



| CHAPTER 4 | SECTION NO. |
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| College Operations | 4.16 |
| REFERENCE | <i>Adopted: October 12, 2010</i> |
| 4.16 Use of Kishwaukee College Facilities | <i>Reviewed: October 12, 2010; April 26, 2011; September 13, 2016</i> |
| | <i>Revised: May 5, 2011; September 13, 2016</i> |

Priority for Facility Utilization

Kishwaukee College facilities will be scheduled for use on the basis of the following priorities:

1. Classes
2. College-related activities and meetings including but not limited to (a) student clubs and organizations; (b) intercollegiate and intramural athletics; (c) board, advisory committee and other meetings; (d) workshops, conferences and seminars; and (e) campus tours and visits;
3. In-district common schools and other in-district nonprofit organizations
4. Other in-district organizations and individuals
5. Out-of-district schools and other out-of-district nonprofit organizations
6. Other out-of-district organizations and individuals

Charges

External (non-College) groups using the facility will be charged for usage per the established fee schedule. The College reserves the right to waive fees at its discretion. Proof of insurance will be required for all external group reservations.

The user of the facility will also be required to reimburse the College for any damages to property which result from the use. In certain instances, users may be required to post a deposit prior to the actual use of the facility.

Use of College Facilities When Campus is Closed

If a department would like to use any campus facility when the College is closed (including when the College closes due to severe weather), this request must be made to the appropriate Senior Leadership Team member responsible for that department (or the President for those areas that report directly to that office). The appropriate Senior Leadership Team member or President will be authorized to grant permission for use of the facility when circumstances warrant it.

In case of severe weather, the appropriate Senior Leadership Team member will consult with the Vice President of Institutional Effectiveness who has responsibility, in consultation with the President, to authorize campus closures. This consultation between Senior Leadership Team members is to ensure the safety and security of students and employees and to ensure that any necessary facility work by clean-up crews will not negatively be impacted by the presence of those wishing to utilize the facilities. No College facilities should be utilized when the College is officially closed unless prior approval has been granted by the appropriate Senior Leadership Team member. In the interests of safety and campus security, no unauthorized cars or persons will be permitted on campus when the College is closed.