

Chippewa Valley Technical College

2009-10

(July 1, 2009 – June 30, 2010)

College Policy: Community Use of College Facilities

College facilities may be used by community groups, subject to availability, regulations for use of facilities, and approval of the Scheduling Office.

College Procedure: Use of Facilities by Outside Organizations

Chippewa Valley Technical College makes available facilities and equipment to the community, subject to the rules and regulations set forth in this procedure; however, no use will be permitted that interferes with the College's educational Mission and its Guiding Principles.

Individuals or organizations that would use the facility in direct competition with the College's services or programs are not eligible to use the College's facilities. Events such as weddings, showers, private parties or events of a similar nature will not be eligible to use the College's facilities.

USE OF CHIPPEWA VALLEY TECHNICAL COLLEGE FACILITIES FOR THE MAKING OR RECEIVING OF POLITICAL CONTRIBUTIONS IS PROHIBITED BY WISCONSIN STATUTE. Chippewa Valley Technical College further reserves the right to regulate the time, place and manner in which political candidates or their representatives can appear on campus for the purpose of soliciting nomination signatures or presenting a public forum.

Requests for use of the College's facilities available for public use will be honored on an as-available basis after the College's instructional needs have been met. Requests for use of the College's facilities by outside groups or organizations will be processed on a first-come, first-served basis with no reservations accepted more than one year (365 calendar days) prior to the date of the event. All requesters agree to comply with the College's policies and procedures.

Preference to requesters will be given as follows:

- Educational activities sponsored by Chippewa Valley Technical College
- Non educational activities sponsored by Chippewa Valley Technical College
- Businesses, agencies, schools or organizations within the Chippewa Valley Technical College District
- Businesses, agencies, schools or organizations outside of the Chippewa Valley Technical College District

All requests for the use of College facilities by any outside organization shall be made to the following Event Scheduler offices:

~Chippewa Falls Campus Office	(715-738-3841)
~ Eau Claire Clairemont Campus Scheduling Office	(715-830-5567)
(includes Business Educ Center, Health Educ Center, East Annex, West Annex, Emergency Service Educ Center, and Transportation Educ Center offices)	
~Eau Claire Gateway/Manufacturing Campus Office	(715-874-4604)
~Menomonie Campus Office	(715-233-5340)
~Neillsville Center Office	(715-743-3965)
~River Falls Campus Office	(715-426-8201)

The requester is responsible for the submission of the following documents prior to the event (State of Wisconsin agencies exempt from these requirements):

1. Hold harmless agreement
2. Certificate of liability insurance

The requester is also responsible for reviewing and following the College's procedures on "Use of Facilities by Outside Organizations."

The College will invoice all organizations for room, technology, custodial, and other fees upon the conclusion of the event.

All groups using Chippewa Valley Technical College facilities shall comply with the following:

1. Information Technology – Computer Software: The College encourages outside guests to access specialized computer software through the internet. When accessing the internet the use of a plug-in may be required. All plug-ins should be reviewed with the Information Technology Department in advance to ensure workability. Due to security and copyright issues, special software may not be loaded on College computers.
2. Information Technology – Satellite Conferences: The College encourages the use of web-based conferencing in lieu of satellite conferences. The Information Technology Department does not set up or support satellite conferences.
3. Information Technology – Video Conferencing: Substantial up-front planning with the Information Technology Department is required for video conferencing. Meeting organizers are required to meet with an I.T. representative at the time of the room request to ensure that all state and local scheduling entities are involved as necessary.
4. Tobacco-free policy: Use of tobacco in any form on CVTC property is strictly prohibited.
5. Alcohol policy: Alcoholic beverages on CVTC property is strictly prohibited.
6. Bringing latex items, such as balloons, to any campus facility is discouraged as this could pose a health risk to latex-sensitive individuals.
7. Signage: An outside group may post signs for their event. Signs should include the date of the event, and painter's tape should be used to display the sign(s). A sign standard, borrowed from the custodial office, may be used to display a sign in the middle of a hallway. Do not post signs on walls in stairways, as this is a fire hazard. All signs should be removed after the event is over. Postings that contain profanity; promote alcohol, tobacco, and/or illicit drugs; or are accusatory to individuals or groups will not be displayed.
8. Room use: All furniture or fixtures are to be returned to their original position. The person or organization making the reservation will be held responsible for preservation of order and will be liable for any damage sustained above normal wear and tear while under his/her control. Additional custodial or technology charges may apply for returning the room to its original position.
9. No items shall be sold, given, exhibited, or displayed without obtaining prior permission.
10. Parking: Park cars according to posted signs. No overnight parking (from 11:00 p.m. to 6:00 a.m.) in any College lot will be allowed without prior approval from the Safety and Security Office (833-6202 or 833-6670).
11. Food Service: Food service at all Eau Claire locations is provided by Chartwells. No food or beverages for events may be catered by outside vendors. Outside organizations may bring in their own food and beverages for other sites.

**Use of Facilities by Outside Organizations – Room Fee Structure
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The room fee structure is identified below:

Building	Room	Fee*
All	Standard Classroom/Conference Room	\$60/day
All	Computer/Specialty Labs	\$60/hour**
Eau Claire Business Education Center (BEC-Clairemont Campus)	RCU Community Center (100A)	\$150/day
	Presidents Conference Room (100D)	\$120/day
	Auditorium (103)	\$200/day
	Big Rivers Conference Rm (30A & 30B)	\$200/day
	Eau Claire River Room (30A)	\$150/day
	Chippewa River Room (30B)	\$150/day
Eau Claire Health Education Center (HEC-Clairemont Campus)	Auditorium Room (115)	\$200/day
	Large Conference Center (117)	\$150/day
	Small Conference Room (200)	\$120/day
	Commons Area	\$200/day
Eau Claire Emergency Service Education Center (ESEC-West Campus)	Commons Area	\$200/day
Eau Claire Manufacturing Education Center (MEC-Gateway Campus)	Small Conference Room (128)	\$120/day
	Large Conference Room (130)	\$150/day
	Commons Area	\$200/day
Chippewa Falls Campus	Small Conference Room (109A)	\$120/day
	Large Conference Room (112)	\$150/day
	Commons Area	\$200/day
River Falls Campus	Commons Area	\$200/day

*All amounts include minimal room setup. Also, room rates will be doubled during non-business hours.

Room reservations of four hours or less will be charged a minimum of one-half the regular room rate (standard classroom and computer and specialty lab rates not included in this one-half charge).

** Contact Workforce Learning Department staff for rate information for specialty labs:

- ~ **John Kleven**, 715-426-8202 (Pepin, Pierce, St. Croix counties)
- ~ **Pam Owen**, 715-874-4655 (Eau Claire Manufacturing, Nanorite)
- ~ **Tim Shepardson**, 715-738-3852 (Eau Claire-health only, Chippewa, Clark, Taylor counties)
- ~ **Roxann Vanderwyst**, 715-233-5358 (Eau Claire-nonprofits-government, Buffalo, Dunn, Jackson, Trempealeau counties)

Other fees are as follows:

Type of Service	Cost	Contact
Electrical equipment and service – special arrangements	1.5 times the regular cost/hour The rate will be doubled for services needed during non-business hours.	Facilities Office (715-833-6207)

Custodial services – special setup	1.5 times the regular cost/hour The rate will be doubled for services needed during non-business hours.	Facilities Office (715-833-6207)
Telephone	Charge based on actual long-distance use	Department of Information Technology (715-833-6468)
Information Technology Support (Regular Business Hours*) *Monday through Friday, 7 AM-6 PM, during traditional school year	Help Desk – no cost Assistance: ≤15 minutes – no cost >15 minutes -- \$100/hour (partial hours rounded to full hour)	Help Desk – Department of Information Technology (715-830-5555)
Information Technology Support (Non-Business Hours)	Help Desk – no cost No other support available. (Outside organizations may schedule training for equipment use, during regular business hours - \$100/hour with partial hours rounded to full hour)	(715-830-5555)
Food Service	Chartwells Catering Charges – Varies – call for menu (Applies to Eau Claire locations only.)	(715-833-6235)
Other	Additional charges will be made for all groups incurring expenses for other services as needed.	Contact the appropriate Event Scheduler for appropriate office and phone number

(this information became effective July 1, 2008)