



REGULATIONS

REG No.: 372

FACILITIES USAGE BY STUDENT GROUPS

I. PURPOSE

Describes policies and procedures governing the reservation and use of college facilities by WCJC student organizations.

II. BACKGROUND and/or LEGAL REFERENCE

Formerly, this subject was governed by the following: TASB Policy Manual, Policy GF, Student and Community Use of ~~District~~College Facilities, 10-16-89; Policy GFA, Student and Community Use of ~~District~~College Facilities: Conduct on ~~District~~College Premises, 7-1-82. Both these policies have been combined in Regulation 371 (for community groups) and Regulation 372 (for student groups).

The following regulation amends these policies to conform with recent case law, as recommended by the college attorney. (See letter, dated 3-31-97, from Jeffrey J. Horner at the firm of Bracewell & Patterson, L.L.P.) In general, the major points of compliance with law are summarized in more detail in Reg 371; for present purposes, two points are worth repeating here for their applicability to student groups:

Public educational institutions are not traditional **public forums** and therefore may deny access to all persons or groups during non-instructional hours.

The U.S. Supreme Court has determined that, under the Free Speech Clause of the First Amendment of the U.S. Constitution, an educational institution that has created a limited public forum may not deny access to student organizations (and other groups) on the basis of religious, political, philosophical, or other content of speech. To do so would constitute *content censorship*.

III. DEFINITIONS

The following definitions/descriptions apply to groups that are not part of the college's regular operating structure or organization. (For example, such groups as college committees, the President's Cabinet, the Faculty Council, the Board of Trustees, etc., are not addressed here since they part of the college's operating organization.)

We distinguish three types of "college groups":

- A. *College groups* are those groups that are directly funded through the college's operating budget. For example, the ~~Alumni Association~~, ~~Student Government Association (SGA)~~, and ~~Phi Theta Kappa (PTK)~~ are college groups.
- B. *College-sponsored groups* are those groups for which the college from time to time provides funding, though not directly. Instead, college funds that are allocated to a budgetary unit of the college may be used to help support these groups or to provide ~~sponsorship~~ **sponsorship** for some of their events. An example is the WCJC Booster Club, which receives some funding support through the funds budgeted to the Office of ~~College Advancement Marketing and Communications~~.
- C. *College-related groups* are those groups (a) that receive no funding, either directly or indirectly, from the college but are granted other special privileges (such as being allowed to use college facilities and space without charge, being allowed to engage in fund-raising activities on

campus) and (b) that deposit their funds with the college and are held and disbursed by the college through its usual procedures. Examples of college-related groups are all student organizations recognized as such according to the provisions of Regulation 552.

- D. All recognized student organizations (whether they are classified as "college groups" or "college-related groups") must comply with the provisions of Reg 372, Facilities Use by Student Groups.

IV. POLICY

~~PLEASE NOTE;—Ellipses in the following policy statement indicate sections that have not been included in this regulation because they do not apply to student groups.—In some sections, a statement in brackets is added to explain that a particular provision is not applicable to student groups when omitting the provision entirely would be confusing; or the inapplicable section is merely struck through. The unabbreviated policy (approved by the WCJC board of trustees on 6-18-97) is available in Reg 371.~~**

A. Usage Policy: General

1. The grounds and facilities of the ~~district~~College shall be used for the educational goals and purposes of the eCollege as set forth by the Board. Such uses, as determined by the Board and the President, have priority over any other use of ~~district~~College facilities.
2. The grounds and facilities of the ~~district~~College shall be made available to members of the ~~district~~College community, including students and their respective registered organizations, when such use (a) does not interfere with normally scheduled activities or with any use by the college itself, (b) does not conflict with any of the policies and procedures of the ~~district~~College, (c) is agreed to in writing by both the college and the user organization, (d) all college-required indemnification and insurance coverage by the user organization has been approved by the college, and (e) is conducted in an orderly manner without disturbing other persons or groups using college facilities.
 - a. Use of college facilities ~~within the district~~ shall adhere to the provisions of this regulation.
 - ~~b. External groups' use of college facilities outside the district shall be strictly prohibited, but registered WCJC student organizations shall be permitted to use out of district facilities provided the policies and procedures of this regulation are followed.~~
3. Authorization to use college facilities shall not in any way imply approval or sanction by the college of either the organization authorized to use the facilities or the activity to be conducted therein; and a statement to this effect shall be included by the user in any advertising, promotional material, or literature. This statement shall read as follows:

Wharton County Junior College is providing space for this activity as a community service. Use of eCollege facilities does not in any way imply approval or sanction by the college of the activity or the sponsoring organization.
4. The eCollege shall charge a cost-recovery service fee for use of space or facilities as reimbursement for direct operating expenses, without any element of profit or loss for the eCollege. . . [not applicable to student groups; see IV.A.4.c].

a. —

- b.a. User groups shall reimburse the college for any extra services rendered by eCollege personnel (such as technicians, security officers, student workers), shall pay a rental fee for the use of any eCollege equipment (such as television or video equipment, projectors, screens), and shall pay for special set-ups and take-downs.
- e.b. Registered WCJC student organizations shall not be required to pay the cost-recovery fee for use of facilities but shall be required to pay for any extra services or equipment rentals.
- d.c. The Vice President of Administrative Services [~~now the Executive Vice-President~~] or ~~designéedesignee~~ shall be responsible for developing standard costs to be charged to all users to recover direct costs and for developing a schedule of charges for extra services and equipment rental. These charge sheets shall be submitted annually to the President by July 1 and, upon the President's approval, shall become effective on September 1 of each year. Charge sheets ~~shall be attached to this regulation and will be~~ made available to the public upon request.
- e-d. The Vice President of Administrative Services [~~now the Executive Vice-President~~] or ~~designéedesignee~~ shall function as *facilities coordinator* and shall be responsible for contact with student organizations and external users and for reviewing and approving *all* requests to use district facilities in compliance with this regulation.
- f. e. The Vice President of Administrative Services [~~now the Executive Vice-President~~] or ~~designéedesignee~~ shall create a Facilities Request Form ~~and a Facilities Use Contract Form~~, copies of which shall be ~~attached to this regulation~~ available on WCJC Intranet. User groups shall not be permitted access to ~~districtCollege~~ facilities until and unless these forms have been properly completed, received by the ~~vice-president~~ Vice President of Administrative Services or ~~designéedesignee~~, and approved at least two weeks prior to the requested use date.

g. —

- ~~5. All rentals, rates, charges, and fees collected by the district shall be made with the stipulation that the district shall not be liable to anyone for any injury or claim arising out of the use of any district facility. The Facilities Use Contract shall contain a statement or statements to this effect.~~
- ~~6-5.~~ Any group or organization using eCollege facilities shall be held responsible for any damage to property during its use of the facilities.
- ~~7. 6.~~ Any group or organization using ~~districtCollege~~ facilities shall designate in writing one member of its group as its supervisor responsible for the group or organization's behavior and activities while using ~~districtCollege~~ facilities.
- ~~8. 7.~~ Requests from ~~external groups or~~ student organizations to use ~~districtCollege~~ facilities shall be made through the Vice President of Administrative Services [~~now the Executive Vice-~~

~~President~~ or ~~designéedesignee~~. These requests shall be made in writing on the college's Facilities Request Form and shall include, but shall not be limited to, the following:

- a. the name and address of the group;
- b. the name, address, and phone number of the contact person who is representing the group and submitting the request;
- c. the name, address, and phone number of the on-site supervisor who will be responsible for the group's conduct while on campus;
- d. the facility (and, if appropriate, the portion of the facility) being requested;
- e. the starting and ending times of the proposa~~l~~-ed use of the facility;
- f. the approximate number of persons expected to use the facility;
- g. a description of the proposed activity and how the facility will be used;
- h. proof of insurance liability; **not required for student organizations**
- i. the proposed method of payment for any additional expenses that might be incurred by the college as a result of the group's use of the facility.

~~9. 8.~~ Alcoholic beverages **by student groups** are prohibited on ~~district~~College property.

~~10.~~

~~11. 9.~~ Except for attendance at scheduled classes and excluding access to residence halls and rodeo facilities, individual students shall not be admitted to a **eCollege** building after 5:00 p.m. on Mondays through Fridays or anytime over the weekend without the written approval of the building supervisor or unless an instructor or sponsor or other supervising employee is present. Student groups shall not be allowed to use **eCollege** buildings without securing approval to do so according to the provisions of this regulation.

B. Use of Designated Areas: Students

1. The ~~first floor of the Pioneer Student Union Building~~ **flag pole areas on the Wharton, Richmond, and Bay City campuses** shall be considered a designated area for public discussion. **On the Sugar Land campus, WCJC will follow the policy of UHSL.** If any additional areas are to be so designated, the Vice President of Administrative Services ~~{now the Executive Vice President}~~ shall be responsible for making these designations for use by registered student organizations and for posting signs identifying each designated area in conspicuous locations in and around each area.
2. During regular business hours when the college is open, a registered student organization may use an area designated under the above section for public discussion without prior permission and for peaceful public assembly or demonstration without prior permission.
3. Public assembly, discussion, or demonstration exercised in accordance with the above

paragraphs must not disturb or interfere with a program, event, or activity approved by the ~~vice president~~ Vice President of Administrative Services prior to the public assembly, discussion, or demonstration, and must not unreasonably disturb or interfere with normal operations and activities of the ~~district~~College.

4. Any person who refuses to identify himself/herself fully in accordance with this regulation (~~formerly policy GFA in the TASB Policy Manual, 5-30-86~~) and Penal Code 30.05 may be guilty of a misdemeanor or offense that, upon conviction, is punishable by a fine of not more than \$200. In addition to criminal penalties as allowed by law (see Penal Code 30.05), any student who refuses to identify himself/herself fully in accordance with this policy may be subject to discipline, including suspension or dismissal.

C. Groups Prohibited from Use of ~~District~~College Facilities

1. No organization or group that is not registered with the Office of Student Services as an officially recognized WCJC student organization shall use ~~district~~College facilities under procedures for student groups.
2. No organization or group, whether registered or not, shall use ~~district~~College facilities if it has a delinquent debt to the ~~district~~College.

D. Special Conditions Applying to Certain Facilities

1. Tennis Courts

The college's tennis courts on the Wharton campus are available without charge for any external or internal users between the hours of 7:00 AM and 10:00 PM for recreational use.

2. Other Facilities

Such facilities as the Fitness Center, Gymnasium, Horton Foote Theatre, and the Outlar Auditorium may be subject to different restrictions from those outlined in this regulation, including designating these facilities as not available for independent access by external users, and are governed by procedures developed and implemented by the Office of Administrative Services. [See addendum to this regulation entitled "Rules Governing Special Facilities.]

~~E.~~

(POLICY APPROVAL: 6-18-97, Board of Trustees)

V. PROCEDURES

- A. ~~Normally, reservation~~ Requests to use College buildings, facilities, or grounds ~~are~~ must be submitted to the Vice President of Administrative Services or designee on a Facilities Request Form at least ~~submitted~~ 30 days in advance of the scheduled date of use ~~on a Facilities Request Form~~.
- B. ~~Authorization to use college buildings, facilities, or grounds must be in writing by the Vice-President of Administrative Services~~ [now the Executive Vice-President] or designee, ~~accepted in writing by the user organization, and contain~~ The Vice President of Administrative Services or designee shall respond to each request in writing, and shall include in the response any such conditions and any further agreements applicable to the request that are deemed to be in the best interest of the ~~e~~College. The ~~Dean~~ Vice President of Student Services (DVP/SS) is

responsible for assuring student organizations are provided with ~~a packet of~~ information ~~consisting of this regulation and any other material the DVP/SS judges relevant to the proposed use of the College facilities, including this Regulation.~~

- C. If the user proposes to charge any sort of registration, admission, tuition, or participant fees, the amount of such fees must be indicated on the Facilities Request Form and must be approved in advance by the Vice President of Administrative Services ~~[now the Executive Vice-President]~~ or ~~designéedesignee~~. ~~Normally, †The amount of any such fee should be consistent with the educational objectives of the eCollege and with admission fees currently approved for student activities.~~
- ~~D. Users must furnish, at their own expense, the services of a minimum of one commissioned peace officer with legal jurisdiction in the location of the event, unless the Executive Vice President of Administrative Services waives this requirement in special circumstances.—~~

~~E. Processing Requests~~

- ~~1. All facilities requests must be submitted on the college's Facilities Request Form to the building supervisor and then forwarded to the Vice President of Administrative Services [now the Executive Vice President] or designée. No requests may be confirmed before the college calendar is established.~~
- ~~2. Whether a request is approved or denied, the Vice President of Administrative Services [now the Executive Vice President] or designée uses a standard letter to respond in writing to all facility requests. (A copy of the standard response letter is attached to this regulation.) provides a fully executed copy of facilities request to the originator.~~
- ~~3. If the request is approved, the vice president or designée includes with his or her response copies of all pertinent literature describing the rules and regulations governing use of college facilities by outside groups and student organizations. A copy of this response letter is sent, along with billing information, to the Business Office to prepare an official invoice.~~
- ~~4. 3. Checks from user groups are to be made payable to Wharton County Junior College.~~

~~F.D. Consideration of Requests: Students~~

1. The Vice President of Administrative Services ~~[now the Executive Vice President]~~ or ~~designéedesignee~~ shall not approve ~~an applicati~~na request if he or she has reasonable grounds to believe that:
 - a. The ~~eCollege~~ facility requested is unavailable, inadequate, or inappropriate to accommodate the proposed use at the time requested.
 - b. The ~~applicantrequestor~~ is under a disciplinary penalty prohibiting the use of the facility.
 - c. The proposed use includes nonpermissible solicitation. (See Regs 126 and 561.)
 - d. The proposed use would constitute an immediate and actual danger to the peace or security of the ~~districtCollege that available law enforcement officials couldnot control with reasonable efforts.~~

- e. The ~~applicant~~requestor owes a monetary debt to the ~~district~~College and the debt is considered delinquent.
 - f. The proposed activity would disrupt or disturb the regular academic program or would result in damage to or defacement of property.
2. If the Vice President of Administrative Services ~~[now the Executive Vice President]~~ or ~~designéedesignee does not approve an application~~ denies a request under the above section, he or she shall provide a written ~~or oral~~ statement of the grounds for refusal.

~~GE.~~ Consideration of Requests: Instructional/Educational Activities

Facilities requests by student organizations to offer courses or programs or involving any educational or instructional service or activity are forwarded by the Vice President of Administrative Services ~~[now the Executive Vice President]~~ or ~~designéedesignee~~ to the Vice President of ~~Academic Affairs Instruction or to the Vice President of Continuing Education [now the Vice President of Workforce Development and Extension Services], depending on the nature of the proposed activity,~~ to determine if the proposed activity conflicts with college activities or is detrimental to college interests. ~~Such requests are returned with~~ with the Vice President of Instruction will provide a written response to the Vice President of Administrative Services ~~[now the Executive Vice President]~~ or ~~designéedesignee~~ within five working days.

~~HF.~~ Special Provisions Pertaining to Student Groups

1. Student organizations operating dances and athletic events, when such events include persons from outside the college, are required to provide at least ~~one~~ two commissioned police officer for security purposes, ~~at the organizations's expense (as opposed to the requirement for community groups to provide at least two commissioned police officers).~~ Other events operated by student organizations usually do not require such security coverage unless the ~~Executive Vice President of Administrative Services~~ determines the nature of the function indicates otherwise.
2. If the participants at an event operated by a student organization are exclusively WCJC students, that event is treated under the provisions that apply to internal, college-sponsored events (including the use of the Facilities Request Form intended for internal use only).

VI. GUIDELINES

Budgeted Student Organizations

- A. The ~~eCollege~~ provides direct funding to only two student organizations, the Student Government Association (SGA) and Phi Theta Kappa (PTK).
- B. The minimum criteria for a student organization to receive funding through the ~~eCollege's~~ operating budget include, but are not limited to, the following:
 1. Must be a ~~eCollege~~-recognized student organization; that is, it must comply with all provisions of Regulation 552, Registered Student Organization.
 2. In its eligibility for membership, actual membership, purposes, and functioning, it must be an inclusive organization; that is, it must cross-cut the entire student

body and represent all students. (An exception to this criterion is a student organization that fulfills all other requirements listed here but, while open to all students, limits membership to those students who have attained a specified level of academic achievement.)

3. It must be a local chapter of a national, regional, or state organization or a registered, paying member of such an organization recognized by the college.

BAM/FRV
4-20-99

BAM
9-22-16



**Wharton County
Junior College**

Facilities Request Form: EXTERNAL

Office of Administrative Services

~~This form is for requests by external groups and WCJC student organizations to use college facilities. Please type or print clearly, complete all information, and submit in duplicate to the Executive Vice President. Illegible or incomplete forms will not be processed.~~

To: _____ Date: _____

From: Name of Group/Organization: _____

Address: _____
_____ Phone: (____) _____

Name of Responsible On Site Supervisor: _____

Address: _____
_____ Phone: (____) _____

Facility (or portion thereof) Requested: _____

Dates Requested: Start: _____ End: _____

Times Requested: Start: _____ End: _____

Number of Participants: _____

~~Describe activity and how facility will be used. (Any group or organization using college facilities is responsible for any damage to property during use. If food is to be served, you are responsible for arranging with the server to clean up and remove leftovers immediately after the event. If the server fails to clean up, you must do so.)~~

Proof of insurance attached: Yes No

List and explain charges user proposes (registration, admission, tuition, or participation fees): _____

Proposed method of payment for any additional expenses that might be incurred by the college as a result of the group's use of the facility:

Requester's Signature: _____

Approvals:

Building Supervisor _____ Date _____

Executive VP or designée _____ Date _____

ExtReq.Frm _____ Reg 371 (7-23-99)



Wharton County Junior College

911 Boling Highway • Wharton, Texas 77488 • (409) 532-4560

Facilities Use Contract Form

In compliance with WCJC Regulation 371, Wharton County Junior College, hereinafter called "the College" does hereby agree to provide facilities as described below to:

Name: _____

Address: _____

City, State, Zip: _____

Telephone (incl area code): _____

who is hereinafter called "the User." Signature of the User affixed to this document signifies acceptance and agreement with all terms and conditions of this agreement.

FACILITY TO BE USED

Building: _____ Room: _____

Grounds: _____

Other: _____

Dates Requested: Start: _____ End: _____

Times Requested: Start: _____ End: _____

CHARGES FOR FACILITY USE

_____ Building Use (not applicable to WCJC student organizations) \$ _____

_____ Technician (\$15/first hr, plus min wage for add'l hr x _____ hrs) = \$ _____

_____ Other: _____ \$ _____

_____ Refundable Deposit:

Total Payment Due College: _____ \$ _____

TERMS AND CONDITIONS

1. ~~The User shall furnish proof of liability insurance naming the College as an additional insured for \$1,000,000 (one million dollars) for the individual event.~~

~~Insurance Company: _____~~

~~Address: **NOT APPLICABLE TO WCJC STUDENT ORGANIZATIONS**~~

~~Policy Number: _____~~

2. ~~For rehearsals in the Horton Foote Theatre, rehearsal and work lights are provided (four 750 watt scoop lights). Should stage lights be desired by the User, a qualified technician must be provided at the User's expense. The College, in its sole discretion, shall determine a technician's qualifications.~~

3. ~~All rehearsal and stage lights must be turned off by the User immediately after use and prior to leaving the Horton Foote Theatre. The dimmer system must be properly secured. Failure to adhere to this rule may result in replacement of equipment at the User's expense.~~

4. ~~The User of the Horton Foote Theatre may use only the College's musical equipment for which prior arrangements must be made with the head of the Music Department.~~

5. ~~The User will furnish, at the User's expense, the services of a minimum of two commissioned police officers (one commissioner police officer for users that are WCJC-recognized student groups) with legal jurisdiction in the location of the event.~~

6. ~~The User agrees to leave the premises in as good or better condition than that which existed prior to usage. The User must:~~

- ~~a. clear tables of any debris or food;~~
- ~~b. bag trash in containers provided;~~
- ~~c. remove all decorations and personal belongings;~~
- ~~d. clean up all obvious spills on tables, chairs, and floor.~~

7. ~~Other(s): _____~~

WAIVER AND INDEMNIFICATION

~~The User hereby waives and forgives any claims against the College, its trustees, agents, and employees which may arise on behalf of the User as a result of the execution of this agreement or the use of the College's facilities.~~

~~The User agrees to assume any and all responsibility of any kind whatsoever from the use of the College facilities and indemnify, protect, defend, and hold harmless the College, its trustees, agents, and employees from and against any and all liability, claims, demands, suits, actions, damages, losses, and expenses, including any attorney fees necessary in the defense of any such action, arising out of or in any manner resulting from the User's use of, or presence on, the College property. It is the intention of the User that such indemnity shall apply whether or not the liability, claims, demands, suits, actions, damages, losses, or expenses arise from the negligence of the College or its trustees, agents, or employees.~~

~~This indemnification agreement is not to be construed as a waiver of the sovereign or governmental immunity from liability now possessed by the College and its agents or employees in performing this governmental function.~~

SIGNATURES

~~The terms and conditions listed above are agreed to by both parties as witnessed by our signatures on this _____ day of _____, _____.~~

~~For: Wharton County Junior College _____ For: _____~~

~~by: _____ by: _____~~



**Wharton County
Junior College**

**Charges for Use of College Facilities
Office of Administrative Services**

Schedule of Standard Charges for Facilities Use

Facility	Minumum Charges per Day		
	1999-2000	2000-2001	2001-2002
Classrooms	\$61		
Horton Foote Theatre	\$154		
Gymnasium	\$348		
Outlar Auditorium	\$97		
Pioneer Student Center (up to 100 participants)	\$428		
Pioneer Student Center (101 to 200 participants)			
Outdoor Restrooms	\$488		
	\$50		
Grounds	\$50		

DELETE



Wharton County Junior College

Rules Governing Special Facilities Addendum to ~~Regs 371 and~~ 372

Policies and procedures regarding the use by ~~external groups and~~ student organizations of buildings owned or operated by WCJC are contained in Regs ~~371 and~~ 372. The following addendum describes additional provisions for use of special facilities. ~~(In all cases, however, even for the special facilities listed in this addendum, the policies and procedures specified in Regs 371 and 372 must be adhered to unless a waiver is granted in advance by the President or the Executive Vice President)~~

I. Facilities Rental or Use

- A. Usage Fees. Facilities used by non-college organizations are not charged ~~according to the approved schedule attached to Reg 371 as maintained by the VPAS usage fees.~~
- B. Other Requirements
 - 1. ~~Any non-college organization using college facilities is required to furnish evidence of liability insurance covering the event or program.~~
 - 2. ~~Educational organizations, charitable organizations, retired teacher groups, retired or senior citizen groups are not charged for meeting rooms if the event occurs during normal WCJC working hours. These meeting rooms do not include the Pioneer Student Center, Horton Foote Theater, Outlar Auditorium, or Gymnasium.~~
 - 3. ~~A facility rental is not recognized/confirmed until payment has been received in full and a written contract has been completed in the office of the Director of Accounting Vice President of Administrative Services.~~
 - 4. ~~Any rental terms that differ from the above those contained in this document or the applicable regulations must be approved by the President or the Board of Trustees.~~
 - 51. Use or possession of alcoholic beverages is prohibited.
 - 62. If any college regulations are violated, the offending group forfeits the right to future use of college facilities.

II. Horton Foote Theater

- A. Scheduling
 - 1. Fine Arts (theater, music, stage movement, art) activities have scheduling priority in the Horton Foote Theater (the "Theater").
 - 2. Requests for use of the theater for any activity including rehearsals and classroom activities must be made in writing to the Building Supervisor of the Duson-Hansen Fine Arts Building ~~and must follow the provisions of Reg 371 (for external groups) or Reg 372 (for student organizations)~~ at least two weeks in advance of the event.
 - a. ~~Any college organization that wishes to schedule an activity in the theater must~~

~~submit a written request to the Supervisor of the Duson-Hansen Fine Arts Building prior to October 1 of each academic year.~~

- ~~b. Any college organization that decides after October 1 to sponsor an activity that requires the use of the theater must submit a written request two weeks before the event.~~
 - ~~c. Emergency scheduling of the theater will be made depending upon the availability of the theater and the extent of the emergency.~~
 - ~~d. All scheduling of the theater for non-Fine Arts activities is accommodated on a first-come, first-served basis.~~
 - ~~e. No conflicting scheduling of the theater is processed without the permission of the director/adviser of the originally scheduled activity.~~
 - ~~f. The building supervisor completes the Facilities Request Form and forwards it to the Executive Vice President.~~
3. All scheduling of the theater for non-Fine Arts activities is accommodated on a first-come, first-served basis.
 4. Upon approval of the ~~b~~Building ~~s~~Supervisor , the Facilities Request Form: Internal, is forwarded to the Vice President of Administrative Services.

B. Personnel and Equipment

1. All activity in the ~~t~~Theater requires the use of a custodian and ~~t~~Theater technicians.
- ~~2. Custodial services must be contracted with the Maintenance Department through the Business Office if the activity is scheduled outside regular college hours.~~
- ~~3.2. Theater technical services must be contracted. if the activity is scheduled outside regular college hours.~~
43. Only individuals (faculty or students) trained in proper lighting and sound procedures may adjust, move, focus, or operate any of the electrical lighting and sound equipment that is a part of the ~~t~~Theater.
54. Any group that utilizes the facilities of the ~~t~~Theater is ~~totally~~ responsible for the ~~t~~Theater, its contents and equipment, and is responsible for returning the ~~t~~Theater to the condition it was in prior to the activity.

C. Fire and Safety (Legal Restrictions)

1. Maximum seating capacity is ~~324288~~.
2. Maximum standing or extra seating capacity is 50.
3. Absolute combined maximum seating and standing capacity is ~~374338~~.
4. All aisles and exit areas must be kept clear of seats and patrons.
5. All doors must be unrestricted at all functions so that they can be opened outward upon command.
6. The use of open flame on or off the stage is prohibited without specialized equipment and precautions.

7. Smoking in the theater, as in all college buildings, is prohibited at all times.
8. All exits must be clearly marked with lighted signs.

D. Other restrictions

1. No eating or drinking is permitted in the ~~the~~Theater at any time.
- ~~2. No cameras are permitted in the theater during a theatrical performance.~~
32. If any regulation for the operation of the ~~the~~Theater is violated, the offending group forfeits the right to future use of the ~~the~~Theater.

III. Pioneer Student Center

A. Scheduling

- ~~1. Non-college organizations must adhere to Reg 371, and student organizations must adhere to Reg 372.~~
- ~~2. Approved college organizations and other college programs are allowed "free" use of the Pioneer Student Center ("Center") twice each semester; however, the student organizations these groups are responsible for thoroughly cleaning the building after an event. (or they may choose to pay the college's per hour custodial fee). Additional uses of the building are treated in the same manner as non-college organizations.~~
3. All scheduling of the ~~Pioneer Student~~ Center is on a first-come, first-served basis. Requests must be submitted to the ~~Coordinator of Student Activities and Multicultural Affairs and the Dean of Student Services~~ Vice President of Administrative Services at least ~~seven (7) days two weeks~~ prior to the event.
4. No activities may be scheduled in the Center during any official college holiday.

B. Equipment

- ~~1. Use of the Pioneer Student Center public address system is not permitted for an individual student organization unless such use is approved in advance by the Coordinator of Student Activities and Multicultural Affairs and the Dean of Student Services. With the approval of the Vice President of Student Services, the following equipment may be requested: public address system and carted computer/data projector system.~~
- ~~2. All policies of WCJC concerning the use or possession of alcoholic beverages on campus are in effect for use of Pioneer Student Center. The student organization advisor is responsible for checking out equipment and ensuring it is returned in appropriate working condition.~~
- ~~3. If any college regulations are violated, the offending group forfeits the right to future use of the Pioneer Student Center. (College organizations may appeal decisions to the Dean of Student Services; non-college organizations may appeal to the Director of Accounting Services.)~~

~~IV. Television Satellite Antenna and Equipment~~

~~Organizations requesting use of the television satellite receiving antenna and equipment are charged at the classroom-use rate. If only satellite videotaping services are requested and a room is not required, the charge rate remains the same. The requesting organization is responsible for the arrangement and cost of program license agreements, blank videotapes, and any auxiliary equipment necessary for reception of the program, such as de-coders or de-scramblers. The needs of the WCJC instructional program take precedence over requests from non-college organizations.~~

V. Gymnasium

Organizations must follow all provisions of ~~Reg 371 (external groups) or~~ Reg 372 (student organizations), complete and have approved a Facilities Request Form (available ~~from the Office of the Vice President of Administrative Services, now the Executive Vice President~~) on the Intranet or per request from the Office of the Vice President of Administrative Services). ~~prior to usage, and schedule the dates and times with the building supervisor (currently Gene Bahnsen at ext. 6369).~~

~~VI. Fitness Center~~

~~The WCJC Fitness Center is usually not available for rental by external groups.~~



~~Wharton County Junior College student organizations follow the same purchasing procedures as all college departments, including the following guidelines:~~

- ~~1. At the beginning of the academic year, organizations submit a list of sponsors and student officers to the Office of Student Services. Sample signatures must accompany this list. Upon approval by the Dean of Student Services (D/SS), the D/SS forwards a copy of the list to the Business Office.~~
- ~~2. All purchases from third party vendors are processed through the college's standard purchase order system. An approved purchase order *must* be obtained *prior* to obligating the college in any way.~~
- ~~3. Purchase orders are obtained by completing a requisition, obtaining the approval of the sponsor and the student officer(s), who sign the requisition, and submitting the completed requisition form to the Business Office for processing. Upon receiving the requisition form, the Business Office verifies the information and processes the request, converting it to Purchase Order status.~~
- ~~4. The Business Office sends the approved purchase order to the vendor via first class mail or, if so requested on the requisition form, returns it to the originator. Processing time may take up to two weeks, so planning is essential.~~
- ~~5. Reimbursements to individual students are limited to approved travel expenditures and petty cash expenditures. Travel reimbursements are requested by completing a Travel Expense Statement, and petty cash reimbursements are requested by completing a Petty Cash Voucher. Both forms are approved by the sponsor and an authorized student officer of the organization.~~
 - ~~a. Petty cash reimbursements may include reimbursements of sales tax upon approval of the sponsor and student officer.~~
 - ~~b. Petty cash reimbursements are limited to \$20 per account per day.~~

Reg-372



**Wharton County
Junior College**

**Facilities Request, INTERNAL ONLY
Office of Administrative Services**

~~This form is for internal requests only. Please type or print clearly, complete all information, and submit in duplicate. Illegible or incomplete forms will not be processed.~~

~~To: _____ Date: _____~~

~~From: Name: _____~~

~~Division or Unit: _____~~

~~Facility Requested: _____~~

~~Dates Requested: Start: _____ End: _____~~

~~Times Requested: Start: _____ End: _____~~

~~Number of Participants: _____~~

~~Describe Activity and Additional Needs. (If special services, room set-ups, or furniture configurations are required, you are responsible for making arrangements with Maintenance or Custodial Services via written work order requests. If food is to be served, you are responsible for arranging with the server to clean up and remove leftovers immediately after the event. If the server fails to clean up, you must do so.)~~

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~~Requester's Signature: _____~~

Approvals:

~~_____
Building Supervisor _____ Date~~

~~_____
Executive VP or designée _____ Date~~

~~After approvals, send one copy to the Department of Safety and Security at least 7 days prior to the date of the event so that the activity can be placed on the college's schedule of activities.~~

IntReq.Frm
Reg 371 (3-8-96)