

**31343**  
**ADOPTED - BOARD OF TRUSTEES COMMUNITY COLLEGE**  
**DISTRICT NO. 508**  
**MARCH 1, 2012**

**BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508**  
**COUNTY OF COOK AND STATE OF ILLINOIS**

**RESOLUTION**  
**AMENDING FACILITIES USE POLICIES**

**WHEREAS**, the Board of Trustees of Community College District No. 508 is empowered under Section 3-30 of the Illinois Public Community College Act, 110 ILCS 805/3-30 (“the Act”) to exercise all powers not inconsistent with the Act, “that may be requisite or proper for the maintenance, operation and development of any college or colleges under the jurisdiction of the board;”

**WHEREAS**, Section 4.2 of the Board Bylaws of the City Colleges of Chicago provides that the Board may amend any rule or policy by a vote of a majority of the voting members of the Board then holding office at any regular, special or emergency meeting;

**WHEREAS**, the Office of Administrative and Procurement Services has reviewed Article 8 of the Board Policies and Procedures governing facilities;

**WHEREAS**, the Office of Administrative and Procurement Services recommends that Article 8 be amended in its entirety;

**NOW THEREFORE BE IT RESOLVED**, that the Chancellor recommends that the Board of Trustees adopt the revisions to Article 8 of the Board Policies and Procedures governing facilities (Exhibit A) and that said revisions will be reflected in updated publications of Board Policies and Procedures for the City Colleges of Chicago and the City Colleges of Chicago website.

**March 1, 2012 – Office of Administrative and Procurement Services**

## **EXHIBIT A – Amendment to District Property – Permit for Facility Use**

### **8.00 District Property-Rental and Leasing**

City Colleges of Chicago (CCC) has seven College Campuses that serve the students and neighborhoods throughout Chicago. Within each Campus and its satellite learning centers, there are spaces and areas suitable for large and small meetings, forums, conferences, workshops, theater productions and community events. The spaces are available for rent or lease during non-instructional periods, subject to advance scheduling and room reservation.

### **8.1 Policies for the Use of Facilities by Third Party**

#### **A. Usage**

Not for profits, community, educational, civic and youth organizations may use the respective Facilities provided the space is available and written authorization by the President of the College and the Vice Chancellor of Administrative and Procurement Services has been obtained. Organizations that use CCC's facilities must complete a Standard Facilities Use Agreement.

#### **Classification of Users**

##### **City Colleges Meeting or Event**

The event is initiated and sponsored by a College Department as part of College business, by a registered student organization or by a faculty/ staff member serving in a professional capacity such as a member of a professional organization that is educational in nature and directly related to the mission of the City Colleges of Chicago. If there are event expenses, they are paid through an approved college account.

##### **Not-For-Profit**

The user is a not for profit organization, as defined by the Internal Revenue Code, external to the City Colleges of Chicago, or a municipal, county or state sister agency to CCC, and the event is educational or informational in nature and / or directly related to the mission of the City Colleges of Chicago as determined by either the College President or the Vice Chancellor for Administrative and Procurement Services,. Event expenses are the responsibility of the organization named on the Facilities Use Agreement.

##### **For-Profit**

The user is a for profit organization external to the City Colleges of Chicago and the event is educational in nature and / or directly related to the mission of the City Colleges of Chicago as determined by either the College President and / or the Vice Chancellor for Administrative and Procurement Services. Event expenses are not paid through a College account and facilities will not be rented for events that are a duplication of any College program(s) or service(s).

#### **Priority of Use**

Listed below are the priority guidelines established for the scheduling of events and rental or leasing of space at any of the seven (7) campuses:

1<sup>st</sup> Priority      CCC Uses

2 <sup>nd</sup> Priority	Not-for-Profit Uses
3 <sup>rd</sup> Priority	For Profit Uses: The decision to permit a private For Profit use is at the sole discretion of CCC and all requests will be reviewed on a case by case basis.

**B. Fees**

Fees are based on the cost to the District to provide the required space (i.e., additional security, engineering and janitorial staff, and additional utility costs). Fee guidelines are published annually by the Office of Administrative and Procurement Services once approved by the Chancellor and will be distributed to Colleges for inclusion in facilities use agreements.

Fee ranges are based on the size and number of rooms required including specific equipment. All facilities use agreements will detail costs of utilities, security and maintenance.

**C. Insurance Indemnification**

Organizations will be required to obtain \$1 million in combined insurance for an event, if the College President determines that the event poses an unusual risk to the District (e.g., carnival, competitive athletic events, swimming, special events; rallies, concerts). The Office of Finance can provide information on insurance carriers that offer such coverage. Organizations will be required to indemnify the District for any injury that occurs at an event for which no insurance is required.

**D. Compliance with CCC Policies**

Individuals and organizations who use City Colleges of Chicago’s facilities must abide by CCC rules and policies. Any person engaged in conduct prohibited under those rules shall be subject to the appropriate sanctions, including removal or arrest. Individuals and outside organizations that use City Colleges of Chicago’s facilities must also abide by the following Policies:

-Materials, equipment and props used by the permittee must be pre-approved and detailed in the facilities use agreement and removed at the end of the event.

-Use of swimming pools will not be granted to outside organizations without written authorization. Upon authorization the organization is to provide certified lifeguards and proof of current required insurance.

No minor shall be left unsupervised or unattended at any event.

-No materials shall be supplied to organizations unless detailed in the written facilities use agreement.

-Organizations must enforce all fire, smoking and safety regulations.

-Admission fees may not be charged by an organization unless authorized and detailed in the written facilities use agreement.

-Kitchens may not be used by any outside organization or caterer without required licenses as set forth by the City of Chicago and the State of Illinois.

- City Colleges of Chicago reserves the right to cancel any agreement for the use of space.

-Compliance with the tobacco free policy is required. Eating, drinking and smoking are not permitted in theaters or auditoriums. Other activities which could cause damage to the building equipment are not permitted on campus. Failure to comply with these regulations may result in immediate termination of the agreement.

-The service and consumption of alcoholic beverages on City Colleges of Chicago Campus property is prohibited, unless served by a properly licensed caterer with the State and/or City required liquor liability (dramshop) insurance.

In addition to the general prohibition against violating CCC Policies and Procedures, or local, state and federal laws, prohibition of the following activities will be strictly enforced:

-Public Indecency. No person on CCC property shall commit an act of public indecency as defined in Illinois law, 720 ILCS 5/11-9

-Disorderly Conduct. No person on CCC property shall commit disorderly conduct as defined in Illinois law, 720 ILCS 5/26-1

-Gambling. No person on CCC property shall gamble as defined in Illinois law, 720 ILCS 5/21-1, *et seq.*

-Controlled Substances. No persons on CCC property shall violate the "Illinois Controlled Substance Act," 720 ILCS 570/100, *et seq.*

-Bodily harm. No person on CCC property shall inflict bodily harm as defined in Illinois law, 720 ILCS 5/12-1, *et seq.*

## **8.2 Policies for Space Rental for CCC for Instruction**

### **A. General Policy**

It is the general policy of the District not to pay a rental or user's fee for any space that is used for instruction. The following are exceptions to that policy:

- (1) CCC may continue to rent sites for which it has paid a rental or user's fee prior to July 1, 1989, as long as it can demonstrate why it needs to rent such sites.
- (2) Sites may be rented for the term of a grant or contract.
- (3) If adequate space does not exist at the local college campus, a site may be rented for a designated period of time.
- (4) Rental fees for the above are based on the additional cost to the owner. For example, additional heat, janitorial service, and electricity may be paid for by CCC. CCC will not, however pay rent to cover an apportioned share of either the owner's

property taxes or of a building's maintenance. All costs included in the rental fee must be documented in writing prior to executing any agreement.

### **8.3 Reserving Space**

Available space is reserved on a first come first serve basis following the aforementioned priority of uses. A facility use permit request form is completed for CCC activities, available on the CCC intranet, and transmitted to the Building Manager at the specific campus. For external agencies or applicants, a written proposal is submitted to the Building Manager at the specific campus(s). Upon receipt of the request or proposal, the Building Manager will determine the availability of the requested space, make initial contact with agency for walk through of site and discuss requirements of City Colleges for space utilization for agreement. Reservations are not considered final until applicable fees have been paid and an approved agreement has been executed and returned to the applicant.

### **8.4 Cancellation/No-show**

The applicant must contact the Building Manager of the specific campus at least five working days in advance in order to cancel. If a cancellation is received prior to the five days, any fees paid will be returned. Failure to contact CCC to cancel within five days of the event, or a "no show", may result in forfeiture of any fees paid to use the facility. The applicant may also be charged for any equipment set-up and labor charges.

### **8.5 Billing**

Fees are due prior to the start of the event. After the completion of an event, the applicant may be liable without limitation for additional charges incurred by the campus if additional services are found to be necessary as a result of the event.

