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TITLE:	Use of College Facilities
CODE:	7010
DATE ADOPTED:	October 1991
DATE REVIEWED:	2/95, 9/10, 11/22
DATE AMENDED:	10/10, 12/22

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**A. Conditions for Use of College Facilities**

The Board of Trustees encourages the use of college facilities by various groups and constituencies of the college and by the community at large, providing that:

1. Their use does not interfere with the normal operation or educational program of the college;
2. Their use is consistent with the college philosophy and in accordance with state and/or local laws or ordinances;
3. Their use is in conformance with the general procedures and conditions governing the use of facilities;
4. Agreements for long term (over one year) use of facilities must be approved by the Board of Trustees.
5. Their use by for-profit organizations does not compete with SWIC educational and training offerings.

**B. Scheduling Facilities and Approving Requests**

The designated office responsible for scheduling facilities, approving their usage, and completing the EXHIBIT B - Facilities Request & Billing Form is as follows:

**1. Belleville Campus**

- a) The Board Secretary for the Seibert Conference Room, the Marsh Conference Room and the Resource Conference Room.
- b) The Director of Athletics for all athletic facilities.
- c) The Director of Student Life for the college Theater, the First Floor Lounge, the First Floor Lounge Alcove, the hallways, the Cafeteria, and the lawn areas.

- d) The Scheduling Coordinator in the Office of the Chief Academic Officer for all other Belleville Campus facilities including the Garden Room and parking lots.
  - e) The facilities will be available for emergency purposes as detailed in the agreement with the Illinois Emergency Management Agency.
  - f) Use of the Schmidt Art Center is governed by Board Policy #7017.
2. **Sam Wolf Granite City Campus:**
    - a) The Campus Support Specialist at the Sam Wolf Granite City Campus.
  3. **Red Bud Campus:**
    - The Student Services Specialist at the Red Bud Campus.
  4. **PSOP Center:**
    - The Director of PSOP
  5. **Parking Lots:**
    - The Director of Public Safety
  6. **Southwestern Illinois Justice and Workforce Development Campus:**
    - The Director of Housing and Campus Management

**C. Use of College Name in Event Promotions**

Groups or constituencies which use the college facilities and develop advertising or promotional pieces to market an activity must have all ads and promotional pieces where the college's name and address appear approved by the Chief Enrollment Development and Institutional Planning Officer.

**D. Rental Rates**

The applicable rental rates and labor service charges are included in Section G. of the accompanying Administrative Procedures 7010AP. The EXHIBIT A - Facilities Rental Agreement, also part of the Administrative Procedure, must be completed. Checks for payment of facility rental rates and labor service charges shall be made payable to Southwestern Illinois College and will be processed by the Business Office.

- Category A. The standard rental rates shall be charged to for-profit organizations.
- Category B. The discounted rental rates shall be charged to non-profit organizations unless they are charging an admission fee, in which case the standard rental rates shall apply
- Category C. Local, state and federal government entities shall not be charged rental rates but shall be billed for service charges when their use of college facilities results in costs to the college.
- Category D. Non-profit organizations which are partnering with SWIC departments to co-sponsor educational and cultural events shall not be charged facility rental rates but shall reimburse the college for service charges arising from additional services.

**E. Policy Administration**

The college official responsible for administering and interpreting this policy is the Chief Administrative Services Officer.