

<p style="text-align: center;">OGDEN-WEBER TECHNICAL COLLEGE</p>	<p style="text-align: center;">Number 510.1</p>	<p style="text-align: center;">Effective Date 7/96 Revised 2/8/18 9/12/19 2/6/25</p>	<p style="text-align: center;">Page 1 of 1</p>
<p style="text-align: center;">POLICY</p>	<p style="text-align: center;">Approval</p>		
<p style="text-align: center;">Title FACILITY EVENT USE</p>			

1. PURPOSE AND SCOPE

The purpose of this policy is to provide procedures for reserving and renting College facilities and to mitigate liability while preserving the institution’s educational environment.

2. POLICY

It is the policy of the College to allow individuals and organizations to rent campus facilities, based on facility availability. Priority shall be given to state and college-sponsored functions.

3. DEFINITIONS

- 3.1 Commercial Event:** For purposes of this policy, a commercial event is defined as a seminar, company meeting, etc.
- 3.2 Requestor:** College employee or representative from an outside organization seeking to rent a campus facility.

4. REFERENCES

- Utah Code, Title 62A-5b-Section 102 – Utah Human Services Code, Rights and Privileges of a Person with a Disability, Definitions
- Ogden-Weber Technical College Employee Conduct policy (#520.30)
- Ogden-Weber Technical College Smoking policy (#520.59)

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1. Facility Rental/Reservations

- 1.1 Employees and outside organizations shall submit facility rental requests to the College events coordinator or designee for prior approval and scheduling.
- 1.2 The requestor shall submit all appropriate paperwork including signed contract, insurance waivers, and event set-up request, and pay all required fees prior to the usage of facility per the “Facility Event Use Guidelines.”
- 1.3 College facilities may be reserved for commercial events at the discretion of the Administrative Council.
- 1.4 Facility use is limited to events that align with and contribute to the mission of the College. Personal events are not permitted.
- 1.5 Violation of this policy or procedures/rules may result in immediate suspension of the scheduled event.

2. Cancellations

One week advance notice is required for all rental or reservation cancellations to avoid forfeiture of fees according to the “Facility Event Use Guidelines.”

3. Facility Event Use Rules

- 3.1 The requestor is responsible for any damages to College facilities or equipment caused by anyone attending the event and for personal property damage, loss, or personal injury sustained during, or as a result of, the event.
- 3.2 The requestor shall hold the College harmless from any and all liability regarding facility rental.
- 3.3 Animals are not allowed in buildings unless they are service animals as defined by Utah law. Emotional support pets do not qualify.
- 3.4 The possession, use, or abuse of any substance including, but not limited to, alcohol, tobacco, or controlled substances in violation of law are strictly prohibited.

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- 3.5** All College buildings are smoke-free. Smoking and e-cigarettes are allowed only in designated outdoor areas.
- 3.6** Possession or use of weapons is governed by state law and College policy.
- 3.7** No open flame, flammable fluids, or explosives shall be brought to or used on the premises without the written consent of the College.
- 3.8** The College's failure to insist upon performance or enforce any provision of this policy and procedure shall not be construed as waiving any rights herein.
- 3.9** All persons using College facilities shall comply with federal, state, and local laws.