

The college is authorized to hold classes in non-college owned facilities as the need arises.

Use of External Facilities

The first choice for activities and classes presented by the college is to deliver instruction on college campuses. However, there are certain classes or activities that may need to be conducted off campus. Using the following guidelines, a campus dean or college-wide dean may recommend to the administration that outside facilities be used when:

1. The class/event is directed toward a specific group associated with the facility, such as continuing education staff training at a private business or public office. When only those employees or persons contracting for the training/class attend and the college provides the instructional product at the organization's place of business or other specified location, then the outside facilities may be used.
2. The class/event utilizes specialized equipment or unique facility features not available at a college campus.
3. There is no room available on the local campus.
4. The campus dean or college-wide dean recommends the students participating in this class would be best served if the class were held at an off campus location.
5. The use of, or the payment for, the facility does not violate any state law, board policy, or administrative procedure, i.e. conflict of interest.

If the administration approves the off-site activity, the following must be completed before utilizing the offsite location:

1. The facility must be inspected by the local campus facilities manager to insure the facility meets ADA access, including restrooms, and fire codes with respect to occupancy and suitability for the use intended.
2. An agreement must be completed (external facilities use agreement) between the property owner and the college specifying the hours, days and duration of the event/class. If the property owner has a preferred rental agreement it may be used provided it includes all the information and requirements of the MCC agreement.
3. The agreement must include the agreed rental amount including any incidental fees for security, power consumption, custodial services, etc. Best practices governing rental rates will be used. Any request for rents that exceed normal and customary commercial rates must be accompanied by justifying rationale.
4. In the event the property owner or lessee desires to allow the class/event at no charge to the college, the above requirements must still be met. The agreement should be written with the normal rent amount written to establish a legal contract. A statement should then be added to clearly indicate that the property owner or lessee intends to donate the use of the facilities at that value.

5. The use of other public facilities wherein the rent is set by another governing board or body, then the rent shall be as published by that organization.
6. The agreement must be signed by the chief financial officer and the property owner or lessee.
7. The recommending campus dean or college-wide dean, (or their designee) will submit a purchase order request for the total amount of the rent.
8. If the rental value of the facility is donated (see item 4. above), a copy of the agreement should be provided to the internal auditor to properly record the transaction.
9. In all dealings related to this section, employees will be mindful of and follow the directives listed in Section 5.125 Standards of professional conduct.

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References: