

**UNIVERSITY OF HAWAII
MAUI COMMUNITY COLLEGE
FACILITIES USE PRACTICES AND PROCEDURES**

I. PURPOSE

A. These practices and procedures govern the short-term occasional use of campus facilities, including campus grounds, by organizations with and without University affiliation.

II. USER CATEGORIES

A. University-affiliated organizations. (Non-MCC Organizations)

1. Registered student, faculty or staff organizations.
2. Campus chartered organizations.
3. University-recognized organizations with primary purpose of providing service or support to the University.

B. Organizations without University affiliation. (Includes other Federal, State and County agencies)

1. The University, as a public institution, is not in competition with other institutions or commercial enterprises in the rental of facilities. There are circumstances, however, in which the nature of the activity is particularly appropriate to a campus facility. In these cases, Maui Community College may enter into rental agreements with organizations without University affiliation.

III. TYPES OF USE

A. Registered student, faculty, and staff organizations and other University-affiliated organizations may use designated University facilities for activities and events related to their function and purpose.

Organizations without University affiliation may use designated University facilities for charitable, civic, community, cultural, or educational activities which are operated on a not-for-profit basis and do not infringe upon, delay, or conflict with the normal operation of Maui Community College.

IV. USE PRIORITIES

A. Campus facilities, including campus grounds, are provided primarily for the support of the regular educational functions of Maui Community College and the activities, necessary for the support of these functions. Take precedence over any other activities in the use of campus

facilities.

B. Registered student, faculty and staff organizations and other University-affiliated organizations shall have priority over organizations without University affiliation in the use of campus facilities.

C. The availability of campus facilities for use by organizations without University affiliation shall be subject to the needs and convenience of Maui Community College. In the event of conflicting demands for use of particular facilities by organizations without University affiliation, scheduling priority shall be given to those activities which further the purposes of the College.

V. USE APPLICATION AND PROCEDURE

A. The Chancellor of Maui Community College has established the following guidelines and procedures which govern the application and reservation and use of campus facilities at Maui Community College in conformance with the University's Board of Regent's policies.

1. Request to use Maui Community College facilities must be made in writing and submitted to the Director of OCET at least 10 working days prior to the date of use to allow for timely process.
2. The applicant shall be required to complete a college facilities use form. Special instructions and requirements regarding such matters as security, custodial services, insurance requirements, facilities use fees, and parking will be stated on the college facilities use form.

Request for use of the following special facilities by organizations with College affiliation shall be made in coordination with the personnel in charge of the facility by the requesting organization.

§ Exterior grounds, parking and ball-field – Vice Chancellor Administrative Affairs

§ Student Lounge – Student Activities Coordinator

§ Ka'a`ike Studios/Classrooms – Media Center Coordinator

§ Molokai Education Center – Molokai Coordinator

Request for use of special facilities mentioned above by organizations without College affiliation shall be made with the Director OCET. Request for all other special facilities by organizations with or without College affiliation will be made with the Director OCET.

The applicant shall agree that the use of the facilities shall not interfere with programs or activities of Maui Community College. Use of facilities that will impair the

programs and activities of the college shall be disallowed.

All use must be in compliance with applicable County ordinances, State and Federal laws, and University policies.

The use of College facilities for an event where food or beverage is to be consumed or distributed is prohibited without specific written approval of the Chancellor except when the food is to be supplied and served by the Maui Community College Culinary Arts programs.

The posting and/or distributing of handbills, posters, flyers, notices, publicity and promotional materials and signs are allowed only on such bulletin space or other campus areas as have been specifically designated for such purposes. The Director OCET shall inform the applicants of the location of such bulletin board space on campus.

No individual may derive direct personal monetary benefit from the use of Maui Community College facilities.

Users requesting facilities for admission/fund raising activities must state the explicit purpose for which the revenues generated are intended to be used at the time of the request. The College reserves the prerogative to deny any such request, should there be a change in the purpose of the request.

Users are required to report any and all damages on the property, facilities and equipment immediately to the Director OCET. Reimbursement for damages must be paid within 30 calendar days.

Charge for the use of facilities will be granted on an hourly use basis.

The College is considered a no-smoking campus with designated smoking areas. MCC Smoking Policy to be attached with application.

The use of facilities by organizations without University affiliation will be permitted during operational hours only unless approved by the Director of OCET. The College's operational hours are: 8:00 am to 5:00 pm on Monday through Friday. Saturday, Sunday, Holidays and academic break periods are considered as non-operational hours.

The use of facilities by organizations without University affiliation shall be for educational, charitable, civic, community, or cultural activities, which are operated on a not-for-profit basis.

The use of College facilities by faculty or staff in connection with compensated outside services is not permitted.

Maui Community College reserves the right to deny, cancel, reschedule, change room assignments and require additional charges for the following reasons: energy use and conservation, availability of security, custodial services, health and safety factors, and potential property damage.

In addition to the above, organizations without University affiliation which have been authorized to use the designated University facilities shall be required to:

1. Observe established Maui Community College rules and policies.
2. Indemnify, defend, and hold harmless the College and the State of Hawaii from any liability arising out of the actions of the organization or its agents incidental to the use of the facilities by the organization.
3. Reimburse the University for any damage (beyond normal wear and tear) to the facilities resulting from their use.
4. Compensate the University according to the terms provided in the agreement for the use of University owned facilities.
5. Provide evidence of appropriate and adequate insurance protection covering property damage, personal injury, or death arising out of the use of College facilities. The Chancellor or a designee may waive this requirement upon an adequate showing of responsibility by the organization.

VI. PUBLIC FORUM AREAS

- A. The Outdoor Circular Stage has been designated as the public forum area.
- B. The use of this public forum area for public speech activities shall be on a first-come-first-served basis.

Individuals utilizing a designated public forum area on campus must comply with university and campus rules and policies.

VII. PRACTICES AND PROCEDURES GOVERNING TIME, PLACE, AND MANNER OF PUBLIC SPEECH ACTIVITIES

- A. Public speech activities may be conducted in public forum areas and other campus areas provided that such activities are conducted in an orderly manner and do not interfere with classroom instruction, office or student privacy, study conditions, meetings and ceremonies, pedestrian or vehicular traffic, or other functions of the College.

B. Sound amplification equipment may be used in the designated public forum areas provided that it does not interfere with the educational functions and affairs of the College.

The distribution of newspapers, notices, pamphlets and other printed or written material is permitted in public forum areas and other campus areas provided that such distribution does not interfere with the orderly conduct of College affairs, the maintenance of College property and the free flow of traffic and persons.

The posting of notices, posters, and other printed or written material is permitted on such bulletin space designated as "Open Bulletin Board." No material may be attached to any structure of natural feature on campus including, but not limited to, the sides or doors of building, the surface of walkways or streets, posts, waste receptacles, and trees. Removal of such posted materials shall be the responsibility of the person(s) and shall be undertaken within 3 days following the presentation or activity.

VIII. SOLICITATION

A. No solicitation shall be conducted in any building, structure, facility, or on any grounds, sidewalks, or streets on the campus.

B. The following activities shall be exempt from this prohibition:

1. Sale or offer for sale of any newspaper, magazine, or other publications by means of a vending machine in an area designated by Maui Community College, or the sale or offer for sale of such materials by individuals which is conducted in compliance with the practices and procedures governing the time, place, and manner of such activities.
2. Sale or offer for sale of any food or drink items by means of a vending machine operated by Maui Community College or its subcontractor in an area designated by Maui Community College.
3. The operation by Maui Community College or its subcontractor of any bookstore, specialty store, laundry, cafeteria, bank, barber shop, or other service facility maintained for the convenience of the students, faculty or staff.
4. The collection of tuition, fees, and charges in connection with the operation of Maui Community College.
5. The collection of membership fees or dues by registered student, faculty, or staff organizations.
6. The collection of admission fees for the exhibition of movies, speakers, or other programs that are conducted or sponsored by Maui Community College, or a registered student, faculty or staff organization.

7. Fundraising activities sponsored by and intended to support a registered student, faculty, or staff organization or other University affiliated organizations.
8. Fundraising activities sponsored or co-sponsored by Maui Community College.
9. The sale or offer for sale of any publication of Maui Community College or of any book or other printed material to be used in the regular academic work of Maui Community College.
10. The sale of goods or services, admission charges, fees, or other solicitation of funds in conjunction with an authorized activity by an organization without university affiliation when it is established to the satisfaction of Maui Community College that the proceeds therefore are to be used exclusively to defray the expenses of conducting that activity.

IX. REGISTERED ORGANIZATION

- A. The Chancellor will maintain a list of registered organizations such as student organizations which are registered with the Student Government, advisory committees to the various departments and the Chancellor, faculty and staff groups, union organizations representing College employees, and other groups recognized by the Chancellor as having some official or quasi-official relationship with the College.
- B. All inquiries regarding the registry of student organizations should be directed to the Student Government, and all other inquiries should be directed to the Chancellor in writing.

X. SECURITY

- A. The College provides campus security 24 hours a day, seven days a week; however, the Chancellor has the prerogative of requiring additional security for activities that has potential for disturbance or for traffic control on campus.
- B. The sponsor will be required to provide the additional security should the Chancellor deem it necessary. The security must be from a security guard agency or from the police department.

XI. INDEMNITY AND INSURANCE

- A. All organizations without University of College affiliation shall complete a Special Agreement form covering indemnity and insurance. All organizations without University or College affiliation shall, during the period of the use of the facility, at its own cost and expense, maintain liability insurance for personal injury or death in the minimum amounts of \$100,000 per person, and \$300,000 per accident, and \$25,000 property damages and the policy shall name the College as a coinsured and a copy of the policy shall be deposited with the Director of

name of organization, authorized person requesting the facility, type of facility needed, date and time the facility will be needed, brief description of the activity, whether donation or fees will be received or charged, and the expected attendance.

2. Request mailed to Director OCET at least 10 working days prior to the date the facility is needed.

B. Director OCET 3. Check the request to determine the appropriateness of Education and Training the request. Check the following:

- a. Is the organization with or without university affiliation? (See page 1)
- b. Is the activity within the Facilities USE APPLICATION AND PROCEDURES? (See page 2-4)
- c. Is the facility available on the day and at the time requested? (See FACILITIES UTILIZATION SCHEDULING BOARD)
- d. Is insurance necessary? Discuss with Chancellor. (See page 6)
- e. Will there be a rental charge? (See Attachments B & C)
- f. Is there a need for special security services? (See page 5)

4. If a special facility is requested, the request is coordinated with person responsible for the special facility. (See page 6)

5. If the request is approved, the REQUEST & AGREEMENT FOR USE OF COLLEGE FACILITIES form will be prepared. (See Attachment A for facilities use form)

6. Tentative reservation of the facility will be entered on the. The MCC Scheduler.

7. If a facilities use fee is to be charged, the amount will be entered on the REQUEST & AGREEMENT FOR USE OF COLLEGE FACILITIES form. (See Attachment B for facilities use fee rates)

8. If indemnity and insurance is needed, the SPECIAL AGREEMENT form will be prepared. (See Attachment D for indemnification form)

9. The requestor of the facility is notified by phone and in writing of the approval and requested to come to the Office of Continuing Education and Training to sign the appropriate form or forms and pay the appropriate fee.

C. Requestor 10. Sign appropriate form or forms and pay appropriate fees to the Business Office no later than 5 working days before the date of the activity.

11. If necessary, show proof that the activity will be operated on a not-for-profit basis and present proof of insurance coverage.

D. Business Office

12. Receive facilities rental fees if any and deposit in the appropriate special fund account Identified by the Director OCET.

13. Stamp "Fees Paid" on the REQUEST & AGREEMENT FOR USE OF COLLEGE FACILITIES form and return form to Continuing Education and Training Office.

E. Director OCET Services

14. Upon receipt of the facilities use form, a confirmed reservation of the facility will be entered on the MCC Scheduler.

15. Assign student help or appropriate staff to open and close the facility to be used

F. Requestor after

16. Set up for the activity, conduct the activity, and clean up the activity.

17. Submit the Report on the Use of College Facility. (This is part of the REQUEST & AGREEMENT FOR USE OF COLLEGE FACILITIES)

G. Director OCET

18. Check the facility for cleanliness and for damages.

19. File original copy of the REQUEST & AGREEMENT FOR USE OF COLLEGE FACILITIES form.

XIV. PROCEDURES FOR APPEALING THE DENIAL OF REQUEST TO USE FACILITIES

- A. Director OCET 1. Inform the Requestor by phone and in writing that the request for the use of facility has been denied and the reasons for denial.

- C. Requestor 2. May appeal the denial by writing to the Chancellor stating the reasons why the facility should be made available to the requestor.

- D. Chancellor 3. Review the appeal and render a final decision.

4. Inform the Requestor of the decision by phone and in writing.

5. Inform the Director OCET of the decision.

- E. Director OCET 6. Take the following appropriate action:
 - a) Schedule the use of the facility or
 - b) File the request in the “Appeals Denied” folder.

Maui Community College – Facilities Utilization

Facility Use Fees

	With University Affiliation	Without University Affiliation	With or Without University Affiliation
		Normal Business Hours 8:00am to 5:00pm Standard Use Charge (per hour)	Off Business Hours Weekends/Holidays Standard Use Charge (per hour)
General Facilities:			
Conference Rooms			
Classrooms (non air-conditioned)	No Charge	\$30	\$60
Classrooms (air-conditioned)	No Charge	\$30	\$50
Shops/Laboratory (non air-conditioned)	No Charge	\$50	\$80
Shops/Laboratory (air-conditioned)	No Charge	\$30	\$50
Shops/Laboratory (air-conditioned)	No Charge	\$50	\$80
Special Facilities:			
Student Lounge – Std. Ctr. Bldg.	No Charge	\$75	\$100
Dining Room – Std. Ctr. Bldg.	No Charge	\$75	\$100
Community Service Bldg.	No Charge	\$40	\$70
Executive Classroom – Laulima Bldg.	No Charge	\$75	\$100
Multi-Purpose Room – Laulima Bldg.	No Charge	\$75	\$100
Demonstration Kitchen – Laulima Bldg.	No Charge	\$75	\$100
Ka Lama Lecture Hall 103	No Charge	\$75	\$100
Science Bldg Lecture Hall 10A	No Charge	\$150/hr	\$200/hr
Micro-Computer Labs	No Charge	\$500/day	\$500/day
Grounds/Parking (space with restroom facilities)			

Special Facilities:

Ka'aikē

Production Studio with support from MCC Production Staff.

\$650/hr (2hr minimum)

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Requires approval of the Media Center Director.

1,600 sq ft studio, cameras, av equipment, computers, etc.

Production staff includes, Director, Technical Director, Audio Engineer, Floor Director and Camera Operator.

Production Studio only, (user must have a qualified engineer available).

\$250/hr

\$250/hr

\$250/hr

Requires approval of the Media Center Director.

Interactive Classrooms (Ka'aikē 105 a, b, c, d, 107, 108 and 109).

\$200/hr/per MCC site (1hr minimum)

\$200/hr/per MCC site(1hr minimum)

\$250/hr/ per MCC site (1hr minimum)

Classrooms with viewing room, VCR, DVD, video projector, computer and internet access.

Requires approval of the Media Center Director.

Molokai Education Center

(Facilities use is managed by the Molokai Education Center

Coordinator, Separate fee schedule is attached.)

MCC Molokai Education Center- Facility Use Fees

Effective July 1, 2006

Classroom	<u>With University Affiliation</u>	<u>Without University Affiliation:</u>	
		<u>Government</u>	<u>Private/Non-Profits</u>
# 102	No Charge	Standard Use Charge:	
minimum		Flat fee: \$50/per event	\$20/per hour
# 103	No Charge	Standard Use Charge:	
minimum		Flat fee: \$50/per event	\$20/per hour
# 105	No Charge	Standard Use Charge:	
minimum		Flat fee: \$50/per event	\$25/per hour
# 106	No Charge	Lab Fees: (use of computers)	
		\$25/per station/per day	\$25/per station/per day
# 107	No Charge	Standard Use Charge:	
minimum		Flat fee: \$50/per event	\$30/per hour

Note: All facility rentals are during normal office hours. No holidays, weekends, or off hour rentals.

All classrooms are air-conditioned. Further characteristics of each classroom are as follows:

102 - Small room for conferences. Internet connectivity. TV/VCR. HITS. Elmo. Seats 12 comfortably.

- # 103 - Small room for conferences. Internet connectivity. TV/VCR. HITS. Elmo. Seats 12 comfortably.
- # 105 - TV/VCR. Instructor's computer. Internet connectivity. Video projector. Elmo. Seats 25 comfortably.
- # 106 - 18 computer stations. Instructor's computer. Internet connectivity. Video projector. Smart board. Seats 24 comfortably.
- # 107 - TV/VCR/DVD. Instructor's computer. Internet connectivity. Video projector. Elmo. Smart board. Seats 40 comfortably.