

Chapter: Facilities

Modification No. 0023

Subject: **Use of Facilities**

~~I. Primary Use of Facilities~~

A. ~~The primary purpose use of the College's facilities is shall be to support accommodate the educational programs and services of the institution College and to advance intellectual inquiry and public discourse. Use of these facilities for educational purpose Educational use of College facilities shall have priority over all other use. College facilities are defined as those physical spaces owned or leased by the College. A "user" is defined as an individual or group using College facilities for non-College (classroom or instruction) purposes.~~

B. ~~The Board of Trustees encourages the appropriate use of its College facilities by members of the College and community and the public, organizations and groups during those times when provided such use does will not interfere with the regular educational program or other bona fide College authorized activities.~~

C. ~~All decisions regarding the use of College facilities shall adhere to the principles of equitable access, content and viewpoint neutrality, and appropriateness of use, thereby ensuring that designated spaces are made available to the community in a fair and consistent manner.~~

~~II. Restrictions on Use of Facilities~~

AD. ~~College facilities shall not be used for any purposes that are inconsistent with - which is in conflict with the mission or programs of the College or in violation of any College policies or procedures, except as may be approved by the President. Prohibited uses include, but are not limited to, private business activities not associated with the College and political fundraising. Permission to uUse of College facilities does not constitute shall not be construed as endorsement by Montgomery College of any user, organization, or activity~~

E. ~~Use of College facilities must comply with all applicable College policies and procedures~~

B. ~~College facilities shall not be used by any persons or organization for the purpose of private business activities not associated with the College or otherwise authorized by College policies and procedures.~~

C. ~~College facilities shall not be used for individual candidate political fund-raising. This prohibition does not exclude fund-raising activities or events for recognized charities and other organizations.~~

D. ~~All decisions on use of College facilities shall be guided by the principle of equal access and shall be content and viewpoint neutral.~~

~~III. Use of Facilities for Other than Instructional Purposes~~

A. ~~The Board of Trustees encourages appropriate use of its facilities by College and community organizations and groups during those times when such use will not interfere with the regular educational program or other bona fide College~~

**POLICY Board of Trustees - Montgomery College**

**85001**

46 ~~activities. Permission to use College facilities does not constitute endorsement of~~  
47 ~~the user or user's activity.~~

48  
49 ~~B. Some College facilities may not be available for community use.~~

50 ~~C. All properly designated spaces are to be made available to the community in an~~  
51 ~~equitable and appropriate manner provided that such use does not interfere with~~  
52 ~~the educational mission of the College.~~

53  
54 ~~D. Users may use College facilities in accordance with this policy and with any~~  
55 ~~procedures that may be approved by the President.~~

56 ~~E.F. Any individual or organization granted Users making application for the use of~~  
57 ~~College facilities shall assume ~~be responsible~~ responsibility for such use, including~~  
58 ~~responsibility for ~~le for any damage,~~ to or loss, personal injury, and other~~  
59 ~~liabilities arising from the activity. ~~The College shall require appropriate~~~~  
60 ~~indemnification and risk protections in all agreements governing use of its~~  
61 ~~facilities. ~~of College property and for reimbursing the College for any expenses~~~~  
62 ~~~~related to such property loss, damage, or replacement. The College may refuse~~~~  
63 ~~~~all future applications by those users who damage College property or fail to~~~~  
64 ~~~~reimburse the College for property damage or loss.~~~~

65 ~~F.G. The President is authorized to direct the ~~development~~ and implementation of a~~  
66 ~~fee schedule for the use of the College's facilities, ~~based on space type and~~~~  
67 ~~~~time of usage, that will consider such costs as, utilities, normal wear and tear of~~~~  
68 ~~~~College facilities, replacement/additional furniture and equipment requirements,~~~~  
69 ~~~~and personnel expenses incurred by the College in managing the use of~~~~  
70 ~~~~facilities. The fee may be waived, in whole or in part, in accordance with~~~~  
71 ~~~~procedures approved by the President. The fee schedule does not include direct~~~~  
72 ~~~~labor costs for additional service personnel or service personnel required outside~~~~  
73 ~~~~of regular working hours. These costs may be charged.~~~~

74  
75 ~~G. All user agreements shall require users to indemnify and hold harmless~~  
76 ~~Montgomery College, its agents and employees, from any and all liability, damage,~~  
77 ~~expense, cause of action, suits, claims, or judgment arising from injury to person~~  
78 ~~or personal property or otherwise which arise out of or is are in anyway connected~~  
79 ~~to the use. Additionally, all users with programs serving minors must register with~~  
80 ~~the youth protection coordinator in accordance with and abide by 75005-Protection~~  
81 ~~of Minors. In appropriate circumstances, insurance may also be required under~~  
82 ~~terms that may be specified in the procedures.~~

83 ~~H. The President of the College, or designee, hereby is authorized to approve the~~  
84 ~~sale and/or consumption of appropriate alcoholic beverages on the premises of~~  
85 ~~College property, in accordance with applicable local ordinances and State laws~~  
86 ~~and State regulations, and in accordance with approved College procedures.~~  
87 ~~Responsibility to obtain permits and licenses is the responsibility of the user.~~  
88 ~~Users may be required to use designated third-party providers.~~

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90 ~~I.H. The Board of Trustees authorizes the president ~~is authorized and directed~~ to establish~~  
91 ~~any procedures necessary to implement this policy.~~

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93 Board Approval: February 25, 1985; September 21, 2015; DATE.

95  
96  
97 Chapter: Facilities

Modification No. 0045

98  
99 Subject: **Use of Facilities**

100  
101 I. Primary Use of Facilities

102 A. The Senior Vice President for Academic Affairs/College Provost, through the  
103 campus ~~provosts~~Deans or other designated administrator responsible for the  
104 location, is charged with the primary responsibility for coordinating and scheduling  
105 the use of facilities to accommodate the educational programs and services of the  
106 College.

107 B. To preserve the integrity of educational spaces, ~~U~~users may not ~~change or~~  
108 ~~modify~~alter or remove any existing educational displays without the express consent  
109 of the campus Deans or other designated administrator responsible for the location.  
110 ~~of the College.~~

111  
112 II. Restrictions on Use of Facilities

113  
114 The following are prohibited in College-owned buildings, on College grounds, and within  
115 leased College ~~office~~ space, ~~unless otherwise except as may be~~ authorized by the President  
116 or designee. Authorized uses may include but are limited to educational programs and  
117 services purposes, food service events, authorized maintenance or construction activities,  
118 or approved theatrical performances.

119 A. Use or possession of alcohol/intoxicants. ~~(except as authorized for approved~~  
120 ~~food service events or for authorized instructional purposes).~~

121  
122 B. Use or possession of weapons. ~~pursuant to College Policy and Procedure~~  
123 ~~77002- Prohibition of Weapons on Campus.~~

124 C. Use or possession of tobacco or other smoking devices. ~~not authorized by~~  
125 ~~75003- Restrictions on Smoking, Tobacco, and the Sale of Tobacco Products.~~

126  
127 D. Gambling activities; (including bingo, lotteries, etc.); ~~except as~~  
128 ~~specifically authorized by the President or designee.~~

129 E. Use of Fire, /Grills, /Open Flames, /C or combustible Materials. ~~-~~  
130 ~~(except as authorized for approved food service events, authorized~~  
131 ~~instructional, maintenance or construction purposes, or approved~~  
132 ~~theatrical performances).~~

133  
134 F. Personal/private parties or celebrations that are essentially private in nature,  
135 including ~~-This includes~~ birthday celebrations, anniversary celebrations, wedding  
136 receptions, and ~~other~~ similar events activities. ~~However, A~~appropriate employee  
137 celebrations are not prohibited ~~excluded~~.

138 G. Excessive noise or any activity which may disturb the peace or threaten the  
139 safety of the surrounding community.

140 H. Pets and animals ~~are not allowed~~ in College buildings, ~~with the exception of~~  
141 ~~those that provide or are~~ for service animals, ~~- service animals~~ in training ~~to~~

142 ~~provide service to persons assisting individuals~~ with disabilities, ~~or animals and,~~  
143 ~~those~~ that are a part of an emergency response organization, ~~or those that are~~  
144 ~~a part of an authorized instructional program or theatrical performance/event.~~  
145 ~~Pets and animals on College grounds must be leashed or caged at all times and~~  
146 ~~must not be left unattended. Animal waste must be picked up and disposed of~~  
147 ~~properly.~~ Animals on College grounds must be appropriately controlled  
148 and attended.

- 149  
150 I. Use or riding of skateboards, in-line skates, scooters, hoverboards, bicycles, or  
151 other ~~means of~~ motorized or self-balancing conveyance ~~is prohibited~~ in College  
152 buildings or in areas where such use may create safety hazards or interfere  
153 with College operations, except where required by law or authorized for  
154 College purposes. ~~; on College athletic fields; on court, track and trail~~  
155 ~~surfaces; on sidewalks; and on exterior stairways, handrails, benches, retaining~~  
156 ~~walls, decks and ramps. Exceptions will be made if the use of such~~  
157 ~~conveyances is required by law, college operations, or part of a supervised~~  
158 ~~instructional course, youth camp or event.~~

159 J. Commercial Sales Use

160  
161 The use of College buildings and grounds for private commercial sales or other  
162 profit-making enterprise is authorized only ~~under~~when all of the following  
163 conditions are met:

- 164 1. The enterprise is a business properly licensed, when applicable  
165 appropriate, by the government of Montgomery County or another  
166 governmental entity having jurisdiction.
- 167 2. The service provided is required for the operation of the College or the  
168 sale or service does not compete with College activities or services.
- 169 3. The sale or service is approved by the Director of Auxiliary  
170 Services Enterprises.
- 171 4. A formal ~~written legal~~ agreement or contract is entered into between  
172 the College and the enterprise.

173  
174 ~~K. The possession or storage of hoverboards is prohibited on all College-owned or~~  
175 ~~leased property.~~

176 III. Use of Facilities for Other than for Educational Programs and Services Classroom  
177 Instruction

178  
179 A. The Senior Vice President for Administrative and Fiscal Services/Chief Operating  
180 Officer, or designee, is charged with the primary responsibility for coordinating  
181 and scheduling the use of facilities for use other than educational programs and  
182 services instruction. ~~Academics and instruction shall take priority over non-~~  
183 ~~instructional use.~~

184  
185 A.B. Facilities shall be scheduled on a first-come, first-served basis, except that  
186 educational purposes and College services take precedence over private groups  
187 and individuals.

188  
189 B.C. The use of College buildings and facilities is authorized for the presentation and  
190 discussion of public questions, public speaking, lectures, or for other civic,

191 educational, political, social, recreational, business or ~~church-religious~~ affiliated  
192 civic purposes, provided, however, that such gatherings or meetings shall:

- 193  
194 1. Permit access to both internal and external media, including College  
195 communications staff.~~be open to the communications media, and,~~
- 196  
197 2. ~~A~~Abide byComply with all applicable federal, state, and local laws and  
198 regulation and College policies, ~~-and~~ procedures, and guidelines.

199 ~~C. College buildings and facilities may be used for religious activities, upon following~~  
200 ~~appropriate College applications and conditions, while those buildings in which~~  
201 ~~such activities are usually conducted are being renovated, repaired, or~~  
202 ~~constructed, provided the use of such facilities is to be temporary only, not to~~  
203 ~~exceed two years, and shall cease as soon as the buildings ordinarily used are~~  
204 ~~renovated, repaired, or constructed.~~

205  
206 ~~D. The Vice President of Facilities shall develop and publish specific guidelines~~  
207 ~~governing the use of facilities by College and community organizations or groups.~~  
208 ~~Copies of these guidelines shall be available on the Facilities website and from~~  
209 ~~the Facilities Office on each campus.~~

210  
211 ~~E. A weekly list of scheduled events will be provided to the Vice President/Provost~~  
212 ~~(or designee) by the Facilities Office and made available online.~~

213 ~~F. College Delays or Closings~~

214 D. Ordinarily, wWhen the College is closed or operating on a delayed schedule due  
215 to emergency reasons, all ~~non-instructional~~ other uses of facilities will be  
216 subject to the same closure or delay unless an exception is approved by the  
217 Senior Vice President of Administrative and Fiscal Services/Chief Operating  
218 Officer upon recommendation of the Senior Vice President responsible for the  
219 activity for which the exception is requested. ~~a separate decision by the~~  
220 ~~President, or designee.~~

221  
222 G-E. Facility Use Request and Approval Procedures by College and Community Groups or  
223 Organizations

- 224  
225 1. All College users desiring to use a facility must submit the appropriate  
226 Space Reservation request form. ~~provided by the Office of Facilities.~~ This  
227 form requires ~~that a member of the group~~ the signatory be present during  
228 use and assume responsibility for the conduct and activity of ~~the~~  
229 ~~group~~ those present as well as the responsibility for ~~the~~ and direct costs  
230 associated with the use. This request is submitted directly to the ~~campus~~  
231 ~~Facilities Office. The form will be transmitted by the Facilities Office to the Office~~  
~~to the Vice President/Provost (or designee) for review, if appropriate.~~

- 232  
233 2. All community user groups or organizations desiring to use a facility must  
234 submit and acknowledge the Community Use Contract agreement  
235 ~~provided by the Office of Facilities.~~ This agreement requires ~~that~~ the group  
236 to indemnify ~~ies~~ and hold the College harmless ~~harmless the College~~, and  
237 that a member of the group be present and assumes responsibility for the  
238 conduct and activity of the group as well as for any costs associated with  
239 the use. -This request is submitted directly to the ~~campus~~ Facilities  
240 Office. ~~The form will be transmitted by the Facilities Office to the Vice~~  
~~President/Provost (or designee) for review, if appropriate.~~

- 241 3. Additional forms may be necessary for non-facilities support services,  
242 including but not limited to~~such as~~ information technology and, food  
243 services~~, -etc.~~
- 244 4. All users with programs serving minors must register with the ~~y~~Youth  
245 ~~p~~Protection ~~e~~Coordinator in accordance with and abide by 75005-  
246 Protection of Minors.

247 H. Commercial Sales Use

248 ~~The use of College buildings and grounds for private commercial sales or other~~  
249 ~~profit-making enterprise is authorized only under all of the following conditions:~~  
250

- 251 1. ~~The enterprise is a business licensed, when appropriate, by the~~  
252 ~~government of Montgomery County or other governmental entity having~~  
253 ~~jurisdiction.~~
- 254 2. ~~The service provided is required for the operation of the College or the~~  
255 ~~sale or service does not compete with College activities or services.~~  
256
- 257 3. ~~The sale is approved by the Director of Auxiliary Services.~~  
258
- 259 4. ~~A formal legal agreement or contract is entered into between the College~~  
260 ~~and the enterprise.~~

261 H.F. Denial of Use to College, or Community Groups, or Organizations

262 A College or community group, public agency, organization, or individual may be  
263 denied permission to use the College's facilities when any of the following  
264 conditions, including but not limited to, apply:  
265

- 266 1. The activity or event is in conflict with the College's educational mission  
267 or would interfere with regular educational programs or College activities.
- 268 2. The space(s) for which the request is made has already been committed  
269 to another use.
- 270 3. ~~The space may not be used for the purpose requested or the actual use~~  
271 ~~is different from that requested. There is reasonable doubt, supported~~  
272 ~~by credible, specific, and documented information, that the proposed~~  
273 ~~use materially differs from the purpose stated in the application and~~  
274 ~~cannot be reasonably accommodated.~~  
275
- 276 4.3. The user has a history of misuse of buildings or grounds. This  
277 determination will be made by the Senior Vice President for  
278 Administrative and Fiscal Services/Chief Operating Officer-  
279 Provost upon recommendation by the Vice President of  
280 Campus Facilities Management, Capital Planning, and  
281 Sustainability Director.
- 282 5.4. The activity undesirably duplicates and/or conflicts with an activity or  
283 course offered by the College at the same time.
- 284 6.5. The user does not adhere to approved College pPolicies, ~~and~~  
285 ~~P~~procedures, and guidelines at the time of application.
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289 6. The event or activity is likely to provoke or add to a public riot, a clear  
290 and present threat to Ppublic Ssafety according to the Department of  
291 Public Safety, Health and Emergency Management or breach of the  
292 peace, or create imminent lawless action that would endanger the peace  
293 and welfare of the College, county, or the State.

294  
295 7. The activity is unlawful.

296 Priorities for Use

297  
298 ~~Facilities shall be scheduled on a first-come, first-served basis, except that~~  
299 ~~educational purposes and College services take precedence over private groups~~  
300 ~~and individuals.~~

301 +G. Use of Athletic Facilities

302  
303 1. Athletic Fields, Facilities, and Gymnasiums

304 a. Athletic fields, facilities, and gymnasiums are available for use  
305 only by the College's ~~instructional~~educational, intramural,  
306 intercollegiate and other College-sponsored programs and  
307 student activities. These facilities are not available for  
308 community or private use, except with the ~~express~~-written  
309 approval of the Senior Vice President for Administrative and  
310 Fiscal Services/Chief Operating Officer, ~~in consultation with the~~  
311 ~~Vice President of Facilities and Security.~~

312  
313 b. Any approved use of athletic facilities by ~~Agreements for use~~  
314 ~~by~~ non-College groups shall be subject to separate use  
315 agreements than those governing the use of other College  
316 facilities. ~~as designated by the President or designee.~~

317 2. Use of Pools

318  
319 a. In addition to the ~~instructional~~educational programs and  
320 services, the College will make the swimming pools available for  
321 wellness activities and open swim times for College students  
322 and employees. ~~faculty and staff and open swim times for the~~  
323 ~~students, faculty and staff, at the College's discretion.~~

324  
325 b. The College may sell swim passes to the members of the  
326 community. These passes permit holders to use the pools during  
327 the published open swim times.

328  
329 c. After the Academic Calendar is set, the Vice President of ~~Vice-~~  
330 ~~President of~~ Facilities Management, Capital Planning, and  
331 Sustainability ~~Facilities and Security or or~~ designee shall  
332 coordinate the scheduling of the remaining time with the  
333 following groups in priority order: College-sponsored non-  
334 instructional events, Montgomery County Public Schools, and  
335 with the Montgomery County Recreation Department, and the  
336 community.

337  
338 d. Any approved use of College pools by ~~Agreements for use by~~  
339 ~~non-College groups~~ shall be subject to separate use  
340 agreements than those governing the use of other College

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facilities, as designated by the President or designee.

3. Use of Running Tracks, Tennis Courts, and Walking Trails
  - a. College running tracks, tennis courts, and walking trails 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. ~~If coin-operated lighting is available, the tennis courts may be used until 10 p.m.~~ Use is subject to restriction outlined in section II above; baby strollers are not permitted on tracks or court surfaces for safety reasons. Bicycles, skateboards, baby strollers, in-line skates or scooters are not permitted in these areas. Walk-on users must immediately relinquish use for College activities upon request by a Public Safety Officer or other College official.
  - b. Any approved use of tracks, courts, or trails by agreements for use by non-College groups shall be subject to separate use agreements than those governing the use of other College facilities, as designated by the P~~resident or designee.~~

#### H. Use of College Libraries MC Library

1. The ~~Montgomery College Libraries~~ MC Library serves the information needs of the College community. The services and collections provided by the ~~Libraries~~ MC Library are governed by the educational and academic needs of the College's students, faculty, staff, and administrators, and the size of the ~~MC Library~~ Libraries' staff.
2. The primary purpose and focus of the ~~College libraries~~ MC Librarys is to support the information resource needs of the ~~academic and instructional~~ educational programming offered at the College ~~as well as programs offered by Workforce Development & Continuing Education.~~ The ~~Libraries'~~ MC Library staff cooperatively acquires and makes accessible collections available at the College ~~campuses locations and~~ online. The ~~Libraries'~~ MC Library staff provides orientation about its services and collections to students and faculty, reference and research assistance, and in-depth ~~instructional~~ programming in support of the College's ~~academic and~~ educational offerings.
3. The ~~Montgomery County, Maryland, and Washington D.C.~~ local community ~~is~~ are welcome to use the resources of the ~~Libraries~~ MC Library within its community patron program described in the ~~Libraries'~~ MC Library web pages. The ~~Libraries'~~ MC Library collections, which support the needs of the College's students, faculty, staff, and administrators, are available for circulation to those who identify themselves as residents of Maryland, or Washington, DC. Materials will be loaned and recalled following the procedures described in the ~~Libraries'~~ MC Library Borrowing, Renewing, and Fines Guidelines. ~~Policy.~~
4. All library users are subject to the College's 66001: Acceptable Use of Information Technology policy with regard to computing and online resources.

#### I. Use of Equipment and Space for Non-Instructional Activities

395  
396 Any use of College space or College equipment, either on or off site, by  
397 anyone other than College employees or students for their designated  
398 purposes, including but not limited to the use of laboratory space or  
399 equipment for research purposes, requires advance permission from the  
400 Vice President of Facilities Management, Capital Planning, and  
401 Sustainability. Upon the recommendation of the academic vice president  
402 overseeing the instructional area with primary responsibility for  
403 management of the educational space of equipment, the corresponding  
404 Campus Dean, or equivalent at other locations, should submit a requests  
405 via College email at least 7 business -days in advance.

#### 406 Special Use Facilities

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- 408 ~~1. Notwithstanding any other provisions of this Procedure, the President~~  
409 ~~may designate specific facilities, such as special event centers,~~  
410 ~~conference centers, concert halls, theaters, or auditoria, as Special Use~~  
411 ~~Facilities.~~
- 412
- 413 ~~2. Priority in the reservation and use of Special Use Facilities shall be given~~  
414 ~~to educational programs and services of the College. Designation as a~~  
415 ~~Special Use Facility does not constitute the facility a public facility, or~~  
416 ~~forum that is open to use by individuals, groups, associations, or~~  
417 ~~corporations on a first-come, first-served basis.~~
- 418
- 419 ~~3. The Senior Vice President for Academic Affairs, through the campus~~  
420 ~~Vice Presidents/Provosts or Academic VP and in consultation with the~~  
421 ~~Senior Vice President for Administrative and Fiscal Services, is charged~~  
422 ~~with the primary responsibility for coordinating and scheduling the use of~~  
423 ~~campus Special Use Facilities to accommodate the educational~~  
424 ~~programs and services of the College.~~
- 425
- 426 ~~4. The appropriate instructional dean, Special Use Facilities manager, or~~  
427 ~~Vice President/Provost's designee on each campus shall develop and~~  
428 ~~publish specific guidelines governing the use of Special Use Facilities by~~  
429 ~~College and community organizations or groups. Copies of these~~  
430 ~~guidelines shall be made publically available.~~
- 431
- 432 ~~5. Those who wish to use one of these facilities should contact the~~  
433 ~~designated scheduler for the facility.~~
- 434
- 435 ~~6. An electronic calendar of events will be maintained by the designated~~  
436 ~~scheduler for each facility and will be made available for viewing by a~~  
437 ~~limited number of authorized personnel.~~

#### 438

#### 439 J. Use of Arts Centers

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441 The Venues and Programming Director, reporting to the Vice President of  
442 Academics and Instruction, has primary responsibility for coordinating and  
443 scheduling use of the Robert E. Parilla Performing Arts Center and the Cultural Arts  
444 Center. Scheduling shall follow the facility use priorities established in Sections I  
445 and III, under which College educational programs and services receive priority and  
446 all other uses are scheduled on a first-come, first-served basis, with College  
447 services taking precedence over private groups and individuals.

#### 448

#### 449 K. Use of Information Technology Resources Equipment

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1. ~~When a College or community group, organization, or individual using a College facility desires to~~ Requests for the use of College-owned information technology equipment in connection with the use of College facilities belonging to the College, arrangements should be initiated must be submitted through the Office of Facilities (Request for Services Form #8.113b) at the time a space reservation is requested.
2. Final approval cannot be given to such requests until the Office of Information Technology has approved the request.
- ~~4.3.~~ Any time that this equipment is used by a community group, a member of the Office of Information Technology staff shall be present; ~~(the cost of this service is not included in the consolidated fee charged to community groups, and will be assessed separately).~~

L. Use of Food Service

When a College or community user ~~desires~~ plans to serve food at an activity or event, arrangements for food services must be made through the Senior Vice President for Administrative and Fiscal Services/Chief Operating Officer, or designee, in compliance with existing College food-services and other contracts.

M. Alcoholic Beverages

The Senior Vice President for Administrative and Fiscal Services/Chief Operating Officer, ~~or designee~~, shall develop and implement guidelines governing ~~to authorize~~ the approval and use of alcoholic beverages at the College and is responsible, as the ~~P~~resident's designee, for approving, ~~or denying~~ disapproving, all such requests.

~~J.~~ Use of College Libraries

- ~~1.4.~~ The Montgomery College Libraries serve the information needs of the College community. The services and collections provided by the Libraries are governed the educational and academic needs of the College's students, faculty, staff, and administrators, and the size of the Libraries' staff.
- ~~2.5.~~ The primary purpose and focus of the College libraries is to support the information resource needs of the academic and instructional programming offered at the College as well as programs offered by Workforce Development & Continuing Education. The Libraries' staff cooperatively acquires and makes accessible collections available at the College campuses and online. The Libraries' staff provides orientation about its services and collections to students and faculty, reference and research assistance, and in-depth instructional programming in support of the College's academic and educational offerings.
- ~~3.6.~~ The Montgomery County, Maryland, and Washington D.C. community are welcome to use the resources of the Libraries within its community patron program described in the Libraries' web pages. The Libraries' collections, which support the needs of the College's students, faculty, staff, and administrators, are available for circulation to those who identify themselves as residents of Maryland, or Washington, DC. Materials will be loaned and recalled following the procedures described

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~~in the Libraries' Borrowing Policy.~~

~~4.7. All library users are subject to the College's 66001-Acceptable Use of Information Technology policy with regard to computing and online resources.~~

N. Postponement or Cancellation of Meetings

The ~~President (or designee)~~ Vice President of Facilities Management, Capital Planning, and Sustainability, in consultation with the Senior Vice President for Administrative and Fiscal Services/Chief Operating Officer may postpone or cancel any meeting scheduled in College facilities or scheduled by College groups if and when such a postponement or cancellation is necessary to fulfill the responsibilities or other scheduled commitments of the College ~~or its campuses~~, or, if and when such a meeting would unduly interfere with, or prevent the fulfillment of the responsibilities, or other scheduled commitments of the College ~~or its campuses~~.

IV. Reimbursement for Use of Facilities

A. Consolidated Fee Schedule

1. For reimbursement purposes there are three categories of users:
  - a. Group A includes College groups or organizations and/or College-sponsored groups or organizations. College groups are those formally recognized as ~~legitimate~~ subgroups of the faculty, staff or administrative functions, or formally recognized by ~~the~~ Dean of Student Affairs Services as ~~legitimate~~ student organizations. ~~groups~~. College-sponsored groups are those which are hosting an event in conjunction with the College or whose events have been approved by the ~~P~~resident or designee on an event-by-event basis as beneficial to the College's mission.
  - b. Group B includes all Public Agency users and documented non-profit users.
  - c. Group C includes all other users.
2. Reimbursement by Users
  - a. Group A users shall not be charged fees. These users may, however, be required to pay any direct costs associated with the activity or event.
  - b. Group B users shall pay a reduced fee as determined by the ~~President, or designee~~ Senior Vice President for Administrative and Fiscal Services/Chief Operating Officer. In addition, this group ~~may~~shall also be charged all direct costs associated with the activity, or event, which are over and above those included in the fee.
  - c. Group C users shall pay 100 percent of the fee. In addition, this group ~~may~~shall also be charged all direct costs associated with the activity, or event, which are over and above those included in

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the fee.

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B. Consolidated Fee Schedule Waiver

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~~1. The Vice President of Campus-Facilities Management, Capital Planning, and Sustainability Director shall send requests to waive the fee, and requests to use facilities by private individuals or groups, to the appropriate Senior Vice President of Administrative and Fiscal Services/Chief Operating Officer. ~~Provost with a recommendation for action after consulting with the Vice President of Facilities and Security. If the Vice President/Provost does not concur with the Campus Facilities Director's recommendation, and the matter cannot be resolved with the Campus Facilities Director, the Vice President/Provost may make a request to the Senior Vice President for Administrative and Fiscal Services to waive the fee (in whole or in part) or to permit use of the facilities by the requesting private individual or group.~~~~

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1. In making the request to the Senior Vice President for Administrative and Fiscal Services/Chief Operating Officer, the ~~Vice President/Provost~~ Vice President of Facilities Management, Capital Planning, and Sustainability shall consider the value to the College of the proposed event/use; the ability of the requestor to pay the full fee; any direct or indirect financial impact on the College; other options available to the requestor; and any impact on other scheduled use.

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3. The Senior Vice President for Administrative and Fiscal Services/Chief Operating Officer, in consultation with the Vice President of Facilities Management, Capital Planning, and Sustainability ~~and Security~~, the Senior Vice Presidents for Academic Affairs, Student Affairs Services, and Advancement and Community Engagement (as appropriate), shall make the final decision.

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~~4. For any persons, groups or organizations that are not required to reimburse the College for facilities or services, it shall be the responsibility of the person or persons making application for the use of College facilities for that group to restore the facilities to their prior state of cleanliness and orderliness. Failure upon the part of the concerned person or persons, to whom permission has been granted to hold a meeting, to leave the facilities reasonably clean and orderly after the meeting will be cause to refuse to allow any further use of the facilities by the same parties.~~

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Administrative Approval: February 4, 1975; February 25, 1985; October 1, 2015; March 17, 2016; DATE.

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