

7.0 Facilities

- 7.1 [Use of College Facilities](#)
- 7.2 [Use of Foundation Properties](#)
- 7.3 [Public Safety](#)
- 7.4 [Hazardous Materials and Chemical Hygiene](#)
- 7.5 [Facility Changes](#)
- 7.6 [Maintenance/Repair of Facilities](#)
- 7.7 [Construction Change Order](#)

Subject: Use of College Facilities
Policy Number: 7.1
Officer Responsible: VP, Administrative Services

Policy Statement:

The College shall encourage the use of its facilities by the public for activities that are consistent with the college mission. Scheduling and charges for use shall be in accordance with established procedure.

The order of priority for use of facilities shall be as follows:

- college course offerings
- college-wide events approved by the President
- regularly scheduled student activities
- normal business/administrative functions
- college-sponsored activities
- community and not-for-profit organizations; and
- other organizations

Procedure:

Classification of Users:

College-Sponsored Groups – a College department is an active partner with an outside organization in the presentation of the activity, and the activity meets the sponsoring department’s objectives; an employee of the College is responsible for and/or participating in an activity for a professional organization whose objectives directly relate to the employee’s college responsibilities.

Community/Not-for-Profit/Government Organizations – a civic, charitable, or religious organization; tax supported bodies of the city, county, state, or federal government. Not-for-profit organizations must furnish an IRS 501 (C)(3) tax-exempt number or comparable proof of their tax-exempt status.

Commercial, For-Profit Entities – any group or organization established with an economic purpose and usually exists with a profit motive.

Approval Requirements: Factors considered by the College to accept or reject requests for use of facilities include, but are not limited to, the following:

- Order of priority for use of College facilities
- Compatibility with College mission and purpose
- Availability of facilities and services
- Impact on the College environment
- Program content
- Insurance and indemnification requirements
- Equipment and support services requirements
- Federal, State, local and College regulations and laws

The College reserves the right to deny the use of its facilities for activities that directly compete with College programs and/or services.

The College encourages political forums (e.g., Chamber of Commerce “Meet Your Candidates” night) where citizens may listen to and ask questions of candidates for public office. College facilities will not be used for purposes of political fund raising by or for candidates who have filed for public office.

The College reserves the right to prohibit the use of College facilities when, in the College’s determination, such use shall interfere with College operations or promote disruptive conduct that may reasonably be anticipated to interfere with College operations.

Requests for use of facilities of a purely personal nature will be evaluated on a case-by-case basis.

Facility Use Fees: There is no charge for college-sponsored, invited, or authorized activities. Approved outside organizations will be charged according to the established facility fee schedule and additional charges may be assessed for support services and equipment. The College reserves the right to determine the needs and requirements for each activity as to support services and supervision. Flat rates may be negotiated for large events requiring the use of many rooms. Fees will be reviewed annually by the College.

The facility fee may be waived, if the College has an active partnership with the organization or receives a specific benefit from the activity, and the value or benefit that the College receives is determined to be equivalent to the amount of fee waived. Charges may be assessed for support services and/or equipment required by the activity.

The College shall have the right to require an advance security deposit for use of facilities. If required, a 50% deposit of the estimated amount of all fees associated with the activity is due with the signed Facility Use Agreement. The deposit will be returned to the user if notice of cancellation is received 48 hours prior to the scheduled time of facility use.

Audio/visual and computer equipment not standard in a facility will be available at an additional charge. When requested, white boards, easels, and podiums, are all provided, when available, at no extra cost

Billing: After the completion of the activity, the College will provide the user an invoice for the balance of facility fees and any additional charges including without limitation, additional custodial, maintenance or security costs resulting from the activity, reasonably incurred by the College. Payment is due within thirty days of invoice or as otherwise required under the Prompt Payment Act, 50 ILCS 505/1.

Cancellation: The user shall notify the appropriate College representative of cancellation of an event at least 48 hours in advance. Failure to do so may result in the loss of future privileges to reserve facilities at the College. If the activity is cancelled after the 48-hour notification period, the organization may be liable for all College costs

and expenses in preparing the facility for its use. Because institutional requirements for scheduled instruction and officially sponsored meetings or events are sometimes not known when a request for the use of College facilities is confirmed, the College reserves the right to change or cancel confirmed reservation of space. When possible, other facilities will be provided.

Facility Fee Schedule:

Facility	Community, Not-for Profit, Government Full or Half Day*	For Profit Full or Half Day*
Conference Room (1-10 capacity)	\$40/\$20	\$60/\$40
Classroom Conference Room (10-20 capacity)	\$60/\$30	\$90/\$60
Multi-Purpose Room	\$100/\$50	\$150/\$100
Auditorium/Student Union	\$150/\$75	\$225/\$150
Computer Lab	\$40/hour	\$50/hour

*Full day is defined as more than 5 hours; half day is defined as 5 hours or less.

Other Facility Fees:

Parking Lot and/or Grounds (per area)	\$75
Gymnasium	\$500
Baseball Field	\$75
Softball Field	\$50
Shower Facilities	\$50

Service Fees:

In addition to the above facility fees, a charge will be assessed for activities that require additional services at the discretion of the College. Costs for additional services are charged on a per hour basis with a minimum of four hours at the following rates.

Service	Regular Time	Overtime
Custodial	\$14.00/hr	\$21.00/hr
Grounds	\$14.00/hr	\$21.00/hr
Security Officer	\$15.00/hr	\$22.50/hr
Maintenance	\$18.00/hr	\$27.00/hr
Technical Support	\$20.00/hr	\$30.00/hr

Equipment Daily Fee Schedule:

Grand Piano*	\$50
Studio Upright Piano*	\$25
Paper Pad for Easel	\$15
Conference Telephone	\$10
<i>Long Distance Charge will be Billed</i>	
DVD/VHS Player with TV/Monitor	\$20
DVD/VHS Player with Projector	\$40
Audio CD Player	\$10
Data/Video Projector	\$50
Data/Video Projector w/PC	\$75
Portable PA System with one wired Microphone	\$40
Additional Wired Microphone, each	\$10
Wireless Microphones (Handheld or Lavalier, each)	\$15
Overhead Projector	\$10
Carousel Slide Projector with Tray and Remote	\$15
Portable Screen	\$10

*It shall be the responsibility of the user to pay all expenses as may be related to the tuning or moving of the piano.

Scheduling of Facilities:

1. College facilities are available to outside organizations on a first come, first served basis following the priorities established in Board Policy.
2. The outside organization must contact the appropriate campus scheduling office to request College facilities.
3. Upon approval for use of College facilities, a Facility Use Agreement shall be sent to the requesting organization. All organizations granted use of facilities must abide by all terms of the Facility Use Agreement signed by an authorized official of the approved organization. Reservations are not considered final until the signed Facility Use Agreement is returned to the College.
4. The College will coordinate any necessary arrangement for the activity or event, such as audio/visual services, room setup, custodial, security, etc.

Use of Facilities Guidelines:

- A. Facility users are required to adhere to all College policies, regulations, guidelines, and all local, state, and federal laws.
- B. Any outside organizations using College facilities shall hold harmless and indemnify Lincoln Land Community College and the Board of Trustees of Lincoln Land Community College, their officers, agents, and employees from any and all liability, loss, damages, costs, or expenses which are sustained, incurred, or required while using the facilities.
- C. When the event involves physical inherent in the facility to be used, the College will require users to file a Certificate of Insurance. The Certificate of Insurance must name the College as an additional insured on all policies and

provide evidence of comprehensive general liability coverage with a minimum limit of \$1,000,000. The Certificate of Insurance must be on file prior to the use of the facility.

- D. The user shall be responsible for leaving the facilities in the condition in which they were found. The organization and/or its participants are liable for the care and protection of College property and facilities and will be charged for any damages sustained to the premises, furniture, or equipment due to the occupancy.
- E. The College shall require proof of copyright license fee payment in the event of a theatrical performance, to include royalty fees for play production and for any music used in the production.
- F. The user shall not advertise the event prior to the signing of the Facility Use Agreement. A non-college telephone number must be provided on all advertisements for individuals to register and obtain additional information. Promotional materials for non-College events cannot be structured so as to imply College sponsorship or endorsement of the event. The use of the College name or any association of the College in connection with an activity on any promotional materials, other than advertising a location, shall require the approval of the Public Information Office.
- G. The College will not permit the affixing of anything to the walls, floors, or ceilings without prior approval. Promotional or display materials are prohibited from placement in any location or on any surface not specifically designated for that purpose. Decorations for an event must not pose fire or safety risks, or damage College property or equipment. Removal of all decorations, props, and signage immediately after an event is the responsibility of the user.
- H. College buildings are designated as a smoke-free facility; therefore, smoking is prohibited within any College owned or controlled facility. The use or possession of alcohol while on College owned or controlled property is prohibited, except in relation to Lincoln Land Community College or Foundation functions, as authorized by the Board of Trustees.
- I. Arrangements for food service must be made by the user with the College food service vendor or with outside caterers as approved by the College. Billing for food service comes from the contracted company.
- J. Limited parking is provided on a space available basis. Parking cannot be reserved for an event. Vehicle regulations, including fire lane and handicapped parking zone restrictions, will be enforced at all times.
- K. The number of attendees shall not exceed the authorized capacity of the facility.
- L. The College retains the right to control the management of the facility and enforce all necessary and proper rules for the safe operation of the facility.

M. College facilities are generally not available when the College is closed.
Special arrangements may be made at the discretion of the College.

Helen S. Hamilton Student Learning Area:

The purpose of the Helen S. Hamilton Student Learning Area is to give the college community a beautiful and quiet setting in which to study, learn, relax, gather as a class, socialize as a group and a place for individuals to go to for solitude. To respect all those who partake in the area and to ensure the safety of our guests, we ask that you abide by the following:

The entire Helen S. Hamilton Student Learning Area is a non-smoking area.

Faculty has first priority to schedule the area for academic purposes. Faculty need to schedule their requests with the Reservations and Facilities Coordinator. Signs will be posted when classes are taking place so that other guests are aware that noise disruption needs to remain at a minimum.

If an academic class or program is taking place, the use of radios, tape players, amplifiers, boom boxes, live music or other loud noise disruptions are prohibited during the class time.

When requesting the area for classes involving arts/crafts, receptions and parties with food and beverages being served, and grills or stoves being used, a reservation request form must be completed. The Foundation and Facilities Management reserve the right to evaluate the type of event that is being requested, including the entertainment and menu being served. Each request will be reviewed on a case-by-case basis.

Recreational activities are allowed in the area provided there is no disturbance to an academic class or program taking place and the safety of others is not placed in jeopardy.

The Helen S. Hamilton Student Learning Area prohibits activities such as skateboarding, roller blading, and bicycling.

No swimming or wading is permitted in Macoupin Lake.

The Helen S. Hamilton Student Learning Area prohibits the use of motorized vehicles, except appropriate motorized vehicles for the physically challenged and appropriate grounds maintenance equipment.

Community-based groups cannot use the area for fundraising purposes.

The Helen S. Hamilton Student Learning Area will close at 10 p.m.

All children ages 0-12 must be supervised by a parent/guardian, as the college will not be held liable for the actions of unsupervised children.

Large pets must be on a leash in the Helen S. Hamilton Student Learning Area.
The Helen S. Hamilton Student Learning Area cannot be altered without permission from

the LLCC Foundation.

Should property damage to the Helen S. Hamilton Student Learning Area occur, individuals and/or departments, will be assessed a charge to pay for repairs.

Subject: Use of Foundation Properties
Policy Number: 7.2
Officer Responsible: VP, Administrative Services

Policy Statement:

The College shall bear the cost of operating expenses incurred in connection with the College's use of Lincoln Land Community College Foundation property.

Subject: Public Safety
Policy Number: 7.3
Officer Responsible: VP, Administrative Services

Policy Statement:

The College shall provide measures for the protection of students, employees and visitors to any District owned or controlled facility, as well as the protection of College buildings and property. Accordingly, the College shall establish administrative procedures and regulations regarding the following:

- Law Enforcement
- safety and security of students, employees, and visitors
- student Right to Know Law/Campus Security Act
- Occupational Safety and Health Act (OSHA)
- motor vehicle/traffic and parking regulations
- fines and penalties; and
- civil emergency/disaster assistance.

Procedure:

The College employs a Campus Police Department, which is responsible for law enforcement and public safety activities at the College. Officers are on-duty 24 hours a day, seven days a week. Campus Police Department officers abide by the protocols outlined in the Department's General Orders Manual.

Safety and Security: The Campus Police Department provides for the safety of all students, staff, faculty, and visitors on campus. Officers are responsible for enforcement of Illinois State Criminal Statutes, the Constitution of the United States, and certain college rules and regulations. They patrol all college buildings and grounds, provide security at special events, and administer various crime prevention programs.

During the regular school year, LLCC is open to the public between the hours 6:00 a.m. and 10:30 p.m. on weekdays, 6:30 a.m. to 7:00 p.m. on Saturdays, and 2:00 p.m. to 5:00 p.m. (library only) on Sundays. Outside normal business hours, the campus is secured and closed to the general public. Non-business hours access is only granted to students who have received prior authorization from their instructor. Authorization will normally consist of an *after-hours access form*, completed, and signed by the instructor, that specifies times and rooms that the student will need access to. Access will be denied to those who abuse the privilege of using the campus facilities.

The Campus Police Department provides various crime prevention programs to the college community. An escort service is available to any student, employee, faculty, staff or visitor of LLCC, 24 hours a day. Emergency call boxes are located in front of Cass Gymnasium, on the outside of Sangamon Hall near the quad area, between Logan Hall and the Workforce Development Center, and in front of the Capitol Area Career Center. These call boxes connect callers directly to the Campus Police Department. If dialing from a campus phone, LLCC Police can be reached at extension 62278. If off-campus, dial 786-2278.

Student Right-to-Know/Campus Security Act: In accordance with 34 CFR 668.47, the LLCC Police Department will publish and distribute, by October 15th of each year, an annual Campus Crime Report that contains at a minimum:

- Statement of policies regarding timely reporting of crimes.
- Statement of current policy concerning campus security and access to facilities.
- Campus law enforcement policies.
- Description of the type and frequency of programs designed to inform students and employees about campus security programs.
- Description of the programs designed to inform students and employees about the prevention of crimes.
- Statistics concerning the occurrence on campus of major criminal offenses reported to local police agencies.
- Statistics on the number of arrests for the following crimes: liquor law violations, drug abuse violations, and weapons possession.
- Statement of policy regarding the possession, use and sale of alcoholic beverages.
- Statement of policy regarding the possession, use and sale of illegal drugs and enforcement of Federal and state drug laws.
- Description of any drug or alcohol abuse education programs.
- Statement of policy concerning the campus sexual assault programs designed to prevent sex offenses and procedures to follow when a sex offense occurs.

This information is contained in a brochure published by the College the Lincoln Land Community College Annual Campus Crime Report, and distributed made available to all students, staff, and faculty. It is also posted on the LLCC Police Department's website at police.llcc.edu, and hardcopies are available at several locations throughout campus.

Motor Vehicle/Traffic and Parking Violations: Officers of the Campus Police Department strictly enforce the Illinois Vehicle Code, along with Lincoln Land Community College's parking regulations.

LLCC asks that people only park in marked parking spaces do not park along roadways or adjacent to a yellow or red striped curb and obey all campus signage.

All College fines for parking violations are \$20.00, except for unauthorized parking in a handicapped space, which is \$100.00. All parking fines should be paid at the customer service counter, located at the front of Menard Hall, within the time specified on the citation. Failure to comply with the terms of the citation will result in a "hold" being put on the student's record until terms are met.

Illegally parked vehicles that are hampering normal traffic patterns, or otherwise posing any danger, may be towed at the Officer's discretion.

Civil Emergency/Disaster Assistance: LLCC may make available to law enforcement/disaster relief agencies, facilities to use in the event of civil emergency, to provide disaster assistance.

Subject: Hazardous Materials & Chemical Hygiene
Policy Number: 7.4
Officer Responsible: VP, Administrative Services

Policy Statement:

All hazardous materials and toxic chemicals utilized on campus shall be stored and disposed of properly.

A training program shall be established for all employees who may come in contact with hazardous materials.

Formal plans for exposure control and chemical hygiene shall be developed which include minimally:

- safety procedures for work areas, classrooms, and laboratories
- identification of responsibilities of employees and students
- identification of hazards
- procedures to follow in the event of accident; and
- annual training programs

Procedure:

Purpose: To provide a procedure to implement all facets of 29 CFR 1910.1200, Hazard Communication requirements.

I. Definitions

- A. "Expose" or "Exposure": Any situation arising within the course of employment in which an employee may inhale, absorb through the skin or eyes, accidentally ingest, or otherwise come in contact with a hazard.
- B. "Health Hazard": A chemical that causes acute or chronic health effects to occur in exposed employees.
- C. "Physical Hazard": A chemical that is a combustible liquid, a compressed gas, explosive, flammable, an organic peroxide, an oxidizer, pyrophoric, unstable or water reactive.
- D. "Work Area": A room or defined space in a workplace where hazardous chemicals are stored or used and where employees are present in the course of their employment.
- E. "Workplace": All sites and campuses of the college.

II Written Hazard Communication Program

The college has a written Hazard Communication program that details the list of hazardous materials used and/or stored at the college, labels and other forms of warning systems, material safety data sheets, and employee information and training. This program is implemented by the Vice President, Administrative Services.

- A. Hazardous Materials Inventory: This is a list of hazardous chemicals known to be present in the workplace based upon individual work area assessments. This inventory will identify the following:

1. The common and proper name of the chemical and CAS number.
 2. The location(s) where each hazardous chemical is stored.
 3. The approximate quantity or average yearly quantity.
 4. The individual responsible for use and/or are likely to use the material.
- B. Exclusions: The following are some of the materials that are excluded from this program.
1. Distilled spirits (beverage alcohol), wine, or malt beverage intended for non-industrial use.
 2. Tobacco or tobacco products.
 3. Wood or wood products, including lumber which will not be processed, where the manufacturer can establish that the only hazard, they pose to employees is the potential for flammability or combustibility.
 4. Substances or mixtures that may be hazardous, but which are labeled pursuant to the Federal:
 - a. Insecticide, Fungicide, and Rodenticide Acts.
 - b. Food, Drug and Cosmetics Act.
 - c. Consumer Product Safety Act.
 - d. Resource Conservation and Recovery Act.
 - e. Comprehensive Environmental Response, Compensation and Liability Act.
 5. Retail food or alcoholic beverages.
 6. Any drug in the final form or packaged by the manufacturer for retail sale to consumers.
 7. Cosmetics packaged for retail sale and personal consumption.
 8. Consumer products that are used for the purpose intended by the manufacturer of the project the use results in a duration and frequency of exposure which is not greater than the range of exposures that could reasonably be experienced by consumers when used for the purpose intended.
- C. Purchasing of Hazardous Materials
- The material safety data sheets must accompany each purchase of hazardous materials and forwarded to Facilities Management. If no MSDS is present with the substance, a request for one will be submitted to the manufacturer and use prohibited until it is received.

III. Labels and Other Forms of Warning

- A. Each container of hazardous chemicals in the workplace will be labeled, tagged, or marked with the following information:
1. Identity of the hazardous chemical(s) contained therein; and
 2. Appropriate hazard warning, or alternatively, words, pictures, symbols, or combination thereof, which provide at least general information regarding the hazards of the chemical. This information and any other available to employees under the hazard communication program will provide employees with the specific information regarding the physical and health hazards of the chemical.

- B. Portable containers need not be labeled, if they are used to transfer the material from a labeled container for immediate use by the employee who performs the transfer.
- C. Existing labels are not to be removed or defaced unless the container is immediately marked with the required information.
- D. All labels and forms of warning are in English, prominently displayed on the container or readily available in the work area throughout each work shift. (Note: The college will ensure that non-English speaking/reading employees are informed of the labeling systems and appropriate accommodations will be made.)

IV. *Material Safety Data Sheets*

- A. A manufacturer's Material Safety Data Sheet will be maintained for each hazardous chemical in the college. One complete set will be maintained in the Office of Facilities Management, smaller sets for each division will be maintained in their respective offices. Laboratory-specific MSDS's will be maintained in each laboratory.
- B. MSDS's will not be maintained for materials that are:
 - 1. Intended for personal consumption by employees in the workplace. Packaged for distribution to and used by the general public.
 - 2. Sold or used in retail food or trade establishments.
- C. The Office of Facilities Management will be responsible for procuring, maintaining, and tracking MSDS and their associated files.
- D. The MSDS must contain the following information at a minimum:
 - 1. The chemical name and the common name of the material.
 - 2. The hazards or other risks associated with use of the substance, including:
 - a. The physical hazards of the chemical i.e., potential for fire, explosion, and reactivity.
 - b. The health hazards of the chemical, including signs and symptoms of exposure and any medical conditions that might be aggravated by exposure to the chemical.
 - c. The primary route(s) of entry into the body.
 - 3. The OSHA permissible exposure limit, ACGIH Threshold Limit Value, and any other exposure limit used or recognized by the chemical manufacturer, importer or employer.
 - 4. If the chemical has been listed as a carcinogen.
 - 5. Safe handling precautions including appropriate hygienic practices, protective measures during repair and maintenance of contaminated equipment and procedures for clean-up of spills and leaks.
 - 6. Recommended control measures such as engineering controls, work practices, or personal protective equipment.
 - 7. Emergency and First Aid procedures.
 - 8. The date of preparation of the MSDS and the name, address and telephone number of the chemical manufacturer who prepared the sheet.

V. *Employee Information and Training*

- A. Employees will be notified of any operations in their work area where hazardous chemicals are present, the location and availability of the

written hazard communication program, including the chemical inventory and MSDS's, and the applicable regulations.

- B. Employee training will include at a minimum:
1. Methods to detect the presence or release of a hazardous chemical in the work area.
 2. The physical and health hazards of the chemicals in the work area. The measures employees can take to protect themselves from these hazards, including specific procedures the college-specific work practices, emergency procedures and personal protective equipment.
 3. Details of the Lincoln Land Community College Hazard Communication program, including an explanation of the labeling system and material safety data sheets, and how the employees can obtain and use the appropriate information.
 4. This training will be conducted annually for each work group and will be specific to their areas.

VI. Reporting (SARA Title III)

- A. The local fire department chief/administrator will be notified of Lincoln Land Community College's Hazard Communication program including contacts, materials present and quantities, and locations. The location of the MSDS's will also be provided for their information.
- B. If the program is updated significantly, the Vice President, Administrative Services will be responsible for notifying the relevant authorities.

Subject: Facility Changes
Policy Number: 7.5
Officer Responsible: VP, Administrative Services

Policy Statement:

No changes in the structure or use of College facilities shall be made without prior approval.

Procedure:

The Facilities Office is responsible for evaluating requests to modify or replace College physical structures, including buildings and grounds. Requests for modifications or replacement of College structures must be made in writing on a Work Order obtained from Facilities.

Subject: Maintenance/Repair of Facilities
Policy Number: 7.6
Officer Responsible: VP, Administrative Services

Policy Statement:

The College shall make provision for conducting routine maintenance and repair work on College facilities.

Procedure:

The Facilities office is responsible for maintaining the facilities and equipment at Lincoln Land Community College. This office must be notified of any problems or concerns arising from the facility itself. Requests for service must be made in writing on a Work Order obtained from Facilities Management. This form must be completed in its entirety, including a detailed description of the services being requested. The appropriate Department Chair and Vice President must also sign it. Work orders will be prioritized by the Facilities office based upon the available funds, equipment, parts, staff, and time.

Subject: Construction Change Order
Policy Number: 7.7
Officer Responsible: VP, Administrative Services

Policy Statement:

Construction change orders that would cause the construction project to exceed the Board approved project contingency shall be submitted to the Board for prior approval.