

10.10
ACQUISITION & USE OF FACILITIES
CHAPTER 2
POLICY 10.10

I. PURPOSE

To establish College policies and procedures related to the acquisition and use of real property and facilities for and on behalf of the College.

II. POLICY

- A. Acquisition: All real property and facilities for use by Salt Lake Community College will be secured by purchase, lease, rental, or donation only through the Vice President of Business Services and only in full compliance with all laws and regulations of the state of Utah, and the Utah System of Higher Education Board of Regents.
- B. Use by non-SLCC persons, groups, or entities: SLCC maintains its property and facilities for educational purposes related directly with its mission as a comprehensive community college. Non-SLCC persons, groups, or entities will not be permitted access to the College's properties or facilities except in so far as any proposed usage can be described within the mission of the College and is approved by the President or his/her designee.
 - 1. Any such proposed non-SLCC usage should include:
 - a. a charge for rental that clearly covers all direct costs to the College, and
 - b. proof of full liability insurance protection.
 - 2. There shall be no overnight usage unless appropriate authorizations are approved by SLCC officials and any external agencies as might be required (i.e., Board of Health, law enforcement, risk management, etc.).

Procedures for:
EVENT-SPECIFIC CRITERIA

I. Purpose

To establish SLCC procedures related to the use of real property and facilities for and on behalf of the College.

II. INTERNAL

SLCC department reserves SLCC facilities for events or purposes which support regular or ongoing programs.

- a. The client and/or event is directly linked in philosophy or services to the program being run by an SLCC department, and
- b. The program derives a direct benefit from the client and/or event, and
- c. The event purposes and activities fall within the priorities, goals, and philosophy of Salt Lake Community College.
- d. The hosting or sponsoring department should have a majority (>50%) of direct involvement in the event.
- e. Events that do not meet the following criteria, will be treated as retail events and become subject to retail contractual terms, unless otherwise determined by the Dean or his/her designee.
- f. Internal events will fall into one of the following categories:

i. **UNCOMPENSATED EVENTS:**

SLCC department reserves SLCC facilities for purposes which support its regular, ongoing program. Uncompensated events are:

- a. Academic courses held at an SLCC property on a regular basis and part of the departmental program.
- b. Non-credit courses/programs, workshops, activities, and seminars directly supported by departmental budgets or funds held on a regular basis and part of the departmental program.
- c. No direct reimbursement or remuneration is required.

ii. **HOSTED EVENTS:**

SLCC department provides services and resources for an event. A hosted event is one in which:

- a. The hosting department is providing space, equipment and a major portion of logistical support for the event.
- b. The hosting department assumes responsibility for all costs associated with the event.

- c. The hosting department provides a single representative responsible for scheduling of space and other event needs (equipment, etc.).
- d. The hosting department provides all necessary personnel to meet the hosting needs of the event.
- e. The hosting department fills out and delivers the SRF (Scheduling Request Form) to the scheduling office with the department as the client.
- f. The hosting department is involved in over 50% of the event.
- g. The hosting department follows approved discount rates.

iii. **SPONSORED EVENTS:**

SLCC department supports a non-SLCC person, group, or entity (client). The sponsored organization must, in some manner, have an ongoing relationship with SLCC. A sponsored event is one in which:

- a. The sponsoring department is providing space, equipment and some logistical support for the event.
- b. The client assumes responsibility for all costs associated with the event.
- c. The sponsoring department assumes ultimate responsibility for all costs associated with the sponsored event, in the event of non-payment.
- d. The client will provide a single representative responsible for scheduling and payment of event invoices.
- e. The sponsoring department assists the client in filling out and delivering the Contract and SRF (Scheduling Request Form) to the scheduling office listing the sponsored organization as the client.
- f. The sponsoring department is involved in less than 50% of the event.
- g. The sponsoring department follows approved discount rates.

III. EXTERNAL

Non-SLCC person, group, or entity reserves SLCC facilities. Non-SLCC persons, groups, or entities will not be permitted access to the College's properties or facilities except in so far as any proposed usage can be described within the mission of the College and is approved by the President or his/her designee. All events which do not meet the Internal criteria as described in this document will be treated as External events.

i. **CONTRACTED EVENTS:**

- b. The client is required to sign the appropriate contract for the reserved space.
- c. The client is required to reimburse the college for the full cost of services.

- d. The client must provide proof of full liability insurance.
- e. SLCC has the right to approve or deny any event based on the college mission, goals, laws, and community standards.
- f. SLCC will provide the services agreed upon by both parties and in accordance with the contractual agreement.

IV. **DISCOUNTS:**

***Preferred Client – 10%** (Offered to clients which have an ongoing relationship with SLCC and have a favorable payment and facility usage history.)

***State Organizations – 15%** (Organizations which fall under the category of a state-funded organization. This includes Utah State educational institutions.)

***Not-for-Profit Organizations – 15%** (Organizations which are listed with the Utah Department of Commerce as current in their status as non-profit organizations. Web site: <https://secure.utah.gov/bes/action/index>)

***Service Providers – 25% (room space only)** (Organizations which currently provide services under contract to SLCC such as PepsiCo.)

***MBIC Clients (contracted, onsite client) – 25% (room space only)** (Non-SLCC organizations which are under contract with SLCC and are housed in an SLCC facility.)

***SLCC Departments (College Sponsored-internal) – 40% of room space, 50% of A/V, 0% of personnel** (SLCC department events which are not a part of their regular or ongoing programs but which are supportive and directly related.)

***SLCC Departments (College Hosted-internal) – 60% of room space, 50% of A/V, 0% of personnel** (SLCC department events which are a part of their regular or ongoing programs.)

In Summary

INTERNAL:

Uncompensated

- Regular academic courses in program
- Regular non-credit courses, programs, seminars, workshops directly supported by department budgets/funds
- No \$ to conferencing (free)

Hosted

- Major support by department
- Department must sign a contract
- Department pays
- Contact person from department
- Department provides people to host
- Department completes SRF
- Department is involved >50%

Sponsored

- Non-SLCC organization
- Some support by department
- Client must sign a contract
- Client pays; Department backs client \$
- Client provides contact person
- Department helps client with SRF
- Department is involved <50%

EXTERNAL:

Contracted

- Non-SLCC organization
- Client must sign a contract
- Client must have liability insurance.
- SLCC provides contracted services