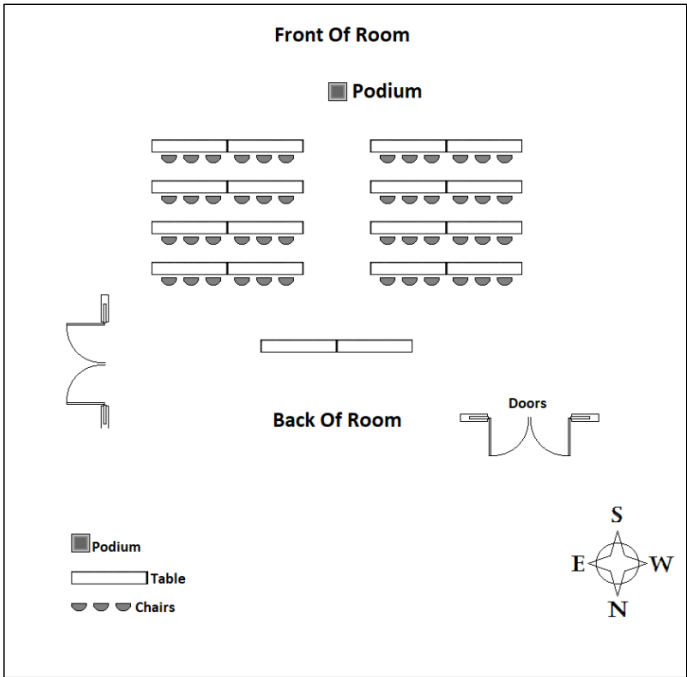
Organization

Name: Authorized

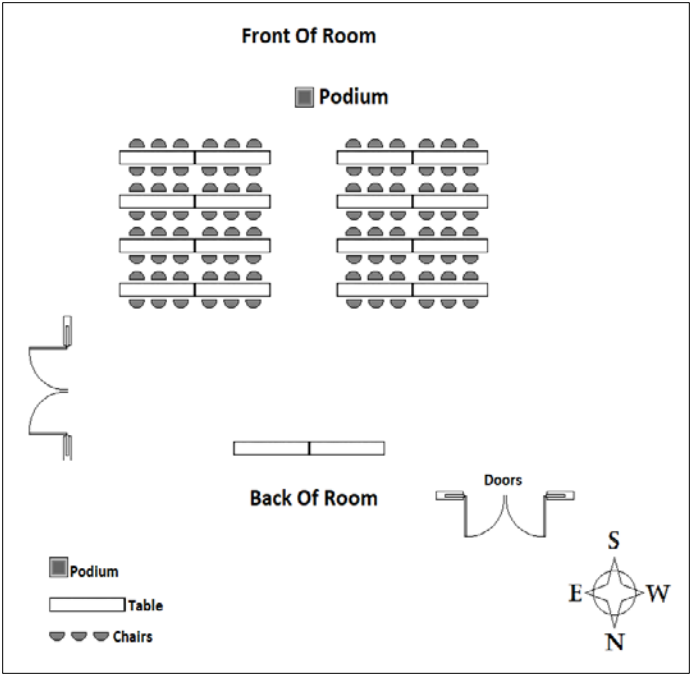
Return the completed form to Jennifer Ocanas, scheduler at [jennifer.ocanas@morgance.edu](mailto:jennifer.ocanas@morgance.edu).

<p><b>For MCC Use Only</b></p> <p>Supervisor Approval:</p> <p>Work Completed by:</p>	<p>Total Fees</p> <p>Date Paid</p> <p>Add'l Fees/Reason</p>
--	---

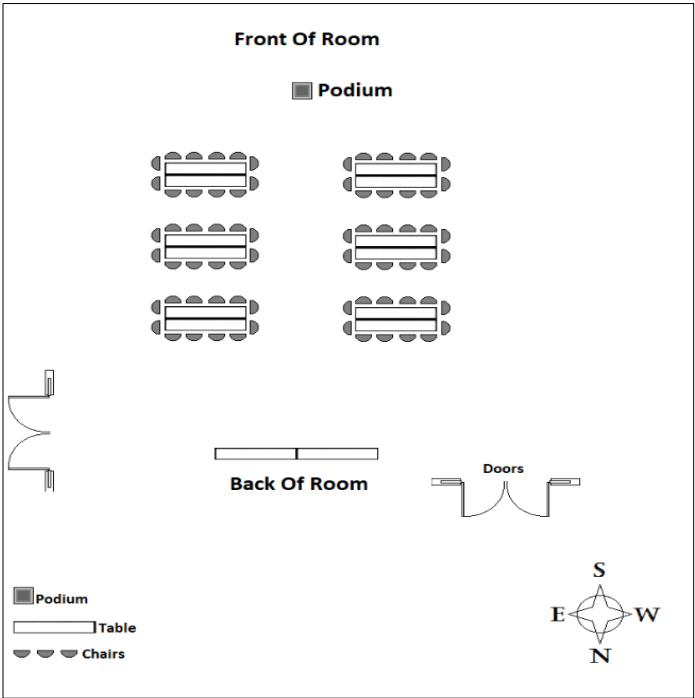
1. Typical Classroom – Single Side



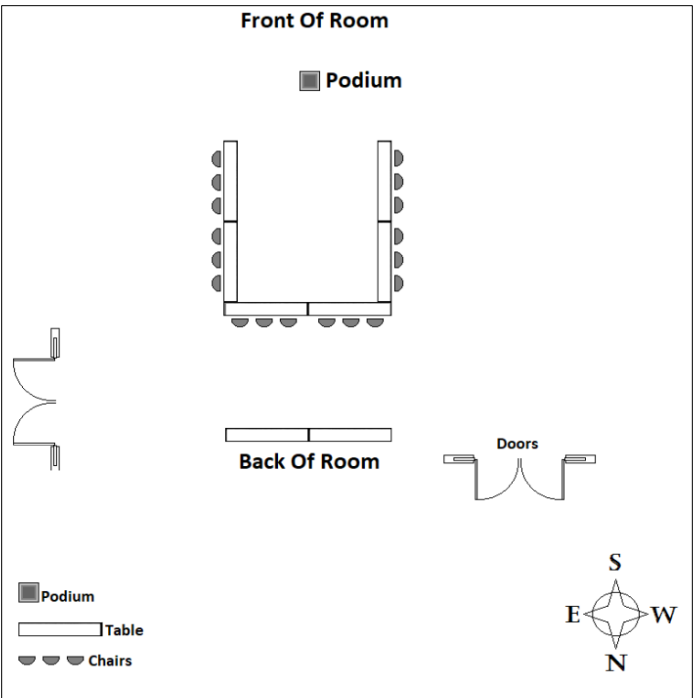
2. Classroom – Double Side



3. Double Tables – seats 10-12 per table



4. U Shape – Chairs can be on outside/inside





## Request for Reservation of Space

Date Reserved:	Room Reserved	Times Needed	Total Cost
----------------	---------------	--------------	------------

**Rental Schedule:** See Protocol for Facilities Rental for full rental schedule.  
Payment in full is due prior to event. A full refund will be given if canceled at least 48 hours in advance. When mailing a check for Facilities Rental, please put “**Room Rental**” on the outside of the envelope.

For additional information, please contact Jennifer Ocanas at 970-542-3112 or email [jennifer.ocanas@morgancc.edu](mailto:jennifer.ocanas@morgancc.edu).

Mail payment to:  
Morgan Community College  
Attn: Jennifer Ocanas, Scheduler  
920 Barlow Road  
Fort Morgan, CO 80701

or pay on-line with your invoice number at: <https://commerce.cashnet.com/CCCSMCCRMRNT>