

MONTGOMERY COLLEGE
Office of Facilities
June 27, 2011

RULES AND REGULATIONS FOR
COMMUNITY GROUPS AND ORGANIZATIONS

The Board of Trustees approves and encourages maximum use of its facilities by College organizations, community organizations and groups as the College's **Guests**. The Associate Vice President for College Facilities has established the following guidelines for community groups and organizations. These guidelines do not cover the Robert E. Parilla Performing Arts Center (PA), Rockville Campus or the Takoma Park/Silver Spring Campus Cultural Arts Center (CU) theaters. For information regarding the rental of the PA theater, please contact the Theater Manager at (240) 567-7536. For information regarding the rental of the CU theaters, please contact the Theater Manager at (240) 567-5775. NOTE: Except for the theaters, all facilities **must** be scheduled through the appropriate Campus Facilities Scheduling Office because the facilities and services available at each campus vary. Please call Rockville: (240) 567-5016; Takoma Park/Silver Spring: (240) 567-1564; or Germantown: (240) 567-7882 for additional information. To request accommodations for a disability, please contact the appropriate Campus Facilities Scheduling Office at least two (2) weeks before the event.

1. Definitions

- A. A community group or organization is one in which a majority (51% or more) of its membership is comprised of people who are **not** current faculty, staff, or students of Montgomery College.
- B. The Guest/Civic Coordinator of a group or organization is that member of a particular group or organization who has assumed the responsibility for the group's conduct and actions while the group is on College property. The Guest/ Civic Coordinator's signature is required on Space Reservation Contract 8.113. The Guest/ Civic Coordinator must be present during **all** hours of the event, including preparation and dismantling.

2. Application Procedures

The Guest/Civic Coordinator must contact the Campus Facilities Scheduling Office for tentative approval of availability of space desired and to secure the necessary forms described below.

- A. A signed Space Reservation Contract 8.113, must be submitted at least ten (10) working days prior to the scheduled event. Failure to

submit the appropriate contract within the above time period may result in denial of request to use the facility.

- B. An invoice for rental fees will be issued at the time the signed Space Reservation Contract 8.113 is received. This invoice must be paid prior to the scheduled event. If the invoice is not paid prior to the event, the Campus Director of Facilities has the authority to void the Space Reservation Contract. After the event has taken place, a second invoice will be issued if time adjustments are required or additional labor was needed.
- C. Any invoice not paid within sixty (60) days will be forwarded to the College's Accounts Receivable Office for further collection action. All collection costs are the responsibility of the rental group and/or individual.
- D. A Request for Services Form 8.113b must accompany the Space Reservation Contract 8.113. The Campus Director of Facilities has the authority to require additional services be provided, i.e., custodial and/or security. Any extraordinary security, custodial or technical requirements must be requested on the Request for Services Form 8.113b and will be billed to the user after the event. **Any food or beverage requirements must be arranged through the Office of Auxiliary Services. (See 3.M).**

3. Terms and Conditions

The Guest/Civic Coordinator, as the responsible representative of the group, and all other persons affiliated with the group using College buildings and grounds are subject to the following conditions:

- A. The Guest/Civic Coordinator of the event assumes the supervisory responsibility for the conduct and activity of all persons attending the function.
- B. The Guest/Civic Coordinator of the organization or group using College facilities must sign a Space Reservation Contract 8.113 and is responsible for the observance and enforcement of applicable College rules and regulations during the hours of the particular event.
- C. In order to use College facilities, the Guest/Civic Coordinator **must** have in his or her possession the completed Space Reservation Contract. Security Officers and custodial staff are instructed not to open any College facility for an event unless the Guest/Civic Coordinator presents a completed and approved contract. It is the responsibility of the Guest/Civic Coordinator to contact the Campus

Security Office upon arrival on the Campus and arrange for the space to be opened at the appropriate time.

- D. The Guest/Civic Coordinator of a community group or organization shall be present during the hours of the event for which he/she has assumed responsibility. Should it become necessary for the Guest/Civic Coordinator to be absent from the event, he/she shall forward to the Campus Facilities Scheduling Office the written consent of another person who will accept full responsibility for the conduct of the event and who will be present during the hours in which it is scheduled.
- E. The Guest/Civic Coordinator understands and agrees that the grant of permission to use the facility does not constitute an endorsement by Montgomery College of the organization's beliefs, activities, etc. of Guest. The Guest is the licensee of the College subject to the terms of this usage agreement. Except for identification of the location of the event for which space is requested, the organization will not use the name of Montgomery College or reference Montgomery College in any material, publication, or advertisement, or any nature whatsoever, whether written or oral, without the written approval of the College's Director of Communications (or designee).

The organization is not authorized to use the logo of Montgomery College without the written approval of the College's Director of Communications (or designee).

In compliance with ADA, include the following language on event materials, publications, fliers and/or advertising: "If special accommodations are needed, please contact _____ (*insert name and phone number of event Guest/Civic Coordinator*) at least two weeks before the event."

- F. If the presence of additional Security Officers is requested by the Guest/Civic Coordinator, the coordinator will maintain liaison with the Security Officers during the event. Requests for additional security must be made in advance. Depending on the size and nature of the event, the College may require additional security at its own discretion. **(Also see 3 Y.)**
- G. Should a disturbance occur which the Guest/Civic Coordinator of the event cannot control, the coordinator will notify the Campus Security Office immediately. The restoration of order and control of the event then automatically becomes the responsibility of the Campus Security Office. Should it become necessary, in the judgment of Campus Security Office, to ask for the assistance of police authorities, they will make contact with the police.

- H. In the event of an injury or illness of a participant during an event, the Campus Security Office should be notified immediately. Security Officers are trained in emergency first aid and CPR. They will contact an ambulance should that be necessary.
- I. If the using group or organization wishes to cancel their event, the Guest/Civic Coordinator must notify the Campus Facilities Scheduling Office no later than five (5) working days prior to the event. The Campus Director of Facilities has the authority to assess fees if special custodial, security, or technical requirements have been completed and expenses incurred prior to the notification of cancellation.
- J. Organizations and groups should conduct orderly meetings. Further, such gatherings when convened are not to be of a nature as to incite others to violence or destruction. Organizations and groups will protect College property and will comply with all College, City, County, State, and Federal laws and regulations.
- K. Organizations and groups are to conduct activities that are not discriminatory or abusive of others by reason of age, sex, sexual orientation, race, color, marital status, religious belief, national origin, status as a qualified individual with a disability or handicap, or as a disabled veteran or veteran of the Vietnam Era.

Montgomery College is committed to complying with the Americans with Disabilities Act. The event Guest/Civic Coordinator must contact the Campus Facilities Scheduling Office at least two weeks before the event to request accommodations for a disability.

- L. Gambling on College property is prohibited.
- M. Possession, consumption and/or sale of any alcoholic beverages on College owned and leased property is prohibited unless under the auspices of the Office of Auxiliary Services. Appropriate approval, if required, will be obtained from the Campus Vice President and Provost prior to providing alcohol for consumption at any event.
- N. Effective August 1, 2008, tobacco use of all types is prohibited in all College owned or leased facilities and on all College owned property. Visitors that refuse to comply, after being informed of the policy, will be asked to leave the College premises.
- O. The use of College facilities by community groups and organizations will in no way restrict or limit the normal instructional program.
- P. All use of College facilities by community groups and organizations shall be automatically cancelled when a public announcement has

been made of the closing of the College because of inclement weather or other emergency conditions. The Associate Vice President for College Facilities or designee may waive this regulation in unusual circumstances.

- Q. Open flame devices or flammable materials of any nature are prohibited on campus or in any building. There may be special guidelines to be followed when events are scheduled in the theaters on the Rockville and Takoma Park/Silver Spring Campuses. For example, the approval of the County Fire Marshal and/or College electrician may be required. Requestors will be notified of these requirements at the time application is made for use of these facilities.
- R. All events must end by midnight unless prior approval from the Campus Director of Facilities has been received. Extra Security Officers may be necessary for approved events scheduled to extend beyond midnight and additional Security labor fees may be charged.
- S. Requestors must have an approved space form signed by the Campus Facilities Scheduling Office **before** entering into any contracts or advertising any event taking place in a College facility.
- T. The use of College buildings and grounds for private commercial sales or other profit-making enterprise is authorized only under all of the following conditions.
 - 1. The enterprise is a business licensed, when appropriate, by Montgomery County or other governmental entity having jurisdiction.
 - 2. The Director of Auxiliary Services approves the sale or service.
 - 3. An agreement is entered into between the College and the enterprise.
 - 4. The sale or service does not compete with College activities.

U. Flyer and Advertising Literature Distribution

Use of College property for the distribution of marketing materials or contractual agreements (including materials related to cellular telephones, credit cards, banking arrangements, religious material, political material, etc.) is authorized only under **all** of the following conditions.

1. The enterprise is a business licensed, when appropriate, by Montgomery County or other governmental entity having jurisdiction.
2. The Director of Auxiliary Services or the Campus Director of Student Life or designee approves the user.
3. Distribution must take place outside College buildings and must not interfere with the normal work of the College.
4. For distribution of materials, the user must remain behind a table in an area selected by the Campus.
5. User must display a nametag provided by the Office of Student Life. The nametag will indicate name of the organization or user, date of the event, and signature of the Campus Director of Student Life or designee.
6. Except for campus bulletin boards designated for community or general use, no marketing materials may be placed on any vehicle, fixture, or structure. Bulletin boards for community or general use will be reviewed by the Campus Facilities Office on a regular basis and outdated material will be removed.
7. Organizations placing marketing material on vehicles will be contacted by the Campus Security Office and notified it is unlawful to place printed materials on vehicles under Section 32-8 of the Montgomery County Code. The Campus Security Office will maintain a record of organizations contacted, contact name, and date of contact.

V. Regular Working Hours and Charges for Direct Personnel Cost

As indicated in the attached fee and labor schedules, direct personnel costs will be charged for custodial, lifeguard, building engineer, security and technician services based on the regular working hours of staff assigned to each campus. Not all campuses have staff that work evenings and/or weekends, therefore, direct personnel charges will vary by campus. Direct personnel costs will be charged for an event (College or community) when:

1. The event is outside of the normal working hours set for the campus and its staff. (Please note that many staff work shifts -- generally 6:30am-3:30pm, 2:30pm-11pm, and 10pm-6:30am-- and staff availability varies with each shift.)

2. Staff must work overtime in order to cover an event.
3. Additional staff are needed beyond those on the regular shift due to the size and complexity of an event. The College, in its sole discretion, determines the number of staff required for an event.

W. Use of Athletic Fields

Athletic fields (soccer, baseball, softball and football) are available for use only by the College's instructional, intramural, intercollegiate and other College-sponsored programs and student activities. The fields are not available for community or private use, except with the express written approval of the Senior Vice President for Administrative and Fiscal Services, in consultation with the appropriate campus Vice President and Provost and the Associate Vice President for College Facilities. The Senior Vice President for Administrative and Fiscal Services may require the community or private user to enter into an agreement with the College relating to the use of the athletic fields, which agreement may include but is not limited to a schedule of use specifying the facilities to be utilized, user provision of trash and security services, indemnity and other matters and conditions for College permission for the use.

X. Use of Running Tracks, Tennis Courts, Walking Trails and Golf Driving Ranges

1. Use of Rockville Campus Running Track

The Rockville Campus Running Track is available for walk-on use by individual community members from dawn until dusk when not being used by the college's instructional, intramural, intercollegiate and other College-sponsored programs, student activities, events and/or agreements for specific use. Walk-on users must immediately relinquish use for College activities upon request. Bicycles, skateboards, in-line skates or scooters are not permitted on the track. Under certain circumstances, groups may obtain permission to use the track for practices or meets. Approval for practices does not constitute exclusive use of the track. Groups requesting to use the track must complete a Community Use Space Reservation Contract each semester.

2. Use of Tennis Courts

College tennis courts are available for walk-on use by individual community members on a first-come, first-served basis from dawn until dusk when not being used by the College's instructional, intramural, intercollegiate and other College-sponsored programs, student activities, events and/or agreements for specific use. The tennis courts may not be

reserved for private instruction or private use. Only walk-on, unscheduled use is permitted. If coin-operated lighting is available, the tennis courts may be used until 10 p.m. Bicycles, skateboards, in-line skates or scooters are not permitted on the courts. Walk-on users must immediately relinquish use for College activities upon request.

3. Use of Germantown Campus Walking Trails and Golf Driving Range

The Germantown Campus walking trail and golf driving range are available for walk-on use from dawn until dusk on a first-come, first-served basis when they are not being used by the College's instructional, intramural, intercollegiate and other College-sponsored programs, student activities, events and/or agreements for specific use. Bicycles, skateboards, in-line skates or scooters are not permitted in these areas. Walk-on users must immediately relinquish use for College activities upon request. **Note: On or about November 1, 2010, the walking trails and golf driving range will no longer be available for use due to the start of site work and construction for the Bioscience Education Center and Child Care Center. Plans for the re-location of the golf driving range have not been finalized. There is currently no plan to re-establish the walking trails.**

Y. Money Handling at Events

In the event that a Guest is collecting any money in the facility in connection with the event, the College strongly recommends, but does not require, that the Guest arrange for additional security for such exchanges of money. It is specifically acknowledged and agreed that the College is not and will not be responsible for security in connection with such money exchanges handled by the Guest, and the Guest shall assume all risk and sole responsibility for loss and damages in connection with such monetary transactions and incidents that are connected with such transactions.

Office of Central Facilities
Montgomery College
40 Gude Dr., Suite 200
Rockville, MD 20850

Revised: July 1, 2008; September 1, 2008; June 9, 2010; July 30, 2010; September 10, 2010; June 24, 2011

SPACE USE FEE SCHEDULE

The fees and labor rates listed below were approved for implementation effective September 1, 2008. Also included are the updated swimming pool rates that went into effect on July 1, 2008. Rates reflect identified costs such as registration, space utilization, mandatory personnel and utilities. Fees do not include catering services, cost of piano tuning, and other special services. For special set-ups or additional custodial services, see "Labor Fees." There may be an additional charge for custodial services for large or unusual activities.

The Swimming Pool hourly rate includes one lifeguard on the deck. If the Swimming Pool Manager determines that a group requires more than one lifeguard, an hourly rate of \$28.00 will be charged per additional lifeguard. Staffing must conform to the applicable laws of Montgomery County and the State of Maryland.

TAKOMA PARK/SILVER SPRING CAMPUS

TYPE OF SPACE	TIME PERIOD	FEES
Atrium (ST-103)	Three hour minimum fee Each additional hour	\$420.00 \$70.00
Cafeteria (ST-106) – Tables may not be moved.	Three hour minimum fee Each additional hour	\$420.00 \$70.00
Cafeteria (ST-106) w/Atrium (ST-103)	Three hour minimum fee Each additional hour	\$500.00 \$110.00
Cafeteria (ST-106), Atrium (ST-103) and Cafeteria (ST-203)	Three hour minimum fee Each additional hour	\$690.00 \$140.00
Cafeteria (ST-203) – Tables may not be moved	Three hour minimum fee Each additional hour	\$315.00 \$55.00
Cafritz Lobby (CF 100C, 100R and 105)	Three hour minimum fee Each additional hour	\$275.00 \$75.00
Cafritz Second Floor (CF-204)	Three hour minimum fee Each additional hour	\$140.00 \$70.00
Lounges	First hour Each additional hour	\$65.00 \$30.00
Parking Garage – Campus to determine actual space.	Per hour/Per floor	\$16.00
Cultural Arts Center CU146 Main Theatre (#1) CU 208 Studio Theatre (#2)	Scheduled by Theatre Manager. Call Cultural Arts Center Box Office for rates (240) 567-5794.	N/A
CU 100 Lobby	Three hour minimum fee Each additional hour	\$250.00 \$65.00
CU 105 Pre Performance Area	Three hour minimum fee Each additional hour	\$100.00 \$50.00
CU 100 & 105 Together	Three hour minimum fee Each additional hour	\$300.00 \$60.00
CU 205 Rehearsal/Dance	Per Hour	\$65.00

Planetarium	Three hour minimum fee Each additional hour	\$100.00 \$30.00
Racquetball Pass	Per semester	\$50.00
Studio Theatre (PC-208)	First hour Each additional hour	\$175.00 \$90.00

	GERMANTOWN CAMPUS	
TYPE OF SPACE	TIME PERIOD	FEES
Atrium (HT-145 or 242)	Three hour minimum fee Each additional hour	\$150.00 \$40
Atria (HT-145 and 242)	Three hour minimum fee Each additional hour	\$275.00 \$75.00
Cafeteria – Tables may not be moved.	Three hour minimum fee Each additional hour	\$420.00 \$70.00
Family Pool Pass	Per person/Per swim	\$5.00
Field – Not athletic fields.	Per event	\$40.00
Globe Hall	Three hour minimum fee Each additional hour	\$420.00 \$100.00
Globe Hall w/HT-145 or 242	Three hour minimum fee Each additional hour	\$545.00 \$130.00
Globe Hall w/HT-145 and 242	Three hour minimum fee Each additional hour	\$670.00 \$160.00
Globe Hall w/HT-242 and Conf. Room HT-216	Three hour minimum fee Each additional hour	\$710.00 \$175.00
Globe Hall w/HT-145, 242 and 216	Three hour minimum fee Each additional hour	\$850.00 \$200.00
Tennis Court lights	Per half hour	\$3.00

ROCKVILLE CAMPUS

TYPE OF SPACE	TIME PERIOD	FEES
Cafeteria – Tables may not be moved	Three hour minimum fee Each additional hour	\$540.00 \$85.00
Dance Studio	Per hour	\$65.00
Faculty/Staff Dining Rm.	Per hour	\$65.00
Theatre Arts Arena	Three hour minimum fee Each additional hour	\$645.00 \$55.00
Music Recital Hall	First hour Each additional hour	\$140.00 \$75.00
Rehearsal Hall	First hour Each additional hour	\$70.00 \$40.00
Track, Concession Stand, Press Box & Restrooms	Per day	\$150.00
Track, Concession Stand & Restrooms	Per day	\$130.00
Track only	Per day	\$100.00

ALL CAMPUSES

TYPE OF SPACE	TIME PERIOD	FEES
Classroom	Per hour	\$30.00
Conference Room	First hour	\$65.00
	Each additional hour	\$30.00
Gymnasium	Per hour	\$85.00
Lecture Hall	First hour	\$140.00
	Each additional hour	\$70.00
Parking Lot – Campus to determine actual space	Per hour/Per lot	\$16.00
Swimming Pool	First hour	\$118.00
	Each additional hour	\$67.00
Individual Pool Passes	Per semester	\$85.00
	Summer Term	\$34.00
	Annual Pass	\$170.00
Table rental	Per day	\$15.00

LABOR FEES

The time required to prepare the facilities as requested by the group, the time the facilities are in use, and the time required to clean up and reset the facilities for College use will be assessed a labor fee for the service personnel listed below.

If service personnel are called back to the campus after regular working hours, there will be a three hour minimum.

The Campus Facilities Scheduling Office determines minimum staffing requirements and schedules.

A Theatre Technician is required to be present at all times if technical services are required for an event.

Audio Visual Technician's fees are for services and use of equipment.

TYPE OF SERVICE	PER HOUR
Theatre Technician	33.00
Audio Visual Technician	43.00
Building Engineer	42.00
Custodial	28.00
Security Officer	34.00
Lifeguard	28.00

CAMPUS SECURITY OFFICE LOCATIONS

All Campus Security Offices are Open and Staffed 24 Hours a Day

Rockville: Counseling and Advising Building, Room 102, (240) 567-5111
Takoma Park/Silver Spring: Student Services, Room 117, (240) 567-1600
Germantown: Science & Applied Studies, Room 283, (240) 567-7777

Office of Central Facilities – 40 West Gude, Suite 200, Rockville, Maryland 20850

Guidelines: March 1993; revised June 29, 2001; October 8, 2001; November 9, 2001; June 17, 2003; May 2005; September 2006; July 1, 2008 and September 1, 2008; July 30, 2010; September 10, 2010.

Fee Schedule: September 1, 1997; July 1, 2006; and July 1, 2008 (Pool Rates); and September 1, 2008; June 27, 2011(non-fee editorial changes only).

Emergency Information added 6-9-10

Montgomery College Emergency Information

Emergency Procedures

Montgomery College's emergency procedures can be found at

<http://www.montgomerycollege.edu/emergency>

Emergency Numbers

- Call 9-1-1, if life threatening
- Campus security: Germantown 240-567-7777, Rockville 240-567-5111, Takoma Park/Silver Spring 240-567-1600

Notification of Emergencies or Changes to College Operations

Montgomery College will always operate on its regular schedule unless otherwise announced. Emergencies and changes to the College's operational status will be communicated through the following means:

- Montgomery College ALERT. Cell phone text messages and/or e-mail messages are sent to registered users. Sign up for this service at <http://www.montgomerycollege.edu/emergency>.
- Montgomery College Emergency Desktop Notification. Scrolling messages are broadcast on College computers
- The College's:
 - Main phone number at 240-567-5000. A recorded message will be available
 - Home page at www.montgomerycollege.edu. A message will be placed on the front page
 - MyMC web site at <https://mymcprod.montgomerycollege.edu/cp/home/displaylogin>. A message will be placed on the front page
 - MC student e-mail system via My MC
 - Cable channel 10 in Montgomery County
- Commercial radio and TV stations

Lockdown

- Remain indoors and secure the entrance to classroom or office
- Seek concealment away from windows and doors; turn off lights and close blinds
- Place cell phones on "vibrate only" and silence all other electronic devices
- Remain in a secure room until you are notified by the College, fire/rescue, or police that the situation has been resolved

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Shelter in Place

- If external release of a hazardous material, remain indoors
- If weather emergency, seek shelter immediately in a windowless area such as an interior hallway, restroom, or a room located on the lowest level of a building
- Remain indoors until you are notified by the College, fire/rescue, or police that the situation has been resolved

Active Shooter

If an active shooter is inside your building:

- If possible, exit the building
- Proceed to a safe location and CALL 9-1-1

If you cannot exit the building or the shooter is outside the building:

- Secure the entrance to your classroom or office
- Seek concealment away from windows and doors. Turn off lights and close the blinds
- Place cell phones on “vibrate only” and silence other electronic devices
- One person should CALL 9-1-1 and provide their name, exact location, number of shooters, description of shooters including clothing, number of persons in the room, and any injuries
- Remain in a secure room until you are notified by the College, fire/rescue, or police that the situation has been resolved

If an active shooter enters your classroom:

- If you cannot escape, take cover behind or under furniture
- If possible, CALL 9-1-1 and report location of shooter
- If you cannot escape, you may attempt to negotiate with shooter
- Any attempt to overpower the shooter should be the last option
- If shooter leaves the area, CALL 9-1-1 and proceed to a safer location or wait for Police assistance

Fire

Fire or presence of smoke in a building

- Pull building fire alarm
- Walk quickly to nearest available exit that can be reached safely
- Elevators are not to be used during any evacuation related to a fire
- When safely away from the building, CALL 9-1-1 first, then call security
- Go to the nearest evacuation area. Evacuation Area maps are posted in each building

Medical

CALL 9-1-1 first, if life threatening emergency, then call security

Reporting Crimes

CALL 9-1-1 first, if life threatening emergency, then call security