

**Delaware County Community College**  
901 S. Media Line Road  
Media, PA 19063

**Facility Usage Policies and Procedures**

Delaware County Community College (DCCC) provides indoor and outdoor facilities for a wide variety of College programs. In keeping with its objective of serving as a focal point for further cultural and educational development within Delaware and Chester Counties, the College will make its facilities available to community groups and organizations whenever possible, within the context of facility use policies and procedures. Non-College users will be charged fees appropriate to the facilities requested and the type of organization making the request.

Political organizations and candidates for political office are permitted on campus for lectures, speeches or forums when they are sponsored by a College office, department or approved College organization.

DCCC activities take priority over all other requests for facilities use.

**PRIORITY 1 – CAMPUS ACTIVITIES**

Space will be made available for College activities in the following order of priority:

1. College Instructional Programs
2. Official College Events
3. College-sponsored Educational Activities
4. Actively Chartered Student Clubs and Organizations
5. College Extramural Activities

**PRIORITY 2 – EXTERNAL ORGANIZATIONS**

Space will be made available to outside organizations when the requested use does not conflict with scheduled College functions and if the activity is consistent with the objectives and philosophy of the College.

Charges for use of multiple classrooms will depend on the number of classrooms requested and the type of activity. Additional services (custodial, electrical, mechanical, grounds, audiovisual, security, other) will be charged in addition to the hourly rates noted within this document. Organizations will be advised of the total charges following review of their Facilities Use Application.

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**Per Hour Charges for Use of Facilities – Minimum Two (2) Hours**  
**Effective 7/1/05**

Facility	Capacity	Category B Entities Community Non-Profits		Category C Entities Community For-Profits	
		In-County	Out of County	In-County	Out of County
Athletic Field	N/A	\$25	\$50	\$75	\$100
Auditorium – Large	270	75	100	125	150
Auditorium – Small	100	70	90	100	125
Cafeteria	200	50	75	100	125
Classroom	25-40	30	50	75	100
Computer Lab	20	50	75	100	125
Gymnasium (Downingtown)	N/A	50	75	100	125
Meeting Room	20	30	50	75	100
Parking Lot	N/A	40	60	100	125
Student Lounge	N/A	40	60	100	125
Tennis Court	N/A	10	20	30	40
Video Conference Room	20	50	75	100	125

Costs for additional services (custodial, electrical, mechanical, security, audiovisual etc.) will be charged in addition to the per-hour rates listed above, when applicable.

Categories:

- A - Activities of official departments of the Counties of Delaware and Chester, the Commonwealth of Pennsylvania, and the United States Government (no fee assessed).
- B - Organizations that have a connection to the College as a whole or to an individual College employee, Educational Institutions or organizations affiliated with schools and Community non-profit groups.
- C - Community for-profit groups.

A Delaware County or Chester County address must appear on the organizations certificate of insurance to be eligible for “In-County” rates.

An IRS Determination Letter is required for groups to be considered “non-profit”.

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**Additional Requirements for External Organizations**

All outside organizations shall pay 50% of all fees to the College Business Office upon **submission** of the facility use application. **Full payment (100%) is due at least one week prior to the scheduled event.**

No use of facilities is permitted until the Application is signed by the Director, Business Services or his designee. A representative of the outside group must keep a copy of the group's signed application on hand at all times that the event is taking place and must produce the approved application upon request of any authorized representative of the College.

The applicant agrees not to sublet or transfer the rights or privileges under an approved Application to any other individual, group or organization.

Category "C" groups (non-profit) must submit a copy of the Internal Revenue Service Determination Letter certifying their non-profit status.

Any outside group wishing to cancel its event may do so without penalty with at least 48 hours notice to the College and by 12 Noon on Thursday for weekend events. Any group not giving the proper notice will be charged the full amount of the lease.

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**Insurance Requirements for External Organizations**

All external organizations with the exception of category “A” organizations are required to submit proof of insurance at lessee expense as follows:

- Commercial General Liability
  - Bodily Injury and Property Damage  
Combined Single Limit - \$1,000,000
  - Products Liability if Food Will be Served  
Combined Single Limit - \$1,000,000
- Automobile Liability
  - This coverage is required if vehicles of the sponsoring organization will be on College premises
- Workers Compensation Coverage – Statutory coverage in accordance with Workers Compensation Laws of the State of Pennsylvania for employees of the lessee working on College property.

Delaware County Community College must be listed as an **“additional insured”** on all insurance certificates.

Insurance Certificates must be received by the College no less than five (5) days prior to the event. Organizations that fail to submit a valid insurance certificate at least five days prior to the event will be prohibited from using College facilities.

All insurance coverages must be written by companies authorized to do business in the Commonwealth of Pennsylvania. All insurance certificates are subject to the final approval of Delaware County Community College.

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**Regulations For Facilities Use**

The following restrictions apply to all functions for College activities and external organizations:

1. Possession or use of alcoholic beverages and/or illegal drugs of any kind shall not be permitted on College property. Any person under the influence of alcoholic beverages or illegal drugs shall be denied the opportunity to participate in the activity or to be present on College property.
2. Smoking or use of tobacco products is prohibited in all College buildings.
3. **No firearms are permitted on College property except by authorized law enforcement personnel.**
4. Gambling or other conduct detrimental to College or public interests shall not be permitted.
5. Parking is permitted only in designated parking lots. Handicapped individuals with a valid handicapped permit may park in the designated handicap parking areas.
6. The serving of food and/or beverages is permitted only in those areas of the College designated for such purposes.
7. College officials or designated employees shall not be refused admittance to any outside function held on College property.
8. All functions must be in compliance with applicable laws of the State, County and Local governments.
9. DCCC is committed to assuring equal opportunity to all persons regardless of race, color, religion, national origin, ancestry, age, sex or handicap. This policy extends to employment within and admission to the College and is in compliance with all Federal Laws including Title IX of the Educational Amendments of 1972. No activity on College property shall exclude participants because of race, color, religion or political affiliation by de jure or de facto intent i.e. activity structured so as to exclude or specifically exclude individuals because of their tenet, creed or beliefs.
10. Facilities and equipment must be left in a clean and orderly condition. Failure to do so will result in additional charges to the organization.
11. The selling of goods and/or services or the solicitation for the sale of goods and/or services is prohibited on campus, unless it is approved by the College's Director, Business Services.
12. The College has a policy prohibiting any sexual harassment including: unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct or written communication of an intimidating, hostile or offensive sexual nature.

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13. **All external organizations requesting the use of outdoor facilities (including but not limited to parking lots) shall be charged for a College representative who will be present during the event. The College's representative is in charge of the facility at all times. Organizations are required to make their own arrangements for the removal of trash including the renting of dumpsters when required by the College.**
14. All organizations must adhere to College fire and safety codes and regulations.
15. External organizations are permitted to use only equipment and/or supplies for which permission was granted by the Director, Business Services.
16. There shall be no alterations to existing facilities, or installation of equipment, signs, posters, or decorations on or about College property by any party without the approval of the Director, Business Services or his designee.
17. Applicants will be limited to the use of the areas specified on the approved Facilities Use Application.

**Procedures for Use of College Facilities**

1. Requests for the use of College facilities must be made to the Business Services Office at least 30 days prior to the requested date in order for the request to be reviewed and arrangements for approved use completed. More complex requests should be made several months in advance.
2. In all cases, one person belonging to the external organization shall be identified in writing on the Application as the person responsible for the function and this individual shall be present for the entire duration of the event. Noncompliance will result in denial of future requests.
3. Copies of signage, promotional and/or advertising materials planned to be temporarily placed on College premises must be attached to the Facilities Use Application.
4. External organizations will be advised of the total use charges by the Business Services Department of the College prior to the date of the event. **However, it is the responsibility of the organization representative to know all fees (including all fixed and variable cost estimates) prior to the event/s.**
5. All organizations will be asked to file an evaluation form with the Director, Business Services or his representative following the event. The form will be furnished with the approved Application.

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6. The College reserves the right to withdraw, at any time, its permission to use College facilities and reserves the right to alter or make such additional rules and regulations from time to time as may be in the public interest.

**Indemnity Provision**

**The Lessee (outside/external organization) agrees to indemnify and hold harmless Delaware County Community College (Lessor), including its employees, agents and trustees from and against any and all actions, claims, demands, losses and damages arising out of or by reason of Lessee's presence or activities at the College facilities, or by Lessee's agents, contractors, servants, employees, licensees, invitees or guests and resulting in any damage, including property damage or personal injuries. Lessee will further indemnify and hold the College harmless against and from any and all claims arising from any breach or default on the part of the Lessee in the performance of any covenant or agreement on the part of the Lessee to be performed pursuant to the College's facility usage policies and procedures, or arising from any act of negligence of the Lessee, or any of its agents, contractors, servants, employees, licensees, invitees or guests, or arising from the conduct of or management about the College facilities or from any accident in or about the College facilities. In the event any action or proceeding is brought against the College by reason of Lessee's use of College facilities, the Lessee covenants to resist and defend, at Lessee's expense, such action or proceeding. This indemnification shall also cover any and all costs, expenses and fees, including attorneys' fees, incurred by the College incident thereto.**

*Last Updated: 11/30/2007*