

<b>College Procedure:</b>	<b>307.1 - Facility Use and Rental</b>
<b>Policy Reference:</b>	<b>307 - Use of College Facilities</b>
<b>Responsible Department:</b>	<b>Facilities &amp; Public Safety</b>
<b>Approval Authority:</b>	<b>Cabinet</b>
<b>Procedure Owner:</b>	<b>Vice President, Facilities &amp; Public Safety</b>
<b>Effective Date:</b>	<b>6/1/2017</b>

**Version Number:** 2

**Legal Counsel Reviewed (yes/no):** No

**Legal Reference(s):**

**Scope:** College-wide

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## Reason for Procedure

Kirkwood Community College encourages use of College facilities by the community and internal groups. The facility use and rental procedure guarantees all credit sections have classrooms and that classrooms are utilized to their full potential. This procedure outlines usage guidelines for classrooms and hallway/common areas.

## The Procedure

### Internal Room Use:

- All spaces built in 25Live are assigned to one “primary” department who controls the scheduling for that space.
- Some classrooms can also be distinguished as “general use,” meaning that their primary department controls the credit course scheduling up until a certain date. After the ‘open for general use’ date on the scheduling timeline, the room is open for to any department and the primary department has no control to schedule in that space.
- Departments are allowed to schedule credit courses and credit course-related activities in their general use spaces up until the ‘Open for General Use Date’ assigned on the scheduling timeline. **After this date, ANY change that needs to be made to a course or course-related event in a general use classroom can only be made through the Room Scheduling Coordinator.** This includes scheduling new credit sections or switching rooms on existing credit sections.
- For credit sections, the Room Scheduling Coordinator will find an open room and will enter the room reservation into Colleague. Classroom requests are filled on a first-come, first-serve basis.

- All non-course related requests for general use classrooms must come after the general use date.
- Internal departments will not be charged for room usage except in the following locations: The Kirkwood Center, Kirkwood Continuing Education Training Center (KCETC), and Kirkwood Center for Lifelong Learning (KLIFE). These facilities will charge internal space users at the non-profit rate. This allows the College to maximize the rental income in facilities which were designed to provide a revenue stream to the College. This revenue stream supports the general operating budget of the College for all programs.
- Requests for room reservations from a club/student organization need to come from the Advisor of the club/organization and are up to the discretion of the Student Life Office.
- Requests for classroom use related to a credit course after the general use date need to come from the instructor of the course and are up to the discretion of the Room Scheduling Coordinator.

#### **Requesting Process:**

- If your department needs to change/find a general use classroom for a section after the general use date, please email the following information to [room.scheduling@kirkwood.edu](mailto:room.scheduling@kirkwood.edu).
  - Term
  - Section and/or Synonym # (Syn# preferred)
  - Name of section
  - Load (maximum capacity)
  - Day scheme needed
  - Time needed
  - Building and/or room preference (if there is one)
  - These preferences will always try to be accommodated as closely as possible.
  - Examples (from general to very specific)
    - Cedar or Benton Hall
    - Cedar Hall 2<sup>nd</sup> floor
    - Cedar Hall 2037
- All internal requests for meeting space should be directed to the department scheduler for the desired space and general use space requests go to the Room Scheduling Coordinator. If you need assistance in identifying the most appropriate space or department contact, or if you should be scheduling in certain rooms, the Room Scheduling Coordinator will assist.
- To find a list of the spaces which have been distinguished as “general use” please follow these instructions:
  - Go to KIN
  - Employee Information
  - Employee Processes Plus and select the letter “R”
  - Room Scheduling and 25Live
  - Select the document labeled ‘General Use Classrooms – (Date)’

- This document is updated any time a room switches primary departments, so please make sure you print an updated list regularly.

#### **External Room Use:**

- College business and credit courses and activities have first priority. Except for KCETC, and KLIFE, classroom space for external groups may not be reserved until available for general use per scheduling timeline.
- Kirkwood Community College reserves the right to refuse the use or rent of any of its facilities for external community use, except ICN classrooms that are available when not in use as governed by state law.
- Organizations cannot use College facilities to provide education and training services deemed in competition with Kirkwood offerings.
- Organizations cannot rent outdoor space for commercial purposes.
- Alcohol is not allowed on Kirkwood premises unless approved by the President (with the exception of The Kirkwood Center.)
- The Kirkwood Community College Main Campus is closed to outside catering vendors for external groups. The only exception to this rule would be in the event The Café or The Hotel could not accommodate the request. Such a decision would be made by Café or Hotel staff based on the details provided in advance by the requestor.
- Some spaces available for rental may require proof of insurance before an event can take place.
- All external group room usage will be billed through the Finance Department.
- Fee waivers are at the discretion of the Vice President of Facilities on the Kirkwood Community College Main Campus and the Directors of the Regional and County Centers.
  - Unless waived by an authorized authority, external rates will apply to all groups even if the group contains a Kirkwood employee.
  - Kirkwood Community College welcomes our local K-12 partners to use many College facilities free of charge when space is available during regular business hours.
    - Partners may be subject to room setup fees and additional fees for events outside of business hours.
    - The Kirkwood Center, Kirkwood Continuing Education Training Center (KCETC), Kirkwood Center for Lifelong Learning (KLIFE), and the Michael J. Gould Recreation Center are subject to rental fees for all K-12 partner sponsored events.
- Rooms are available for rental unless the College is closed. (Note: KCETC, KLIFE will remain open on weather-related delays and cancellations, except in extreme cases).

**Requesting Process:**

- Fill out the online Facility Rental Request form at <https://www.kirkwood.edu/facilityrental>
- Scheduler will check availability of rooms for the external group.
- All external events will be required to sign a Kirkwood Facility Rental Agreement form. A representative from the external group must sign and date this form each fiscal year and a copy must be retained by the scheduler for the fiscal year.
- Billing information will be sent to Finance after a Facility Rental Agreement is signed. Billing will be sent by Finance to external group after the event takes place.
- Scheduler will enter reservation into 25Live and submit necessary facility requests.
- If the external group will be needing food or beverage, please send the event information to The Café Catering Coordinator immediately after booking the event. All food and beverage needs for external groups must come from The Café.

**Tabling:**

- Approval for use of tables at Kirkwood Community College is up to the discretion of the College.
- For-profit companies are not allowed to set up an information table on any Kirkwood campus, unless they are a Kirkwood corporate partner. The number of times a for-profit corporate partner can set up a table is up to the discretion of the College.
- Facility Rental Agreements are not needed for non-profit organizations or Military groups who request to set up an information table in a hallway/common area. Non-profit organizations are allowed to reserve a table at a limit of twice a month.
- Outside colleges and universities are not limited on the number of times they can reserve table space.
- Requests for an information table from a club/student organization need to come from the Advisor of the club/organization and are up to the discretion of the Student Life Office.
- Requests for an information table related to a credit course need to come from the instructor of the course and are up to the discretion of the Student Life Office.

**Definitions**

Term	Definition
Term 1	

Term 2	
Term 3	
Term 4	

## Revision Log

Version Number	Date Approved	Approved by	Brief Description of Change
1	6/1/2017	Jon Buse, Vice President, Student Services	
2		Cabinet	Procedure template 8/21/2019