



Administrative Policy

Policy Title:	Facilities Usage Policy		
Policy Category:	Facilities, Equipment & Property		
Related Procedure(s)/ Guideline(s):			
Policy Owner:	Executive Director of Facilities, Safety & Security		
Date Approved:	11/30/11		
Review Dates:		Revision Dates:	1/11/13, 8/23/24
Policy Scope:	Public Employees Students		
Policy Statement:	<p>It is the policy of Southwest Wisconsin Technical College (Southwest Tech) to encourage the use of the Campus facilities for public and private use. In order to cover operational costs and ensure the safe use of the facilities, this policy has been established. All outside users of Southwest Tech facilities will be required to sign a facility-use agreement. Southwest Tech does not endorse the activities of outside users of the facility unless expressly done so by the College administration.</p> <p>Normal Hours of Operation:</p> <p>The normal hours of operation for District facilities, except for holidays and other breaks designated by the District, are as follows:</p> <p style="text-align: center;">Monday-Friday 7:30 am-10:00 pm</p> <p>Normal hours of operation are established at the sole discretion of the District and may be changed by the District without prior notice. Hours extended beyond the above schedule are subject to additional charges.</p> <p>Supervision:</p> <p>Users shall provide mature, responsible adult supervision for the activity. Depending on the activity, instructors, security personnel, or others with specialized expertise may be required. Such person(s) shall be present at all times during the use or event.</p>		

Liability:

All users are responsible for damage caused to persons or property as a result of intentional misuse, negligent acts, or inadvertent conduct during their use of the facilities. Users shall provide documentation of liability coverage.

Custodial Presence:

At least one Southwest Tech custodian shall be on duty at all times during any proposed use. The custodian on duty shall have the authority to limit or restrict the use of the facilities if, in the judgment of the custodian, the activities have the potential of resulting in harm or damage to persons or property.

Prohibited or Restricted Conduct:

All users shall be subject to the rules of conduct in effect for Southwest Tech agents, employees, or students at the time of their proposed use. Controlled substances, alcoholic beverages (unless pre-approved by the College President), and gambling are prohibited. Smoking is not permitted anywhere inside Southwest Tech buildings. Smoking is permitted in designated areas outside on Southwest Tech grounds.

Computer Services and Equipment: Computer services and equipment are available per request. Requests should be made directly with the College IT Department (608-822-4357).

The use of computer or specialized equipment may require a Southwest Tech staff member qualified to operate the equipment to be present. The user shall be responsible for all costs associated with having a staff person present.

Southwest Tech equipment may not be moved to another room without the permission of a Southwest Tech representative. Equipment is defined as any movable hardware that is not normally identified as a fixture of a room or building (e.g. chairs, tables, AV equipment, computers, tools, etc.).

Cancellation:

Southwest Tech is to be notified of any cancellations as soon as possible with a two-week notice requested for activities requiring special arrangements or weekend hours. If campus is closed by Southwest Tech due to an emergency or weather-related, the lessee's activity will need to be cancelled by the lessee and rescheduled.

Food Service:

Food service is managed by the Southwest Tech Dining Services and the group or organization using Southwest Tech facilities. The cost, conditions of payment, menu selection, and type of service provided

shall be negotiated directly between the organization and the food service vendor. Catering by an outside food vendor is prohibited. Exceptions to this provision are dependent on the availability of Southwest Tech Dining Services and other intended food source. Contact Dining Services Manager at 608-822-2410.

Approved Areas:

Utilization of facilities shall be limited to the room(s) or area(s) approved. Access to areas containing specialized equipment or requiring Southwest Tech staff supervision may be prohibited or allowed only by special permission.

Tobacco Free Campus:

As of July 1, 2010, state law and campus policy prohibits the use of all tobacco products and e-cigarettes (vapes) anywhere inside or outside buildings. The exceptions are the designated smoking areas.

Handicap Accessible:

Facilities at Southwest Tech are ADA compliant. To request special facility accommodations, contact the Director of Facilities, Bldg. 400, Room 421B, 608-822-2401 or 822-2400, e-mail accom@swtc.edu.

Fees:

Facility usage fees will be charged to all private, non-profit, military, and out-of-district public organizations. Sponsored organizations will not be charged for facility usage. Sponsored organizations are organizations invited by a Southwest Tech faculty or staff member to use campus facilities for activities related to the mission of Southwest Tech and providing significant programming/benefit to Southwest Tech staff and/or students.

Questions about whether or not a particular organization will be considered a sponsored organization will be decided by the College President or their designee.

Political Activity: Candidates for political office must reserve and pay for facility use. Employees or student groups who wish to hold a political meeting must reserve and pay for facility use. Petitions may not be circulated on Southwest Tech premises. Solicitation for political support is prohibited on Southwest Tech premises.

Room Usage (General):

Regular Hours:

Monday-Friday – 7:30 am-10:00 pm: \$30.00 per hour

Hours Outside of Regular Hours: \$50.00 per hour

Usage/Service Fees:

Computer Lab

\$50.00 per hour

Lab/Technical Assistant

\$100.00 per hour

Additional Technician

\$50.00 per hour

Public Safety Complex:Category I: Tax-Funded Public Safety within our district (Emergency Response Organizations)

Mutual Assistance Contract – Cost of consumable materials (Fuel)

- Must have a certified instructor that has been preapproved by the coordinator.
- If the agency does not have an approved instructor available, the agency will be responsible for covering the costs of hiring one for the class.
- Instructor must be training employed certified law enforcement officers, EMS or Fire trainees, not private individuals.

Category II: Out-of-district, in state, non-military, tax-funded organizations

- Flat Fee (rental) Suggested cost: \$100 per full day or \$50 per half day for the main areas (Firearms, EVOC, Burn Building)
- Mutual Assistance Contract – Cost of consumable materials (Fuel)
- Must have a certified instructor that has been preapproved by the coordinator.
 - If the agency does not have an approved instructor available, the agency will be responsible for covering the costs of hiring one for the class.
- Instructor must be training employed certified law enforcement officers, EMS or Fire trainees, not private individuals.

All other categories and groups***Governmental and Public Agencies Outside of District (out-of-state, federal, military)***

- Must have a certified instructor that has been preapproved by the coordinator.
 - If the agency does not have an approved instructor available, the agency will be responsible for covering the costs of hiring one for the class.
- Agency must provide proof of liability insurance, sign liability-release waivers, and receive training on the use of the public safety complex.
- Organizations must contact the appropriate program supervisor to negotiate a rental fee.
 - Mutual Assistance Contract – Cost of consumable materials (Fuel)

Private Groups

The Southwest Tech Public Safety Training Complex is designed for educational purposes in accordance with the needs of Southwest Tech students and public safety partners.

- Southwest Tech offers a wide-variety of course offerings open to the public. Private members, groups, or businesses will not be allowed to contract the use of the complex for private activities, courses or business ventures that are not a part of a Southwest Tech course.
 - Private groups wishing to use the Public Safety Complex facilities should contact Southwest Tech to determine what course offerings exist .
 - Private groups will be required to sign liability-release waivers.

The college may elect to partner with private groups to offer events open to the public, if the event falls within the educational mission of the college, as determined by the college leadership

Private Educational Groups

- Southwest Tech may elect to partner with outside private educational organizations to offer educational events at the training complex. These partnerships will be developed in accordance with the educational mission of Southwest Tech at the discretion of the appropriate program supervisor.
- Must have a certified instructor that has been preapproved by the coordinator.
 - If the organization does not have an approved instructor available, the agency will be responsible for covering the costs of hiring one for the class.
- Organization must provide proof of liability insurance, sign liability-release waivers, and receive training on the use of the public safety complex.
- Organizations must contact the appropriate program supervisor to negotiate a rental fee