

**Procedure Title:** BMCC Facility Use Policy  
**Procedure Number:** 06-2016-0001  
**Board Policy Reference:** IV.H. Asset Protection

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**Accountable Administrator:** President  
**Position responsible for updating:** Chief Operating Officer  
**Original Date:** April 12, 2016  
**Date Approved by College Planning Council:** 06/19/19  
**Authorizing Signature:** *Original signature on file*  
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#### **A. INTRODUCTION**

It is the desire of Blue Mountain Community College ("College") to make its facilities available for community use, if such use does not interfere with College programs. BMCC rents classroom space for educational and business use consistent with the mission of the College. It is not the intent of the college to compete with private sector providers of meeting space. The needs of the college's educational programs are to be given first priority in determining uses of BMCC buildings and facilities. The college also recognizes its responsibilities to serve the community in other ways. BMCC will therefore make buildings and facilities available for community use if such does not conflict with needs of its educational programs or disrupt the operation of the college. Uses related to the mission of the college will be given priority.

- For purposes of this document, reference to "College" also refers to the College President unless otherwise stated.
- Permission for College facility use is granted only in accordance with the established procedures and conditions set forth in this Facility Use Rules and Procedures document. The College reserves the right to waive any specific procedure or condition as addressed herein and to place other requirements or restrictions on the use of a College facility as is deemed necessary for the efficient operation of the College.
- In the event of a dispute or controversy regarding the meaning, intent, or interpretation of the Facility Use Rules and Procedures document, the judgment of the College concerning such a dispute shall be final.

## B. DEFINITIONS

**COLLEGE.** Refers to the College President, unless otherwise stated.

The College reserves the right to waive specific rules or regulations addressed herein and to place other requirements and restrictions on the use of the facilities as is deemed necessary.

### COLLEGE EVENT

- Academic Instruction. Events related to the academic mission of the college including classes, open lab hours, and career fairs
- College Business. Events related to college business such as faculty/staff trainings/orientations and department meetings.
- Student Activities. Associated Student Government (ASG) events.

**NON-COLLEGE EVENT.** Any event organized by an organization unaffiliated with the College and/or where event attendees are not College faculty, staff, or students. All FEES APPLY.

**USER PRIORITY.** The hierarchy the College adheres to when scheduling events at College facilities.

**Sponsorship.** Is defined as a department that is participating and/or providing financial support in conjunction to an outside BMCC group event.

## C. EVENT CONTENT

**Full disclosure.** The nature of an event must be described in detail in the Facility Use Application form.

**Additional Requirements.** The College reserves the right to accept or reject any request for use of a College facility and to impose additional requirements after reviewing the request of an organization.

**Non-Compete.** An event offered in any College facility will not contain information that has a reasonable likelihood of materially and substantially interfering with the operation or activities of the College, including events that may duplicate or compete with College offerings, whether current, planned, or anticipated.

**Prohibited Behavior.** Any activity or function at a College facility that disrupts or prevents the effective carrying out of the operation or activities of the College is prohibited. Prohibited behavior may include, but is not limited to:

- Discrimination
- Harassment
- Solicitors, BMCC has exclusive Agreements with various Vendors.
- Quarrelling or fighting.
- Illegal possession or dispensation of a narcotic or other substance prohibited or regulated by law.
- Possession of a firearm or other lethal weapon. (Oregon concealed weapon law)
- Failure to leave a facility at the agreed time
- Failure to leave a "Closed" facility
- Threatening the security, health or welfare of the College community

**Sound amplification.** Sound amplification that significantly disrupts the operation or activities of the College or that unreasonably disturbs the surrounding neighborhood is prohibited.

## **D. FACILITY AVAILABILITY AND REQUIRMENTS**

**Scheduling Priority.** The scheduling of College facilities is done first by the user priority and then chronologically by date requested. The following is the user priority that shall be adhered to in reserving a College facility:

1. College Instruction/employee training
2. College Events
3. Non-College Events – non-profit or other education
4. Non-College Event – commercial or other users.

**Reserved Time.** Permission to use a College facility is given for a specific date(s) and time(s). Only the date(s), time(s), and the facility for which permission has been granted will be honored.

- Any rehearsal time, decorating time, special set-up and/or takedown time must be included in the requested and approved on the Facility Use Application.
- Permission given to use a College facility includes the use of a specified entrance and exit, and rest rooms. The use of other areas is prohibited.
- The College facility must be vacated promptly at the end of the reserved time.

**Scheduled Campus Closures.** Facilities may not be reserved on days the College is closed to the public unless prior approval is received from the President.

**Unscheduled Campus Closures.** If inclement weather occurs, please check the website, BMCC's Facebook page, or listen to local radio and television stations. If it says Blue Mountain Community College is closed, you will not be able to hold your scheduled event that day. You may also call Blue Mountain Community College's main phone number, 541-276-1260. A recording will inform you of a closure or late opening during inclement weather. The recording may change during the day if the weather does not improve.

**Event Advertisement.** When promoting your event, you may use the College and the campus name to direct your attendees. You must state that neither the program nor its content are endorsed nor sponsored by BMCC, you may not use the College logo. The College posting procedures must be adhered to in regards to affixing posters, signs, etc. on any College property. See administrative procedure [02-2003-0002 Posting of Flyers and Information.](#)

**Tobacco Policy.** Tobacco is permitted in outdoor areas (unless posted otherwise), except in eating areas and during organized events. Outdoor smoking areas are located 20 feet away from doorways, windows, and ventilation systems to prevent smoke from entering buildings and facilities. All cigarette butts shall be disposed of in appropriate receptacles that shall be located in designated smoking areas.

**Alterations to College Property.** College Property may not be altered and is detailed below.

- A facility user may not remove or displace furniture, apparatuses, College-related signs, banners, posters, etc., without the written permission of the College.
- Facility user may not mark, puncture, or deface in any manner equipment and furnishings, including floors, doors, windows, mirrors, walls and ceilings.
- A facility must be restored to its original condition and seating configuration prior to user vacating the premises.

- Non-compliance with this requirement may result in an additional charge to the user for costs incurred by the College.
- The College shall not be liable for any loss or theft of personal property. Use of the College facilities shall be undertaken by the applicant at the applicant's sole risk. Applicant expressly releases, indemnifies, and holds the College harmless from liability for any and all losses, costs, claims, injuries or damages whatsoever that could result from use of college facilities.
- Risk Management when contracting with another Oregon public entity. Indemnity Hold Harmless Clause for another Oregon Public Entity. Public entity and Agency each shall be responsible, to the extent permitted by the Oregon Tort Claims Act (ORS 30.260-30.300), only for the acts, omissions or negligence of its own officers, employees or agents)

**Safety and Parking Regulations.** An unauthorized or illegally parked vehicle is subject to a parking violation and/or fine. All provisions of the Oregon Motor Vehicle Code are applicable and enforceable on College campuses/centers and facilities.

**Maximum Occupancy.** The total number of occupants within a College facility must be limited to the safe capacity of the room or area as determined by the Fire Marshal and posted by the College.

- The facility user is responsible to limit attendance to an event so as not to exceed the posted capacity of the room or area.
- An Emergency exit may not be blocked at any time for any reason.

**Public Safety.** Failure to abide by the lawful orders of a Public Safety officer may subject the violator to a criminal trespass warning or arrest.

**Event User Attendant.** It is expected, unless otherwise indicated and approved, that the non-college facility user or representative who has signed the Facility Use Application and Agreement will be in attendance during the entire event. If that is not possible, his/her designee must be identified on the application and she/he must be present at all times.

**Activities Including Minors** age 17 or under must be supervised by responsible adults.

## E. APPLICATION FOR USE

**Required Documents.** A Facility Use Application is required for any Non-College Event. To obtain and/or submit a Facility Use Application, contact the specific campus/center room scheduler. See appendix for contact details.

**Permission to Use the College Facility.** Final permission to use a College facility will be confirmed in writing by way of the Facility Use Agreement.

- Due to class scheduling, the use of a College facility cannot be confirmed more than ninety (90) days in advance of the request.
- No applicant should make any commitment, release any advertising, or take any action committing the use of a College facility until written confirmation is received from the College.
- Any changes made to the agreement must be agreed to in writing by the College.
- Permission to use the meeting rooms or computer labs is not transferable by any individual or group whose application is approved.

Animals, other than service animals (such as seeing-eye dogs, etc.) are not allowed on BMCC property without the express permission of the College. The applicant for room use is responsible for enforcing this policy.

## **F. BILLING INFORMATION**

**Schedule of Charges.** All non-College users of a College facility will be charged a rental fee and costs for the services of College personnel and equipment at the rates established in the Schedule of Charges. BMCC reserves the right to change fees at any time.

**Sponsored Event.** A non-College event may be sponsored by a BMCC program or department that is participating and/or providing financial support in conjunction to an outside BMCC group event.

**Not-For-Profit Rate.** A not-for-profit organization using a College facility may do so at a not-for-profit rate according to the Schedule of Charges provided that:

- An admission or participation fee is not charged for the event.
- The use is not for private purposes.

**Non-Refundable Deposit.** A non-refundable deposit may be due at the signing of the agreement.

**Invoice.** The balance of payment for the use of a College facility and any services of College personnel and equipment is required to be paid in full at time of invoice.

**Late Payment.** Failure to make a timely payment will result in suspension of future facility use as well as accrual of interest on the unpaid balance at a rate of 18% annually.

**Food Service Fees.** The College's Food Services located on the Pendleton campus will bill directly for their services regardless of the location of the event.

**Cancellation.** The College must receive written notice more than seven {7} full business days prior to the date of the event if the applicant chooses to cancel the use of a facility.

## **G. COLLEGE PERSONNEL AND/OR USE OF EQUIPMENT**

Requests for the use of College personnel and/or equipment will be identified in the application process, determined by the college, and agreed to in the Facility Use Agreement. Charges for these services are made in accordance with the rates established in the Schedule of Charges.

The College reserves the right to change the level of College personnel required for the event without notice.

College Personnel may include, but are not limited to:

- Facilities Management Personnel
- Public Safety Officer
- Food Service Personnel

- Technology Personnel
- Athletics Personnel, including lifeguard(s) and locker room attendant(s)
- College Community Theatre (CCT) Staff
- Copy Center

**Food Service.** The College Food Service has the exclusive right to provide all food and beverages required by non-College users of a College facility.

- It is the responsibility of the facility user to obtain and provide all necessary permits from the appropriate governmental agencies. The facility user shall abide by the limits of any license or permit, and shall act in accordance with all federal, state, and local laws and ordinances, and College policies and procedures.
- All food served at the College must follow established guidelines in accordance with college, county, state, and federal laws.

**Alcoholic beverages.** Consistent with the current college administrative procedure, the sale and consumption of alcoholic beverages at non-college events is prohibited at any College facility or on any College property. See administrative procedure 01-2005-0001 – Alcohol at BMCC Events.

**College Media Equipment.** Many class and meeting rooms in College facilities are equipped with computer projection units and screens. A limited collection of other audiovisual ("A/V") equipment may be reserved on an "as available" basis and for an additional charge, by request. The College reserves the right to limit the use and operation of College-owned A/V equipment to College personnel.

**Unavailable Equipment.** The College will not furnish equipment to the user such as: tools, ladders, easels, pens, extension cords, etc. A facility user is urged to give careful consideration to all of his/her needs and to anticipate any contingency.

## **H. USER-OWNED EQUIPMENT AND SUPPLIES**

**Prohibited User-owned Equipment.** User-owned equipment and/or supplies, including but not limited to, scenery, decorations, hazardous materials, animals, or materials of an unusual nature are not allowed on College premises without prior written approval.

**Approved Electronics.** All electrical items must be Underwriters Laboratory ("U.L.") approved.

**User Liability of User-owned Equipment.** Any item belonging to a non-College user must be removed from the facility by the end of the scheduled time of use. Any item not promptly removed will be moved and/or stored by College personnel at the user's expense. The College shall not be responsible for any loss of or damage to a facility user's property regardless of the cause of loss.

## **I. IDEMNIFICATION AND INSURANCE**

**Proof of Insurance.** A non-College facility user must provide proof of insurance prior to confirmation of event.

**User Liability for Damages.** The facility user shall be responsible for any damage caused to College property arising out of facility use.

**User Liability for User-owned Equipment.** The College shall not be responsible for any loss of or damage to a facility user's property regardless of the cause of loss.

**Compliance with Federal, State, and Local Statutes.** Facility users are responsible for full compliance with applicable federal, state, and local statutes (e.g., ordinances concerning taxes, games of chance, firearms, etc.).

The College reserves the right to waive any insurance or hold harmless requirement based on a risk assessment, the facility user's ability to pay, or co-sponsorship of the event by the College. Such waiver may be granted only by the College's Risk Management staff.

## **J. COMPLIANCE**

Facility user must agree to abide by the Facility Use Rules and Procedures stated herein and otherwise established by the College.

Failure to comply with any of the Facility Use Rules and Procedures stated herein constitutes sufficient reason for revocation of all privileges extended to the facility user by the College. The waiver of any single rule or regulation by the College at any time will in no way *affect* the applicability of any other rule or regulation.

## APPENDIX: Scheduling Office Contact Information

Mail all correspondence to:  
Blue Mountain Community College  
P.O. Box 100  
Pendleton, OR 97801

<u>Campus/Center Address</u>	<u>Phone/Scheduler</u>	<u>email/scheduler</u>
BMCC Pendleton PO Box 100 Pendleton, OR 97801	541-278-5969	<a href="mailto:icomstock@bluecc.edu">icomstock@bluecc.edu</a>
BMCC Baker County 3275 Baker Street Baker, OR 97814	541-523-9127	<a href="mailto:bmccbaker@bluecc.edu">bmccbaker@bluecc.edu</a>
BMCC Hermiston 975 SE Columbia Drive Hermiston, OR 97838	541-567-1800	<a href="mailto:bmcchermiston@bluecc.edu">bmcchermiston@bluecc.edu</a>
BMCC Milton-Freewater 311 N Columbia Milton-Freewater, OR 97862	541-938-7176	<a href="mailto:bmccmilton@bluecc.edu">bmccmilton@bluecc.edu</a>
BMCC Workforce Training Ctr. PO Box 939 251 Olson Rd Boardman, OR 97818	541-481-2099	<a href="mailto:BMCCMorrowCounty@bluecc.edu">BMCCMorrowCounty@bluecc.edu</a>
BMCC Grant County 835-B S. Canyon Blvd John Day, OR 97845	541-575-1550	<a href="mailto:getinfo@bluecc.edu">getinfo@bluecc.edu</a>
BMCC Union County 708 "K" Ave, #49 La Grande, OR 97850	541-663-3319	<a href="mailto:BMCCUnionCounty@bluecc.edu">BMCCUnionCounty@bluecc.edu</a>