

AP141.00 USE OF COLLEGE PROPERTY

Associated Board Policy: 141.00

Procedure Owner: Vice President of Finance & Administration

Related Procedures: AP142 Use of College Facilities; AP153 College Vehicles

I. Procedure Scope and Purpose

This procedure addresses use of college property for college, co-sponsored, non-college, community entity, and hosted activities.

II. Definitions

College Property – Includes all owned or leased property, equipment, vehicles or other resources.

College Activities – Any activity in which Cowley College is the sole sponsor and college employees plan and manage the activity.

Co-Sponsored Activities – Any activity which Cowley College co-sponsors with another organization or organizations. College employees must actively participate in the planning and managing of the activity.

Non-College Activities – Any activity other than one in which Cowley College is the sole sponsor or co-sponsor.

Technology Equipment – Including but not limited to projectors, screens, video , smart boards, microphones or other sound equipment, cabling, etc.

Instructional Equipment – Including but not limited to classroom equipment and computers, laboratory equipment, classroom models, musical instruments or other sound equipment, etc.

College Owned Vehicles – A vehicle in which the capital investment is made by the college, and the vehicle is owned by the college.

III. Procedures

A. General

1. College property will not be used for or operated by non-College employees for other than College or Co-Sponsored activities except with permission of the appropriate administrator and Vice President of Finance & Administration. An Equipment Use Form is required for any College property that will be used or operated by other than a College employee or for a non-College activity. Form(s) must be completed, approved in advance of the event, and payment made for fees, if applicable.
2. Cowley College does not permit use of College property for any activity determined by the Vice President of Finance & Administration, College President, or designee to be contrary to college or public policy, safety of persons or property, or not in the best interest of the community or college. Use of college property must be consistent with state law and must adhere to all college policies and procedures.

3. No property or equipment should be removed from the facility or moved from other rooms and/or areas without express permission. Use of copiers, faxes, computers, or other related equipment is not allowed without previous permission/arrangement.
4. Any exceptions must be approved by the Vice President of Finance & Administration, College President or designee.

B. Audio/Visual

Use of college audio/visual/sound equipment is restricted to college employees unless trained and approved prior to the event. College audio/visual/sound equipment must be reserved prior to the event and is subject to availability. See below for schedule of fees. The college reserves the right to charge additional fees for employees needed to operate equipment for non-college sponsored activities.

C. Alteration of College Facilities

College facilities are not to be altered in any manner without the prior written approval of the Vice President of Finance and Administration, the College President, or designee. No paints, tapes, glues, nails, thumbtacks or screws may be used without prior approval.

D. Safety/Security

Prior approval is required for unusual activities including, but not limited to, fog machines, glitter, confetti, and use of water for other than drinking. No flammable liquids, fire-producing chemicals, pyrotechnic devices, smoke generators and/or open flames in any form, including candles and heating elements for food, may be used on college property without prior approval. This is not intended to restrict any faculty supervised open flame educational demonstrations, such as are common in science labs or vocational program shops, nor any uses by maintenance personnel in the repair of College property or equipment. Operation of motorized recreational vehicles, bicycles, or skateboards is prohibited without prior approval. Doors may not be propped open at any time.

E. Minor Children

When minor children are in attendance, they must at all times be under the control of their parents/guardians or adults in charge of the activity. Minor children are not permitted to roam freely in the halls or other areas of college property. All activities involving children must be monitored and supervised by an appropriate number of responsible adults (minimum of 2).

F. Pets/Animals

In accordance with Board Policy 145.00, pets and/or other animals are prohibited from all college facilities except for:

- Animals used for teaching with prior approval of the Chief Academic Officer.
- Service/Emotional Support animals assisting an individual with a disability.

G. Brown Center Theater

1. The use of any electronic device with capabilities of taking photographs or recording during performances is strictly prohibited.
2. Any patron(s) who are banned from campus, display signs of intoxication, or behave inappropriately will not be granted entrance into the theater and will not receive a refund for their ticket.
3. Tickets may be purchased in advance from the Cowley box office for any show requiring a ticketed admittance. No refunds or exchanges on any purchased tickets.
4. Show times are prompt. Any patron arriving after published show time will be seated at an appropriate time determined by the theater staff.
5. Young Children must be seated with a parent or guardian while attending performances. In the theater, the College offers a cry room if needed.

6. Any patron creating a disturbance during the performance will kindly be asked to exit the theater immediately and will not receive a refund for their ticket.
7. Glitter is not permitted in the theater at any time. Patrons will be asked to remove these items from the theater immediately.
8. Outside food and drinks are not allowed in the theater at any time unless pre-approved. Patrons will be asked to remove any item(s) not approved and/or sold by the theater staff.

H. Wheelchair Accessible Seating

Specific wheelchair accessible seating has been designated in the Brown Theater and in Scott Auditorium, and will be assigned as follows:

1. For events with assigned seating:
 - a. Accessible location will be sold, by request, beginning with the first sale.
 - b. Accessible location and one adjacent seat, unless sold by request, will not be sold to the general public until the last 24 hours before a performance.
 - c. Accessible locations will be sold on a first-come-first-serve basis.
2. For events with open seating:
 - a. Accessible location will be assigned, by request, beginning with the opening of the event.
 - b. Accessible location and one adjacent seat, unless assigned by request, will not be open for general seating until the last 20 minutes prior to the event.
 - c. Accessible locations will be assigned on a first-come-first-serve basis.

I. Nelson Student Center

The main floor of the Nelson Student Center includes the game room, television room, Tiger Deli, and Jungle. The center is available for utilization by college students, employees, board of trustee members, and invited personal guests. Employees or board of trustee members utilizing any Student Center area may not exclude access to students. The requirement for rent and insurance coverage will be waived. The Student Center is available for limited general public use.

J. President's Dining Room

The small dining room in the McAtee Dining Center shall be used primarily for college sponsored, co-sponsored, or community entity activities with a maximum of 32 people in attendance. Use of the campus caterer is required. Student meetings may not be scheduled without an administrator, faculty or staff member present.

K. Athletic Facilities

The W.S. Scott Auditorium/Gymnasium, Ben Cleveland Wellness Center, Travis Hafner Training Center, Linda Hargrove Recreation Building, and other athletic facilities are not available for other than college sponsored or co-sponsored activities. Any exceptions must be approved by the Athletic Director as well as the Vice President of Finance and Administration, College President, or designee. The presence of the Athletic Director or an appropriate Cowley employee/coach is required.

L. Community Rooms

1. Items in community room kitchens may not be used without permission and are subject to a charge if used. All property in the kitchen must remain in the kitchen. Coffee/tea makers may be used with permission but must be left clean. No grounds should go down the drains. Facilities are for food and beverage warming only. Cooking is not permitted. Food, containers, condiments, etc. that have been brought to the kitchen must be removed at the end of the scheduled activity.
2. Movable walls may only be moved by approved college employees.

M. Weapons

The use or display of weapons, explosives, knives, explosive devices, bb guns, pellet guns, fireworks, munitions or items of a similar nature is prohibited in or on college facilities except when used for teaching with prior approval of the Chief Academic Officer. Law enforcement personnel may carry firearms or munitions and use them in the course of law enforcement activities.

N. Alcohol & Tobacco

In accordance with Board Policies 125.00 and 140.00, alcohol may not be served or used on college facilities for any non-college activity. Tobacco use of all forms is prohibited in all college buildings.

O. Clean Up/Damage

All facilities used should be left clean. Any equipment used should be cleaned and returned to its designated location(s). Garbage should be placed in the provided receptacles. Any trash that does not fit in provided receptacles must be removed from the property immediately. If the facility is left in a condition requiring more than routine cleaning, the college reserves the right to charge an additional fee beyond the standard rent charge. The activity sponsor(s) will be held financially responsible for any damage to the facility or equipment during its use.

P. Parking/Grounds

Marked parking spots must be adhered to at all times. Parking reserved for college vehicles or employees may not be utilized for non-college activities. No vehicles are permitted on the lawn. Parking lots and/or grounds will be left free of trash/debris, decorations and/or equipment.

IV. Effective Date(s)

This procedure first became effective 01/19/2022.

V. Signature and Title

This procedure is implemented by:



Title: Vice President of Finance & Administration