



TITLE CAMPUS FACILITIES USE

Policy Procedure Rule Regulation Form

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P. Williams

1.0 POLICY

College facilities are available to faculty, staff, students and campus organizations for the sponsorship of educational, cultural, social and entertainment programming. Organizations or individuals unaffiliated with the college may also have access to these facilities for the sponsorship of programs insofar as the sponsored activities are congruent with the stated mission of the college. Priority will be given to individuals and organizations affiliated with the college.

2.0 CONDITIONS OF USE

Whether the individual or organization requesting use of campus facilities is affiliated or unaffiliated with the college, the programs of the sponsoring agent(s) must comply with the following conditions:

- 2.1 Sponsoring organizations and organizational representatives must comply with the policies, regulations and procedures established by the college.
- 2.2 Programs must be conducted in a manner conducive to the health, safety and well-being of program participants and the college community as an educational enterprise.
- 2.3 The use of facilities will be subject to the discretion of the persons designated as responsible for scheduling such facilities, and in compliance with Vermont State Colleges policies 401 and 402.
- 2.4 Sponsoring organizations and individuals may not conduct commercial activities and advertising for personal gain or profit without the permission of the Director of Conference & Guest Relations.
- 2.5 Solicitation and/or fund-raising activities for approved, non-profit events are permitted on campus only under the following conditions:
 - 2.5.1 for direct program costs (i.e., program admission fees);
 - 2.5.2 the internal operation of college organizations;
 - 2.5.3 contributions to non-profit, charitable organizations; or
 - 2.5.4 contributions to political organizations.

Solicitation and/or fund-raising activities will be ordinarily limited to the Campus Connection. All solicitation and/or fund-raising activities must be approved by the Director of Conference & Guest Relations and/or Director of Student Activities as a part of the campus facilities reservation contract.

- 2.6 Food and beverage concessions must have the prior approval of the Director of Conference & Guest Relations.
- 2.7 Sponsoring individuals and organizations will be held liable for losses and/or damage to college facilities, equipment and/or property resulting from the program activities and operations.
- 2.8 A representative of the sponsoring organization must be present during scheduled programs.
- 2.9 Sponsoring individuals and organizations may appeal any decision regarding the use and reservation of campus facilities to the Dean of Administration as the President's designee.

3.0 REGULATIONS

3.1 Alexander Twilight Theatre

- 3.1.1 Internal reservations for the Alexander Twilight Theatre will be made through the Telecommunications Technician; external groups will reserve the theatre through the Director of Conference & Guest Relations.
- 3.1.2 The Alexander Twilight Theatre must be reserved at least one week in advance.
- 3.1.3 All technical requirements must be specified in writing by the organization using the theatre, and should reflect the technical capabilities of the Alexander Twilight Theatre.
- 3.1.4 All technical requests must be given to the Telecommunications Technician at least one week in advance. Any specifications requested after that time will be provided only if determined feasible by the Telecommunications Technician.
- 3.1.5 Changes in technical specifications occur at the discretion of the Telecommunications Technician based on time and available personnel. Lights, sound and scenery will be set 24 hours before an event, after which there will be no changes.
- 3.1.6 Responsibility for providing ushers and box office personnel rests solely on the sponsoring organization; theatre staff will not provide this service.

- 3.1.7 An authorized representative of the sponsoring person/department/organization must be present during scheduled events to act as contact person and host for the person or group using the theatre.
- 3.1.8 All external individuals or organizations will be charged for labor to set up and run events based on the current fee schedule.
- 3.1.9 The Alexander Twilight Theatre will not be reserved for events at which fewer than 50 participants are anticipated. Sponsors may be assessed a surcharge for activities which draw fewer than 50 people.
- 3.1.10 Any changes to the physical plant of the Alexander Twilight Theatre must have prior approval of the Director of Physical Plant. The Director shall specify who shall do such work.
- 3.1.11 All work done to change the physical plant of the Alexander Twilight Theatre must be scheduled with the Telecommunications Technician, as with any other event. When the work is completed, it will be inspected by the Director of Physical Plant to ensure its satisfactory completion.
- 3.1.12 All billing for extra charges internally will be processed through the Dean of Administration. All billing for external organizations will be handled through the Office of Conference & Guest Relations.
- 3.1.13 Exceptions to the above regulations may be made by the Director of Conference & Guest Relations.
- 3.1.14 No smoking, food or beverages will be permitted in the theatre.

3.2 Athletic Facilities

- 3.2.1 LSC athletic facilities covered by these regulations include the gymnasiums; swimming pool; racquetball, squash and tennis courts; locker room; training room; fitness room; outdoor playing fields (softball, soccer, field hockey and intramural); running trails; and athletic equipment.
- 3.2.2 All use of athletic facilities by groups not associated with the college must be reserved and confirmed at least one week in advance through the Office of Conference & Guest Relations.
- 3.2.3 The sponsoring organization is responsible for designating a qualified person to supervise activities in athletic areas. The training room may be used only under supervision of a certified trainer.

- 3.2.4 Sneakers must be worn on the squash, racquetball and tennis courts, and in the gymnasiums for sporting events or recreational activities.
- 3.2.5 No smoking, food or beverages will be permitted in the gymnasiums.
- 3.2.6 Arrangements for use of LSC athletic equipment by external groups may be made through the Office of Conference & Guest Relations, or the sponsoring organization may bring its own special equipment.
- 3.2.7 Athletic equipment must be returned at the end of an event. If not returned within 48 hours, the group will be billed for replacement.
- 3.2.8 The sponsoring organization is responsible for cost of repair or replacement of any equipment damaged during the scheduled activity.
- 3.2.9 All trash must be cleaned up after use of athletic areas. The sponsoring organization will be billed for the cost of a cleaning crew if necessary to clean up after an event.
- 3.2.10 Condition of fields must be maintained so they are suitable for the athletic events for which they were intended. No vehicles may be driven on playing fields; unusual use, such as erecting tents, must be approved in advance by the Director of Athletics and Director of Physical Plant.