



Heartland Community College
1500 West Raab Road
Normal, IL 61761

Community Use Guidelines
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1 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. 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.

The following are available for lease at 1500 W Raab Rd campus:

- Conference Spaces
- Classrooms and Computer Labs
- Auditorium
- Challenger Learning Center
- Outdoor Spaces
- Special Use/Space Rentals (WDC Atrium, FRC Gym, etc.)

For specific room layouts and details, please contact Community Partnerships and Guest Services.

2 Classification of Clients

2.1 Heartland Community College

The event is initiated and sponsored by a College department as part of the College's 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 to receive a Facilities Rental Agreement. Event expenses are paid through an approved College account. Charges are determined on a case-by-case basis.

2.2 Non-Profit and For-Profit

The Client is an entity, external to the College, and the event meets College facilities policy guidelines. Event expenses are paid by the entity requesting the usage of space.

2.3 Priority of Use

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

3 How to Reserve Space

Facility requests for community use are generally evaluated on a first-come, first-served basis. The College reserves the right to determine and/or limit space assignments for scheduled events.

To use the College's Facilities, use the following steps:

- Initiate your request by contacting Community Partnerships and Guest Services. This can be done by phone, email, or through the online request form.
- The Community Partnerships and Guest Services will review your event needs, contact you if there are questions, and send you a Facilities Rental Agreement with College signatures.
- Review the agreement and work with the Community Partnerships and Guest Services if there are questions or any changes are required.
- Your reservation is only finalized once the Community Partnerships and Guest Services has received your signed Facilities Rental Agreement.

3.1 Confirmation

The Community Partnerships and Guest Services, will initiate a Facilities Rental Agreement

upon obtaining required reservation details from the Client including but not limited to setup, Information Technology, and needed referrals to third party vendors. One contact person must be identified for all subsequent communications related to the Reservation. Space will not be reserved until the Facilities Rental Agreement is fully executed with signatures from both the College and the Client.

3.2 Changes to Event Details

Changes to an existing agreement must be received thirty (30) days before the event date to ensure we can accommodate them. Changes to staffing needs must be received with fourteen (14) days notice to allow for scheduling. Any changes received after these deadlines are subject to refusal.

3.3 Cancellation/No Show

The client may terminate the agreement, without cause, by providing written notice to Heartland Community College at least fifteen (15) days before event. If the Client cancels less than fifteen (15) days before the scheduled event, the Client will be charged 10% of the total fee, plus any irrevocable debts incurred by Heartland Community College before cancelation, unless otherwise specified in the agreement.

Heartland Community College reserves the right to cancel any programs or events due to inclement weather, campus-wide emergency, or extenuating circumstances. If Heartland Community College must cancel the program described in the agreement, Heartland Community College will make every attempt to reschedule with the same or similar accommodations. If rescheduling is not possible after cancelation by the College, the Client will receive a full refund.

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. Community Partnerships and Guest Services will also directly communicate with the Client about these types of cancelations.

3.4 Advance Deposits and Billing

The College typically requires an advance deposit. This amount will be indicated on the Facilities Rental Agreement. The deposit will be returned to the Client if notice of the event cancellation is received more than fifteen (15) days in advance of the event. Failure to leave facilities in good condition may result in additional charges or loss of the deposit. Final payment for the event will be due thirty (30) days before the event unless otherwise indicated on the invoice.

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

4 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. Public Safety personnel are present 24 hours a day, 7 days a week, and the College may determine if additional security staff is needed for an event at the Client's

expense.

5 Food Service

All food or beverages served at meetings or events on campus must be prepared by a commercial source. No homecooked foods are allowed to be served as part of an event. The Client is responsible for ordering and paying the food vendor.

6 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 right 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.

Placement of signs, decorations, and structures require prior written approval from the College.

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

The Client 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 Off-hours and Large Events

The College reserves the right to employ additional staff at the Client's expense for events held during hours the College is closed or for events with a large number of participants. The cost for this will be reflected in the Facilities Rental Agreement.

6.2 Areas of Access

Only the portion of the facility contracted may be used. The client agrees to remain in the scheduled meeting room. The client will not move furniture from other rooms. The client will work with Community Partnerships and Guest Services to address specific facility setup needs or concerns at least two (2) weeks before the scheduled event.

The College reserves the right to relocate events to comparable space when necessary. In such cases, as feasible and reasonable, arrangements outlined in a signed Facilities Rental Agreement between the College and the Client will be honored. However, the College, in its sole discretion, may terminate or alter a Facilities Rental Agreement at any time if the College determines a scheduled event does not meet College policies and purposes or is no longer feasible.

No one shall enter:

- Any portion of the College property prohibited by sign or notice.
- Any part of the College property that is unfinished or under construction unless authorized by the College.
- Any building or area of College property when it is closed to the public.
- Any building or area of the College which is reserved or scheduled for a separate 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.

6.3 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 has first been obtained from the College.

No person shall park or place any vehicle on College property to obstruct or interfere with traffic, travel, or endangerment of public safety.

Most 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 multiple nearby lots.

6.4 Indemnity and Damages

The Client shall assume full responsibility for the conduct of all participants attending the event. As such, the Client is liable for all damages resulting from participant utilization of the facilities and equipment provided by the College. The Client will reimburse the College for all damages to facilities and equipment resulting from the use of those facilities and equipment by the Client and/or its participants. This shall include any audio-visual equipment repair and/or replacement. To the extent permitted by law, the Client 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 Client or its guests on or in College facilities. The College assumes no liability whatsoever for any property placed by the Client in College facilities.

6.5 Insurance

The College requires all external organizations to provide a certificate of insurance. General Liability requirements are \$1,000,000 per occurrence. Proof of Workers Compensation insurance coverage must be shown where applicable. If an event involves medical services and donations, insurance requirements include an additional \$1,000,000 Medical Professional Limit per occurrence. If an event involves alcohol, insurance requirements include an additional \$1,000,000 Liquor Liability Limit per occurrence. Heartland Community College and its Board of Trustees, and the HCC Foundation are to be named as an additional insured HCC Administrative Standards Manual Page 47 when applicable. The College reserves the right to increase the coverage requirements per occurrence for events with more than 250 participants or a type of use with heightened liability.

Evidence of insured coverage should be delivered Community Partnerships and Guest Services at least thirty (30) days before the date of the scheduled event. If such evidence is not received within ten (10) days before the event, the event is subject to cancellation.

6.6 Safety and Supervision

Attendance at any event is limited to the available seating of the room or the established capacity. In some circumstances, capacity limits may be reduced, and the Client will be notified of the capacity of each room in the Facilities Rental Agreement.

Exits must remain unblocked and accessible at all times. No required exit door may be fastened so that the door cannot be opened from the inside by using the door handle or pressing 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 Community Partnerships and Guest Services.

Some events may require additional personnel (i.e., security, technicians, event staff, custodians, etc.) as determined by the College. Costs for additional personnel will be paid by the Client and are in addition to the room rental fee as indicated in the Facilities Rental Agreement. The approval of the facility use may be 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 Community Partnerships and Guest Services for approval at least thirty (30) days before the scheduled event. The Alcohol Policy and Alcohol Request form may be obtained from the Community Partnerships and Guest Services.

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

Children must be under adult supervision at all times. Equipment can be used by children only under adult supervision. Groups with unsupervised children will be asked to leave campus and may be denied future use of College facilities.

Standing on chairs, tables, or other equipment not specifically designed for it is prohibited.

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.

6.7 Admission/Merchandise Sales

Admission charges and the sale of merchandise or services on Heartland Community College campuses require prior approval by the Vice President of Business Services and may be subject to a service charge established before the event. Requests must be submitted to the Community Partnerships and Guest Services, for approval at least thirty (30) days before the scheduled event.

6.8 Restricted Uses

In addition to enforcing College policy and procedures, and local, state, and federal laws, the College will strictly prohibit 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 Additional Guidelines for Auditorium Use

In addition to the guidelines above, the following information relates to the use of the auditorium. The ACEC Auditorium seats 409 and is suitable for lectures, panel presentations, recitals, and performances requiring minimal staging or production. It is not

suitable for complex theater or stage productions. Please see the [Auditorium Specs Sheet](#) for more details about the facility.

- Eating and drinking are prohibited in the auditorium.
- Organizations renting the auditorium should meet with the technical staff at least five to six (5-6) weeks before the event to discuss needs and technical capabilities.
- Final equipment and personnel requests must be confirmed with the College's technical staff three (3) weeks before the event.
- All stage equipment, lighting, sound, audio-visual, etc. are to be operated by the College's technical staff only.
- In most cases, technical staffing includes at least one technician. At the College's discretion, additional technicians may be added at the client's expense, depending upon the complexity of set-up/strike and the actual performance/event.
- All sets/props or equipment provided by the Client must meet the safety standards of the College as designated by the College's technical staff. Anything deemed unsafe cannot be used.
- Use and movement of the piano is prohibited unless approved by the Community Partnerships and Guest Services at least two (2) weeks before the event. No one besides College personnel is allowed to move the piano. There is a fee for piano use that will be reflected in the Facilities Rental Agreement.

8 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 (Personal Computer)

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 Button/Touch Panel

A panel that controls the room's audio/visual equipment (and where equipped, Zoom hardware) is located on the podium or instructor station 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. The Community Partnerships and Guest Services, or Information Technology department can provide training by appointment.

8.3 LCD Projector, Screen, and Speakers

Most classrooms, community-use rooms, and several 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 Community Partnerships and Guest Services.

8.4 Cordless Clicker

Available in most rooms, 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 whiteboard. 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 the 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 AGC 1070, ACEC Auditorium, CCB1406, and CCB 1407. For specifics of any particular room, please contact the Community Partnerships and Guest Services.

8.8 Zoom Hardware

Some rooms are equipped with Zoom hardware. This includes additional control buttons on the panel, a microphone bar, and speakers in the ceiling. In some classrooms, there is a TV on the wall to view remote students. Additionally, there is a wall or ceiling-mounted camera directed at the instructor.

8.9 [Appropriate Use of Technology Policy](#)

8.10 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 possible, bring the presentation on two different types of media. If this is not possible, bring two different copies of 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.
 - Advanced planning is especially important if the presenter is using a Mac as there may be compatibility issues with HCC's systems.
- 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 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 does not 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 most rooms, 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. Community Partnerships and Guest Services will provide login credentials the day of the event. All users of Heartland computers and networks 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 HDMI port. A limited number of rooms also have a VGA connector. If you have a Mac or a USB-C connection, you may be required to bring an adapter. While all rooms can accommodate a laptop connection, depending on the room configuration, IT assistance may be required.
- I would 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 to start the DVD player software.