AIMS COMMUNITY COLLEGE PROCEDURE
FACILITIES USE BY INTERNAL/EXTERNAL COMMUNITY

The primary purpose of the campus infrastructure at Aims Community College is to carry out the educational mission of the College. Students, faculty, staff and specific college related group functions, including academic, social, and recreational activities may be held in college facilities. Priority will be given to these users before scheduling external groups. In accordance with Section 5 of Policy 3-700, campus facilities may be used by external organizations as a resource directly related to the institution’s educational mission. The Facilities and Operations Department shall oversee the scheduling of college of college infrastructure for external users.

EVENT LEVELS

Aims has four levels for the use of facilities and equipment.

**Level 1** - Department or program sponsored events – These events are held to support current classes or programs and have a direct link to the educational mission of the college. These types of events can be scheduled by the building contact or event coordinator.

**Level 2** - Educational Partnership – These events support the educational mission of the college but are not necessarily specific to a current class or program. These types of events should be scheduled by the event coordinator working with the building contact.

**Level 3** - Community Outreach – These events are held to support the community and/or non-profits within the community, and provide a positive exposure for the college. These types of events should be scheduled by the event coordinator.

**Level 4** - Private/Corporate functions – These events include corporate meetings/training, league style sporting events, and private celebrations. These types of events should be scheduled by the event coordinator.

FACILITY USE

Academic usage shall have priority for use of Aims Community College facilities over non-academic use. Events will be scheduled accordingly. Space and setups will be limited for groups requesting accommodations less than ten (10) business days prior to the event. Individuals or groups must assume responsibility for compliance with all state and local laws as well as College policies.

INSURANCE REQUIREMENT (LEVELS 2-4)

If approved, Aims Community College may require, based on the type of event, a certificate of insurance indicating coverage for general liability insurance.

Many college facilities are designed and/or equipped solely for special uses. Such facilities may not be available for general/public use.
Per Policy 1-290 - Alcoholic beverages may not be served, consumed or possessed at any event which is considered a student activity. The College President may permit the serving of alcoholic beverages on Aims-controlled property at nonstudent events upon prior written application and approval. Those persons or organizations that control the service of alcoholic beverages are responsible for compliance with applicable laws and Aims regulations. The serving of alcoholic beverages shall only be performed by properly licensed individuals or entities.

APPROVED: Dr. Marilynn Liddell
Aims Community College President
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