

Southeastern Illinois College is committed to community service that is compatible with the College's mission and purpose of education as a non-profit, publically-funded institution.

The College has designated, and may from time to time designate, certain areas of the College facilities as restricted and not available for rental.

College facilities available for rent include designated structures on campus allowed by law and made available in accordance with the terms and conditions of approved facilities use agreements to be used for such use. Common spaces for rent include: VPAC Theatre and Lobby, VPAC Lobby, Heritage Room, Student Center/Patio, G Building Conference Room, Gym, and Common Classroom. Other spaces may be available for rent and will be assessed fees according to usage.

The renter assumes full financial responsibility for repair and/or replacement of the College's facilities resulting from their use of the premises. Damage should be reported to College officials immediately.

This policy provides general guidelines to guide management to create and periodically update specific procedures for facilities usage and rental. The designated facilities will be made available for rent to the public in April for the following academic year. College and college-related events have priority for use of all College facilities. Thereafter, the priority for use of College facilities shall be as follows:

Priorities for Facilities Usage

1. Southeastern Illinois college events in their priority
 - a. Southeastern Illinois College instructional programs and events
 - b. Southeastern Illinois College student activities
 - c. Other Southeastern Illinois College events, including College-sponsored cultural arts
2. Community/Agency Use (Non-Profit)
 - a. In-district School Districts
 - b. In-district municipalities and governmental organizations
 - c. Other in-district non-profit organizations
 - d. Other out-of-district non-profit organizations
3. Commercial Use (For-Profit)
 - a. In-district groups or individuals
 - b. Out-of-district groups or individuals

Facilities Usage

1. Non-profit organizations must provide a current certificate of non-profit standing at time of facility request. Additional documentation pertaining to use of fund-raising and/or fees charged may be requested at any time by the College at the time of request and up to 12 months after the event is completed.
2. For-profit organizations must present fee/ticket structure used for rental of college facilities at the time of the request. Additional documentation may be requested per the law and commonly accepted information (e.g., advertising material, sample tickets, etc.).
3. A facility usage request form and facilities use agreement must be completed at the time of the request including specific details regarding events details and needs. Compliance with the established administrative/management procedures is expected.
4. Food (other than light refreshments) for any event must allow the Southeastern Illinois College Bistro and Catering Service (1) right of refusal for service or (2) a bid proposal for food service. Any request for alcohol must conform to current Board policy and applicable law.

Fee Schedule

1. Non-profit organizations may be assessed minimal charges for facilities used, depending upon the purpose of the scheduled event and the extent of College resources required.
2. For-profit organizations will be assessed charges for expected costs. A security deposit is required as determined by the particular spaces used. Special partial or full waiver requests may be made at the time of the request but are restricted to special events that are directly related to the college mission such as economic development, but typically not including direct personal profit for an individual or organization.
3. Minimal charges may include but are not limited to the following:
 - a. Rental Space
 - b. Equipment Usage
 - c. Personnel/Staffing Needs
 - d. Cleaning
 - e. Security
 - f. Food and Beverage
 - g. Parking
 - h. Special Usage

Insurance

1. Acceptable certificates of insurance for general liability, automobile, and workers comprehension are required for all facility rentals.
2. The certificates must list the names and persons or firm(s) named on the facility contract as insured under the policy and must list the Southeastern Illinois College as an additional insured.

3. The typical liability coverage for most events must be for a minimum of \$1,000,000 of liability. The College may require higher coverage amounts depending on the anticipated use.
4. The certificate of insurance must be received by the College facilities organizer at least 30 days prior to the scheduled event/set up or the contract and the event may be cancelled. The certificates of insurance shall be retained in the College Business Office.

Denial of Facility Usage

1. Denial of facilities usage may result due to certain circumstances.
2. Circumstances include but are not necessarily limited to:
 - a. Facility is in use by Southeastern Illinois College groups
 - b. Facility previously rented by another outside group
 - c. Requesting group is deemed too large to be accommodated in the requested facilities
 - d. Requesting group has an outstanding bill due to Southeastern Illinois College
 - e. Requesting group has damaged or misused College property or equipment
 - f. Harassment of College personnel or others on campus can cause cancellation of approval of any facility
 - g. Requesting group wishes to use the facility to slander or discriminate against another group or person
 - h. Requesting group wishes to use the facility for illegal use
 - i. Event is not covered by insurance
 - j. Other uses deemed incongruent with college mission and practice

Appeal Process for Denied Access Request

1. Any group or individual denied access to the use of the facilities for any reason may, within fourteen (14) days of the denial, submit a written request for reconsideration to the Office of the Executive Dean for Student Services.
2. The Executive Dean for Student Services will review the request for reconsideration and issue a written response to the group or individual within fourteen (14) days of receipt of request.
3. If reconsideration is denied or the request for access is again denied, the group or individual may, within fourteen (14) days of the denial, submit a written request for appeal to the Office of the President of the College.
4. The President of the College will review the request for access and issue a written response to the group or individual within fourteen (14) days of the receipt of the request. The decision of the President of the College is final.

Any violation of this policy or administrative/management procedures stemming from this policy may result in forfeiture of future rental privileges of Southeastern Illinois College facilities and additional fees.

The safety and well-being of our patrons is our highest priority. Therefore, when there is a threat to the health and safety of our patrons, the College reserves the right to cancel an event without prior notification.

The College promotes a sense of cultural diversity and differences in individuals in and opinions. Accordingly, users are required to prominently display a disclaimer on all promotional materials stating that the College does not support or endorse any of the comments, statements, or materials regarding the event.

The Board reserves the right to amend or adapt this policy as deemed necessary without advance notice.

Adopted:
Amended: 4-24-17
Legal Ref:
Cross Red: