



# Operating Standard

**Title:** Facility Usage

**Number:** A7300.00

**Type:** Administrative

**Responsible:** VP of Administrative Services

**Related Policies:** A7300

**Linked Operating Standards:** A7300.05, A7300.10, A7300.15, A7300.20, A7300.25

**Related Laws:**

**Related External Standards:** APPA

**HLC Criterion:** 2A, 3D, 5B, 5C

## 1.0 Statement

Shawnee Community College strives to make its facilities available to individuals and community groups within the district when possible while maintaining priority for College needs.

## 2.0 Purpose & Scope

This Standard ensures that all activities conducted on College premises align with the institution's mission, values, and operational priorities.

## 3.0 Definitions

1. Official College Event: An Event planned, organized, and conducted by Shawnee Community (SCC) departments, programs, or officially recognized student organizations.
2. External Events: An event organized by an outside individual, group, or organization, regardless of affiliation with College personnel.
3. After-Hours: Any use of facilities outside SCC's regular operational hours 8:00am - 4:00pm on days SCC is open.
4. Non-Profit Organization: An organization recognized by the IRS as tax-exempt under applicable sections of the Internal Revenue Code.

## 4.0 Guidelines For Request Approval

1. Priority of Use (in order)
  - a. College instructional purposes (regularly scheduled).
  - b. College-organized learning activities not regularly scheduled.
  - c. Official College Events (sports, ceremonies, theatre, etc.)
  - d. Events organized by regional, state, or national educational/governmental organizations.
  - e. Events organized by other non-profit educational or governmental agencies.
  - f. Events organized by local public community service agencies.
  - g. Events organized by local nonpublic community service agencies.
  - h. Events organized by not-for-profit community groups.

- i. Events organized by for-profit organizations.
  - j. All other activities.
2. The Vice President of Administrative Services (VPAS) or designee has final approval authority on facility requests.
3. Fees shall be assessed to cover the required maintenance, custodial, technical, and security services provided to organizations in categories E-J, unless waived per the College's fee waiver guidelines.
4. All requests must be submitted at least two (2) weeks before the requested date via the [Event Request Form](#).
5. SCC may deny requests for activities that:
  - a. Violate local, state, or federal laws;
  - b. Present safety or security risks;
  - c. Conflict with SCC's Mission, Vision, Values, or Operational needs.
6. Alcohol, illegal drugs, and tobacco (including e-cigarettes and smokeless products) are prohibited in all SCC facilities, vehicles, and properties.
7. SCC may require liability insurance coverage for external events. Organizations may be required to submit proof of minimum of \$1,000,000 coverage with SCC listed as additionally insured.
8. Changes or cancellations must be reported at least 48 hours in advance. Failure to do so may result in a \$100 fee and/or loss of future booking privileges.
9. The use of SCC name or logo in advertising requires prior approval from the Office of Public Information & Marketing (618.634.3270, or by email to [marketing@shawneecc.edu](mailto:marketing@shawneecc.edu))
10. Hosting an event at SCC does not constitute or imply College sponsorship or endorsement of the event or its organization.

### **5.0 Process to Request Facility Usage**

1. An event request is created using the <https://shawneecc.edu/request-event/> link.
2. The request is reviewed by the appropriate department.
3. Approval/denial is communicated to the requestor. If approved, the Events Coordinator coordinates logistics, adding the event to the Calendar. If denied, the Department VP provides an explanation.

### **6.0 Request for Certificate of Insurance**

If required as part of your Event Request and in order to meet event insurance requirements, vendors attending an event on campus may be asked to add Shawnee Community College (SCC) as an additional insured on their Commercial General Liability Insurance policy, with coverage of at least One Million Dollars (\$1,000,000).

Certificate Holder must be listed as Additional Insured:

Shawnee Community College District #531  
8364 Shawnee College Rd  
Ullin, IL 62992

## **7.0 Facility Usage Fees**

The following fees per use will be assessed to groups identified in items E-J above for room usage during the academic year and adjusted thereafter.

River Room (Main Campus J2052)	\$100.00 (first 4 hours, \$25 per every additional hour)
Founders Room (Main Campus H2111)	\$100.00 (first 4 hours, \$25 per every additional hour)
Conference Room (Main Campus H2090)	\$100.00 (first 4 hours, \$25 per every additional hour)
Cafeteria (Main Campus H2053)	\$100.00 (first 4 hours, \$25 per every additional hour)
*Educational Center (Main Campus K2211)	\$250.00 (first 4 hours, \$25 per every additional hour)
Atrium (Main Campus K or L)	\$250.00 (first 4 hours, \$25 per every additional hour)
Gymnasium (Main Campus) Includes tarp	\$350.00 (first 4 hours, \$25 per every additional hour)
Business & Industry Classroom (Main Campus J1024B)	\$25.00 (first 4 hours, \$25 per every additional hour)
Business & Industry Lab (Main Campus J1024A)	\$25.00 (first 4 hours, \$25 per every additional hour)
Teaching and Learning Center (Main Campus H1033)	\$25.00 (first 4 hours, \$25 per every additional hour)
Classrooms (special setup) (maximum seating varies up to 35)	\$25.00 (first 4 hours, \$25 per every additional hour)
Alexander County Center Classroom	\$25.00 (first 4 hours, \$25 per every additional hour)
Massac County Center Classroom	\$25.00 (first 4 hours, \$25 per every additional hour)
Union County Center Classroom & Conference Room	\$25.00 (first 4 hours, \$25 per every additional hour)
Cancellation Failure Fee	\$100
Janitorial/Clean-up Fee (if required)	\$35 per hour
Dance Floor Rental	\$100
AV Technician (required for all events in the Ed Center and in any rooms deemed necessary by the College based on the AV or technical requirements)	\$35 per hour
Additional Security (required for any event with more than 100 in attendance)	\$35 per hour

**\*Requires A/V Technician**

**After-hours Requires Security & Custodial Fees**

Shawnee Community College can rescind any group's right to use the facilities at any time if it is in the College's best interest.

### **8.0 Waived Fee Considerations**

SCC may, at its discretions, waive Facility Usage Fees for certain groups whose events align with Mission, Vision, and Values of the College. Eligible groups that may apply for a fee waiver include:

1. Non-profit organizations (IRS-recognized 501(c)(3) entities)
2. Educational Institutions (K-12 schools, colleges, and universities)
3. Governmental Agencies (local, state, federal)
4. Community Service Organizations (whose activities provide a demonstrated public benefit)

Fee waivers are subject to approval by the VP of Administrative Services (or designee) and may require documentation verifying non-profit or governmental status. All other terms of this policy remain in effect, including insurance requirement, custodial/security fees, and A/V technician fees when applicable.

Organizations requesting a fee waiver must complete the Waived Fees Request, available at [REDACTED]

### **9.0 Special Facility Considerations**

1. Outdoor facilities may be open to the general public when not in use for SCC activities. Such use must align with the facility's intended purpose.
2. Baseball and softball fields are not available for general public use.
3. No hunting, destruction, or removal of wildlife or plants without written approval from the VP of Administrative Services.
4. Fishing is allowed from dawn to dusk in the SCC pond (located at 8364 Shawnee College Rd, Ullin, IL) in accordance with Illinois law.

### **10.0 Concession Stand**

1. The concession stand is available for internal College use only and is not available for use by external groups or the general public.
2. At least one individual operating the concession stand must possess a valid Food Protection Manager Certificate in accordance with applicable health regulations.
3. When a College group (i.e., student organization, Athletics, or other department) is operating the concession stand, the group sponsor or advisor must be present for the duration of the event.
4. The concession stand is intended to be used solely for its designed purpose of preparing and selling food and beverages in support of College events (i.e., athletic events, performances, or similar activities). It shall not be used for general food preparation, storage, or other unrelated purposes.

## **11.0 Educational Center**

1. No food, drinks, or candy are permitted in the Educational Center.
2. Only qualified personnel may operate the stage lighting and sound reinforcement systems. Requests for a sound, light, or spotlight technician should be made through the Events Coordinator.
3. All stage lighting instruments are to remain on the lighting bar.
4. All props, scenery, costumes, etc., brought into the Educational Center for production should be removed from the building immediately after the last show.
5. Sandbags or weights must be used to brace props.
6. Set construction: (a) painting should be done outside the stage area, and drop cloths must be used. (b) Do as much sawing as possible outside. No power sawing is allowed inside the facility.
7. Sponsors and/or facility users supervise children attending auditions, set construction, rehearsals, etc.
8. Ticket printing: (a) There are 492 fixed seats in the Educational Center. (b) Do not print more than 492 tickets.
9. Using candles or other open flames while using the facility is prohibited.
10. All events scheduled for the Educational Center shall be no later than four (4) weeks before the event.
11. The college shall prioritize Educational Center usage.
12. Shawnee Community College's building usage policy applies to this building, although an additional usage fee will be assessed when special theatrical equipment is used.
13. All Shawnee Community College departments shall make every effort to schedule all major events (ceremonies, concerts, plays, etc.) at least one (1) semester before usage.
14. Any changes in the number of people attending or the cancellation of this activity must be made to the VP of Administrative Services office at least 48 hours in advance. Failure to do so may result in the loss of future privileges to reserve rooms at Shawnee Community College and/or a charge of \$100.00.

## **12.0 Equipment Usage**

1. All equipment (power or otherwise) shall be turned off and locked when unused.
2. College-trained personnel shall operate the special equipment used.
3. No unauthorized person shall handle lights, lift, batten, sound, or set construction equipment.
4. All tools shall be locked up and are the responsibility of the person or persons in charge.
5. Any basic Educational Center setup alteration shall only be done by college personnel.
6. Whenever the sound setup in the Educational Center must be altered, a college audio/visual (AV) technician must be present before the system is altered.
7. The control booth must be locked when unused, and only authorized personnel may occupy it.

### **13.0 General Guidelines**

1. 24 hours for clearing the Educational Center area shall be adhered to for all events.
2. The Educational Center area shall always be locked, with keys readily available for authorized personnel.
3. Flown scenery shall be changed only by college personnel and only with the person or persons in charge present; only in hard hats; only persons directly involved with counterbalancing shall be on stage.
4. Outside groups shall either satisfactorily clean the Educational Center area of debris or pay an equitable cleanup fee. Weekend usage of the Educational Center may necessitate an extra janitorial and security charge.
5. All fire and safety regulations shall be strictly adhered to.
6. The person or persons in charge shall be responsible for any damage to the building or equipment.

*The above statements are to make Shawnee Community College available fairly and equitably, provide maximum safety and security for personnel and equipment, and maintain the facility in excellent condition.*

<b>Change Log</b>		<b>Governance Unit: Admin Services Council</b>
<b>Date</b>	<b>Description of Change</b>	
9.26.2024	Initial Adoption	
8.20.2025	Edits to Reflect Actual Practice; Update Fees	
10.23.2025	Consolidated Language, Clarified Fees, Financial Transparency, Use of SCC Logo, Organized Categories	
02.24.2026	Updated to Reflect Health Department Permit to Operate Concession Stand	