

90207 Community Users; Procedures for Applications for Use of Property

Except as provided otherwise in these Board Policies, Community Users shall not be allowed to use College facilities or property unless the use is approved by the College President (or the President's designee).

- (1) Community Users may apply to use College facilities or property. In all cases, the application
- (2) must be submitted in writing and sufficiently in advance of the requested use date(s) to allow time for adequate administrative review of the request. An application shall be made and submitted in such manner as may be specified in rules, regulations and procedures established by the College President and approved by the Board of Governors. The President (or the President's designee) may allow or disallow any request based upon the pertinent facts and circumstances, including but not limited to the nature of the space or facility requested, the nature of the use proposed to be made of the space or facility requested, availability of the requested space or facility, considerations of safety and security, protection of persons and property, protection of the College's economic and community interests, and any conditions, restrictions and limitations established by Board Policies.
- (3) In connection with a permitted use of College facilities or property, an individual, group or organization may not identify the College as a sponsor of, endorser of, or participant in any activity unless the Board of Governors, the College President, or the President's designee grants express authorization for such use.
- (4) Any Community User denied use of College facilities by the President (or the President's designee) may request the Board of Governors to review the denial. A request for review shall be made in such manner as may be specified in procedures, rules and regulations established by the College President and approved by the Board of Governors. When a request for review is made, the Board of Governors will review the denial at the earliest regular monthly meeting of the Board of Governors at which the review may be scheduled in conformity with applicable requirements of the Nebraska Open Meetings Act. If the schedule of regular monthly meetings of the Board and the constraints of time would not allow the Board to consider the request for review reasonably prior to the requested use date(s), the review may be conducted by the Chair of the Board. A request for use denied by the President (or the President's designee) shall not be allowed unless the Board of Governors (or, as applicable, the Chair of the Board) directs on review that the use be allowed. Any review of a request for use denied by the President (or the President's designee) shall be reviewed and determined informally and shall not require a formal hearing and shall not entitle the applicant to be heard in support of such request for review or of such proposed use.
- (5) The President shall submit a written "Facilities Requests Report" to the Board at each regular monthly meeting of the Board, listing:
 - A. the name of each Community User that has requested to use College facilities or

- property since the last Facilities Requests Report,
- B. the date(s) of the requested use(s),
 - C. the facilities or property requested to be used,
 - D. whether the request was granted or denied by the President (or the President's designee), and
 - E. a brief statement of the reason for denial of any request that was denied by the President (or the President's designee),

The Board at all times reserves to itself the right to review any such application or proposed use, and to direct allowance or disallowance of any such application or proposed use.

(Amended 3/27/01; Amended 02/26/08)