

# District Buildings and Facilities Use

## E-150

### **POLICY**

The primary use of Gateway Technical College buildings and facilities is for educational programs and services for members of the Gateway community. This policy governs the use of all facilities owned and/or operated by Gateway, including the advanced technology centers. Anyone wishing to use District buildings and facilities must conform to this policy. Gateway reserves the right to deny use of its buildings and facilities if programming unreasonably interferes with Gateway's educational services and normal business operations.

Requests for the use of District buildings and facilities shall be made to Gateway's Academic Operations Division scheduling specialists at [roomscheduling@gtc.edu](mailto:roomscheduling@gtc.edu) or by calling (262) 564-2618. Gateway prioritizes the use of buildings and facilities for organizations or groups that intend to provide educational programs and services for members of the Gateway community. In reviewing such requests, the scheduling specialists shall consider the requesting organization's intended use of the building or facility. Accordingly, they will consider and approve requests to use buildings and facilities based upon the following list of priorities in descending order:

- A. Gateway educational programs, services, or support activities;
- B. Gateway staff and student organizations;
- C. Educational institutions, community organizations, and agencies (nonprofit);
- D. Businesses and industries, etc. for educational purposes (for profit); and
- E. Organized groups for non-educational meetings.

### **PROCEDURE**

#### **1. Educational Programs, Services, and Support Activities**

An educational program, service, or support activity shall be defined as an event whose primary purpose is to convey information to and among participants for their education. Events whose primary purpose is to inform participants about a product or service in order to sell that product or service are not considered educational under this policy.

Gateway educational programs, services, and support activities shall have the highest priority and must be accommodated before any consideration is given for other use of Gateway buildings and facilities.

#### **2. Gateway Staff and Student Organizations**

Gateway staff and student organizations may use the buildings and facilities for related educational or social events. Collective bargaining groups representing Gateway employees may use the facilities provided prior approval has been obtained from the president (or the president's designee). No charge will be assessed when the

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scheduled activity is held during the regular school day. When staff or student organization activities are held on weekends or extend beyond the regular school day, custodial costs may be assessed at the discretion of the Associate Vice President, Facilities and Security (or designee).

### **3. Educational Institutions, Community Organizations, Governmental Agencies, and Other Nonprofit Agencies**

Educational institutions, community organizations, governmental agencies, and other nonprofit agencies which are not associated with the Gateway community may use Gateway's buildings and facilities for educational programs and services that are primarily for members of the Gateway community. Educational institutions may use the facilities when Gateway requests programming or when activities are co-sponsored with Gateway. Programming that directly competes with Gateway's educational offerings may not be permitted.

When multiple educational institutions request use of Gateway facilities for similar programming, requests will be prioritized as follows:

- A. Accredited institutions will receive preference over non-accredited institutions.
- B. Degree-granting programs will receive preference over individual courses or seminars.
- C. Institutions that articulate credits with Gateway will receive preference over those who do not; higher priority will be given to institutions that accept larger numbers of Gateway credits.

Educational institutions requesting to run programming on a long-term basis (greater than one (1) semester) must make separate contractual arrangements with Gateway to operate as on-campus learning centers.

Facilities may be made available to community organizations, governmental agencies, and other nonprofit agencies at no charge if their events are scheduled during regular operating hours and if the organization does not charge a fee for participants attending the event. If hours extend beyond regular operating hours, custodial fees will be charged. Educational institutions using facilities will be charged rates that coincide with Gateway agreements.

Any community organization, governmental agency or other nonprofit agency which charges a fee or admission charge will be subject to the fee schedule for profit organizations.

### **4. Businesses, Industries, and Other For-Profit Organizations**

Businesses, industries, and other for-profit organizations may use District buildings and facilities for educational programs and services that are for members of the Gateway

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community and do not interfere with Gateway's educational services and normal business operations. Allowable activities are corporate educational training seminars for employees or the general public or organizations charging an admission fee to attend the activity.

### **5. Other Organized Groups and/or Individuals Requesting Facilities Use**

Other organized groups and individuals requesting use of Gateway facilities may use buildings and facilities for non-educational meetings that are held for group members only and not the general public. The approval of a contract for any group to hold a closed meeting for its members shall not represent an endorsement by Gateway of the group's purpose, activities, statements, or points of view. Private social events such as parties, weddings, receptions, reunions, and dances which are not affiliated with the Gateway community are not permitted.

### **RECURRING EVENTS**

Recurring events may not be scheduled over a period longer than ninety (90) days, after which time the organizer must contact the College's Room Scheduling Office to make new arrangements.

### **FEES**

Fees for use of Gateway District buildings and facilities are published annually in the District Fee Schedule, which can be found [here](#). Specialized facility charges are in order for banquets, fairs, expos, fundraising events, and similar events. Additional fees are charged when the college provides AV equipment, coffee, staging, backdrops, plants, and other meeting supplies and equipment, as specified in the District Fee Schedule. Additional fees may be charged at the discretion of the CFO (or their designee) for clean-up of facilities beyond normal daily maintenance and for any damage caused by the event.

### **RESERVATIONS AND ROOM ASSIGNMENTS**

All requests for use of Gateway buildings and/or facilities should be directed to and scheduled by the Academic Operations Division and scheduling specialists at [roomscheduling@gtc.edu](mailto:roomscheduling@gtc.edu) or by calling (262) 564-2618. For all requests other than those falling under the categories Gateway educational programs, services, or support activities and Gateway staff and student activities, a completed "Contract for Use of Gateway Property" and a floor plan for specialized seating/set up will be required fifteen (15) working days prior to an event. By signing the Contract, the user accepts responsibility for all activities, actions, and outcomes related to the event, including but not limited to facility, property, employees, participants, and attendees. Gateway reserves the right to relocate an event within its facilities based on pre-registration attendance numbers.

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For all fairs, expos, and similar events hosted at Gateway, Gateway will be provided booth space at no cost.

All requests for use of District buildings and facilities are subject to all pertinent policies and general regulations of the Gateway District Board. Infractions of such rules or policies established may cause a cancellation or denial of subsequent requests.

Fees for use of Gateway District buildings and facilities are published annually in the District Fee Schedule. See

<https://www.gtc.edu/about-gateway/campus-centers/gateway-facilities-rentals>.

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2. Additional fees are charged when the College provides AV equipment, coffee, staging, backdrops, plants, and other meeting supplies and equipment, as specified in the fee schedule.
3. Additional fees may be charged at the discretion of the Associate Vice President, Facilities and Security for clean-up of facilities beyond normal daily maintenance and for any damage caused by the event.

### **CANCELLATIONS**

Any event canceled by the organizer less than 48 hours prior to the event may be assessed custodial set-up charges. Gateway reserves the right to move/cancel any agreement ten (10) calendar days prior to an event. In the event of an emergency, the college may cancel a reservation with less than ten (10) days' notice.

### **USE OF TOBACCO, ALCOHOL, AND OTHER ITEMS**

All Gateway campuses have been designated as tobacco-free environments. (See Policy E-155, Tobacco Free/Smoke Free Policy).

Only beer/wine/wine coolers will be allowed with written request to the President (or designee) fifteen (15) working days before an event. A copy of the requesting organization's liquor license must accompany the request. A licensed bartender, whose name must be provided, is also required. Security will be provided by Gateway and charged to the event organizer.

Use of tape, nails, thumb tacks, pins, or staples on walls for displaying signs, banners, or related materials of any sort is prohibited.

***For additional details regarding the restrictions Gateway has placed on the use of District buildings and facilities, including commercial speech and certain special-use facilities, see Administrative Policies H-171 (Free Speech and Public Assembly) and H-170 (Distribution, Posting and Display Tables).***

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