

# **PROCEDURE 2.7.1: COLLEGE FACILITIES USAGE**

Sandburg facilities are funded by the state of Illinois and Sandburg to provide instructional programs and public service beyond instruction.

College facilities can be used by other groups and organizations at minimum cost to the user when it extends and enhances the general welfare of the total community. The basic rental rates and fees applied make facilities available for use as needed at times that don't conflict with college activities.

Requests for use are accepted and approved based on college schedules, definitions and limitations as approved by the board of trustees.

## **Definitions and limitations**

### **NON-PROFIT**

Officially recognized community groups existing to serve the community at large or large segments of the community.

### **SERVICE TO THE GENERAL PUBLIC**

Activities conducted by profit groups that benefit the general public.

### **PROFIT GROUPS**

Organizations that exist for profit to the members or owners.

### **WEEKDAYS**

Monday-Friday: 7 a.m.-5 p.m.

### **WEEKEND**

Saturday & Sunday: 9 a.m.-7 p.m.

### **DINING ROOM**

Use of the dining room does not include use of the kitchen.

### **CATERING**

Arrangements for food service for external groups should be made directly with the manager of food services.

### **GYMNASIUM**

The facility charge for the gym includes only the gym with baskets and equipment, such as volleyball or badminton nets, that may be in season and easily installed. The use of the scoreboard, bleachers, showers or any other special equipment can be added for additional fees. The scoreboard usage fee is \$20 per hour. The college will provide the operator. Any direct labor cost incurred by the college for this service will be added to the facility charges.

### **BALL DIAMONDS**

Use of a ball diamond is on an as-is basis including use of the bleachers, portable restroom, dugouts and adjacent parking lot. It does not include use of the scoreboard, gym showers or any other equipment. To get the baseball/softball fields game ready is an additional \$75, and to use the scoreboard the fee is \$20 per hour. The college will provide the operator. Any direct labor cost incurred by the college for this service is added to the facility charges.

### **THEATER**

The theater rate includes the use of seating, stage and rostrum. When stage equipment and lighting equipment are used, they must be operated under the supervision of college personnel. Any direct labor cost incurred by the college is added to the facility charges.

### **SUPPORT STAFF**

There may be times when facilities are used that it will be necessary to have, at the discretion of the college, additional support staff on duty. The direct salaries for this service are added to the facility charges.

### **REASONABLE WEAR AND TEAR:**

The user is responsible for any damage beyond reasonable wear and tear on college property, including, but not limited to, the building and/or equipment.

### **SPECIAL ARRANGEMENTS**

If special arrangements are necessary to provide accommodations, or if special equipment or setup is required, the college will cooperate with the user. Any additional direct labor costs to the college are passed on to the user. The facility charges include the facilities as normally furnished for college programs.

### **INSURANCE**

All outside renters are required to provide business services with a certificate of liability insurance naming Sandburg as an additional insured, noting that Sandburg's own insurance coverage will be considered secondary for all claims incurred during the rental period. The certificate of insurance must be in the amount of \$1 million for any event or meeting held on the campus.

### **AVAILABILITY**

Facilities may be reserved for use only during times they're not scheduled for use by the college. Use of the facilities by community groups is scheduled on a first-come, first-served basis after college schedules are known.

### **RATES**

Rates are per hour.

### **PROHIBITED ACTIVITIES**

Sandburg prohibits tobacco (in any form), alcohol, and dangerous drugs or chemicals on college property.

### **CONTRACTUAL FACILITIES AGREEMENT**

A contractual facilities agreement must be signed and returned with the required insurance certificate to business services prior to facilities usage confirmation. The user can't occupy facilities until all required documents are reviewed and approved by the college.

### **PAYMENT**

Payment is due upon receipt of facilities usage billing. Payment for extended use will be paid at a mutually agreed time.

### **ADDITIONAL FEES**

Additional fees for college facilities use are stated in the facilities use fee schedule. Hours used and necessity are determined by Sandburg.

### **CAMPUS CLOSURES**

Sandburg reserves the right to close campus due to inclement weather or any other emergency reason while considering the safety of all individuals on campus. Sandburg will reschedule the event when facilities are available upon request of the renter. For campus closures, call Public Safety office at 309.341.5304, or check Sandburg's website [sandburg.edu](http://sandburg.edu) prior to your event.



<b>SANDBURG FACILITIES USAGE FEES</b>						
<b>HOURLY RATES</b>						
<b>NON-PROFIT</b>			<b>PROFIT</b>			
<b>Space/facility</b>	<b>No admission charge or fundraising</b>		<b>Admission charge or fundraising activity</b>	<b>Services to the public in general</b>		<b>Benefit to the organization</b>
	<b>Weekday</b>	<b>Weekend</b>		<b>Weekday</b>	<b>Weekend</b>	
<b>General classrooms, (one-time use) Galesburg, Carthage or Annex</b>	\$10	\$10	\$25	\$15	\$25	\$35
<b>Continuing or extended basis</b>	\$5	\$10	\$15	\$15	\$30	\$35
<b>Auto lab</b>	\$30	\$35	\$40	\$35	\$40	\$45
<b>Lecture room C102, aerobics room</b>	\$10	\$15	\$25	\$20	\$30	\$35
<b>Student center lobby</b>	\$10	\$10	\$10	\$15	\$25	\$35
<b>The loft, D lobby, student center</b>	\$10	\$15	\$25	\$15	\$25	\$35
<b>Employee/student lounge</b>	\$10	\$10	\$25	\$15	\$25	\$35
<b>East/West patio (each)</b>	\$10	\$15	\$25	\$15	\$25	\$35
<b>Continuing or extended basis</b>	\$10	\$20	\$25	\$20	\$25	\$35
<b>Conference rooms (boardroom, founders lounge, auditor, etc.)</b>	\$10	\$15	\$20	\$15	\$20	\$25
<b>Continuing or extended basis</b>	\$15	\$20	\$25	\$20	\$30	\$35
<b>Theater</b>	\$30	\$35	\$40	\$35	\$40	\$45
<b>Additional equipment (theater)</b>	\$20	\$25	\$30	\$25	\$30	\$35

<b>Computer classrooms, virtual learning</b>	\$30	\$35	\$40	\$35	\$40	\$45
<b>Gym &amp; building G high-bay area</b>	\$15	\$20	\$25	\$20	\$25	\$30
<b>Showers</b>	\$20	\$25	\$30	\$25	\$30	\$35
<b>Equipment</b>	\$25	\$30	\$35	\$30	\$35	\$40
<b>Ball diamond (each)</b>	\$10	\$10	\$15	\$15	\$15	\$15
<b>Simulation room — dental hygiene**</b>	\$40	\$55	\$60	\$45	\$60	\$65
<b>With manikins</b>	\$60	\$75	\$80	\$65	\$80	\$85
<b>Dental hygiene clinic***</b>	\$60	\$75	\$80	\$65	\$80	\$80

All renters using Sandburg facilities are liable for additional fees as determined by the college at the following rates per hour:

- \$30 maintenance/custodial
- \$30 security support
- \$40 IT support

\*\*Requires \$200 security deposit.

\*\*\*Requires \$500 security deposit.

Deposits are refundable if all equipment is working at the end of the session.

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*Reviewed: 11/02, 8/09, 6/10, 9/13, 9/17, 8/18, 11/23*

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