

Rental of Facilities

1. College facilities and athletic fields may be approved for use by external agencies and organized groups on a rental fee basis.
2. Approval of requests for use by outside groups may be given provided:
 - A. The activity is suitable for the requested space and does not conflict with regularly scheduled activities of the College or specially planned events.
 - B. The group has adequate leadership and supervision to assure adherence to College regulations.
 - C. A certificate of proof of insurance is submitted to the office of the Vice President for Business Services.
 - D. The requested use is for lawful purposes and the requesting group's mission, policies, rules and regulations do not conflict with those of the College.
3. Rental charges are established at a level which generally reimburses the College for the expense of operation, maintenance, public safety, and depreciation of the facility. A schedule of appropriate fees shall be established through the office of the Vice President for Business Services.
4. The College expressly reserves the right to reject the request of any group to use campus facilities if the College is unable to provide sufficient access or security, or if the requested use disrupts the ordinary activities or functions of the College.
5. Outside groups must follow all College policies, specifically noting policies concerning smoking and the use of tobacco products¹, food and drink², and signage and distribution of materials³.

6. External groups approved to use College facilities may not imply or represent themselves as being affiliated or associated with Lake Land College. The College's approval of requests for the use of its facilities and athletic fields by outside groups does not constitute the College's approval or endorsement of the group's activities.

Use of Facilities on a Non-Charge Basis

The office of the Vice President for Business Services shall be the authority to waive the rental charge for governmental or educational programs which would be to the benefit of the College.

¹ See Board Policy 09.09
² See Board Policy 09.10
³ See Board Policy 09.16

Adopted November 9, 1998
Revised March 8, 2004
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