



<b>PROCEDURES</b>
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<b>DIVISION</b> IX. College Plant and Property	<b>PROCEDURE NUMBER</b> 9.01.00.00 [1]
<b>CATEGORY</b> 9.01.00.00 Use of College Facilities	<b>DATE</b> Revised: 2000, 6/2006, 3/2014, 11/2014, 2/2015 Reviewed: 9/2019

The administration reserves the right to amend or otherwise revise this document as necessary to reflect future changes made to its procedures. You are responsible for reviewing this procedure periodically to ensure continued compliance with all Board policies and institution procedures.

9.01.00.00     USE OF COLLEGE FACILITIES – BUILDING(S)

Joliet Junior College (JJC), Illinois Community College District No. 525 building facilities (except Renaissance Center) are available only at such time as:

1. buildings are not in use by the College
2. the proposed programs do not interfere with pre-scheduled College activities
3. consistent with College policy
4. consistent with federal, state, and local laws.

All dates of usage of the facilities must be cleared by the Vice President of Administrative Services and are subject to preemptive use by the school and its students and staff.

The right is reserved by the Vice President of Administrative Services to cancel use authorization at any time if the President’s Cabinet (Cabinet) determines it is not in the best interest of the College. Such instances may include, but are not limited to:

1. emergency school closings
2. mechanical failure
3. weather concerns.

JJC assumes no liability for financial losses incurred due to such cancellations.

1. Procedure for Facilities
  - A. Any organization that qualifies to use any of the campus facilities must obtain and complete a Facility Rental Application These forms, as well as a copy of Board Procedure 9.01.00.00, and Board Policy 9.01.00 on Use of Facilities, are available by contacting the Event Coordinator and Scheduler or on the College’s website.



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Specialized equipment, setups, technical and support services will be requested via the Facility Rental Application at the time the request is made and may be subject to additional charges.

- B. Information on the Facility Rental Application will be precisely interpreted. Changes in starting times, extensions, change of dates, equipment, etc., must be submitted in writing to Event Coordinator and Scheduler no later than seven days prior to the event.
- C. The Event Coordinator and Scheduler will consider the request and commit the facilities or reject the request and return it to the originator. Confirmation or denial will be communicated by email.
- D. Upon completion of the event, the lessee will be invoiced for appropriate billing charges for the facility and services provided, plus any charges for damage to or loss of property incurred during use. Payment will be made to the College for all services provided within 30 days of receipt of invoice.

2. General Conditions

- A. Insurance
  - 1. JJC accepts no responsibility with regard to injuries to those using the facilities. The lessee will, to the extent allowed by law, indemnify and hold harmless JJC, its Board of Trustees (Board), administration and employees, from any and all claims, or whatsoever kind, at law or inequity concerning injuries or other claims predicated on the use of the College premises. In conjunction herewith, the lessee will be required to provide a certificate of liability insurance listing as additional insured: JJC, Will County, Illinois, the Board thereof, the members of the Board individually, and all employees of JJC. Said insurance to be written by an insurance company with at least an “AA” financial rating by the latest Best insurance report with policy



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limits in the amount of \$1,000,000 per occurrence and \$2,000,000 million per aggregate. Certificate of Insurance must state that insurance is primary for JJC.

- 2. Certificate of Insurance is required prior to event.
- B. Facilities management reserves the right to assign the space best suited for the function.
- C. Advertising, publicizing, ticket sales, commitments for outside speakers, or contracts for any services should not be made until the activity has been approved by facilities scheduler(s) and facilities committed. Joliet Junior College sponsorship may not be implied in the use of any advertising material without the express written consent of the College President or his/her designee.
- D. Placement of signs or decorations requires prior approval from facilities scheduler(s). All users are required to remove all signage after any event. Office of Student Activities is responsible for placement and removal of all college sponsored student club signage.
- E. Facilities Management reserves the right, as outlined in Board Policy 9.01.00 Use of Facilities, to refuse the usage of its facilities to any individual or group.
- F. The College does not allow the use of facilities for personal pursuits, unless booking as an external client.
- G. Campus Hours - Facilities are not available for rental during the days the College is officially closed, unless authorized by the Vice President of Administrative Services



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3. Lessee Responsibilities

The lessee is responsible for:

- A. Communicating the designated NO SMOKING (all tobacco products) areas and regulations of the College to event participants.
- B. Communicating Board Policy 3.14 Drug Free Schools & Communities, and Board Policy 13.08.00 Alcohol Use Policy of the College to event participants, and notifying Campus Police if violations occur.
- C. Communicating Board Policy 11.06.00 Concealed Carry and Firearms prohibition of weapons on campus.
- D. Any damage or breakage incurred during the rental of the facility. If damage occurs, the amount of compensation will be determined by the College and the group holding the activity will be charged, in addition to the contracted fee.
- E. Ensuring the College is provided on site contact information for each date of an event.
- F. Any required medical response personnel.
- G. Event Coordinator and Scheduler must approve any requests for equipment brought to the College campus. JJC does not assume responsibility for securing equipment requested other than equipment that is available at the College. The College does not provide moving equipment (hand trucks, dollies) for external customers.
- H. If the lessee violates any provision, the following penalties may be enforced:



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1. Expulsion from the facility
  2. Reimbursement for damage to the facility
  3. Forfeiting future use of the facility
- I. The Vice President of Administrative Services reserves the right to exclude anyone from using College facilities who does not act in accordance with College policies.
4. Rental Terms and Conditions
- A. Definitions
- 1 Internal Customers  
 Internal groups and/or JJC sponsored activities will be defined as JJC offices, departments, clubs and organizations operating within the budget of the institution. Internal groups are exempt from the facilities rental and labor charges.
  2. External Customers  
 External customers are defined as those groups not included in the definition of Internal Customers.
- B. A request for any fee adjustment/waiver must be made in writing to the Vice President of Administrative Services or his/her designee at the time the facility request is submitted. The organization must submit written evidence of their tax- exempt status with their application. The review criterion that follows will be employed to assess the request for an adjustment/waiver:
1. The organization requesting the adjustment should be a not-for-profit customer or a group directly associated with the educational mission of the College.
  2. Scheduling of the event will produce a direct and tangible benefit to



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the College.

3. The event will serve to fulfill the public service mission of the institution.

C. Damage Deposit

JJC reserves the right, in certain circumstances, as determined by Event Coordinator and Schedulers, to require a damage deposit, due to the institution no later than 15 days prior to the event. The damage deposit range is \$100 - \$500. Upon completion of the event, if no damages are incurred, the deposit will be applied to the final bill. Should the event be cancelled at least seven days prior to the scheduled date, a full refund will be returned to the lessee.

D. Cancellation

Written notice of cancellation must be submitted no fewer than seven business days prior to the event. Applicants failing to notify the College within this time frame may be subject to administrative costs associated with planning the event or the entire cost of the event, as if it had occurred.

E. Facility Rental Revenue

In accordance with the fiscal regulation of the Illinois Community College Board, all revenues will be deposited in the appropriate general institutional accounts.

5. Rental Rates

- A. The Vice President of Administrative Services will approve charge rates for facilities, equipment, and labor. These rates will be adjusted annually to reflect the increase in operating costs at the institution.
- B. All labor rates will be charged at the per-hour cost that is reflective in the current labor contract (including 25% per hour for benefit costs)



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(three hour minimum). Time and a half or double time charges are dependent upon the date, time and facilities rented.

- C. JJC reserves the right to determine the need for custodial, grounds, maintenance, campus police, food service or technical personnel at the expense of the applicant. The lessee may request additional personnel, and if approved, will be assessed for additional services. If it is determined after the event is underway that additional personnel are necessary, the lessee will be required to reimburse the College for services rendered.
- D. The lessee is not allowed to utilize external personnel to provide services normally the responsibility of JJC personnel, or in any way violate union contract agreements.
- E. Events scheduled during hours when the College would normally be closed will be assessed an additional fee to cover the extra cost of utilities. The Vice President of Administrative Services or his/her designee may waive this additional fee if the event is determined to be mutually beneficial to the interests of the College and sponsoring organization.
- F. Rates for multiple rental dates may be negotiable.