



<b>Policy Name:</b>	Facility Use Policy				
<b>Section Number:</b>	4.15	<b>Section Title:</b>	Campus		
<b>Policy Owner:</b>	Vice President of Student Affairs	<b>Last updated:</b>	November 2020	<b>Reviewed:</b>	November 2020
<b>Status:</b>	Active	<b>Due for Review:</b>	May 2026		

### Section 1. Background

1.1.- The following contains the policy of Jones County Junior College (Jones College or the College) regarding usage of its facilities by all individuals, organizations, and groups.

1.2.- Jones College reserves the exclusive right to determine whether to allow an individual, organization, and/or group (the “User”) to use its facilities and/or equipment. The decision to approve or deny usage will be based on whether or not the planned event and activities are in the best interest of the College. This decision shall be based on the following factors:

- 1.2.1.- Will the event support the College’s academic mission?
- 1.2.2.- Will the event be disruptive to the College’s educational activities?
- 1.2.3.- Will the event enhance the College’s image?
- 1.2.4.- Will the event promote student involvement and/or interest?
- 1.2.5.- Will the event likely result in damage to the College’s facilities or equipment?
- 1.2.6.- Will the event likely result in controversy or public attention that may harm the College’s reputation or image?
- 1.2.7.- Will the event likely expose the college to liability?
- 1.2.8.- Any other compelling reasons surrounding the event that should be considered in making the decision to approve or disapprove use of the facilities?

### Section 2. Generally Disallowed and Allowed Uses

Jones College does not allow use of its campus, satellite campuses, or properties for any political campaigning, fundraising, or other politically connected events, except those events specifically sponsored by the College’s student organizations. Such student-sponsored events must be approved by the Vice

President of Student Affairs prior to activities being held in the College's facilities or on campus grounds. Jones College facilities cannot be used for religious worship, sectarian activity or weddings/commitment ceremonies. Jones College may allow usage of its properties by a User if the planned event and activities of that User are in the best interests of Jones College in keeping with the bullet points above.

### **Section 3. Requirements for Usage of Facilities by User**

3.1.- The User must comply with all College rules and regulations when using College facilities. Facilities and/or equipment cannot be reserved more than six (6) months prior to the event and must be reserved a minimum of ten (10 business) days prior to the event.

3.2.- Facilities and/or equipment must be reserved using the [Facilities Request Form](#). Questions regarding a facilities request can be directed by phone to 601 477-5406, or by email to [facilities@jcjc.edu](mailto:facilities@jcjc.edu).

### **Section 4. Insurance Requirements**

4.1.- If the User is not a Jones entity, the College requires the User to supply appropriate certificate of liability/property & sexual molestation insurance policy. This policy should be in the amount of at least one million dollars for each party. The College shall be named as certificate holder/beneficiary and additionally insured in regard to the policy and shall receive written copy of the policy from the insurer prior to the event date.

4.2.- Athletic events will require additional insurance coverage.

### **Section 5. Procedure for reserving facility**

5.1.- Step 1. The User must submit a Jones College [Facilities Request Form](#) (If approved, the facility will be held provisionally for 10 working days during which time all other paperwork must be completed).

5.2.- Step 2. If approved, the User will receive a contract requiring physical or electronic signature.

5.3.- Step 3. The User will submit the signed contract, proof of all insurance coverage required and payment along with other required paperwork including that required for compliance with the Jones College Protection of Minors Policy if appropriate. Upon receipt of all documentation and payment, the facility will be reserved for the User.

5.4.- A User must pay all charges in full for usage of the facilities before reservations are confirmed. Payment must be made to:

Jones County Junior College

900 South Court Street

## **Section 6. Entities of Jones College**

Entities of Jones College to include student organizations, may request any facility (not just those listed below) on campus using this policy and procedure. Jones entities will not be charged for use of the facility but may incur charges as determined by the College for security, event staff, etc. Requests for food services will be made directly with Sodexo. Insurance may be required depending on specific activity.

## **Section 7. Protection of Minors on Campus (Covered Programs)**

Programs or group activities that are marketed to, designed for, or includes minors as participants will require additional procedures under the [Protection of Minors Policy](#). A covered program may be offered by students, employees, departments or administration of Jones College. Covered Programs may also include activities held by non-College entities on Jones College premises or in Jones College facilities. If the event involves minors, the User should submit a [Covered Program Determination Form](#), so the Office of Student Affairs can determine if the event falls under the Protection of Minors Policy.

## **Section 8. Cancellations**

To cancel a reservation, the User must contact the Facilities Coordinator by phone at 601-477-5406, or by email at [Facilities@jcjc.edu](mailto:Facilities@jcjc.edu). Refunds of 100% are given if the event is cancelled at least 30 days in advance. If the event is cancelled less than 30 days but at least three (3) days prior to the event, the User shall receive a 75% refund. No refund will be issued if the event is canceled less than three (3) days prior to the event.

## **Section 9. Responsibility for Damages**

The User is fully responsible for payment of all damages that occur to the facilities or equipment caused by, or attributable to, the User's sponsored activity, the User's use of the facilities, and/or the actions of the User's employees, participants, guests, and/or invitees.

## **Section 10. Waiver of Fees and/or Policy Exceptions**

Any User requesting a waiver or adjusting of any fees and exceptions to this policy must submit the request using the Request for Waiver of Rental Fees form (included in Facilities Request) at the time of the request. The request will be reviewed by the President's Cabinet. Only the President's Cabinet may waive fees or grant exceptions to the College's Facility Request Policy.

## **Section 11. Facilities available for use by College and non-College entities**

### **11.1.- General Facilities**

M. P Bush Fine Arts Auditorium  
Foote Chapel  
Lewis Art Gallery

C. L. Neill Student Center  
Front Portico  
Main Hall  
Faculty Dining Area  
Main Dining Area  
Banquet Room  
Grill / Taco Bell Dining Area

**11.2.- Athletic Facilities**

Bobcat Gymnasium  
D. O. Thomas, Sr. Physical Education Center Gym Floor  
Soccer Field  
Band Practice Field  
Bobcat Stadium and Track Area  
Tennis Hut and Courts  
Baseball Field  
Softball Field

**11.3.- Advance Technology Center**

Auditorium  
Magnolia Room  
Executive Conference Room  
Large Meeting Room

**11.4.- Greene County Center**

Large Classroom with access to kitchen

**11.5. Jasper County Center**

Auditorium  
Classroom  
Access to Kitchen

**11.6.- Additional Facility Charges**

Additional fees may be charged for use of property, including: tables and chairs, grills, tents, stage, risers, podium, etc.

**11.7.- Additional Security Charges**

Jones College's Chief of Police will determine if security is needed, and, if so, the number of Police Officers, and/or Event Staff needed. Charges will be determined at the time of the request.

## **Section 12. Food Service Requirements**

Sodexo is recommended for all food service requirements. While the College controls use of the building, any arrangement and agreement for food services is exclusively between the User and Sodexo. Jones College shall not be a party to the arrangement and agreement for such food service requirements and shall have no responsibility for the food services provided by Sodexo. For food service needs, contact Sodexo at (601) 477-3396 or visit their website at <https://jcjc.sodexomyway.com/catering/>

## **Section 13. Technology Needs**

Separate charges may be applied for technology equipment and services.

## **Section 14. Alcohol and Tobacco Policies**

Jones College prohibits the use of all tobacco products on campus, and also prohibits the purchase, sale, and consumption of alcoholic beverages on campus grounds. Campus Police will address violators.

## **Section 15. -Control of Requested Facilities; Indemnification of Jones College**

15.1.- All employees, participants, guests, and invitees of the User shall be under the direct supervision and control of the User and shall be the responsibility of the User. Nothing contained in the agreement requires Jones College to relinquish control of any of its facilities to the User (including the facilities specifically requested for usage by the User). A User is to acknowledge expressly that Jones College retains the full and complete right to require that User, or any of that User's employees, participants, guests and invitees, to leave campus premises if circumstances justify such action. Jones College assumes no responsibility for the loss or theft of personal property, or damage to personal property of the User or any of the User's employees, participants, guests, and/or invitees. User shall be liable for, and shall reimburse Jones College for, all damages to persons and property on account of that User's use of the requested facilities.

15.2.- A User must indemnify and hold harmless Jones College, its officers, agents, and employees, against any and all liabilities and claims for loss, injury or damage (including attorney fees and costs) to persons or property, including claims of employees, participants, guests and invitees of that User, arising out of, or resulting from, activities conducted by that User or any of its employees, participants, guests and invitees in, on or about the requested College facilities and buildings and other properties. Jones College assumes no liability whatsoever for any property placed in the requested facilities or in any of the College's buildings or other properties by the User or any of the User's employees, participants, guests or invitees.

## **Section 16. Changes to Facilities Reservation Form**

The User agrees that all additions or modifications must be made no less than three (3) business days before the event. Jones College cannot commit to accommodate additions or changes that are requested less than three (3) business days prior to the event. Any attempt by the College to accommodate such a request will only occur in Jones College's sole discretion and if circumstances otherwise permit. All official

College functions (classes, practices, meetings, etc.) will receive priority over all non-College related events.

### **Section 17. Entire Agreement**

This policy, specific to Jones College, constitutes the entire agreement between Jones College and the User. No other written or oral commitments shall be binding on either party.

### **Section 18. Termination by Jones College**

Jones College may terminate the Facilities Request agreement entered into with a User, without penalty and at any time, due to breach by that User of any of the terms of that agreement. In such event, Jones College may retain, as liquidated damages to cover College's expenses, all amounts paid by the User.

### **Section 19. Termination by User**

A User may terminate the Facilities Request agreement by contacting the Facilities Coordinator.

### **Section 20. Headings**

All headings contained in this Policy are solely for the purpose of reference only, and shall not limit or otherwise affect any of the terms or provisions of this Policy and shall not be construed or interpreted in connection with any term or provision of this Policy.