



**Policy Number:** 600.7

**Policy Title:** Facility Use Policy

**Subject:** Section 600 – Physical Plant

**Date Adopted:** May 6, 2009

**Date(s) Revised:** September 5, 2012, March 11, 2026

**Approved by:**   
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**Sandra J. Bauman**  
**Dean/CEO**  
**Helena College University of Montana**

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### **POLICY STATEMENT:**

This policy governs the use and cost of all Helena College University of Montana facilities by campus personnel, community groups, and organizations. All property of Helena College University of Montana including the buildings and improvements thereof is the property of the State of Montana and is under the jurisdiction and control of the Montana Board of Regents. All Helena College property is managed for the specific purpose of fulfilling the educational mission of Helena College as a public institution of higher education applicable to state and federal laws, the policies of the Board of Regents, and the policies of Helena College.

All Helena College policies shall adhere to and be consistent with relevant federal and state laws, rules, and regulations and with Board of Regents' policies and procedures.

### **POLICY PURPOSES:**

1. Provide reasonable access to and use of college facilities and property;
2. Prevent the disruption of college programs and activities; and
3. Complement other college policies and practices designed to promote the safety and security of students, faculty, staff and visitors while on the campus.



## PROCEDURES

### PRIORITY OF USE (LISTED IN DESCENDING ORDER)

#### 1. Regularly Scheduled College Programs & Activities

Any programs, activities, or events that have been recurring or regularly scheduled by those administrators responsible for scheduling of the particular property or facilities required and that are reasonably related to the educational mission of Helena College.

#### 2. Student Organizations

Any activity or event sponsored by any Associated Students of Helena College (ASHC) recognized student organization providing it is consistent with the stated objectives of the organization or the educational mission of Helena College.

#### 3. Faculty or Staff Organizations

Any activity or event sponsored by the faculty or staff that is appropriately scheduled and is consistent with the stated objectives of the organization or the educational mission of Helena College.

#### 4. Helena College Affiliated Organizations

Any activities or events sponsored by organizations affiliated with Helena College by approval of the Dean/CEO, such as the Montana University System, UM Alumni Associations, Board of Regents, etc.

#### 5. Event or Organization for which a Helena College Faculty, Staff, or Administrator holds a significant personal or professional interest, but which is not directly related to the individual's professional duties.

Any activity or event sponsored by an employee that is appropriately scheduled and is consistent with the stated objectives of the organization or the educational mission of Helena College.

#### 6. Private Individual or External Organization

Any appropriately scheduled activity or event sponsored by private individuals or organizations, when it is established that the activity or event contributes to the cultural, social, educational, or economic development of the community or of the State.

See Appendix B: External Events for procedures and pricing details.



## **APPENDIX A: INTERNAL FACILITY USE**

### **Types of Facility Use**

#### **1. Academic Use – Regularly Scheduled College Programs & Activities**

Scheduling of College academic space for regularly scheduled classes is coordinated by the Registrar's Office. If an alternate classroom is needed, it is the responsibility of the faculty member to present this request to the appropriate Academic Division Director, four weeks prior to the beginning of the semester. The Registrar's Office should receive the request at least three weeks prior to the beginning of the semester. The Assistant Registrar coordinates scheduling of the classrooms, labs, and faculty conference rooms.

#### **2. Student Organization - Student Government Recognized Clubs or Events**

Requests should be directed through the Director of Student Wellbeing and Engagement, who will coordinate use of the Student Center by student groups. The Director will coordinate with Event Scheduling to secure room reservations for other spaces on campus.

#### **3. Faculty or Staff Organizations and College-Sponsored Meetings and Events**

##### **A. Priority Among Internal Requests**

- 1) Academic use shall take precedence over any other purpose in academic facilities.
- 2) Student use shall take precedence over any other non-College use.
- 3) In the absence of one of the above priority considerations, reservations are prioritized on a first-come, first-served basis. However, changes may be requested or implemented to facilitate overall efficiency and effectiveness of the institution.

##### **B. Obtaining a Room Reservation Account**

An account is required to access the event management system for scheduling rooms. Account generation requests should be addressed to Event Scheduling at [hcevents@helenacollege.edu](mailto:hcevents@helenacollege.edu) and instructions for use will be emailed:

- a. A confirmation email will be sent in response to a successful reservation attempt
  - b. If a confirmation is not received within one business day, requestor is asked to follow up directly with Event Scheduling
- 2) If a request is especially complex, employees may wish to consult directly with Event Scheduling.
  - 3) If food or beverages will be purchased, an [Entertainment Form](#) should be completed in advance

#### **4. Internal Partnerships with External Entities for Conferences, Events, and Meetings**

- ##### **A. Directors, Faculty, or Staff may choose to partner with an external party to host an event at the College, considering the following criteria**
- 1) The Employee should plan to be in attendance and/or serve a major role in the event
  - 2) If the event does not fall within the roles and responsibilities of the Employee, or the Employee will not be part of the event, the organizer should be referred to Event Scheduling
  - 3) If significant staff time or building resources are determined to be required for the event, charges may be incurred, either to the external organization, or to the hosting department.

For guidelines concerning the consumption of alcohol, refer to Appendix C: Alcohol on Campus



## **APPENDIX B: FACILITY USE BY AN EXTERNAL PARTY**

### **RESERVED RIGHTS**

The College will make every attempt to provide as much notice as possible in the case where an event has to be canceled. Helena College reserves the right to deny scheduling, reschedule an event, or cancel any reservation without notice. No person or organization may regard approval of a requested schedule as a guarantee of availability of the scheduled facility for the purpose requested. Specialized lab use requires special approval from an academic director. These rights are reserved to protect the College against the emergencies or exigencies not known at the time of the scheduling or against violation of regulations, abuse of facilities, or breach of agreements by the users of college property or facilities.

College facilities and areas may not be used in ways which: obstruct, conflict with or impair teaching, administration or other College activities or operations, or any other authorized activities on the College campus; impede or prevent others from entering, using, or leaving any College facility, service or activity; expose persons or property to substantial risk or injury; or is otherwise unlawful.

The Dean/CEO retains final authority to approve or deny any event. This decision will be guided by the applicable Board of Regents' policies and procedures.

### **APPLICATION OF FEES**

- A. Any user of college property or facilities may be charged rent as well as costs for extra cleaning and damages that occurred while using the facility.
- B. Rents and charges shall be uniformly assessed in the amount specified in the current schedule of fees. The schedule of fees shall be reviewed and updated bi-annually. The rate schedule is available upon request from Event Scheduling.
- C. Charges in addition to or in the absence of rent shall be sufficient to offset the cost to the institution of the activity or event and shall include any special arrangements requested by the user.

### **REGULAR RENTAL FEES**

For contract time frame purposes, the terms "half-day" and "full-day" shall be used to designate rental periods and are differentiated in the following way.

- A. Half-day: any block of time less than four (4) hours.
- B. Full-day: any block of time equal to or greater than four (4) hours.
- C. All external users, regardless of their category, may be assessed the following fees for services required:
  - 1) IT support set-up charges that include installations and removal of software, and/or equipment changes will be \$50.00 per hour with a one-hour minimum.
  - 2) Special conference arrangements over and above the usual set-up will be \$50.00 per hour with a one-hour minimum.
  - 3) Any set-up or take-down conducted beyond the reserved period will be billed at a rate of \$50.00 per hour.
  - 4) If food will be served, a cleaning fee of \$50 per day minimum will apply to all external users.
  - 5) Staffing requirements for unlocking, monitoring, and locking the doors of the building outside of regular business hours will be \$50.00 per hour with a one-hour minimum.

*Table 1: User Rental Fees*

Capacity	Room Type	Duration Less Than Four Hours	Duration Four Hours or More
1-20	Non-Smart Classrooms	\$60	\$110
12-31	Smart Classroom	\$75	\$140
32 - 44	Smart Classroom	\$100	\$160
1-30	Half Downstairs Conference Room	\$75	\$140
20-50	Full Downstairs Conference Room	\$100	\$185
1-75	Airport LH or Donaldson Lecture Hall	\$120	\$225
varies	Industrial & Specialty Labs	\$TBD	\$TBD
30-200	Student Center	**not available for rent during regular school semester, except Saturdays	\$120 per hour, 3 hours minimum
Room setup and food cleanup will be charged at a rate of \$50 per hour. IT services (beyond simple setup) will also be charged at \$50 per hour, rounded up to the nearest hour. Please refer to the estimate of charges received with your event confirmation.			

**SPECIAL RATES AND CLASSIFICATIONS**

Fees will be determined using the following guidelines:

- A. A 25% discount on room fee is provided to State Entities and Non-Profit Organizations
- B. A 50% discount on room fees is provided to entities whose primary function is educational in nature
- C. An event may be hosted for the cost of setup and cleanup only (direct labor costs) if it is educational in nature, advertised to the public, and no attendance fee is charged.
- D. Full Price – any event, class, or meeting that doesn’t fall within any of the previous categories and is intended for a specific audience

**FOOD AND BEVERAGES ON CAMPUS**

Any individual or organization planning to serve food on campus property must disclose this information in advance of the event.

- A. Brown Bag events will not incur clean-up charges.
- B. Organizations or individuals using College facilities may not serve food or beverages that are not provided by commercial sources. Any such service must meet all applicable, local, state, and federal codes that pertain to the service of food and beverages for public consumption.
- C. For guidelines concerning the consumption of alcohol, refer to Appendix C: Alcohol on Campus

**DAMAGES AND ADDITIONAL FEES**

The College may charge additional fees for any damage to the facility or property beyond normal wear, as well as for any unexpected costs related to its use.



#### **LIABILITY AND INSURANCE**

- A. Liability for personal or event material is the sole responsibility of the organization requesting the use of college facilities. In no way will Helena College be responsible for damage to or loss of personal or event related material(s) that are not the property of the College. The organization requesting the use of the facility is solely responsible for any materials transported or delivered to, used or remaining at the College Campus.
- B. All external users must submit proof of insurance naming Helena College as additional insured.

#### **CONTRACT AND ESTIMATE OF FEES**

- A. Users must sign the External Facility Use Agreement/Contract with the College outlining the foregoing requirements, as well as any additional requirements related to the use of the facility. Agreements for long term use of college facilities may require the preparation of a more detailed use agreement. (Note: Agreement/Contract not on the website yet)
- B. A written estimate of fees is provided upon reservation. If the estimated cost exceeds \$200, a 25% non-refundable deposit will be required at the time of booking. The remaining balance is due upon billing after the event concludes.



## APPENDIX C: ALCOHOL ON CAMPUS

This appendix provides guidelines and procedures for hosting events on Helena College property where alcoholic beverages will be served by a licensed vendor. These guidelines ensure compliance with Helena College policies, Montana state laws, and Montana Board of Regents Policy 503.1, which prohibits the consumption of alcoholic beverages on Montana University System property except as expressly permitted by the Helena College Dean/CEO.

It is the policy of Helena College University of Montana to comply with applicable laws pertaining to the sale, possession, and/or consumption of alcoholic beverages on college property and to foster responsible attitudes toward alcohol among the members of the college community, including students, faculty, staff, and visitors. No event involving the sale, possession, and/or consumption of alcoholic beverages may take place on college property without prior written approval of Helena College's Dean/CEO.

All Helena College's policies shall adhere to and be consistent with relevant federal and state laws, rules, and regulations and with Board of Regents' policies and procedures.

### REQUIREMENTS

All requests for sale, possession, and/or consumption must be submitted to and approved by Helena College's Dean/CEO. Authorization by Helena College Dean/CEO for sale, possession, and/or consumption of alcoholic beverages on college property shall conform to the following:

1. Sale, possession, and/or consumption shall be in connection with a substantive event, such as a banquet, official entertainment, or reception.
2. Food and non-alcoholic beverages shall also be available at the same event.
3. Any sale of alcohol must be by an authorized vendor holding a valid liquor license. Helena College must receive a copy of the valid liquor license.
4. No BYOB (Bring Your Own Beverage) is permitted.
5. Sale of tickets to an event where complimentary alcohol is served will be considered a sale of alcohol.
6. The event shall be monitored in such a way to prevent purchase, possession, and/or consumption by a person not of legal age.
7. No consumption of alcohol by persons selling or serving alcohol is permitted.
8. No service or sale of alcohol to persons who are intoxicated or disorderly is allowed.
9. Alcohol may only be served or consumed in approved locations.
10. Alcohol sale or service cannot exceed four (4) hours. Service of alcohol must cease 30 minutes prior to end of the event.

### PROCEDURES

#### 1. Event Approval

- a. **All users** will submit a formal event plan to include: date, time, location, purpose, expected attendance, vendor information, and security plan. [Alcohol Service Request Form. \(Note – not on the website yet\)](#)
- b. Internal users must also complete the [Entertainment Form](#).
- c. Forms must be submitted at least 30 days prior to the event.



## 2. Monitoring and Security

- a. Security personnel may be required depending on event size and nature.
- b. Helena College reserves the right to assign additional staff or security at the expense of the event host.

## 3. Compliance and Enforcement

- a. Violations of this policy may result in event termination, and/or loss of future event privileges.
- b. In addition to the initially quoted cost, the event organizer is solely responsible for any damages or necessary repairs resulting from the event and may incur additional cleaning fees as deemed necessary.

## 4. Insurance and Indemnification Requirements

- a. Provide proof of liquor liability insurance with a minimum coverage of \$1,000,000 per occurrence.
- b. Provide proof of current general liability insurance with a minimum coverage of \$1,000,000 per occurrence.
- c. Helena College, the University of Montana, and the Montana University System must be named as Additional Insured on all insurance certificates.
- d. A certificate of insurance must be submitted to the college at least 14 days prior to the event.
- e. The vendor and event organizer shall indemnify, defend, and hold harmless Helena College, its employees, officers, and agents from any and all claims, damages, losses, and expenses arising out of or resulting from the event, including but not limited to those involving the service or consumption of alcohol.

## DEFINITIONS

- a. **Alcoholic Beverage:** Any beverage subject to the Montana Alcoholic Beverages Code.
- b. **Licensed Vendor:** A business authorized by the Montana Department of Revenue to sell and serve alcohol.
- c. **Property Belonging to the College:** Any property which is owned, leased or otherwise controlled by any campus of the Montana University System.

## REFERENCES

[Helena College Policy 600.6](#)

[Montana Board of Regents Policy 503.1](#)

[Montana Department of Revenue Alcohol Guide for Event Venues](#)

[Helena City Ordinance Chapter 9-1-3: Alcohol Permit Requirements](#)



## **APPENDIX D: PUBLIC HEALTH OR SAFETY EMERGENCY**

In the event of a local or national public health concern, including but not limited to pandemics, the use of this facility will be subject to additional restrictions and guidelines to ensure the safety of all individuals. These measures may include, but are not limited to:

- Limiting occupancy or suspending reservations.
- Requiring health screenings or proof of compliance with public health directives.
- Enforcing relevant public health department advisories.

The organization reserves the right to modify, restrict, or cancel facility access at any time based on guidance from public health authorities or internal risk assessments. Compliance with these measures is mandatory for all users.

In the event of such an emergency, a Special Committee may be utilized to evaluate facility usage requests at the direction of the Dean/CEO. If such a committee is formed, any building usage that is non-essential to the educational mission of Helena College will require approval from the committee and/or the Dean/CEO.