

## **POLICY GUIDELINES ON THE USE AND RENTAL OF COLLEGE FACILITIES**

The following policy guidelines shall be adopted to regulate the use of college property and facilities by students, faculty and personnel, affiliated and affiliated organizations or groups. Part of the regulation is the renting out of the college property and facilities as an income generating activity of the College.

### **1.0 Purpose**

- 1.1 To serve as basis in regulating the use of College property and facilities by students, personnel, other individuals, affiliated and non-affiliated organizations or groups;
- 1.2 To provide a system of regulations in order to promote the orderly conduct of activities utilizing the facilities of the College;
- 1.3 To prevent or minimize the interruption of classes and other regular activities of the college; and
- 1.4 To prevent the exploitative use of the college facilities through the charging of reasonable rental. This will form part of the income-generating activities of the college.

### **2.0 Definitions of Terms**

**Affiliates/Individuals** – are persons connected with the College such as the students, faculty, staff and guests.

**Affiliated Group or Individuals** – is an organized group of students, personnel or alumni officially recognized or accredited by the College and operated for the benefit of students, employees and alumni of the College.

**Guest** – refers to any person who is invited by the students, employee or officials of the College to visit the campus at a specific time and date for a particular purpose.

**Non-Affiliated Group or Organization** – refers to active organizations or group of individuals which is not considered affiliated group or organization.

**Non-Affiliated Individual** – refers to every person other than the affiliated individuals.

**Students** – refers to any person officially enrolled in the College.

### **3.0 Scope**

These policy guidelines shall include all facilities and properties of the College, including those located in the satellite campuses as follows:

- 3.1 Classrooms, Social Hall, Guest house, College dormitory, sports and recreation facilities, sports equipment, canteen stalls, conference rooms, stage, and other auxiliary service facilities of the College;
- 3.2 Air-conditioning unit, sound system, disco lights, videoke/karaoke equipment, welding machine, generator, grass cutters, projectors, projector screen, laptop, computers, printers, other electronic devices and transport facilities;
- 3.3 Chairs, tables, kitchen wares and utensils, dining wares, curtains, table covers, seat covers, sewing machines; and
- 3.4 Open space for small business activities.

### **4.0 Statement of Policies**

- 4.1 The use of college property and facilities by students, faculty, staff and guests of the College is not allowed when part or all of a campus, its building and facilities are open to the general public for a designated time and purpose, or when the use of the facilities by a group of individuals, has been granted or approved pursuant to the provisions of these policy guidelines.
- 4.2 Generally, all college property and facilities are subject to the rates of rental or lease duly approved by the Board of Trustees particularly when use by non-affiliated groups, organizations or individuals has been granted or approved pursuant to the provisions of these policy guidelines.
- 4.3 For particular uses of the college property and facilities such as political, religious, literature distribution or sale, solicitations, and advertising, the following policies shall apply:
  - 4.3.1 The use of college property and facilities for political campaigns of candidates during election period or for other political activities whether at a request of an affiliated or non-affiliated group, organization or individual will not be allowed. As a state College, no campaign posters, signs or other items of campaign or political advertising may be placed on campus property or facilities.

- 4.3.2 Campus property and facilities, such as the ecumenical center or chapel, may be utilized by affiliated group or organization for the purpose of religious worship or evangelical activities subject to the specified application requirements and procedures.
- 4.3.3 Non-affiliated group, organization and individual may utilize college property and facilities on a temporary basis for the purpose of religious worship or evangelical activities subject to the specified application requirements and procedures and reasonable rental for the use of the facilities of the college and for the use of water and/or electric power.
- 4.3.4 Any proposed distribution or sale of literature by an affiliated or non-affiliated group, organization or individual may be permitted in designated location only within the college premises subject existing policy of the college. This shall not, however, restrict a faculty member from distributing within the classroom non-commercial material related to particular course or subject.
- 4.3.5 Solicitation for purely commercial purpose is prohibited on all property owned or used by the college, unless such solicitation activity is sponsored by the college or its affiliated group, organization or individual for the benefit of the students and/or employees.
- 4.3.6 No advertising signs, posters, or other material may be placed on any college property or facilities by any non-affiliated group, organization or individual unless duly authorized by the College President. Affiliated group, organization and individual may place advertising materials on college property only in such places as are designated by the College President. The College may authorize the inclusion of the advertisements in appropriate publications for reasonable fee.
- 4.4 Bulletin board may be assigned or designated for use by specific group, organization or individual duly accredited by the college.

## **5.0 General Conditions on the Use of College Property and Facilities**

- 5.1 Prior to the approval by the College President or his duly authorized representative the use of college property and facilities is subject to limitations on the predetermined capacity of the building or room.

- 5.2 Sound amplification equipment from outside may be used by groups, organizations and individuals during assemblies , meetings or demonstrations only when prior approval has been granted by the appropriate official of the College: provided, however, that payment for the power consumption consumed by the equipment shall be paid by the user. The use of sound amplification is subject to reasonable regulation of the college with respect to time, place manner and volume.
- 5.3 Once the request is approved or granted, the use of college property or facilities shall be under the supervision of technical personnel duly authorized by the College. Provided, however, that if the services are rendered after office hours, honoraria for overtime shall be included in the computation of charges/rental.
- 5.4 In case of conflict in schedule, priority in the use of college property or facility shall be given to accredited affiliated group, organization or individual. Provided, that no prior approval has been granted on the use of subject property or facility. Generally, approval on the use of college property or facility shall be on a "first-come, first-serve" basis.
- 5.5 Any request for the use of college property or facility should be filed with the property office at least 5 working days prior to the date of the requested use.
- 5.6 College property and facility may not be used by any affiliated group, organization or individual for the conduct of profit making activities except when a rental or lease agreement is negotiated and the college receives a fair rental value for the property or facility used. But, if the purpose of the profit making activities is to raise fund in support of the college activities, programs or projects, the rental of the college property and facilities shall be waived.
- 5.7 Rental or lease agreement shall be required whenever the college property and facilities are used by non-affiliated group, organizations or individuals.
- 5.8 Rental rates may include the fair market value of providing the property or the facilities which may include overhead, depreciation, maintenance and security expenses. Rental charges may be based in part upon a fixed minimum rental charge for the use of the property or facilities as approved by the Board of Trustees.
- 5.9 All rental or lease agreements between the college and affiliated group, organizations or individual with a duration of more than one (1) month shall be approved by the Board of Trustees upon the recommendation of the College President.
- 5.10 In utilizing college property or facility, non-affiliated organization, group or individual shall provide: (a) adequate security deposit equivalent to 1/4 or 25% of the rental as partial or full payment for possible damage

to the property or facility during the period of the use and (b) advance payment of the rental of the facilities.

- 5.11 All non-affiliated organizations, groups and individuals shall agree, by making applications for registration of an activity and by subsequent use after approval by the College, to indemnify the College and hold it harmless from any and all liabilities arising out of such group's, organization's or individual's use of the property and/or facility of the College, including but not limited to personal injury, property damage, court costs, and attorney's fees.
- 5.12 Affiliated organizations, groups and individuals may be assessed the cost of providing maintenance, other utilities, and for security required as a result of their use of college property or facility if the purpose of their activity does not redound to the general academic interest of students or employees of the college.
- 5.13 The use of air conditioners in certain facilities of the college by affiliated groups or organizations of students or employees shall only be allowed under the following conditions:
  - 5.13.1 When the activity is sponsored by the college or department, the purpose of which is academic related or is for the furtherance of the general interest of students or employees;
  - 5.13.2 When the activity is sponsored by accredited/affiliated groups, organizations or individuals and the expected audience includes members and non-members or it is open to all. Provided that the activity is co-curricular or part of the College approved activities;
  - 5.13.3 In both cases, the activity is not intended to generate an income or no amount was collected from the students or employees. Otherwise, the use of the facility may be allowed, provided corresponding fee for the use of air-conditioner and other administrative cost shall be paid.

## **6.0 Application Procedure on the Use of College Property and Facilities**

- 6.1 Basically, the regulation on the use and renting out of the College facilities is with the Central Administration through the Property and Supply Office.
- 6.2 To apply for the use of College property or facility, a request from duly accomplished and addressed to the Vice President for Administration must be filed with the Supply/Property Office, at least five (5) working days before the scheduled activity. The property office, in coordination with the Campus Director, shall attest to the availability of the college property or facility being requested. Outright denial of the request may be made by the property office when the college property or facility is not available on the date requested due to prior approved commitment for the use of the facility.

- 6.3 Upon receipt of the letter request, the Property Officer shall endorse the same to the Vice President for Administration for approval. The decision of the Vice President for Administration shall be appealable only to the College President.
- 6.4 Written notice of approval or disapproval of the proposed use of the college property or facilities shall be made available to the applicant group, organization or individual within three (3) working days from receipt of the application duly filed with the Property Office. Approval of the late application shall be within the sole discretion of the Vice President for Administration or his authorized official or designee.
- 6.5 Notice of disapproval of the proposed use shall include the ground for disapproval. Notices or actions on the request shall not be mailed or delivered. It shall be the responsibility of the applicant to inquire at the Property Office as to the decision concerning the application. The following may be grounds for the denial of application:
  - 6.5.1 That the requested use would cause substantial disruption or interference with the normal activities of the college conducted in the course of its lawful mission, processes and function;
  - 6.5.2 That the requested use would be contrary to existing state or local ordinance or regulations, or policies of the Board of Trustees of the College;
  - 6.5.3 That the applicant or sponsor of the activity has been responsible for violation of the provision(s) of these policy guidelines during a previously approved application and the College has reasonable cause to believe such violation will occur;
  - 6.5.4 That the approval for use of the use of the property or facility has previously been given to another group, organization or individual with same schedule;
  - 6.5.5 That the use of property or facilities requested would be impossible due to set-up time and/or take down time required for other previously scheduled activities at the requested location or property immediately before and/or after the requested use or due to other extenuating circumstances;
  - 6.5.6 That the activity is of such nature or duration that it cannot reasonably be accommodated in the particular area for which application is made provided that in such event, an alternative campus site, if available for the activity, shall be processed by the college;
  - 6.5.7 That the activity creates or could creates or could create a danger or dangerous condition impacting on health, safety and welfare of others;
  - 6.5.8 That such use conflicts or would conflict or would conflict with existing contractual obligations of the College.

- 6.6 Immediately after approval by the Vice President for Administration and whenever lease agreement is necessary, the Property Officer shall facilitate the preparation of the lease agreement for signature by parties. Prior to signing of the lease agreement, compliance by the applicant of his or her obligation as stipulated in these policy guidelines is a must.

For approved applications not requiring the execution of a lease agreement, the office of the Vice President shall endorse the request to the requesting party, copy furnished the property office and other concerned offices for information and guidance.

## 7.0 Charges on the Use of College Property and Facilities

- 7.1 The use of College property and facilities by any affiliated or non-affiliated group, organization and individual that is subject to reasonable rental rates shall be charged in accordance with the approved rates by the Board of Trustees.
- 7.2 The following charge rates on the use of the college property and facilities shall be as follows:

FACILITY/EQUIPMENT	RATE
<b>Facilities:</b>	
Social Hall only	P 1,500/day (6 hrs.)
Without air-con	P 9,100.00
With air-con	P 23,350.00
Dormitory Room (for students)	P 700/head/month
Dormitory Room for Guests (with air-con)	P 400/head/day
Classroom only	P 200/day
Conference room	P 1,000/day
Board Room	P 1,500/day
Food Stalls	P 5,000/month
Stage	P 1,500/day (6 hrs)
<b>Recreational Facilities:</b> (These following rates do not include other facilities that may be needed, such as lights for evening activities)	
Lawn Tennis Court	P 150.00/game
Table Tennis	P 100.00/game
Basketball Court	P 150.00/game
Volleyball Court	P 150.00/game
<b>Sports Equipments:</b>	
Basket ball	P 25.00/game
Volley ball	P 25.00/game
Lawn Tennis racket	P 25.00/game
Table Tennis racket	P 25.00/game

<b>Chairs and Tables</b>	
Plastic mono block Chairs	P 8.0/unit/day
Plastic Chair with writing pad	P 10/unit/day
Plastic tables (good for four persons)	P 40/unit/day
Long wooden tables	P 50/unit/day
Library tables	P 75/unit/day
<b>Electronics Equipment, Sounds, and Musical Instruments</b>	
Indoor Sound system	P 2,000/day
Outdoor Sound system	P 3,500/day
Disco lights	P2,500/day
Projector	
Smoke machine	
Lead spot	
Gobo	
Laser lights	P 500/day
Follow spotlight	
Videoke/Karaoke	
Wireless microphone	
Microphone with chord	
Electric guitars	P 75/unit/day
Drum sets	P 75/unit/day
Musical instruments	P 75/unit/day
<b>Business Operation Inside the Campus:</b>	
Xerox Machine (excluding power consumption)	P 1,000/unit/mo.
Book Display	P 3,000/day

## 8.0 Effectivity

These Policy Guidelines shall take effect immediately upon approval by the Board of Trustees.