

5.8 College Facilities

A. The President or a designee shall be responsible for the effective operation, maintenance, and supervision of the College campus and facilities, including the use by outside parties.

B. The President may permit the use of College facilities by businesses and industries that loan or donate instructional equipment to the College when such use is in accordance with North Carolina General Statutes 66-58(c) and with the College's own procedures.

C. Political candidates or political parties receiving approval to use College facilities must declare the College non-partisan in any advertising or written invitation or notice in which the College's name appears. The following statement should be used: "Blue Ridge Community College is non-partisan in the use of its facilities by political groups or parties and endorses no candidate or party."

Revised July 11, 2007

5.8.1 Use and Rental of College Facilities

A. Scheduling: The scheduling of Blue Ridge Community College facilities is based on the needs of the College and its support groups. When facilities are not in use by the College, they may be used by the community on a first-come, first-served basis. Reservations should be made through the Division of Finance and Operations, and may be subject to approval by the President or the Vice President for Finance and Operations.

Blue Ridge Community College Policies and Procedures Manual 1/12/09

B. Restrictions: The College may restrict the use of its facilities for any group, organization or business whose programs or activities are in direct competition with those of the College.

C. Frequency of Use: A group that is not directly affiliated with the College may use BRCC facilities no more than six (6) times per year.

D. Fees: The College may set reasonable fees for the use of its facilities to recover expenses for technical support services, custodial services, overhead, supplies, security services, or other necessary services. The College may waive the facility use fees for governmental agencies or local non-profit organizations provided that no such services are required of the College and the agency or organization does not directly or indirectly charge attendees for the event nor for the use of the facility for fundraising purposes. Exceptions to the fee schedule and limitations on frequency of use may be made by the College. In such cases of extended use, new fees may be negotiated; however the use must have a public benefit and be consistent with the mission of the College.

E. Liability: Any group scheduling facilities on campus should have its own insurance to cover any property or materials it brings to the campus. The College cannot assume responsibility for

damage or loss to such property. The College assumes no liability for injury incurred by any member of such a group while engaged in a group activity on College property.

F. Materials: Blue Ridge Community College will not provide charts, markers, or other instructional materials for visiting groups.

G. Use of Pianos in the Auditoriums: Use of Steinway pianos must be approved by the Dean for Arts and Sciences. Practice and rehearsal time can be scheduled before events. The charge for practice and rehearsal time is equal to one-half the regular rates.

H. Use of Audio-visual Equipment: When audio-visual equipment is needed, it should be requested in writing on a form provided by the College. Audio-visual equipment must not be moved from one room to another without permission from the College.

I. Use of the Blue Ridge Community College Picnic Area: This facility is available to families, educational, civic, and non-commercial groups at no charge, on a first-come, first-served basis. On weekends, the College may charge for the use of this facility.

J. Guidelines for Groups Using College Facilities: The following guidelines must be followed to ensure the utilization of College facilities by outside groups.

1. Political candidates or political parties receiving approval to use College facilities must declare the College non-partisan in any advertising or written invitation or notice in which the College's name appears. The following statement should be used: *Blue Ridge Community College is non-partisan in the use of its facilities by political groups or parties and endorses no candidate or party.*

Blue Ridge Community College Policies and Procedures Manual 1/12/09

2. All vehicles must be parked in parking lots in designated parking spaces. Parking is not allowed on the grass, on the side of any road, or blocking the entrances to any parking lot. Because parking lots are used for various training courses through Continuing Education, availability may be limited. A list of dates when Continuing Education courses are held in parking lots can be provided to interested groups.

3. All trash should be removed from the premises or placed in receptacles before leaving the College. Any clean-up or maintenance above and beyond that regularly scheduled by the College must be provided by the organization using the facility unless prior arrangements are made with the custodial staff.

4. Children must be accompanied by an adult. No child under the age of ten should cross roads without the assistance of an adult. Safety is of utmost concern to the College and visitors to the College should follow common sense rules. Failure to act in a safe manner will cause revocation of privileges to the group(s) involved.

5. No fishing or swimming is allowed.
6. Persons must not fight, use excessive force, or use profanity while on College premises. Persons must not damage College property.
7. The use, sale, or consumption of alcoholic beverages on College premises is prohibited. Exceptions for sanctioned events are identified in Section 5.8.4.
8. The College prohibits anyone from bringing dogs onto the campus. Guide dogs are excepted.
9. Use of tobacco in any form is prohibited in any College building including the picnic shed.
10. All visiting groups are responsible for overseeing the activities and conduct of their members while utilizing College facilities and must comply with all applicable College rules and regulations, including safety procedures.
11. Failure to comply with the guidelines outlined in this procedure, including failure to pay a facility use fee, will cause immediate denial of access and utilization of College facilities.

Revised July 9, 2008

Blue Ridge Community College Policies and Procedures Manual 1/12/09

5.8.2 Use of College Shops and Labs

- A. All College classrooms containing technical or controlled equipment, applied science shops and other school labs must be closed when an instructor is not present, except when special permission is granted by the instructor. Such classrooms, Shops and labs should be opened at night only for regular night classes.
- B. No work of commercial nature may be done in any BRCC facility unless it is in conjunction with an approved training program in partnership with a local business. Work on vehicles, radios, televisions, computers and other equipment for students and employees of the College may be done only if this is part of the class work or project.
- C. No charges may be made for any commodity or service other than the specific parts and materials used.
- D. Any student or employee found abusing these regulations will be subject to disciplinary action pursuant to Policy Section 3.10 (Authority to Dismiss, Suspend or Take Disciplinary Action).

Revised November 10, 2003

5.8.3 Use of College Facilities by Business and Industry

A. In accordance with North Carolina General Statutes 66-58(c) and 115D-20(12), the Board of Trustees has authorized limited use of College facilities by private business enterprises and industries that loan or donate instructional equipment to the College. Permission may be granted by Blue Ridge Community College when such use of facilities is in keeping with the mission of the College and when the following conditions are met.

1. The use of instructional equipment is for demonstrating the loaned or donated equipment to customers or potential customers of the business enterprise or industry.
2. The business or industry loans or donates instructional equipment to the College.
3. There is an established timeline for the use of such equipment; however, no use may extend beyond two years.
4. Demonstrations of the equipment are held during normal hours of operation and do not disrupt classes, scheduled activities, or events.
5. The use must be approved by the Vice President of the appropriate program, a representative of the College must be present at all times when the equipment is used, and the College is not held liable for theft, loss or damage of the equipment.
Blue Ridge Community College Policies and Procedures Manual 1/12/09
6. Equipment maintenance is not assumed to be the responsibility of the College.

B. The College shall submit an annual report to the State Board of Community Colleges by September 1st regarding such use, if applicable.

Approved July 11, 2007

5.8.4 Use of Alcohol at Special Events

A. Use of Alcoholic Beverages Approval Required. Alcoholic beverages may be permitted in College buildings or on College grounds only under special approval by the Board of Trustees.

B. ABC Permits. Upon such preliminary approval, a limited Special Occasion Permit for the use of alcoholic beverages must be secured by the applicant from the North Carolina ABC Commission for any event where fortified wine or liquor is served. An ABC permit is not required for beer or unfortified wine. ABC Permits must be presented to the College no less than 48 hours prior to the event. A copy of the permit must be displayed

during the event.

C. Security. For any event where alcohol is served, a uniformed sheriff's deputy or approved private security officer must be present on the premises. The College will determine the number of such officers. The applicant shall pay the full cost of providing such officers.

D. Liability Insurance. When service alcohol, the applicant must provide proof of at least a \$1,000,000 liability insurance policy naming Blue Ridge Community College as an additional insured in which the carrier agrees to defend, save harmless, and indemnify the College from all financial loss, damage, or harm arising out of the dispensing of alcoholic beverages. A copy of the certificate of insurance must be received by the College no less than ten days prior to the event.

E. Service of Alcoholic Beverages. The following regulations shall apply:

1. Alcoholic beverages may be served only by and to adults age 21 or older. The applicant is required to ensure that all servers take precautions to ensure guests are not served inappropriate amounts of alcohol and to further ensure that no one under the age of 21 is served.
2. All alcoholic beverages must be served and consumed only in the area in which the ABC permit is posted.
3. All alcoholic beverage distribution will be under the control of a bartender and/or caterer. Such distribution will be discontinued for a patron or an entire event at the discretion of an official of the College, the bartender, or a security officer on duty.

Blue Ridge Community College Policies and Procedures Manual 1/12/09

4. Common source containers without an individual server through a licensed and bonded caterer (e.g., kegs, alcoholic punches, etc.) are prohibited. Brown bagging is prohibited.
5. The caterer or applicant (lessee or event sponsor) must arrange to obtain the alcoholic beverages and transport them to and from the College facility.

F. This procedure was adopted to enhance economic development efforts in the Blue Ridge Community College service area and to promote specific cultural or promotional events. No state or local tax dollars may be used to acquire or serve alcoholic beverages.

Approved July 9, 2008

5.9 Smoking and Use of Tobacco Products

A. Blue Ridge Community College is committed to providing students, employees, and visitors a safe and healthy environment. To address this commitment, smoking and the use of smokeless tobacco products is prohibited on all College properties including inside any building or facility and on College grounds. Exceptions are only limited to smoking or the use of tobacco products inside the confines of a motor vehicle on College grounds. This shall also be known as the College's "Tobacco-free Policy."

B. The President or his/her designee shall ensure that regulations pertaining to smoking and use of smokeless tobacco products are followed.

Revised November 10, 2008

5.9.1 Smoking and Use of Tobacco Products

A. Smoking and use of smokeless tobacco products is prohibited in all buildings and facilities and on the grounds of the Flat Rock Campus, the Transylvania Center, and any future College-owned and operated sites. Exceptions are only limited to smoking or the use of tobacco products inside the confines of a motor vehicle on College grounds.

B. Each curriculum and continuing education instructor shall explain the College's tobacco free policy at the beginning of the term of each class. Coaches of intercollegiate athletic teams will similarly explain the policy at the beginning of each sport's season and shall communicate the policy to the coaches of visiting teams.

C. It is the responsibility of each faculty and staff member to enforce the tobacco-free policy. Instructors should use tact and good judgment in dealing with possible violations.

Blue Ridge Community College Policies and Procedures Manual 1/12/09

D. Complaints or disputes should be brought to the attention of the Vice President who has the most direct responsibility for the possible violators. If satisfactory resolution is not reached, disciplinary action may be taken as outlined in Sec. 3.10 (employee disciplinary action) and Sec. 4.15.1 (student disciplinary action) of this Policies and Procedures Manual.

E. Proper signage indicating that Blue Ridge Community College is a "Tobacco-free Campus" shall be prominently displayed on College grounds and statements shall be printed in selected flyers and publications to alert visitors of the College's policy.

Revised November 10, 2008