

CORNELL COLLEGE

POLICY FOR OFF-CAMPUS GROUP USE OF CAMPUS FACILITIES FOR EVENTS AND ACTIVITIES

Scope

All facilities owned/operated by Cornell College are designed and intended to support the college's academic mission. Although these facilities are integral to the college's educational programs, the college makes its facilities available for rent by outside parties, provided that such rental does not interfere with or unduly disrupt college activities.

Interference with or undue disruption of college activities includes, but is not limited, to a significant increase in visitors to campus; a significant increase in vehicles seeking to park on or near campus; a significant increase in vehicle traffic on the roadways that traverse or run adjacent to campus; or a significant increase in noise on campus, such that the noise can be heard inside college buildings other than the facility being rented.

In assessing whether a proposed facility rental is likely to interfere with or unduly disrupt college activities, the college considers, among other factors:

- Anticipated attendance at the event
- Anticipated pedestrian and vehicle implications
- Date and time of the proposed rental
- Whether college events are scheduled on or immediately before or after the date of the proposed rental
- If adequate staffing is available to handle such event

If the college determines that a proposed facility rental is likely to interfere with college activities, the college may offer an alternate date for the facility rental, when interference or disruption will be adequately reduced. If the college determines that the interference or disruption cannot be adequately reduced by selecting an alternate date, the college reserves the right to deny the facility rental.

Reservation

Off-Campus Group requests must be received via the online [Facility Rental Reservation Form](#). Availability can be checked by emailing the Events Contact person. A completed Facilities Use Agreement is required for all off-campus entities at least two weeks prior to the event date. This agreement requires a certificate of liability insurance. Any reservation outside of normal operational hours for facilities must obtain the approval of the Business and Enterprise Services office. A pre-event planning meeting will be scheduled and additional fees may apply as

needed.

Definitions of Rental Group Types

- Internal User - Any current student, faculty or staff member is considered an internal user and is welcome to hold college-related events at Cornell College with no rental costs. A faculty or staff member of Cornell College who is looking to use campus space for a professional group or organization they are a part of, but not directly a college related event, can contact the Events Contact for availability. They must attend the event and serve as the contact person during the event. Rental costs will apply (see group 3 below). Employees of Cornell College may not use campus space to personally benefit a group or organization to which they belong. Facility rental fees for such events would be determined by the nature of the event and organization type.

- Outside Users - Outside users consist of any individual or organization, including alumni, who are not currently a student, faculty or staff member. Off campus users are welcome to hold events on campus, provided that the college's terms and conditions set forth in the events policies and contract are followed. These events are subject to availability and approval by event services. The college reserves the right to refuse requests and rental fees will apply.

- Co-Sponsoring - When a department, office, program, club, etc. wishes to connect with a non-College party/parties to host an activity on campus in which they are a recognized and publicized co-sponsor of the event. college personnel must actively participate in the planning/management of the event, and college personnel will be in attendance of the event. If rental costs apply they can be shared or covered by either party.

Discounts for Rental Groups

Rental fees are subject to change without notice and will be reviewed on an annual basis. Discounts do not apply to custom A/V set up, catering, or events staff.

Group 1: all rental fees waived

- a. Student registered student organizations
- b. College offices and department meeting to conduct business directly related to their function
- c. College staff/faculty/committee sponsored events
- d. College personnel who are meeting to pursue and area of interest or issue related to the operations or mission of the college
- e. Approved events where recruitment is highly likely.

Group 2: 50% discount on rental fees

- a. Non-profit organizations sponsoring a community service related event
- b. Government agencies sponsoring non-profit education or service related events, school district educational activities or college sponsored credit generating courses.

Group 3: 30% discount on rental fees

- a. College department conference/workshops with registration fees
- b. Alumni weddings and receptions on campus
- c. College employee's weddings, reception and graduation parties
- d. Non-profit organization sponsored events with registration fees
- e. Non-profit organizations not sponsored by a college organization or department
- f. Alumni running an outside group's event on campus

Events booked past normal business hours or on weekends might also incur staffing fees to cover events staff costs for hosting/shutting down the event.

Billing

A deposit in the amount of 50% of the estimated billing is required to confirm the reservation. Reservation deposits may be refunded in the event of cancellation when notice is received earlier than 30 days prior to the reserved date, 50% of the deposit will be refunded. When notice is received 30 days or less prior to the reserved date, no refund will be made. Full payment is due 10 working days prior to the reserved date for the event. Any charges incurred above the written estimate of costs will be billed immediately following the event, payable within 15 calendar days.

Guidelines and Rates

Details regarding specific rental procedures and rates can be located in the Facility Rental Guidelines document. Information will be reviewed and updated as necessary.

Responsible office: Vice President of Business and Enterprise Services, Chief Operating and Chief Financial Officer, Treasurer

Contact person: Operations Manager, Business and Enterprise Services

Effective date: May 10, 2021

Approved by: President's Council