

COMMUNITY USE OF COLLEGE FACILITIES AND EQUIPMENT

The College may establish regulations and set fees for the use of its equipment and facilities by the community.

See following pages for procedure.

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General Information

Western Wyoming Community College facilities and equipment, including all campus grounds, are used primarily for the support of the regular educational functions of the College and the activities necessary for the support of these functions. The College's functions take precedence over any other activities in the use of College facilities and equipment.

The College, however, recognizes its role as a community resource and makes its facilities and equipment available according to the regulations and procedures outlined below. Despite this availability, College facilities and equipment may not be used for the purpose of direct product sales not related to some authorized activity of the College or College groups, and no efforts at solicitation by uninvited non-campus groups or individuals will be permitted on campus. Moreover, College facilities may not be used in any manner to involve the College in promoting or endorsing any ethnic, political, sectarian or religious position.

Facilities Use Scheduling

Facility Use Request forms, contracts, fee schedules, and procedures may be obtained from the Registration and Records office on the Rock Springs campus and the Administration Office on the Green River campus. All facilities use requests must be submitted to the Facility Use Assistants in those offices. Normally facilities use requests must be submitted one week in advance.

Priorities for Facilities Use

In order to assure appropriate scheduling among groups permitted to use College facilities, the following priorities will serve as guidelines. After an event is scheduled, however, these priorities are no longer in effect.

1. College classes, programs, and activities.
2. College-related activities including college-sponsored or co-sponsored organizations and events.
3. Industries and businesses within the service area, except that product sales are prohibited; exceptions to the sales policy will be considered at the discretion of the College.

4. Non-profit, not-for-profit, or professional organizations that are non-political and non-commercial, according to the following priority:
 - ◆ Public education groups that engage in activities serving public education goals and objectives;
 - ◆ Other than public education groups and organizations and individuals that engage in:
 - activities that serve governmentally supported objectives;
 - activities of a community service nature;
 - other non-profit activities.
5. Political parties and candidates for public office, except that fund-raising is prohibited.
6. Other organizations, groups, or individuals.

Note: The College encourages and will give special priority to the use of its facilities for education or training.

The College will cancel or require that an event be rescheduled if such facility use interferes with, disturbs, or is detrimental to the College's own instructional and educational programs. In the event of conflicts, the College reserves the right to reallocate space and facilities with advance notice.

Regulations and Limitations of Use

College facilities may not be used in ways which interfere with, disturb, or are detrimental to the College's own instructional and educational programs.

College facilities may not be used for commercial sales, advertising or promotional activities except when such activities serve educational purposes of the College and/or are conducted with the permission of the College.

Fund-raising activities by political, sectarian or religious groups will not be allowed.

Each group, organization, or individual using College facilities must abide by the policies and Administrative Regulations as determined by the College and

shall be subject to revocation of the privilege of using the facilities for failing to do so.

Only those individuals authorized by Western Wyoming Community College to do so will be allowed to move furniture and equipment in open, public areas. Delegations using the facility are responsible for removing their property from the area and cleaning the area or paying for the cost of cleaning after use.

Possession or consumption of alcoholic beverages will not be permitted on College property at any time.

Promotional and advertising materials used or distributed on campus must be approved before distribution by the Vice President for Student Success Services or his/her designee on the Rock Springs campus and by the Director of Instructional Support on the Green River campus. Materials must be of public interest or of benefit to students or staff.

The College reserves the right to deny or cancel the use of facilities when such use or meeting may in any way be prejudicial to the best interests of the College, or potentially damaging to College facilities.

For profit entities engaged in profit making activities will only be considered if space is not available in other community or business facilities.

Regularly scheduled or long term use of College facilities will be considered at the discretion of the College.

Certain facilities will not be available for unsupervised community use. These generally include shops, laboratories, computer labs, and other facilities with technical equipment or dangerous areas.

Regulations of Use...Specific Rock Springs Campus Facilities

Gymnasiums

- The use of the gymnasium for other than college activities shall be limited during intercollegiate sports seasons. (Between August 1 and March 15).

- A minimum number of participants may be required for community use of the gymnasiums. College supervision may be required.

Note: Additional regulations regarding gymnasium use can be found in the Administrative Regulations.

Swimming Pool

- There will be a Western Wyoming Community College employee on duty while the pool is in use. A per hour fee will be charged.
- One Lifeguard is required for each 40 bathers or fraction thereof. Organizations may provide their own lifeguards if the lifeguards' qualifications are accepted by the designated college official.
- All posted WWCC safety rules must be observed.

Outdoor Recreation Facilities

Use of the soccer field, softball field, tennis courts and other outdoor recreation facilities, as well as the grounds in general must be scheduled by submitting the proper request forms to the Registration and Facility Scheduling Assistant.

Gallery

The Gallery supports the mission of the institution by providing exhibition space for instructional related activities. Other uses will be considered by the Gallery Manager on a case-by-case.

Objectives

- The Gallery will serve as an adjunct to classroom instruction by providing display space for student work, work of instructional faculty and visiting artists.
- The Gallery will provide exhibition space for artists outside the immediate community whose work serves to educate the student body, college community and public.

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- The Gallery will invite and encourage community and regional artists to display work of professional quality.

Guidelines

- Selection of work and calendar of display will be established by a review committee composed of the Division Chair, a full-time instructional art faculty member, and another full-time faculty member who is not a member of the social science division.
- Suggestions for exhibitions may be initiated by the committee, students, or College or community members, and will be reviewed with Gallery objectives in mind.
- Installation of exhibitions will be done under the guidance of the review committee and when necessary an instructional fine arts faculty member.

Theatre Guidelines

- All Theatre scheduling must be coordinated with the Theatre Director.
- Booking confirmations (with deposit) should be received a minimum of 30 days before the performance date(s).
- If a performance confirmation is canceled prior to 30 days before the performance date, the deposit will be refunded if no other request has been rejected during the time the facility has been reserved. If a performance is canceled after that time the deposit will be forfeited.
- An approved WWWC Technical Director or Stage Manager must be available to assist with Theatre usage for anything other than a lecture-type presentation. A per hour fee will be charged for this service if a College employee is required.
- A box office service is available from the college. Fees for this service will be negotiated for each individual performance.

Whisenand Student Center Guidelines

- This center is primarily for the use of the students but is also a community resource and will be shared with the community. The College will maintain a continuing review of the use of this facility to ensure that community use does not unduly interfere with student use.

Liability

Western Wyoming Community College will require groups using facilities to accept financial responsibility for any and all damages sustained during or as a result of an event.

A certificate of insurance will be required by the College for use of College facilities if, in the opinion of the Vice President for Administrative Services, such insurance is necessary to protect the College.

The decision to require a certificate of insurance will be based upon guidelines provided by the College's insurance agency.

Fees Definitions

Types of Organizations

Public

University of Wyoming

School District

Sweetwater County School Districts 1 and 2.

City

Cities of Rock Springs, Green River, Farson and other incorporated townships within Sweetwater County.

County

Sweetwater County government agencies governed by the County Commissioners, or by boards appointed by the County Commissioners.

Other Governmental

All other not-for-profit public organizations possessing the legal authority to tax, including State and Federal government.

Private

Non Profit/Not-for-Profit

Any private group or organization (or organized for non-profit purposes) either possessing “non-profit” status from the Secretary of State of Wyoming and being able to produce such documentation. This includes recognized professional organizations.

For-Profit

Any private group or organization with profit objectives.

Individual

Any individual that does not possess “non-profit” status from the Internal Revenue Service or cannot produce such documentation.

Fee Schedules

The College Administration will establish fee schedules. Said schedules are subject to change, except that fees quoted for an event will not be changed for that event unless the quote was in error.

Well-site Facility

All Instructional Well-site facility scheduling must be coordinated through the Office of the Associate Vice President for Student Learning and reserved through the Registration and Facility Scheduling Assistant. Each request will be considered on a case-by-case basis and subject to administrative approval.

The Instructional Well-site facility is primarily for conducting WWCC classes and serves as a hands-on educational space for multiple industry-related College programs. The College recognizes that this type of unique facility may be requested by various industry groups for industry specific meetings and training not conducted by the College. When possible, the facility will be made available for usage for these types of events. Given that multiple industry partners assisted in the conceptual development of this facility, funded the construction of the facility, and donated the facility to the WWC Foundation, these industry partners will be initially excluded from rental use fees as they are identified on the fee list.

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