

Facilities Rental and Usage by Outside Organizations

Hagerstown Community College (“The College”) is committed to serving the needs of its local community through educational courses and programing, as well as through other services. The first priority for use of campus facilities is programs and activities intended for students, faculty, and other members of the campus community. Use of College facilities by outside organizations will only be considered after it has been determined that the requested space is not needed for instructional purposes, required for any organized campus event or student organization, needed for general student and staff use, needed for the college development office fund raisers, or has not already been reserved. College facilities that are available for rental include, but are not limited to, the Athletic Recreation and Community Center (ARCC), Kepler Performing & Visual Arts Education Center Theater and Theater Lobby, Alumni Amphitheater, Merle S. Elliott Continuing Education & Conference Center, and the Behavioral Sciences & Humanities (BSH) Building Auditorium, athletic fields, as well as some selected labs and classrooms.

The following provisions and restrictions apply to outside organizations who wish to rent College facilities:

1. College facilities may not be rented or used for formal religious services or proselytization. Community memorials or tributes are excluded from the prohibition.
2. College facilities may not be rented for partisan political activities including campaigning or fundraising for a political candidate. Current elected government officials may however be allowed to use College facilities to address constituents related to current legislation or other issues of general public interest, as long as the event is not part of a campaign or fundraising effort. Refer to Policy # 8067 for further details on the College’s policy related to political activity on campus. College or Student Organization sponsored events are not considered rentals under this policy, and thus are not prohibited.
3. Outside organizations may not use College facilities for fund-raising activities, unless approved by the Office of College Advancement to ensure that goals of the event are not in conflict with goals and efforts of the College.
4. College facilities will generally be made available to outside organizations if the goal of the event is promoting learning and personal development, and the event does not provide competition to college credit or non-credit programing.
5. Groups using College facilities may not limit, restrict, disrupt, or in any way inhibit the normal instructional programs of the College or other College activities. Groups must also comply with other existing College policies such as the Alcohol, Tobacco, Opioids, and other Drug Awareness Policy (#8030), Student Drug and Alcohol Abuse Policy (#4041), Freedom of Expression on Campus Policy (#8068), and Commercial Solicitation Policy (#8069).

6. For-profit groups using the College facilities will be reviewed on a case-by-case basis and must meet and agree to the following provisions:
 - a. Sign a formal rental agreement no more than one year in length.
 - b. Produce financial statements and/or relevant financial information directly pertaining to the event as requested by the College.
 - c. Agree to a set amount of the proceeds raised by the event going directly to the College or the HCC Foundation.
 - d. Provide documentation of the required level and amount(s) of insurance as specified in the formal rental agreement.

7. Requests for facility rentals to new organizations or non-standard events will be handled on a case-by-case basis at the discretion of the President or designee.

Board approved facility rental and other applicable fees per the annual Student and Community Fee Schedule (Board Policy #3020) will be charged to cover costs, unless waived by the President of the College. These fees include, but are not limited to, rent, equipment use, food service, security, technical support, utilities, and custodial service. HCC campus units who provide these services have the first right of refusal to provide services for rental events. All invoicing for facilities usage will be processed through the Finance Office in coordination with the responsible office for the given facility.

The physical facilities of Hagerstown Community College may be used by outside agencies if proper approval is obtained and safeguards are provided to assure the safe and orderly use of facilities. This includes presenting the College with an appropriate certificate of insurance naming the College as an additional insured entity for the event. Persons and/or outside agencies who want to use a facility must apply for rental approval through the HCC rental process. Facility rental application forms and applicable administrative rental procedures for each facility including insurance requirements can be found on the Hagerstown Community College website under the Business & Community section. A contract signed by both parties along with the appropriate rental deposit constitutes a formal confirmation of the rental reservation.

Requests for use of campus facilities may be denied if, in the judgment of the College, the use fails to meet the criteria listed above. The right is reserved to revoke or annul any approved application for noncompliance with procedures. The College also reserves the right to waive any or all conditions of the policy and to stipulate additional conditions if, in its judgment, such action is in the best interest of the College.

Permission to use the facility does not imply endorsement by Hagerstown Community College of the views, opinions, or programs of the user.

This policy was also revised on October 18, 2016 and October 16, 2018.