



<b>SUBJECT:</b>	Physical Plant		
<b>POLICY:</b>	600.3 Event Management & Campus Use		
<b>PROCEDURE:</b>			
<b>EFFECTIVE:</b>	June 2014	<b>REVISED:</b>	<b>REVIEWED:</b> June 2025

## Introduction and Purpose

Great Falls College facilities should be utilized to the greatest extent possible in the pursuit of a wide variety of educational, cultural, athletic, entertainment, recreational and social programs, provided such use does not disrupt or displace college programs and activities. The purpose of this policy is to provide the framework for the use of Great Falls College facilities, including uses that are not directly related to the instructional, research, or administrative functions of the college, but which enhance the educational environment and provide a service to members of the college community and the public.

## Policy

### Categories of Users for Reservations

The following categories of building users have been established to provide definite guidelines for priorities, types of, and conditions pertaining to, reservations for building space.

#### *Category I: College Community*

- Administration, faculty, staff, and department activities that are directly connected with the college
- Registered student organizations
- Alumni activities
- Other Montana University System entities
- Organizations invited by college personnel

#### *Category II: College Guests*

- Administration, faculty, staff, and department activities that are of a social nature, or are not directly connected with the regular business of the college.
- Unrelated state and federal government agencies
- Regional community organizations
- Regional government organizations
- Regional, national, and international organizations
- Commercial organizations

### Space Rental Charges

It is the intent of the following policies that whenever campus facilities are used by groups for the purpose of making money, for whatever purpose, a rental fee will assessed.

- Groups in category I shall have priority in the order listed. Groups in category II will be allowed to make reservations on a first-come, first-served basis.
- While student groups are offered priority under this policy, other reservations which were made in good faith will not be cancelled to accommodate higher priority programs, however

worthy. All building users are encouraged to anticipate room needs well in advance of their event and are further encouraged to make definite room reservations for legitimate room needs as far in advance as policies allow. Every effort will be made to explore all alternatives with conflicting groups.

- Confirmed reservations for fund-raising events will not be made until written permission is granted by the Executive Director of Operations. Refer to the [Board of Regents Montana State University System policy 1008 for](#) questions.

### **Determining Fee Rates/Discounts**

Groups in category I **will not be** charged a rental fee. Groups in category II **will be** charged a rental fee.

Scheduling use of the building at times beyond regular business hours may result in an early/late hour fee for each date. IT services, outside the perimeter of regular business hours, may result in additional charges.

Discounts may be available for non-profit, educational or other community groups.

### **Room Usage**

All use of College facilities must comply with applicable law, this policy and any other college policy pertaining to each use. Permission to use college facilities may be withdrawn if the use does not comply with applicable laws and college policies.

All usage of college facilities by category II entities must be approved by the Executive Director of Operations prior to reservation confirmation.

Any damages to the campus, facilities, equipment or persons in attendance will be the responsibility of the organization or individual hosting the event. Great Falls College MSU may require proof of insurability from your insurance carrier with Great Falls College MSU named as the additional insured.

Alcoholic beverages will only be served on the Great Falls College MSU campus with the written approval of the CEO/Dean. The CEO/Dean reserves the right to deny any request for serving alcoholic beverages when, in their judgment, any interest of the college is adversely affected. For the full policy statement please see Policy [603.1 Alcohol at Campus Events](#). Because the college does not have a full-time security staff, the college will contract security for the event as prescribed in the request for alcohol at Campus Events form. Security costs will be added to the room rental contract. For events with alcohol, Great Falls College MSU will require proof of insurability from renting party's insurance carrier with Great Falls College MSU named as the additional insured.

With the exception of service animals for the disabled, animals are not permitted on campus.

### **Fund Raising/Merchandise Sales**

In accordance with the Montana University System policies, no solicitation of funds or commercial activity

or event involving the sale of goods and services, the proceeds from which inure to the benefit of a person or organization not associated with the campus shall be permitted on campus property unless permission is granted in writing by the Executive Director of Operations.

### **Prohibited Use**

College facilities and areas may not be used in ways which:

- Obstruct or disrupt teaching, research, administration, disciplinary procedures or other College activities or operations, or any other authorized activities on College premises.
- Interfere with the rights of others to enter, use or leave any College facility, service or activity.
- Expose persons or property to safety hazards or risk of injury.
- Are illegal or unlawful.

### **Reference**

[603.1 Alcohol at Campus Events](#)

[Business Office Operations Manual 330.10 Alcohol at College Sponsored Events](#)

[Board of Regents 1008—Use of campus facilities](#)