



COMMUNITY USE OF COLLEGE FACILITIES POLICIES AND PROCEDURES

Wor-Wic Community College is committed to serving the needs of its local community through services beyond the presentation of college courses. One of the services the college provides is the use of its facilities by qualified community groups during times when rooms and buildings are not in use for college purposes.

COLLEGE USE OF FACILITIES – POLICIES

A. FACILITIES

1. GUERRIERI HALL (GH 101)

The assembly hall in Guerrieri Hall (GH 101) has a seating capacity of 218 and the use of the room must be coordinated through the Business Support Services Coordinator at 410-334-2911. Only the college's information technology (IT) staff are authorized to use the lighting and sound system in this space.

2. MULTIPURPOSE ROOMS

Additional meeting rooms are available for use. Those rooms have the following seating capacity: Hazel Center 302, 50; Hazel Center Café, 84; Henson Hall 105, 40; Shockley Hall 109, 64; and Fulton-Owen Hall 103,83. Users of those rooms will be required to complete an equipment training led by information technology (IT) staff.

3. CLASSROOMS/CONFERENCE ROOMS

The use of Wor-Wic Community College's classrooms and conference rooms is coordinated through the Administrative Services office and is governed by the college. Those interested in using the college's classrooms and conference rooms may contact the Business Support Services Coordinator at 410-334-2911

B. INSURANCE REQUIREMENTS

1. Prior to the event, the user shall provide to Wor-Wic Community College an acceptable Certificate of Insurance, naming Wor-Wic Community College, its board of trustees, officers, agents, employees, volunteers, directors, successors and assigns, as additional insureds by endorsement. This certificate must show evidence of general liability insurance with limits of one million dollars (\$1,000,000) per occurrence for injury and death, including property damage to the College and to property of other parties, with an annual aggregate of no less than two million dollars (\$2,000,000). Minimum acceptable Workers' Compensation Employers Liability policy limits are \$100,000 each accident/\$500,000 disease policy

limit/\$100,000 disease per employee. Insurance shall be written by an insurance company licensed by the State of Maryland and rated at least A-VII by AM Best and Co. Copies of the Certificates of Insurance must be sent to the Business Support Services Coordinator. It is understood and agreed that insurance shall cover any damage or injury to any and all persons attending or property connected with the event.

2. It is agreed and understood that responsibility for obtaining insurance is that of user, and in the absence of a user-obtained policy, the event may be cancelled at the college's sole discretion, and the user shall be liable for all scheduled expenses as stated herein. The college shall not be responsible for any expenses or losses sustained by the user.
3. Said policy shall also contain the specific provision that the policy may not be cancelled or reduced by the insurance carrier without giving thirty (30) days prior notice in writing to the college and user.
4. Individuals, groups, organizations, and businesses that by Maryland law are mandated to carry Workers' Compensation Insurance shall comply with the law.
5. Users shall agree to indemnify and hold harmless Wor-Wic Community College, its board of trustees, officers, agents, employees, volunteers, directors, successors and assigns from any and all claims, demands, damages, costs, and suits arising, occurring, or resulting from any loss, damage, injury, liability, expense or action that may arise from the use of the premises. Further, in consideration for permission to use the premises, user agrees to accept responsibility and liability for any injury or damage to any person or property resulting from the user's use of the premises
6. Certificate holder shall read "Wor-Wic Community College, 32000 Campus Drive, Salisbury, MD 21804."

C. CLASSIFICATION OF USERS

College sponsored classes and functions have priority over activities scheduled by non-college groups. Requests for college facilities use from community groups will be considered on a first-come, first-serve basis, in conjunction with scheduled course offerings, student activities, and other institutional activities.

Typically, use will be allowed only during normal college operating hours. Normal operating hours may vary from semester to semester and during summer sessions. Wor-Wic Community College reserves the right to deny use when any activity is deemed too labor intensive for the college to support.

COLLEGE USE OF FACILITIES - PROCEDURES

A. APPLICATION FOR USE

1. All initial requests regarding the use of college facilities by non-college community groups should be directed to the Business Support Services Coordinator at 410-334-2911. The

frequency with which one group may utilize the facilities is at the discretion of the college.

2. Upon receipt of the Room Requests – Outside Organizations Form by the Business Support Services Coordinator, the user will be asked to provide information about the nature of the group and its planned activity so that the college can accurately assess the group’s needs and assist with determining general set ups, equipment requirements, and scheduling of agreed upon equipment in addition to determining the appropriate fee for use.
3. If a group is a first-time user of college facilities and the planned activity warrants the user visit the college, the Business Support Services Coordinator will schedule and conduct the user’s site visit.
4. Any equipment needed beyond what the college has available shall be provided at the group representative/organizer’s expense; further, the college must be notified by the user if additional equipment will be needed within seven calendar days of the event. The college will notify the user if the user’s equipment does not meet the college’s approval. If college resources are needed to assemble and/or set up equipment from the user, a seven-day calendar notice is required, and additional cost may accrue. Fees for use and set-up may apply. Some rooms will require AV staff support at an additional fee.
5. The college does not provide rental equipment or loan equipment for off-campus use.
6. All classrooms and multipurpose rooms are equipped with a lectern with dedicated PC, laptop connection, and screen/projector. In addition, audio-visual support staff support may be requested when a room reservation is completed.
7. The college provides wireless networking services in public spaces on campus and satellite areas. The college’s wireless service allows members of the college community to access Internet and private network resources from wireless devices or portable computers. Access to the Internet and the college’s private network resources are available through computer labs, resource centers, and selected meeting rooms. All wireless and private network access and activities are subject to the college’s Acceptable Use of Technology Resources policy (PPM10185).
8. Sodexo Catering Services has exclusive catering rights on the college campus. Groups using the college’s facilities and providing meals or refreshments must use Sodexo Catering Services. Meals and refreshments may not be brought into the facility by any other caterer or foodservice provider. Groups should notify catering@worwic.edu of the event as early as possible. The Catering Menu is located on the college’s website. Final menu selections and headcount are due at least seven (7) calendar days prior to the event date.

B. RESPONSIBILITY FOR APPROVAL OF APPLICATIONS

1. Responsibility for scheduling activities sponsored by non-college community groups is assigned to the Business Support Services Coordinator as approved by the Executive Director of Business Support Services. Only the Business Support Services Coordinator, as directed by the Executive Director, can confirm facility reservations and support service arrangements.

The Business Support Services Coordinator will administer and update the Room Requests – Outside Organizations and Facility Rental Agreement, approve agreements for the use of college facilities and services, and maintain a calendar of all community use of college facilities.

2. Ultimate authority to approve/disapprove college facilities requests to use college is vested in the Wor-Wic Community College President or Vice President for Administrative Services.
3. The college reserves the right to reschedule, relocate, or cancel a room reservation as deemed necessary by the Vice President for Administrative Services. Affected groups will be notified in advance, when possible, for alternative arrangements to be made.
4. Community groups shall release the college from any and all expense that may be incurred from rescheduling, relocation, or cancellation.
5. The college is not responsible for providing any services or equipment not specifically indicated on the Room Requests – Outside Organizations Form and Facility Rental Agreement.
6. A room reservation will be automatically cancelled when the college must close due to inclement weather or other emergency situations. Every effort will be made by college staff to notify affected groups of a cancellation.

C. ADDITIONAL TERMS AND CONDITIONS

1. College facilities are made available on a non-discriminatory basis, consistent with federal and state laws regarding age, gender, race, color, religion, national origin, sexual orientation, genetic information, gender identity, or disability.
2. Access to a room does not imply full access to a building and/or the college.
3. The college and its facilities cannot be used to sponsor or appear to endorse political candidates, a particular political position or a political party. (PPM 10143)

It is important for the college to disassociate itself from showing support or opposition to any person, party or ballot measure. As such, the following disclaimer should be used for campus events that involve candidates or ballot measures:

This event is sponsored by _____. The use of Wor-Wic facilities for this event does not constitute an endorsement by the college. Wor-Wic Community College does not endorse these candidates, organizations, ballot measures or any other candidates, organizations or ballot measures in connection with any election. (PPM22014)

4. Religious groups are not permitted to conduct services, recruit members or distribute literature at any college facilities at any time. (PPM10143)

The college reserves the right, as approved by the WWCC President, to modify and make exception to this policy without prior notice.