

**COMMUNITY COLLEGE OF PHILADELPHIA**  
*Facilities Usage Space*

**Community College of Philadelphia**  
*Facilities Usage Procedural Guidelines*

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<b>Room</b>	<b>Capacity</b>	<b>Special Notes</b>	<b>To Reserve - Contact</b>
Classrooms	25 or 36	No food or beverages, PLEASE	B.Howard - 8358
Large Auditorium (BG.10)	450	Strictly no food or beverages <b>Carline Rucker - 8460 needs to be contacted to avoid any conflicting activities</b>	M. Evans-Wescott - 8941
Small Auditorium (BG.11)	150	Strictly no food or beverages <b>Carline Rucker - 8460 needs to be contacted to avoid any conflicting activities</b>	M. Evans-Wescott - 8941
Great Hall - S2.19	450	Food Permitted	M. Evans-Wescott - 8941
Lecture Hall - S2.3	130	Light Refreshments Only	M. Evans-Wescott -8941
Conference Rm M3-20A	10	Food Permitted	B. Howard - 8358
Conference Room - S2.21	24	Food Permitted	M. Evans-Wescott - 8941
Coffeehouse - S1.22	100	Food Permitted	Piseitta F. Wright (Student Activities)-8212
Meeting Room BG.16 A & B	40 (A or B) 80 ( A+ B)	Partitioned rooms- may be scheduled individually or together. Furniture may be rearranged within room but cannot be removed from room. <b>Used extensively by Hospitality Technologies and Dietetics programs for their classes.</b>	B.Howard - 8358
Bonnell Ground Floor Lobby Bonnell First Floor Lobby West Second Floor Lobby		May be reserved for exhibits, special fairs, sales, etc. <i>Limit of 6 tables in BG Lobby.</i> <b>B. Howard must approve prior to use to avoid conflicting activities</b>	B.Howard - 8358 M. Evans-Wescott - 8941 non-instructional activities
VideoConferencing Room - B1.271		Requires AV Support- User must contact AV Services once room is reserved.	Joe McFadden - 8463 M. Evans-Wescott - 8941
Faculty Dining Rm.- MG.22	60	May be reserved for faculty/staff receptions when meeting rooms are not available, but not during lunch periods.	Barbara Howard - 8358
Boardroom - M2.1		<b>President's Office must approve prior to use to avoid conflicting activities.</b>	President's Office - 8028 M. Evans-Wescott- 8941
Rotunda		Exhibit Cases & Reception Space <b>M. Houston must approve prior to use to avoid conflicting activities</b>	M. Evans-Wescott - 8941
Regional Centers - Community Room	65 - 75	<b>Regional Center Coordinators need to be notified prior to use to avoid conflicting Activities.</b>	M. Evans-Wescott - 8941
MG.14, MG.15, MG.16		Registration space. Strictly no food or beverages.	Vacant - Registration Office
Gymnasium/Roof Deck	1400	<b>Vice President of Student Affairs must approve and J. Burton must be notified prior to use to avoid conflicting activities.</b> Strictly no food or beverages.	M. Evans-Wescott - 8941
Library Conference Rm	10 - 15	Strictly no food or beverages	Joan Johnson - 8384

**NOTE: When planning a meeting or special event, please contact Monique Evans-Wescott, Special Events and Community Relations Coordinator at ext. 8941 for specific details, i.e. campus map, parking, catering, and room set-up procedures. Internal requestors for space should complete the attached form and submit to the appropriate office.**

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**PURPOSE**

The purpose of this document is to provide guidance for the Community College of Philadelphia facilities. Facility use is governed by the overall mission of the College.

Community College of Philadelphia is committed to ensuring the full use of its facilities for the education of its students and where economically possible and appropriate for community advancement.

**PRIORITIES**

Coordination for facilities usage is determined by the nature of the event based on the following priorities:

**PRIORITY 1 - INSTRUCTIONAL ACTIVITIES**

Regularly scheduled credit, non-credit classes, and college-wide instructional activities, e.g., faculty meetings and College workshops. These activities require the approval of the designated division Deans and the Vice President of Academic Affairs.

The responsibility of coordinating such activities will be handled by the College scheduler and requester. The Special Events and Community Relations Coordinator will be consulted when appropriate.

**PRIORITY 2 - STUDENT ACTIVITIES**

Student activities and co-curricula activities sponsored by the Student Government Association and recognized student clubs/organizations require approval from the Director of Student Activities, Division Dean and/or Vice President.

The responsibility for scheduling such activities will be handled by the Director of Student Activities.

**PRIORITY 3 - INSTITUTIONAL EVENTS**

Institutional events are events sponsored by the President and/or Administrative departments. The Special Events and Community Relations Coordinator is available for consultation when necessary.

The responsibility of coordinating such activities will be handled by the Special Events and Community Relations Coordinator.

Staff wishing to schedule any special events involving non-College participants, or use of College facilities when they are normally not open are expected to follow the same procedures as outside organizations spelled out in Priority 4.

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**PRIORITY 4 - SPECIAL EVENTS & ACTIVITIES SPONSORED BY OUTSIDE ORGANIZATIONS**

Listed below are the types of Special events and activities that require the approval by the Vice President of Communications and Government Relations. The responsibility of coordinating these activities will be handled by the Special Events and Community Relations Coordinator in accordance with the policy.

- A. All meetings and conferences hosted by outside organizations that have an affiliation with Community College of Philadelphia via staff participation or membership.
- B. Meetings and conferences hosted by outside organizations not affiliated with Community College of Philadelphia, e.g., lectures for public service information, staff development training sessions, and satellite broadcast meetings.
- C. Meetings and conferences hosted by City or state agencies, e.g., Job Fairs, Town Meetings, and youth summit activities.
- D. Activities hosted by special interest organizations.

Confirmed facility users will receive a complete meeting-planning package which will include:

- A letter of Confirmation.
- A General Hold Harmless Agreement.
- The College's Mission Statement.
- A list of policies and regulations for facility usage.
- A Facilities and Rates schedule.
- Audio-Visual Services and Equipment Rate Schedule
- A list of college approved caterers.

The Special Events and Community Relations Coordinator will be responsible for communications with the appropriate offices at the College. All work-orders will be completed and submitted at least five (5) business days prior to the event to ensure that the client's needs can be accommodated.

**EXPENSE RECOVERY COST**

Use of the facilities for special events require an expense recovery cost payment. These cost encompass fees for the following: setup, electricity, housekeeping, and minimal security expenses. Audio-visual equipment and catering needs are additional.

A distinction is identified on the Facilities and Rate Schedule between regular and business hours and weekend hours. Expense recovery cost shall be applied to all requests. Exceptions require the approval of the Vice President of Communications & Government Relations and/or the President.

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A Facilities and Rate Schedule may be obtained from the Special Events and Community Relations Coordinator.

*Special Events will not be scheduled on the following days:*

- *Sundays*
- *Before 8:00 a.m. or after 11:00 p.m., Monday through Saturday*
- *Friday through Sunday during the summer schedule.*
- *When the College is officially closed.*
- *All exceptions require the approval of the Vice President of Communications and Government Relations and/or the President.*

<b>ELIGIBILITY FOR FACILITY USE</b>
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*The following describes the criteria that is set for individuals and/or organizations to use the College Facilities:*

1. Under limited circumstances, College facilities may be used by groups from outside of the College community provided that such use does not interfere with the normal activities of the institution and is in accord with College policies.
2. Those activities within the broad definitions of education, research, and public service, which the College initiates, have priority over all other uses of the institution's physical facilities. The College, in this context, means a college, division, department, or other official administrative or service unit, a recognized employee organization, or a recognized student organization.
3. When space is available, an off-campus group may be granted the use of College facilities provided that the group agrees to observe the policies and procedures governing the use of College facilities. These policies include but are not limited to: (1) the prohibition against the serving or consumption of alcoholic beverages without advance written approval from the Board of Trustees; and (2) the observance of all laws prohibiting discrimination on the basis of race, color, religion, creed, ancestry, age, sexual orientation, national origin or disability.
4. The use of College facilities by off-campus groups shall not interfere with or prevent the use of the facilities for the regular instructional program or for other scheduled activities.

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5. Off-campus groups using College facilities must compensate the College for the rental of space, where applicable, and for all expenses resulting from the activities including custodial service, labor, security, conference arrangements or other related costs. At least ten days prior to the event, off-campus groups must provide proof of liability insurance coverage in a form satisfactory to the College and sign a facilities usage contract (which shall include a provision holding the College harmless from liability).
  
6. The Special Events and Community Relations Coordinator ordinarily will serve as the liaison between the College and an off-campus group. All outside groups using College facilities must designate a contact person in writing who must be on-site during the event.
  
7. The College may refuse the use of its facilities to off-campus groups that otherwise would be eligible, where the proposed activity would require an unreasonable amount of College supervision or service, or where there is a question concerning the safety of the participants or of College property, or where the event conflicts with the College's mission.