

# Policy and Procedure

**Policy Number:** 105R Rev 2

**Date:** 3/27/00

**Revision Date:** 6/30/03; 7/19/2012

**Division/Department:** General Administration

**Author(s):** Kotek/Olson

**Revised By:** (1) R. Musgrove and Jan Welsh; Revised **by:** (2) Robert Musgrove

**Subject:** Facility/Equipment Use Agreement

**Authorities:** MnSCU Policy

## Policy:

Pine Technical College encourages groups and organizations to use the facilities. All persons on College property are required to abide by College and MnSCU policies, State laws and College regulations. Violation of law, policy or regulation may subject a person to legal penalties, removed from campus, or other sanctions; if the person is a student, faculty member or staff member of the College, that person may also be subject to College discipline.

Regularly scheduled classes and events and activities approved and sponsored by Pine Technical College including classes or events by other higher education institutions shall have priority in facility utilization.

## Definitions:

**Contractor:** A person signing a formal agreement

**User:** A person(s) using the facility

**Vendor:** A person/business that sells food, etc.

**For-Profit:** An individual or organization that sells products or services for profit, or organizers events which may result in a profit for the commercial business or organization.

**Non-Profit:** 501(c)(3) or other legally designated not for profit organization or civic group

## Procedure:

To ensure the interest and safety of each participant attending a function at PTC, all of the following procedural guidelines must be adhered to.

1. All inquiries for room reservations and/or rental should be routed to the Administrative Assistant to the Chief Academic Officer.

All inquiries for other physical plant requests will be forwarded to the Maintenance Department.

All inquiries for reserving or renting equipment will be forwarded to the IS Department.

All inquiries for ITV and satellite program reservations are to be routed to the Communications Technician in the Learning Resource and Technology Center at the College.

2. The Administrative Assistant to the CAO ensures that the Facility Use Agreement/Contract is completed with required signatures prior to the event. The contracting group/organization must provide proof of insurance and compliance with other agreements and conditions. A copy of this documentation must be on file with the completed contract.
3. The person(s) signing the agreement documents must be a member or authorized agent of the user organization and is responsible for any damages or unusual maintenance needs to buildings, grounds, or equipment and for any injury incurred by participants during the event. The person(s) is responsible for informing the group or organization of all regulations.
4. Pine Technical College and its adjacent property are tobacco free. Also, no alcohol is allowed on the premises.
5. All participants must abide by the PTC Firearms Policy. A copy of the Firearms Policy will be provided upon request.
6. A fee will be charged over and above the facility use fee for any personnel, technician or equipment services requested. The College will set rates for use of its facilities and other services provided.
7. Facility hours are as follows:
  - a. Academic Year – Monday through Friday 7:00 a.m. – 10:00 p.m. and Saturdays from 7:30 a.m. – 4:00 p.m.
  - b. Summer Break – Monday through Friday 7:00a.m. – 5:00 p.m.  
After 5:00 p.m. or Saturday by request or agreement only.
8. Food Services: Meals and/or refreshments are to be contracted locally or with PTC’s food service vendor. It is the responsibility of the user(s) to make all of the arrangements for catering.
9. Custodial Services: All requests for custodial services are to be made with the Maintenance Department prior to the scheduled event.
10. Computer Services: Compatibility with PTC’s systems must be established prior to an event. All computer services requiring network access must be arranged prior to the scheduled event.
11. The College reserves the right not to rent facilities for purposes in direct competition with PTC offerings or activities.
12. Commercial businesses will not be allowed to sell products or services while on college property, unless prior approval has been obtained. Such approval will be contingent on the educational value of the project and its connection to a college or system division or department. Sale of such items must be in conjunction with the date and time of event. An example would be the sale of CDs of a vocal artist performing at the College and brought to the College as part of a College or department sponsored event.

13. Other non-permissible uses include revenue generation by an external part, the sale or promotion of goods and services, gambling, adult entertainment and other purely commercial purposes unrelated to legitimate functions of the College.
14. All materials/equipment brought in by a group/organization are to be brought in the same day of the event and removed at the end of the scheduled time unless prior arrangements have been made and approved by administration.
15. PTC is committed to the policy that all persons shall have equal access to its programs and facilities regardless of race, color, creed, religion, gender, national origin, sexual preference, veteran's status, marital status, age, disability, political affiliation/belief, or status with regard to public assistance. Signature of the contract indicates that the organization using the facility will assure compliance with the college's equal opportunity policy and related laws and regulations.
16. PTC reserves the right to reasonably limit or otherwise direct demonstrations, especially for safety reasons. Such activities shall not be disruptive, impede access, or litter the campus.
17. PTC will not, under any circumstances, permit the unrestricted use of its facility by non-College groups.
18. The name, initials, insignia, logo, seal or address of PTC or any of its offices or units shall not be used except for official or authorized College purposes.

**Responsibilities:**

The Administrative Assistant to the CAO will schedule events and reserve appropriate rooms, complete the contract agreement/liability form and send to contractor with required attachments for signature. The CAO reviews and approves completed forms and forwards to the Business Office for billing.

**Dissemination:**

The contract forms will be distributed to appropriate parties.

The policy will be routed per regular dissemination to all faculty and staff. Policy will be placed on the PTC Intranet.

**Reviewed by Campus Roundtable:** July 30, 2010

**Reviewed by Faculty Shared Governance:** (Insert date here)

**Reviewed by Managers Meeting:** (Insert name of person/group that did the review and the date)

**Approved:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Robert L. Musgrove, Ph.D., President



800.521.7463/  
320.629.5100



[www.pinetech.edu](http://www.pinetech.edu)



900 Fourth Street SE  
Pine City, MN 55063



A MEMBER OF THE  
MINNESOTA STATE COLLEGES  
AND UNIVERSITIES SYSTEM