



Heartland Community College
1500 West Raab Road, Normal, IL 61761

Community Use Guidelines
June 1, 2016

Coordinator of Facilities Use

Lauren Sheley
Lauren.Sheley@heartland.edu
(309)268-8205

<u>1.0</u>	<u>Introduction</u>	2
<u>2.0</u>	<u>Classification of Users</u>	2
2.1	HCC	2
2.2	Non-Profit and For-Profit	2
2.3	Priority of Use	2
<u>3.0</u>	<u>How to Reserve Space</u>	2
3.1	Confirmation	2
3.2	Cancellation/No Show	3
3.3	Billing	3
<u>4.0</u>	<u>Building Hours</u>	3
<u>5.0</u>	<u>Food Service</u>	3
<u>6.0</u>	<u>Guidelines for Use of Space</u>	3
6.1	Areas of Access	4
6.2	Parking and Vehicle Usage	4
6.3	Indemnity and Damages	5
6.4	Insurance	5
6.5	Safety and Supervision	5
6.6	Admission/Merchandise Sales	6
6.7	Restricted Uses	6
<u>7.0</u>	<u>Additional Guidelines for the ACEC Auditorium</u>	6
<u>8.0</u>	<u>Technology Resources</u>	6
8.1	PC	6
8.2	Touch Panel	7
8.3	LCD Projector, Screen and Speakers	7
8.4	Cordless Mouse	7
8.5	Document Camera	7
8.6	Laptop Computer Connections	7
8.7	Microphone	7
8.8	Appropriate Use of Technology Policy	7
<u>9.0</u>	<u>Frequently Asked Technology Questions</u>	8

1.0 Introduction

The Heartland Community College campus is a community resource that may be scheduled as available for activities consistent with the mission and policies of the College and Board of Trustees and as further described below. In general, the College avoids scheduling community groups for ongoing/regular meetings past the current semester to protect availability for College use. Additionally, the College does not make space available to non-College organizations to schedule events that are a direct duplication of College programs and/or services.

Space available for community use includes:

- Conference Spaces
- Classrooms and Computer Labs
- Auditorium
- Challenger Learning Center
- Special Use/Space Rentals

For specific room layouts and details, please contact the Coordinator of Facilities Use at (309)-268-8205.

2.0 Classification of Users

2.1 Heartland Community College (HCC)

The event is initiated and sponsored by a College department as part of College official business, by a registered student organization or by an employee. Student organization-initiated events must provide a full-time employee advisor's contact information in order to receive a confirmation agreement. Event expenses are paid through an approved College account. Charges determined on a case by case basis.

2.2 Non-Profit and For-Profit

The User is an entity, external to the college, and the event meets College facilities policy guidelines. Event expenses are not paid through a College account.

2.3 Priority of Use

HCC reserves the right to determine priority use of College facilities on a case-by-case basis.

3.0 How to Reserve Space

Facility requests are generally evaluated on a first-come, first-served basis. Contact the Coordinator of Facilities Use to reserve space. For most events, a confirmation agreement will be required in advance to describe the details of the event, to serve as documentation for the User, and to enable preparation arrangements for event support. The College reserves the right to determine and/or limit space assignments for scheduled events.

If the College determines an advance deposit is required, this will be indicated on the Reservation Confirmation. The deposit will be returned to the User if notice of the event cancellation is received five working days in advance of the event. Failure to leave facilities in good condition may result in additional charges or loss of the deposit.

3.1 Confirmation

The Coordinator of Facilities Use will initiate a confirmation agreement upon obtaining the required Reservation Confirmation details from the User regarding set-up, Information Technology, and catering needs. One contact person must be identified for all subsequent

communications related to the Reservation. Until the Event Confirmation Agreement is signed by the User, the reservation for the event is not official. The Event Confirmation Agreement provides deadline requirements for any changes prior to the event's occurrence.

3.2 Cancellation/No Show

Client may terminate this agreement, at any time without cause, by providing written notice to Heartland Community College. If Client cancels this agreement within thirty (30) days of the start date of the program, Heartland Community College reserves the right to assess a cancellation fee. The Client will be charged either 20% of the total fee or \$50, whichever is greater.

In addition to the cancellation fee, Client will be invoiced for any irrevocable debts incurred by Heartland Community College prior to the date of cancellation.

Heartland Community College reserves the right to cancel any programs or events due to inclement weather, campus-wide emergency or extenuating circumstance. If Heartland Community College must cancel the program described in this agreement, then Heartland Community College will make every attempt to reschedule it.

If Heartland Community College cancels programs or events due to inclement weather, these cancellations will be announced on area radio stations and local TV stations.

3.3 Billing

The College will provide the User an invoice for the balance of rental fees and any additional charges including without limitation, additional custodial, maintenance or security costs resulting from the event, reasonably incurred by the College.

4.0 Building Hours

[View Building Hours.](#)

Times provided in the link above reflect when building exterior doors are typically unlocked and accessible to the public. Events may be scheduled outside these hours by special arrangement.

5.0 Food Service

All food or beverages served at meetings or events on campus must use one of the College's [Approved Catering Providers](#).

The User is responsible for ordering and paying the food vendor themselves. If the User requests a food vendor not on the Approved Providers List, approval should be sought through the Coordinator of Facilities Use.

6.0 Guidelines for Use of Space

Use of Heartland's campus facilities will at all times be consistent with HCC's primary purposes of instruction and public service. The College retains the rights to determine which activities are consistent with its primary purposes, to permit exceptions to these guidelines, and to amend facility use guidelines or policies without prior notice. Policy amendments will be effective immediately.

The College requires the User to provide the Coordinator of Facilities Use with the event registration information, brochures and/or other advertising materials used to promote the event

at least ten days prior to the event. Placement of signs, decorations and structures require prior written approval from the College.

The College may exercise the right to enter any room for the purpose of inspection, repair, or emergency.

The User is required to adhere to all College policies, regulations, guidelines and all local, state and federal laws. Failure to comply may result in the termination of the event in progress or denial of future use of College facilities, as determined by the College.

6.1 Areas of Access

Only the portion of the facility contracted may be used. User agrees to remain in the scheduled meeting room. User will not move furniture from other rooms. User will work with Coordinator of Facilities Use to address specific facility setup needs or concerns at least one week prior to the scheduled event.

The College reserves the right to relocate events to comparable space when necessary. Events with a signed Event Confirmation Agreement between the College and the User will be honored. However, the College, in its sole discretion, may terminate an Event Confirmation Agreement at any time if the College determines a scheduled event does not meet College policies and purposes.

No one shall enter any portion of the College property prohibited by sign or notice.

No one, except as authorized by the College, shall enter any part of the College property that is in an unfinished state or under construction.

No one shall enter any building or area of College property when it is closed to the public. No one shall enter any building or area of the College which is reserved or scheduled for a specific group or activity, unless such person is invited by the individual, group, or agency responsible for such activity and, if applicable, such person has paid all appropriate admission fees.

6.2 Parking and Vehicle Usage

[Parking and Campus Map](#)

No person shall drive or operate any vehicle on College property negligently, recklessly or without due caution, or in a manner that endangers any person or property.

No person shall park any vehicle or allow any vehicle to remain parked in any area of College property beyond the normal operating hours of the College, except when different hours have been designated by the College for that area or unless permission, therefore, has first been obtained from the College.

No person shall park or place any vehicle on College property so as to obstruct or interfere with traffic, travel, or endanger the public safety.

Nearly all Heartland Community College parking is open parking. If spaces are not available in the parking lot closest to the building, parking should be available in nearby lots.

6.3 Indemnity and Damages

The User shall assume full responsibility for the conduct of all participants attending the event. As such, the User is liable for all damages resulting from participant utilization of the facilities and equipment provided by the College. The User will reimburse the College for all damages to facilities and equipment resulting from the use of those facilities and equipment by the User and/or its participants. This shall include any audio-visual equipment repair and/or replacement. To the extent permitted by law, the User shall indemnify and hold harmless the College, its officers and employees, against any and all claims for loss, injury or damage, including reasonable attorney fees and the costs of defense, to persons or property arising out of activities conducted by the User or its guests on or in College facilities. The College assumes no liability whatsoever for any property placed by the User in College facilities.

6.4 Insurance

The College requires non-College organizations to provide a certificate of insurance for \$1,000,000 per occurrence for personal injury and/or death AND \$1,000,000 per occurrence for personal property damage. Heartland Community College and its Board of Trustees are to be named as an additional insured. The College reserves the right to increase the coverage per occurrence for events with more than 250 participants or a type of use with heightened liability.

Evidence of insured coverage should be delivered to the Coordinator of Facilities Use at least 30 days prior to the date of the scheduled event. If such evidence is not received within ten days prior to the event, the event may be subject to cancellation.

6.5 Safety and Supervision

Attendance at any event is limited to the available seating of the room or the established capacity.

Exits must remain unblocked and accessible at all times. No required exit door may be fastened so that the door cannot be opened from inside by use of the door handle or by pressure on the crash bar. Exit ways serving the room must be adequately lighted at all times when the room is occupied.

Open flames are prohibited! All materials used as decorations must be fire resistant or flameproof. Nothing may be attached to windows, walls, drapes, posts, or furnishings without prior approval from the Coordinator of Facilities Use.

Some events may require additional personnel (i.e. security, technicians, etc.) as determined by the College. Costs for additional personnel will be paid by the User and are in addition to the rental fee. The approval of the facility use is dependent upon the availability of the supervisory personnel.

Alcoholic beverages are not allowed in College facilities without prior approval. Requests for the sale or service of alcohol on the Heartland Community College campus must be submitted to the Coordinator of Facilities Use for approval at least one month preceding the scheduled event. ([Alcohol Policy Addendum](#)) ([Alcohol Request Form](#))

This is a Tobacco Free Campus. Smoking and smokeless tobacco products are not allowed on Heartland Community College property.

The College retains the right to control the management of the facility and enforce all necessary and proper rules for the safe operation of the facility.

6.6 Admission/Merchandise Sales

Admission charges and sale of merchandise or services on Heartland Community College campuses require prior approval by the Vice President of Business Services and are subject to a service charge established prior to the event. Requests must be submitted to the Coordinator of Facilities Use for approval at least one month preceding the scheduled event.

6.7 Restricted Uses

In addition to the general prohibition against violating College policy and procedures, or local, state and federal laws, the College will strictly enforce prohibition of the following activities:

- Public Indecency. No person on College property shall commit an act of public indecency as defined in Illinois law.
- Disorderly Conduct. No person on College property shall commit disorderly conduct as defined in Illinois law.
- Gambling. No person on College property shall gamble as defined in Illinois law.
- Controlled Substances. No persons on College property shall violate the "Illinois Controlled Substance Act.
- Bodily Harm. No person on College property shall inflict bodily harm as defined in Illinois law.

7.0 Additional Guidelines for the ACEC Auditorium

In addition to the guidelines above, the following information relates to use of the auditorium. The ACEC Auditorium seats 434 and is suitable for lectures, panel presentations, recitals and performances requiring minimal staging or production. It is not suitable for complex theater, dance or stage productions. Please see the [Auditorium Specs Sheet](#) for more detail of the facility.

- Eating and drinking are prohibited in the auditorium.
- It is highly recommended that organizations renting the auditorium meet with the technical staff at least five to six (5-6) weeks prior to the event to discuss needs and our capabilities.
 - Final equipment and personnel requests must be confirmed with the technical staff three (3) weeks prior to the event.
- All stage equipment, lighting, sound, audio visual, etc. are to be operated by technical staff only.
- In most cases, technical staffing includes at least one technician. At the College's discretion, additional technicians may be added, depending upon the complexity of set-up/strike and the actual performance/event.
- All sets/props or equipment provided by the user must meet safety standards of the College as designated by the technical staff. Anything deemed unsafe cannot be used.
- Nothing can be sold in the lobby without the express permission of the College. If permission is granted, the User will pay the College an agreed upon service charge and provide all associated labor.
- Events attended by 125 or more are required to have ushers present. It is the responsibility of the User to provide ushers who will be oriented to safety procedures by the College.
- Use and movement of the piano is prohibited.

8.0 Technology Resources

Many rooms at Heartland Community College are equipped with a variety of audio/visual and computer equipment. The following is a list of the different pieces of equipment that may be available, depending on the room reserved.

8.1 PC

Each PC is equipped with a USB port, and a combination CD ROM/DVD drive. The Microsoft Office Suite (including PowerPoint, Word, Excel, and Access) and access to the Internet is

provided on each computer. Each PC is connected to the room's ceiling mounted LCD-projector or wall-mounted LCD monitor.

8.2 Touch Panel

A touch panel that controls the room's audio/visual equipment is located on the podium in the room. This panel allows the presenter to control which device's output is displayed on the room's projection system, and to control audio levels. Written "Quick Start" instructions are available at the podium in each room, and the Information Technology department can provide training by appointment.

8.3 LCD Projector, Screen and Speakers

Most classrooms, community use rooms and several of the conference rooms are equipped with ceiling-mounted LCD projectors and wall-mounted or ceiling-mounted speakers. For specifics of any particular room, please contact the Coordinator of Facilities Use.

8.4 Cordless Clicker

The cordless clicker connected to the PC in the podium allows the speaker to control PowerPoint presentations from anywhere in the room.

8.5 Document Camera

The document camera, which can be used with either standard transparencies or plain paper, allows a meeting presenter to project documents to a large screen from a ceiling-mounted LCD projector. For large and small audiences alike, the document camera can often be used more effectively than a white board. The presenter can simply place plain white paper on the document camera and write on it, and the audience can easily see the presenter's writings and drawings.

8.6 Laptop Computer Connections

In most instances, the fixed computer and audio/visual equipment provided by the College in each room can easily meet the needs of presenters. For meeting presenters that need to use their own laptop computers, cables are provided for audio and VGA connection to the room projection system. A limited number of rooms also have an HDMI connection available. Network connectivity is NOT provided for laptop computers without special advance arrangements.

8.7 Microphone

Microphones are available in rooms CCB1406 and CCB1407. The ACEC Auditorium is equipped with a fixed microphone located on the speaker's podium. For specifics of any particular room, please contact the Coordinator of Facilities Use.

8.8 [Appropriate Use of Technology Policy](#)

9.0 Frequently Asked Technology Questions

How do I ensure that my presentation will work with the equipment at Heartland Community College?

- It is recommended that each presenter arrive early. This will allow the presenter to test the presentation in advance of the meeting. For prepared electronic presentations, the IT department offers several recommendations. If at all possible, bring the presentation on two different types of media. If this is not possible, bring two different copies on the same media. Media supported by the college provided PCs include CD ROMs and USB storage media. Since each college PC has access to the internet, files may be accessed via e-mail or other internet sharing means, as well.

What kind of technical support is available during my meeting?

- If a meeting is scheduled during regular business hours, Monday through Friday, the College's

IT staff is available to assist the group. If a meeting is scheduled outside of normal business hours and technical support on campus during the meeting is desired, arrangements must be made in advance, and additional charges may apply.

What should I do in order to get technical support during my meeting?

- Contact the IT helpdesk at extension 8350. Each room available for use by the public has a telephone. Simply pick up the handset and dial this four-digit number. If an attendant doesn't answer be sure to leave a message. Someone will follow up shortly.

Is training available for the equipment in the conference rooms?

- Yes, a "Quick Start" guide is available in each room and it provides instructions on how to use the audio/visual and computer equipment available in the room. However, if a meeting coordinator or presenter would like in-person or hands-on training, an appointment can be arranged with the IT department by contacting the department's helpdesk at (309) 268-8350. This is recommended for those not familiar with HCC standard equipment.

Is Internet access available for my presentation?

- Yes. Internet access is available at all instructor stations and the College has Wi-Fi as well. Contact the Coordinator of Facilities Use prior to your event to obtain user account credentials. All users of Heartland computer and network are expected to abide by the College's appropriate use policy.

Can I connect my laptop to your projector?

- Yes, however, the presenter needs to be familiar with the laptop in advance of the presentation. At a minimum, the presenter needs to know how to adjust screen resolution and how to switch the laptop video between the laptop's built-in display and its external VGA port. A limited number of rooms also have a HDMI connector. While all rooms can accommodate a laptop connection, depending on the room configuration, IT assistance may be required.

I'd like to show a video on DVD. Can I do that?

- Yes, in the rooms equipped with podiums, the PC in the podium includes a DVD drive. The user will need to have a basic familiarity with the Windows operating system in order to start the DVD player software.