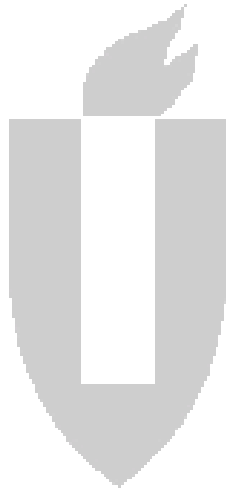

FACILITIES RENTAL POLICY



ILLINOIS VALLEY
COMMUNITY COLLEGE

Community College District No. 513
815 North Orlando Smith Road
Oglesby, Illinois 61348

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Introduction

Illinois Valley Community College has several locations at the main campus and the Ottawa Center for use as community meeting spaces. These spaces are available to the community and may be used for activities consistent with the policies of the College and Board of Trustees and as further described below.

Oglesby Campus Logistics

Directions

IVCC is located in north central Illinois about 100 miles southwest of Chicago, in the city of Oglesby, near LaSalle and Peru. To get to the College at 815 North Orlando Smith Road:

- From the West: From Interstate 80, take the Interstate 39 exit south to exit 54. Turn right onto Richard Moyle Highway. Turn right at the next stoplight onto Orlando Smith Road. Proceed north ¼ mile. The College is on the left.
- From the North: Take Interstate 39 south to exit 54. Turn right onto Richard Moyle Highway. Turn right onto Orlando Smith Road. Proceed north ¼ mile. The College is on the left.
- From the East: From Interstate 80, exit at Interstate 39 South (Exit 79A). Take Interstate 39 south to exit 54. Turn right onto Richard Moyle Highway. Turn right onto Orlando Smith Road. Proceed north ¼ mile. The College is on the left.
- From the South: Take Interstate 39 to exit 54. Turn left onto Richard Moyle Highway. Turn right onto Orlando Smith Road. Proceed north ¼ mile. The College is on the left.

Parking

Parking is permitted only in the designated parking lots. Visitors are directed to lot7. Parking Lot 1 will be open to anyone after 4 pm, but rules regarding ADA parking and low emission parking will still apply. ADA parking is available in lots 6, 7 and 8.

Building Hours

Monday - Thursday	7:00 am – 10:00 pm
Friday	7:00 am – 4:30 pm
Saturday	8:00 am – 12:00 pm
Sunday	Closed

Summer hours might vary—call (815) 224-2720, then press option “0” for assistance.

Ottawa Center Logistics

Directions

The Ottawa Center is located at 321 W. Main Street, Ottawa. To get to the Center, take Route 23 to Main Street. Turn west onto Main Street. The Ottawa Center is on the left side of the second block.

Parking

Parking is located behind the Center.

Building Hours

Monday – Thursday 7:30 am – 9:00 pm
(Entry to the building is denied after 8:30 pm)
Friday 7:30 am – 4:30 pm

Classification of Users/Priority of Use

College Sponsored

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 College).

Non-College Sponsored

If the event is non-college sponsored, reservations are made on a first come, first served basis. Requests will be reviewed on a case-by-case basis to determine whether it is in conformance with the College policy. Decisions to permit a private, for-profit event are at the sole discretion of the College.

Not for Profit: The user is a not-for-profit organization, as defined by the Internal Revenue Code, external to the College. Event expenses are not paid through an IVCC account.

For Profit: The user is a for-profit organization external to the College. Event expenses are not paid through an IVCC account.

Facilities will not be rented for events that are a duplication of IVCC programs and/or services.

Partnership Status

Partnership status may be given to an organization whose mission, vision, and practices closely reflect IVCC's mission, vision, and valued practices. Once given partnership status, that status will continue from year to year unless the organization's mission, vision, and practices change to

conflict with those of IVCC. Partners will be invoiced for support services, but will not be charged for facility use unless the event is large in scope.

Priority of Use

Following are general priority guidelines established by the College for use in scheduling College facilities. The guidelines apply in general to all College facilities.

1st Priority: College Sponsored Uses

2nd Priority: Non-College Sponsored Uses: Not for profit and for profit uses on first come, first served basis

How to Reserve Space

Rooms are available on a first come, first served basis, following the priority of uses set forth above. A Space Reservation Request must be completed to confirm reservation of the facility. Reservations are not considered final until an approved copy of the Space Reservation Request is returned to the applicant. The College reserves the right to determine and/or limit space assignments for scheduled events.

Deposit

The College may require a 50% deposit 45 days prior to the event, or upon booking, whichever is first. The deposit will be returned if notice of the event cancellation is received seven calendar days in advance of the event. Failure to leave facilities in good condition may result in the loss of deposit and/or miscellaneous additional charges.

Cancellation/No Show

The organization must contact the College regarding cancellation at least seven calendar days in advance. If a cancellation is not received and the group is a “no show,” the organization will be assessed the full fee for the facility. The organization/sponsor may also be assessed charges for labor, requested equipment, or other costs incurred by the College for the cancelled event.

Billing

After the completion of the event, the College will provide the User with an invoice for the balance of rental fees based on the then-current schedule of fees and any additional charges including, but not limited to additional technical, custodial, maintenance, or security costs resulting from the event, reasonably incurred by the College. Payment is due within thirty days of invoice or as otherwise required under the Prompt Payment Act, 50 ILCS 505/1.

Support Service Fees

Fees are based on regular business hours (Monday-Friday 8:00 am-4:30 pm). Support services are available during these hours. Events scheduled beyond these hours may incur additional

staffing and security costs. Costs for additional services are charged on a per hour basis with a minimum of four hours. Support service fees are subject to change without notice.

Events that are held on campus during times when the College is officially closed, such as summer Fridays, and where food is being catered, will be charged a minimum 4 hour custodial services fee.

Guidelines for Use of Space

Only the portion of the facility contracted for may be used. The College reserves the right to relocate events to comparable space when necessary. Events with signed contracts or letters of agreement entered into between the College and the event sponsor will be honored. However, the College, in its sole discretion, may terminate a contract or letter of agreement at any time it determines an event scheduled is not in the best interests of the College and its mission.

Previous use of IVCC facilities shall have resulted in no damage having been done to either the facilities or the reputation of the College and all previous charges shall have been paid in a timely fashion.

The placement of signs, decorations, and structures require prior written approval from the Business Services office.

The College may exercise the right to enter any room for the purpose of inspection, repair, or emergency.

The User is required to adhere to all College policies, regulations, and guidelines and all local, state, and federal laws. Failure to comply with these regulations may result in denial of future use of College facilities and services or the termination of the event in progress, if deemed necessary. The College may permit exceptions to these guidelines and may develop additional guidelines as appropriate.

Areas of Access

No one shall enter any portion of the College property prohibited by sign or notice.

No one, except as authorized by the College, shall enter any part of the College property that is in an unfinished state or under construction.

No one shall enter any building or area of College property when it is closed to the public. No one shall enter any building or area in the College which is reserved or scheduled for a specific group or activity, unless such person is invited by the individual, group, or agency responsible for such activity and, if applicable, such person has paid all appropriate admission fees.

Smoking

Per Illinois statute, IVCC is a non-smoking campus. Smoking is allowed in personal vehicles only.

Food Service

All food or beverages served at meetings or events on campus must be arranged by the User. Use of the College food service vendors is required, unless a written notice of denial of service is received from the food service vendor. Expenses will be billed directly to the User. The College reserves the right to not approve external vendors, in its sole discretion.

Events that are held on campus during times when the College is officially closed, such as summer Fridays, and where food is being catered, will be charged a minimum 4 hour custodial services fee.

Parking and Vehicle Usage

No person shall drive or operate any vehicle on College property negligently, recklessly, or without due caution, or in a manner that endangers any person or property.

No person shall park any vehicle or allow any vehicle to remain parked in any area of College property beyond the normal closing hour of College property, except when a different closing hour has been designated by the College for that area or unless permission has first been obtained from the College.

No person shall park or place any vehicle on College property so as to obstruct or interfere with traffic or travel or endanger the public safety.

Indemnity and Damages

The User shall assume full responsibility for the conduct of all participants attending the User's event. As such, the User is liable for all damages resulting from participant utilization of the facilities and equipment provided by the College. The User will reimburse the College for all damages to facilities and equipment resulting from the use of those facilities and equipment by the User and/or its participants. This shall include any audio-visual equipment repair and/or replacement. To the extent permitted by law, the User shall indemnify and hold harmless the College, its officers, and employees against any and all claims for loss, injury, or damage, including reasonable attorney's fees and the costs of defense, to persons or property arising out of activities conducted by the User or its guests on or in College facilities. The College assumes no liability whatsoever for any property placed by the User in College facilities.

Insurance

The College requires non-College organizations to provide a certificate of insurance for \$1,000,000 per occurrence for personal injury and/or death and \$1,000,000 per occurrence for personal property damage. Illinois Valley Community College and its Board of Trustees are to be named as an additional insured. The College reserves the right to increase the coverage per occurrence for events with more than 250 participants or a type of use with heightened liability.

Evidence of insured coverage should be delivered to the College at least seven calendar days prior to the date of the scheduled event. If such evidence is not received within seven calendar days prior to the event, the event may be subject to cancellation by the Business Office.

Safety and Supervision

Attendance at any event is limited to the fixed seating of the room or the established capacity in rooms where seats are not used. Standing in the aisles and in back of seats during any program is prohibited except for those staffing the event.

Exits must remain open and accessible at all times. No required exit door may be fastened so that the door cannot be opened from inside by use of the door handle or by pressure on the crash bar. Exits serving the room must be adequately lighted at all times when the room is occupied.

All materials used as decorations must be fire resistant or flameproof. Nothing may be attached to windows, walls, drapes, posts, or furnishings without prior approval from the College. Open flames are prohibited!

Some events may require additional personnel (security, technicians, etc.) as determined by the College. Costs for additional personnel will be paid by the User and are in addition to the rental fee. The approval of the Space Reservation Request is dependent upon the availability of the appropriate personnel.

The use of alcohol within the workplace or in College facilities, including meal periods and breaks, is prohibited except when authorized by the College for approved functions.

Smoking is prohibited inside College facilities and on all College property. Smoking is permitted in private vehicles.

The College retains the right to control the management of the facility and enforce all necessary and proper rules for the safe operation of the facility.

Emergency procedures and evacuation routes are posted in all rooms. Procedures and routes should be reviewed prior to the event.

Merchandise Sales

Sale of merchandise or services requires prior approval by the Business Office and may be subject to a commission of gross sales. Sale of merchandise is limited to books and CDs related to the event. Registration with Illinois Department of Revenue is required.

Restricted Uses

In addition to the general prohibition against violating College policies and procedures, or local, state, and federal laws, the College will strictly enforce prohibition of the following activities:

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

- Disorderly Conduct. No person on College property shall commit disorderly conduct as defined in Illinois law, 720 ILCS 5/26-1.
- Gambling. No person on College property shall gamble as defined in Illinois law, 720 ILCS 5/21-1, *et seq.*
- Controlled Substances. No persons on College property shall violate the "Illinois Controlled Substance Act," 720 ILCS 570/100, *et seq.*
- Bodily Harm. No person on College property shall inflict bodily harm as defined in Illinois law, 720 ILCS 5/12-1, *et seq.*

Interpretation

These guidelines are in addition to and supplemental to all applicable state, federal, and local laws and ordinances including, without limitation, "The Public Community College Act" (110 ILCS 5/3-1, *et seq.*). The meaning of any terms, phrase, or word not otherwise defined in this Ordinance shall be construed and interpreted to mean the same as said term, phrase, or word is otherwise defined, construed, or interpreted in such applicable local, state, and/or federal law or ordinance.