

OLYMPIC COLLEGE POLICY

TITLE: Use of Facilities

POLICY NUMBER: 200-09

APPLICABLE PROCEDURE: OCPR 200-09-01

Purpose

This implements and further clarifies “Rental of Olympic College Facilities by non-College organizations or individuals,” and incorporates the language of WAC 132C-120-045 to the general public and employees of the College.

Policy

It shall be the policy of Community College District No. 3 to allow rental of the College District’s facilities to non-College organizations or individuals when the facilities are available for use and upon the College’s approval.

Non-College requests for use of any Olympic College facility are subject to the same fee regardless of day or evening times. Exceptions may be approved by the following: College President, The Vice President of Instruction, Foundation Director, Poulsbo Director (for Poulsbo Campus), Shelton Director (for Shelton Campus) and Bremer Student Center Director (for the Bremer Student Center). Waiver of the rental fee does not exclude charge for direct costs (such as security and/or custodial services). Requests for training program space will be referred to the Olympic College Customized Training Department. Long-term leases with 2 + 2 partners will be negotiated on a case by case basis.

In keeping with the 2004-6 strategic priority to “pursue and nurture partnerships” and the initiative to “develop a coordinated marketing plan”, Olympic College will consider waiving rental fees for facility use if the requesters have an existing partnership with the College or the event could be considered as a friend-raising or recruitment activity for Olympic College. Fund raising or political campaign events will be excluded from consideration as well as any event violating WAC.

Recommended by

Submitted to President’s Cabinet for Review

Approved by President

Submitted to Board of Trustees

Approved by Board of Trustees

Reapproved by Board of Trustees

Published in Washington Administrative Code

January 18, 2005

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January 25, 2005

March 22, 2005

October 25, 2005

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These procedures will be maintained as needed and the fee schedule will be reviewed yearly.

1. Written or verbal Requests for Use of Facilities are processed by Facility Rental Staff and a confirmation sent to the requestor within 72 hours of receipt.
2. Facility Rental staff are also responsible for contacting the College managers in the theater, cafeteria, computer labs, etc. to verify availability before scheduling.
3. Facility Rental staff will calculate all costs for Use of Facilities and will send a confirmation to requestor.
4. The requestor signs the confirmation and remits payment for fees to Olympic College Cashier's Office by at least two weeks prior to the event.
5. Cashier's Office notifies Facility Rental staff when fees have been paid.
6. After receipt of Cashier's confirmation of payment, Facility Rental staff notifies the following about the event and the requestor's needs during the event: Media Services, Physical Plant, Custodial Services, IT, Security.