

Facility Usage Policy

POLICY: Facility Usage			
POLICY NUMBER:	420.03	CUSTODIAN:	Director of Development
APV'D DATE:	2/12//2018		
EFFECTIVE DATE:	2/12/2018	REVIEW DATE:	
REFERENCES:	Normal Operating Hours Policy Security Policy Alcohol and Controlled Substances Policy Kitchen Use Policy		

Part 1. Policy Background and Purpose

White Earth Tribal and Community College (WETCC) welcomes area organizations and the business community to use WETCC facilities when such use does not conflict with our educational and public service objectives. The purpose of the Facility Usage Policy is to ensure WETCC has adequate space available for internal and external users.

Part 2. Definitions

Facilities refers to any WETCC owned property, including the College Campus, Extension Building, Wadookoodaading, Wellstone buildings and adjacent parking lots.

Business day is defined at WETCC as opening at 7:00 a.m. and closing at 4:30 p.m. or at the time the last class is dismissed, Monday through Fridays, excluding designated holidays or any other day sanctioned as an official closing.

Internal request refers to a request for meeting space where WETCC business will be conducted.

External request refers to a request for meeting space for an external user or where WETCC business is not conducted.

Representative refers to anyone whether they are internal or external who is requesting meeting space or the use of WETCC facilities.

Part 3. Responsibility

The President has delegated the Event Planner duties to the Executive Assistant to the Deans who has overall responsibility for the implementation of this policy and the pertinent components of the Facilities Procedures.

The Event Planner is responsible to make the initial review of requests to ensure accommodations needed are reasonable and route requests to the Facilities Use Group

to ensure details of the request are communicated to appropriate personnel as well as the designated Representative.

The Facilities Use Group is designated by the President and are responsible to review meeting requests, provide input and approve or deny the request in accordance to this policy. The Facilities Use Group includes: Event Planner, IT Coordinator, Director of Finance, Facilities Manager, and Security Officer.

All representatives are responsible to coordinate requests with the Event Planner prior to their scheduled meeting or event and are also required to assist with cleanup or takedown after a meeting or event.

It is the responsibility of all users of the facility to respect the property accordingly.

Part 4. Policy

WETCC facilities will be available for educational purposes and community meetings as well as for internal meetings as needed. Personal use of the facilities is not allowed. Depending upon the request, external users may be charged a fee.

External representatives must complete the WETCC Facility Use Request Form. Representatives must make every reasonable effort to submit the request to Event Planner in a timely manner, no less than seven (7) days before a scheduled event; events without appropriate notice may be denied.

Internal representatives must submit the request to the Event Planner as soon as possible to reserve space via email.

WETCC reserves the right to deny or cancel any person, organization, or event on campus whose purpose and/or mission is not aligned with the mission of the College and Anishinaabe Seven Grandfather teachings as endorsed by the College.

The Event Planner will review each request for necessary accommodations; when space is available, internal requests shall be entered on the Event Calendar and booked. External requests shall be routed to the Facilities Use Group and specified who must provide approval depending upon the request:

- Technology use – IT Technician, discretionary decision confirming equipment is operable and available for use.
- After Hours Facility use – Facilities Department, discretionary decision confirming staff availability for opening/closing.
- Other requests – Any member of the Facilities Use Group may approve

Once a request is approved, the Event Planner will place it accordingly on the Shared Calendar.

A request will be denied if a majority of the Facilities Use Group members vote to deny. The Event Planner will promptly notify the Requester of the denial accordingly.

Subpart A. Fees

For external users, a discretionary non-refundable fee or security deposit may be charged if deemed necessary by the Facilities Use Group. Deposits are due at least seven (7) days prior to the scheduled event. WETCC reserves the right to charge additional fees for use of equipment, including printers or meals. All payments must be made payable to: White Earth Tribal and Community College.

WETCC reserves the right to deny, reschedule, cancel or move any meeting/event planned on site.

Subpart B. Conditions of Use

1. The event will in no way obstruct or hamper the normal functioning of WETCC.
2. Any damage to the facility or equipment will be the responsibility of the Representative.
3. Adult supervision must be provided at all times for participants under the age of 18.
4. Food and beverages are to be served in the Drum Hall only, unless special permission is granted by WETCC President.
5. WETCC is not responsible for accidents or incidents that may occur with participants during an externally planned meeting or event.

Subpart C. Kitchen Use

The use of WETCC kitchen facilities require a WETCC staff member present during the time the kitchen is being used for an event. The staff member is responsible to ensure the food items of WETCC are not used by an event and the kitchen remains in a clean and orderly fashion. Serve Safe Certification may be required for individuals using the kitchen area, see Kitchen Use Policy.

Subpart D. Use of Substances

The use, possession, or sale of alcoholic beverages or illegal drugs is strictly forbidden on all property of WETCC.

Tobacco smoking is allowed in designated areas only, with the exception of cultural or ceremonial pipe use.

Subpart E. Liability

WETCC is not responsible for accidents or losses while using WETCC facilities.

The Representative and their organization or group agrees to hold harmless WETCC Council of Trustees, WETCC, and WETCC officers, employees, and agents from all liability, loss, damages, costs, or expenses that may be sustained, incurred, or required arising from the actions of the organization or group using WETCC facilities.

Subpart F. Endorsement

The use of WETCC facilities is not an indicator that WETCC endorses any group, community event, or meeting.