

BAY de NOC COMMUNITY COLLEGE BOARD OF TRUSTEES POLICIES

1000 GENERAL ADMINISTRATION

1017 USE OF COLLEGE FACILITIES POLICY

It shall be the policy of the Bay de Noc Community College Board of Trustees to make buildings, grounds, and equipment available to groups and organizations upon request, provided such use is not disruptive to the purpose of the College. The Board encourages cooperation with all individuals and groups, and advocates a broad and frequent public exposure of the College and its services.

The Administration will determine the availability of facilities and shall, according to procedure, determine any cost for usage of facilities. The Administration shall develop a cost guide for that purpose. The College is supported by public funds and therefore is not engaged in profiting from such activities or competing with local businesses and establishments.

PROCEDURE:

- 1017.1 Facilities are open to the public during operating hours (refer to *215 Hours of Work Policy*) for general use; such as the Café Bay, Library, art galleries, nature trails, Labyrinth, courtyards & patios, and quiet contemplative spaces.
- 1017.2 Conference, seminar, and meeting facilities are available upon request for both non-profit and for profit businesses. Fees are assessed according to the type, size, and date/time of the event. The College Advancement Office will manage events on campus. Facilitators of events should be familiar with *1075 Freedom of Expression Policy*, specifically 1075.11.
- 1017.3 Catering for events on campus will provide Café Bay Catering first right of refusal.
- 1017.4 Alcoholic beverages are prohibited on Bay College campuses (refer to *1018 Alcoholic Beverages Policy*).
- 1017.5 Tobacco products are prohibited on Bay College campuses (refer to *1025 Bay College Tobacco-free Campus Policy*)
- 1017.6 Usage Fees: Usage fees for events on campus are set annually and are available from Conference Services. The Library charges a fee for out-of-county residents. Information is available from the Library.

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Policy Revision Date: 08/16/2017

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