Facility Usage Policy

POLICY: Facility Usage			
POLICY NUMBER:	420.03.01	**CUSTODIAN:**	Special Projects Director
APV'D DATE:	4/14/2020		
EFFECTIVE DATE:	4/14/2020	**REVIEW DATE:**	4/20
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

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.

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 who has overall responsibility for the implementation of this policy and the pertinent components of the Facilities Procedures.

The Event Planner is responsible to route requests to the Facilities Use Group and 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, Finance Director, Facilities Manager, Security Coordinator, Special Projects Director and the President.

It is the responsibility of any user of the facility to respect the property accordingly.

Part 4. Policy
Representatives must complete the WETCC Facility Use Request Form and submit it to the Event Planner no less than seven (7) days before a scheduled event.

Requests will be denied if adequate space is not available or if staff do not have adequate time to prepare for a meeting/event.

Events requested outside of normal operating hours (which vary throughout the year), may require additional staffing, which must be considered by the Facilities Use Group.

Subpart A. Fees
For external users, a non-refundable fee may be charged in addition to a security deposit if deemed necessary by the Facilities Use Group. Payment is due at least seven (7) days prior to the scheduled event; payable to: White Earth Tribal and Community College.

WETCC reserves the right to deny, reschedule, or cancel 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 always be provided 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. ServSafe 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.

Tobacco may be used for 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.