

 Wharton County Junior College	ADMINISTRATIVE PROCEDURE MANUAL	
WCJC Title: Facilities Usage by Community Groups and Student Groups	Section C: Business and Support Services	Page(s): 6
BASED ON BOARD OF TRUSTEES POLICY		
Policy Title: Community Expression and Use of College Facilities	Policy: GD	
Subtitle: None	Date Adopted: 8-01-20	

Purpose

Describes procedures governing the reservation and use of College facilities by WCJC student organizations and external groups.

Procedure

I. Use of Designated Areas

- A. The flag pole areas on the Wharton, Richmond, and Bay City campuses shall be considered a designated area for public discussion. On the Sugar Land campus, WCJC will follow the policy of UHSL. If any additional areas are to be so designated, the Vice President of Administrative Services shall be responsible for making these designations for use by registered student organizations.
- B. During regular business hours when the College is open, individuals and groups may use an area designated under the above section for public discussion and for peaceful public assembly or demonstration without prior permission.
- C. Public assembly, discussion, or demonstration exercised in accordance with the above paragraphs must not unreasonably disturb or interfere with normal operations and activities of the College.
- D. Any person who refuses to identify himself/herself fully in accordance with this administrative procedure and Penal Code 30.05 may be guilty of a misdemeanor or offense that, upon conviction, is punishable by a fine of not more than \$200. In addition to criminal penalties as allowed by law (see Penal Code 30.05), any student who refuses to identify himself/herself fully in accordance with this policy may be subject to discipline, including suspension or dismissal.
- E. No organization or group that is not registered with the Office of Student Success as an

officially recognized WCJC student organization shall use College facilities under procedures for student organizations.

- F. No organization or group, whether registered or not, shall use College facilities if it has a delinquent debt to the College.

II. Requests by WCJC Students and Student Organizations

- A. Requests to use College buildings, facilities, or grounds must be submitted to the Vice President of Administrative Services or designee on a Facilities Request Form at least 30 days in advance of the scheduled date of use, unless otherwise specified in this Administrative Procedure.
- B. The Vice President of Administrative Services or designee shall respond to each request in writing and shall include in the response any such conditions and any further agreements applicable to the request that are deemed to be in the best interest of the College. The Dean of Student Success (DSS) is responsible for assuring student organizations are provided with information relevant to the proposed use of the College facilities, including this Administrative Procedure.
- C. If the user proposes to charge any sort of registration, admission, tuition, or participant fees, the amount of such fees must be indicated on the Internal Facilities Request Form and must be approved in advance by the Vice President of Administrative Services or designee. The amount of any such fee should be consistent with the educational objectives of the College and with admission fees currently approved for student activities.
- D. Consideration of Requests: Students and Student Organizations
 - 1. The Vice President of Administrative Services or designee shall not approve a request if he or she has reasonable grounds to believe that:
 - a. The College facility requested is unavailable, inadequate, or inappropriate to accommodate the proposed use at the time requested.
 - b. The requestor is under a disciplinary penalty prohibiting the use of the facility.
 - c. The proposed use includes non-permissible solicitation.
 - d. The proposed use would constitute an immediate and actual danger to the peace or security of the College.
 - e. The requestor owes a monetary debt to the College and the debt is considered delinquent.
 - f. The proposed activity would disrupt or disturb the regular academic program or would result in damage to or defacement of property.
 - 2. If the Vice President of Administrative Services or designee denies a request under the above section, he or she shall provide a written statement of the grounds for refusal.

E. Consideration of Requests: Instructional/Educational Activities

Facilities requests by student organizations to offer courses or programs or involving any educational or instructional service or activity are forwarded by the Vice President of Administrative Services or designee to the Vice President of Instruction to determine if the proposed activity would disrupt or disturb the regular academic program of the College. The Vice President of Instruction will provide a written response to the Vice President of Administrative Services or designee within five working days.

F. Special Provisions Pertaining to Student Organizations

1. Student organizations operating dances and athletic events, when such events include persons from outside the College, are required to provide at least two commissioned police officers for security purposes, at the organization's expense. Other events operated by student organizations usually do not require such security coverage unless the Vice President of Administrative Services determines the nature of the function indicates otherwise.
2. If the participants at an event operated by a student organization are exclusively WCJC students, that event is treated under the provisions that apply to internal College-sponsored events in this policy (including the use of the Internal Facilities Request Form).
3. Facilities used by College organizations are not charged usage fees, except for item F.1. above.
4. Use or possession of alcoholic beverages is prohibited.
5. If any College administrative procedures are violated, the offending group forfeits the right to future use of College facilities for the remainder of the academic year or for the period of time specified by the Vice President of Administrative Services.

G. Horton Foote Theater

1. Scheduling
 - a. Fine Arts (including theater, music, stage movement, art) activities have scheduling priority in the Horton Foote Theater (the "Theater").
 - b. All scheduling of the theater for non-Fine Arts activities is accommodated on a first-come, first-served basis.
 - c. Requests for use of the Theater for any activity, including rehearsals and classroom activities, must be made in writing to the Building Supervisor of the Duson-Hansen Fine Arts Building using the Internal Facilities Request Form at least two weeks in advance of the event.
 - d. Upon approval of the Building Supervisor, the Internal Facilities Request Form, is forwarded to the Vice President of Administrative Services.
2. Personnel and Equipment
 - a. All activity in the Theater requires the use of a custodian and Theater technicians.
 - b. Theater technical services must be contracted and paid for by the user group. Technical services must be provided by an individual or individuals approved by the

Division Chair of Communications and Fine Arts.

- c. Only individuals (faculty or students) trained in proper lighting and sound procedures may adjust, move, focus, or operate any of the electrical lighting and sound equipment that is a part of the Theater.
 - d. Any group that utilizes the facilities of the Theater is responsible for the Theater, its contents and equipment, and is responsible for returning the Theater to the condition it was prior to the activity.
3. Fire and Safety
 - a. Maximum seating capacity is 288.
 - b. Maximum standing or extra seating capacity is 50.
 - c. Absolute combined maximum seating and standing capacity is 338.
 - d. All aisles and exit areas must be kept clear of seats and patrons.
 - e. All doors must be unrestricted at all functions so that they can be opened outward upon command.
 - f. The use of open flame on or off the stage is prohibited.
 - g. Smoking in the Theater, as in all College buildings, is prohibited at all times.
 - h. All exits must be clearly marked with lighted signs.
 4. Other restrictions
 - a. No eating or drinking is permitted in the Theater at any time.
 - b. If any of the requirements for the operation of the Theater is violated, the offending group forfeits the right to future use of the Theater for the remainder of the academic year or for the period of time specified by the Vice President of Administrative Services.

H. Pioneer Student Center

1. Scheduling
 - a. Approved College organizations and other College programs are allowed “free” use of the Pioneer Student Center (“Center”); however, these groups are responsible for thoroughly cleaning the building after the event.
 - b. All scheduling of the Center is on a first-come, first-served basis. Requests must be submitted to the Vice President of Administrative Services at least two weeks prior to the event.
 - c. No activities may be scheduled in the Center during any official College holiday.
2. Equipment
 - a. With the approval of the Dean of Student Success, the following equipment may be requested: public-address system and carted computer/data projector system.
 - b. The student organization advisor is responsible for checking out equipment and ensuring it is returned in appropriate working condition.

III. Requests by Community Groups

A. General

1. The Vice President of Administrative Services or designee shall function as *Facilities Coordinator* and shall be responsible for contact with external users and for reviewing

and approving all requests to use College facilities in compliance with this Administrative Procedure.

2. Requests to use College buildings, facilities, or grounds must be submitted to the Vice President of Administrative Services or designee on a Facilities Request Form at least 30 days in advance of the scheduled date of use, unless otherwise specified in this Administrative Procedure. The Vice President of Administrative Services or designee shall create an External Facilities Request Form and a Facilities Use Contract Form. User groups shall not be permitted access to College facilities until and unless these forms have been properly completed, received by the Vice President of Administrative Services or designee, and approved prior to the requested use date.
3. External groups shall pay all expenses incurred by their use of the facilities, including reimbursement to the College for costs associated with custodial and maintenance services, security, and utilities.
4. External groups shall reimburse the College for any extra services rendered by College personnel (such as technicians, security officers, student workers), shall pay a rental fee for the use of any College equipment (such as multimedia equipment), and shall pay for special set-ups, and take-downs.
5. The Vice President of Administrative Services or designee shall be responsible for developing standard costs to be charged to all users to recover direct costs and for developing a schedule of charges for extra services and equipment rental. These charge sheets shall be submitted annually to the President by July 1 and, upon the President's consent and the approval of the Board of Trustees, shall become effective on September 1 of each year.
6. Events and activities co-sponsored by the College with an external group shall not be subject to the reimbursement charges in Sections III.A.4 and 5 of this Administrative Procedure.
7. All rentals, rates, charges, and fees collected by the College shall be made with the stipulation that the College shall not be liable to anyone for any injury or claim arising out of the use of any College facility. The External Facilities Use Contract shall contain a statement or statements to the effect.
8. Any group or organization using College facilities shall be held responsible for any damage to property during its use of the facilities.
9. Any group or organization using College facilities shall designate in writing, one member of its group as its supervisor who will be responsible for the group or organization's behavior and activities while using College facilities.
10. Requests from external groups to use College facilities shall be made through the Vice President of Administrative Services or designee. These requests shall be made in writing on the External Facilities Request Form.
11. Alcoholic beverages are prohibited on College property.
12. Requests shall be considered on a first-come, first-served basis.
13. No charge, including a charge for personnel, utilities, or other expenses incurred by the College before or after regular business hours, shall be made for the use of College facilities for a polling place if the day of the election is a day on which the College is normally open. If the day of an election is a day on which the College is not normally

open, a cost-recovery charge for reimbursement may be made for the use of College facilities.

14. If the external group proposes to charge any sort of registration, admission, tuition, or participants fees, the amount of such fees must be indicated on the External Facilities Request Form and must be approved in advance by the Vice President of Administrative Services or designee.

B. Special Conditions

1. The College's tennis courts on the Wharton campus are available without charge for any external or internal users between the hours of 7:00am and 10:00pm for recreational use.
2. Special Conditions for the use of the Horton Foote Theater are the same as outlined under Requests by WCJC Student Organizations (Section I.G)
3. Special Conditions for the use of the Pioneer Student Center are the same as outlined under Requests by WCJC Student Organizations (Section I.H).
4. The WCJC Fitness Center is not available for rental by external groups.

Date Prepared: 11/23/2021 (BDK)

Revised date: