

**RULES, REGULATIONS, AND GUIDELINES  
REGARDING USE OF SCHOOL PROPERTY**

Obtain the necessary application forms, including a copy of board policy and these regulations from the Business and Industry Service Office. Complete as required. Reservations must be made at least one week in advance, but reservations made more than a month in advance are subject to change. Southwest Technology Center reserves the right to change reserved locations if needed for a Southwest Technology Center activity. Applications for reservation of a facility may be obtained at Southwest Technology Center, Business and Industry Services Division. Fees are made payable to Southwest Technology Center.

Availability of, and appropriate, facility space for planned activity is required. Activities and classes conducted and/or sponsored by Southwest Technology Center are given first access and priority use of facilities.

Use of the facilities/properties requires a commitment to rules regarding the care of the facility. Failure to adhere to required rules/guidelines shall result in disapproval of future requests for use of school property. Any user agrees to be responsible, including monetary responsibility, for all activities occurring and any damages incurred during and as a result of the use; above and beyond the use fee.

Any person applying for the use of school property on behalf of any society, group, or organization shall be a member of such applicant group and, unless he/she is an officer of such group, must present written authorization from such applicant group to make such application on its behalf.

**Times of Use:** All functions must close by 10:00 p.m.

**SWTC Personnel on Duty:** Use fees include the presence of a custodial-maintenance staff member and services required to prepare the room and return the room and furniture to their original state. A SWTC employee must be on the grounds/premises at all time when facilities are being used. Use of technical equipment and space requires time and expertise from a technician. **The availability of qualified SWTC employees to work on evenings and weekends affects the availability of the facility.**

**Adult Supervision Required:** Juvenile organizations must have adult sponsorship and supervision.

**Furniture and Equipment:** Persons and/or organizations using school property shall not be permitted to remove or displace furniture or any apparatus. Southwest Technology Center personnel will arrange furniture and equipment to meet the needs of the user as specified and arranged in advance with the Business and Industry Services office. Access to rooms, facilities, and equipment other than approved on the application shall not be permitted.

**Walls, Floors, and Ceilings:** Secondary students, adult students, and Business and Industry clients are the primary users of Southwest Technology Center. Training for career success is the primary mission. The facility was constructed and is maintained with that mission objective.

Walls, floors, and ceilings are to be free from decorations. No materials may be tacked, nailed, stapled, taped, or otherwise adhered or applied to the surfaces. Apparatuses that require large volumes of liquid and/or solid substances that, if dropped, spilled, or loosed, would create subsequent damage shall not be permitted or brought into the facility by a user.

**USE OF SCHOOL PROPERTY, REGULATIONS (Cont.)**

Freestanding signs, posters, and charts may be used within the designated area for the activity. Displays and signs may be taped to glass surfaces, if available within the designated area, and removed when use is completed.

**Displays on Building, Grounds, and Exterior:** Southwest Technology Center is a public institution and its grounds and facilities may not be used to display signs promoting a product, political party or candidate, or things of this nature.

**Denial of Applications:** The purposes and/or programs offered in or during the use of any school premises/facilities shall at no time contain any matter that might tend to cause a breach of the peace, constitute subversive doctrine or seditious utterances, or agitate for changes in our form of government or social order by violence or unlawful methods.

The facility is a public tax supported institution and is not to be used for private commercial activities and sales. Applications may be denied if meetings or activities are commercial advertising or selling of products or services by individuals or private businesses; personal use by private individuals for parties and celebrations; any activity that may be destructive or injurious to the buildings, grounds, or equipment; and any purpose that presents a clear and present danger of resulting in serious substantial evil.

The Business and Industry Services director will make the determination for denial based on criteria listed in these regulations. The campus director will be involved if conflict arises. Appeals to decisions may be made to the superintendent.

**Prohibition: No intoxicants or narcotics shall be permitted or used in or about Southwest Technology Center buildings and premises; nor shall profane language, quarreling, fighting, or gambling be permitted.**

**Tobacco, in any form, is prohibited in Southwest Technology Center buildings. Violations of this rule by any organization during occupancy shall be sufficient cause for denying further use of school premises to the organization.** (See also policy CKDA.)

**ANNOUNCEMENT REQUIRED:** The person making application for the use of the facilities must assume responsibility for seeing that this announcement is made at the beginning of each meeting/session:

**TOBACCO IN ANY FORM IS PROHIBITED INSIDE SOUTHWEST TECHNOLOGY CENTER. THE ONLY AREA DESIGNATED FOR SMOKING IS THE PATIO AREA ADJACENT TO THE WEST OUTSIDE DOORS. FOR ADULTS ONLY.**

Schedule of Fees, Rates, and Charges

In order to help recover the cost of usage, utilities, custodial services, and technical assistance, the following fees will be charged:

1. Seminar Center\*

A. Entire Center\* -- 6 to 7 hours

**USE OF SCHOOL PROPERTY, REGULATIONS (Cont.)**

1. Regular Day Operation Time

Profit Organization – \$150

Not for Profit Organization (proof required) – \$50

2. Not Regular Day Operation Time (evenings, Saturday)

Profit and Not for Profit Organization – \$300

B. Entire Center\* -- minimum charge up to 3½ hours

1. Regular Day Operation Time

Profit Organization – \$75

Not for Profit Organization (proof required) – \$25

2. Not Regular Day Operation Time (evenings, Saturday)

Profit and Not for Profit Organization – \$175

C. One-half Seminar Center\* -- 6 to 7 hours

1. Regular Day Operation Time

Profit Organization – \$75

Not for Profit Organization (proof required) – \$25

2. Not Regular Day Operation Time (evenings, Saturday)

Profit and Not for Profit Organization – \$175

D. One-half Seminar Center\* -- minimum charge up to 3½ hours

1. Regular Day Operation Time

Profit Organization – \$50

Not for Profit Organization (proof required) – \$25

2. Not Regular Day Operation Time (evenings, Saturday)

Profit and Not for Profit Organization – \$100

**USE OF SCHOOL PROPERTY, REGULATIONS (Cont.)**

\*NOTE: An additional fee of \$100 will be added to the fee schedule when meals are brought in and served, as it necessarily requires use of the catering kitchen. For the serving of snacks and beverages, not a meal, an additional fee of \$25 will be added. The kitchen is not approved for food preparation and is not to be used for that purpose. It is considered a catering kitchen with no utensils or equipment provided on-site except for access to ice machine, water, and sink. All other items in the kitchen are for faculty/staff use only.

2. Standard Lecture Classroom

A. Regular Day Operation Time – up to 7 hours

Profit Organization – \$50

Not for Profit Organization (proof required) – \$25

B. Not Regular Day Operation Time (evenings, Saturday)

Profit and Not for Profit Organization – \$175

C. Regular Day Operation Time – up to 3½ hours

Profit Organization – \$40

Not for Profit Organization (proof required) – \$20

D. Not Regular Day Operation Time (evenings, Saturday)

Profit and Not for Profit Organization – \$100

3. Distance Learning Classroom \*

A. Regular Day Operation Time\* – up to 7 hours

Profit Organization – \$75

Not for Profit Organization (proof required) – \$25

B. Not Regular Day Operation Time\* (evenings, Saturday)

Profit and Not for Profit Organization – \$225

C. Regular Day Operation Time\* – up to 3½ hours

Profit Organization – \$50

Not for Profit Organization (proof required) – \$25

**USE OF SCHOOL PROPERTY, REGULATIONS (Cont.)**

D. Not Regular Day Operation Time\* (evenings, Saturday)

Profit and Not for Profit Organization – \$150

Higher education distance learning classes received on-site during normal working hours for SWTC staff and faculty may be accessed with no fee, unless a fee is required to receive the broadcast, in which case the fee will be assessed to the user(s). Receipt of such classes at night and on weekends will require fee assessment in accordance with the fee schedule for the technician required to connect and maintain the distance learning class.

NOTE: Any additional connection, router, line fees, etc., charged to Southwest Technology Center for the connection will be the responsibility of the user, and Southwest Technology Center will in turn bill the user for any fees invoiced in connection with the broadcast. The technician's fee is required for evening and weekend broadcasts and will be assessed in accordance with the fees listed in these regulations. Time required to be determined by the broadcast.

4. Additional Equipment and Staffing Fees

A. Audiovisual Equipment Fee – non-technical (examples: overhead projector, white board)

No fee if arrangements are made in advance.

B. Projector for Presentations (examples: PowerPoint presentations)

\$25 and SWTC technician is required.

C. Technician's Fee

\$25 per hour

D. Other Staffing Fees for Evenings and Weekends

\$25 per hour

The Office of the Business and Industry Services Division manages the applications, approval, disapproval, collection of fees, enforcement of policy, rental, and use of SWTC facilities. The superintendent of Southwest Technology Center is given the authority to administer these regulations in a manner that best serves the mission and interests of Southwest Technology Center.

**Adopted: December 9, 2002, as policy F-104**