



USE OF FACILITIES POLICY
(SUBJECT TO CHANGE WITHOUT NOTICE)

Southwestern Michigan College (hereinafter referred to as “College”) shall permit, as a service to the community, appropriate community groups and area business and industry to use selected, available College facilities. Applications for use of College facilities may originate with established and responsible chartered organizations or businesses located in the College service area.

1. Applications will be accepted for no more than six months in advance of the event. Reservations are accepted from recognized community groups and organizations with local officers. Reservations cannot be processed for individuals. Clubs and organizations of the College will have preferences in scheduling facilities.
2. The College facilities shall not be used for making a profit or other commercial ventures unless specifically authorized by the College. If permission to use the facilities is granted, a fee will be charged.
3. In the event an admission charge is to be made, the College will usually require a fee for the use of the facility.
4. For interpretive purposes within this policy, a NON-PROFIT organization shall possess an Internal Revenue Service exemption, non-profit charter or other satisfactory evidence of non-profit status. Show proof of exemption.
5. Partisan or special interest groups using College facilities will not be considered to have College sanction by reason of such use.
6. A College employee or designee shall be on duty whenever a facility is used. S/he shall be fully in charge of the facility.
7. Alcoholic beverages will not be permitted on College property unless approved by the President. Possession or consumption of alcohol and/or drugs is prohibited and abuse by a person in attendance may result in the immediate termination of the use of the facility.
8. Use of special facilities or equipment, such as specialized athlete areas, laboratories, sound system equipment, audio-visual equipment, etc., require special permission. A representative of the College will need to be present when facilities and equipment are used. An additional charge for this service will be made.
9. Damage to equipment or facilities will be the responsibility of the organization in charge. Reimbursement will be required in the amount of repair or replacement.
10. Adequate supervision and security, which may necessitate contracted security services or police protection, is required for all groups. An additional charge for this service will be made.
11. The use of all facilities is subject to all applicable federal, state, and local laws and ordinances.
12. Fire and safety regulations as required by the College, Township of LaGrange, the County of Cass, and the State of Michigan will be observed by all groups using College facilities.

13. Additional costs to the College, including services of personnel, shall be reimbursed by the group using the facilities, except the College may waive reimbursement by College groups.
14. The College may require a deposit and/or insurance or bond or cover fees, anticipated additional costs or damage.
15. Promotional or advertising materials detailing the College as the location of an event are not to be distributed until a request has been approved. It is recommended that a representative of the organization visit the College facility and discuss with the College's contact person all specifications for the group's reservation.
16. Driving on College sidewalks and/or parking near College buildings is strictly prohibited. Individuals using the College facilities should park in designated parking areas only. Violations will result in loss of privileges.
17. Under no circumstances shall anyone using College facilities cause or permit any outside door to be held open by any device. Propping open outside doors will compromise safety, security and the effectiveness of the heating and cooling of the building.