Kirkwood
COMMUNITY COLLEGE

College Procedure: 307.1 – Facility Use and Rental

Policy Reference:	307 – Use of College Facilities
Responsible Department:	Facilities and Public Safety
Approval Authority:	Cabinet
Procedure Owner:	Vice President, Operations
Effective Date:	06/01/2017
Version Number:	3
Legal Counsel Reviewed (yes/no):	No
Scope:	College-wide

Reason for Procedure

This procedure outlines the use of college facilities for credit, non-credit, community, and external groups. The procedure ensures that all users have appropriate classrooms, laboratories, event spaces, meeting spaces, and support spaces scheduled, and that College facilities are utilized efficiently and to their full potential.

The Procedure

Internal Room Use

- Departments are assigned priority rooms within 25Live. The primary department maintains scheduling priority for the assigned space until the established room release date, at which time the space becomes available for general scheduling.
- Some classrooms are also distinguished as "general use," meaning that they are available for any department across the college. These rooms are managed by the facilities room scheduling coordinator.
- Departments are allowed to request courses and course-related activities in a general use spaces. The Facilities Room Scheduling Coordinator will approve these requests through the 25LIVE system.
- For new sections, the Facilities Room Scheduling Coordinator will find an open room that meets the needs of the request. Classroom requests are filled out on a first-come, first-served basis.
- Non-course-related requests for general use classrooms must come after the general use date. Send requests to: Room.Scheduling@kirkwood.edu. Requests are filled on a first-come, first-served basis.
- Internal departments will not be charged for room usage except at The Hotel at Kirkwood Center Fees could be charged on consumable materials used from departmental labs.

Kirkwood
COMMUNITY COLLEGE

- Requests for room reservations from a club, student organization, or student group need to come from a Student Life designee via Room.Scheduling@kirkwood.edu.

Student Access to Labs and Studios:

- Students requesting access to college labs, studios, or other college spaces outside of normal operating hours must obtain prior approval and have an authorized supervising faculty or staff member physically present at all times. After-hours access will not be permitted without required supervision.
- Student groups requesting use of college spaces outside of normal operating hours must obtain prior approval through the designated Student Life representative and comply with all supervision requirements. An authorized faculty or staff supervisor must be physically present for the entire duration of the group's after-hours use.

Requesting Process:

- If your department needs to change/find a general use classroom for a section after the general use date, please email the following information to room.scheduling@kirkwood.edu
  - Section Number
  - Name of section
  - Load (maximum capacity)
  - Day scheme needed
  - Time needed
  - Building and/or room preference (if there is one)

- These preferences will always try to be accommodated as closely as possible.
- Internal requests for meeting space can be directed to Room.Scheduling@kirkwood.edu with the following information:
  - Section and/or Synonym # (Syn# preferred)
  - Load (maximum capacity)
  - Day scheme needed
  - Time needed
  - Building and/or room preference (if there is one

Kirkwood
COMMUNITY COLLEGE

External Room Use

- Organizations cannot use College facilities to provide education and training services deemed in competition with Kirkwood offerings.
- Organizations cannot rent outdoor space for commercial purposes.
- Alcohol is not allowed on Kirkwood premises unless approved by the President (with the exception of The Hotel at Kirkwood Center)
- The Kirkwood Community College Main Campus is closed to outside catering vendors for external groups. The only exception to this rule would be in the event that The Café or The Hotel could not accommodate the request. Such a decision would be made by Café or Hotel staff based on the details provided in advance by the requestor.
- Some spaces available for rental may require proof of insurance before an event can take place.
- All external group room usage will be billed through the Finance Department.
- Fee waivers are at the discretion of the Vice President of Operations at the Kirkwood Community College Main Campus and the Directors of the Regional and County Centers
    - Unless waived by an authorized authority, external rates will apply to all groups even if the group contains a Kirkwood employee.
    - Kirkwood Community College welcomes our local K-12 partners to use many College facilities free of charge when space is available during regular business hours.
        - Partners may be subject to room setup fees and additional fees for events outside of business hours.
        - The Kirkwood Center, Kirkwood Continuing Education Training Center (KCETC), Kirkwood Center for Lifelong Learning (KLIFE), and the Michael J. Gould Recreation Center are subject to rental fees for all K-12 partner-sponsored events.
- Rooms are available for rental unless the College is closed. (Note: KCETC and KLIFE will remain open during weather-related delays and cancellations, except in extreme cases).

Requesting Process

- Fill out the online Facility Rental Request form at https://www.kirkwood.edu/facilityrental
- Scheduler will check availability of rooms for the external group.
- All external events will be required to sign a Kirkwood Facility Rental Agreement form. A representative from the external group must sign and date this form each fiscal year, and a copy must be retained by the scheduler for the fiscal year.
- Billing information will be sent to Finance after a Facility Rental Agreement is signed. Billing will be sent by Finance to the external group after the event takes place.
- Scheduler will enter reservation into 25Live and submit necessary facility requests.

- If the external group will need food or beverage, please send the event information to The Café Catering Coordinator immediately after booking the event. All food and beverage needs for external groups must come from The Café (excluding Regional sites).

Tabling

- Approval for use of tables at Kirkwood Community College is up to the discretion of the College.
- For-profit companies are not allowed to set up an information table on any Kirkwood campus, unless they are a Kirkwood corporate partner. The number of times a for-profit corporate partner can set up a table is up to the discretion of the College.
- Facility Rental Agreements are not needed for non-profit organizations or Military groups who request to set up an information table in a hallway/common area. Non-profit organizations are allowed to reserve a table at a limit of twice a month.
- Outside colleges and universities are not limited on the number of times they can reserve table space.
- Requests for an information table from a club/student organization need to come from the Student Life designee via Room.Scheduling@kirkwood.edu.
- Requests for an information table in Iowa Hall related to a credit course need to come from the instructor of the course and are up to the discretion of the Room Scheduler.

Public Safety Escort for Item Retrieval:

- Public Safety Officers may escort students into buildings after hours solely for the purpose of retrieving their personal items; students may not stay to work on projects or assignments.

Room Reservation Compliance:

- All room reservations for student use after the designated general-use date must comply with the supervision requirement, with no exceptions for unsupervised access to facilities.

Space Designations:

- In certain circumstances, campus spaces may be designated as public, limited access and restricted access, depending on the activities taking place. This practice is intended to protect our students and preserve the integrity of instructional spaces. Public Safety will enforce these designations as situations arise.

Kirkwood
COMMUNITY COLLEGE

Revision Log

Table 1 Revision Log

Version Number	Date Approved	Approved by	Description of Change
1	06/01/2017	Jon Buse, Vice President, Student Services	New procedure
2	06/04/2018	Cabinet	New Template
3	09/03/2026	Troy McQuillen, VP, Operations	Procedure Updates