
Policy Title: COMMUNITY USE OR LEASE OF DISTRICT FACILITIES**I. GENERAL**

Use of Mid-State facilities located in Wisconsin Rapids, Stevens Point, Marshfield and Adams, Wisconsin will be available for rent to organizations that are aligned with the overall mission of the College and do not interfere with the College's operations. It remains the first priority of Mid-State's facilities to be utilized for the College's open enrollment program courses, ie., those course offered through the various schools of Mid-State.

The second priority for classroom and meeting room utilization is given to Mid-State divisions (e.g. Division of Workforce Development & Community Relations) or educational partners who collaborate to provide learning opportunities or pathways for Mid-State students (via contract training, continuing education, transfer agreements, articulation agreements, etc.).

The third priority for usage is given to Mid-State students and student groups. Rooms may be made available to rent to other organizations aligning with the College mission, as space permits.

The use of all classrooms and meeting spaces will be reviewed, priced, and granted through the rental request process found at www.mstc.edu/community/facility-rentals. Requests are processed in the order they are received and can be subject to a re-submit if needed. *Rental contracts are for events Monday – Friday during regularly scheduled open hours for each specific campus location. Rental requests to utilize College facilities outside of the College's regular hours are handled on a case-by-case basis.*

It is the policy of Mid-State Technical College in accordance with Chapter 38.14 of the Wisconsin State Statutes to make available its land, buildings, or facilities to community groups, public agencies, other educational institutions, or the private sector at such times, as they are not needed for College purposes under the following terms and conditions:

- A. All proposed uses must be consistent, at the discretion of the College President, with the mission and purposes of the district as set forth in Chapter 38.14 of the Wisconsin State Statutes.
- B. No land, building, or facility of Mid-State will be made available for use, rental, or lease if, at the sole discretion of the administration, it could result in detracting from or competing with the mission and purposes of the district.
- C. All proposed uses must be of such a nature and at such times as to not interfere with or disrupt planned and scheduled district use of its land, buildings, or facilities and typically during normal campus hours.
- D. Extended-term facility use agreements between the College and external organizations will be executed as lease agreements. Lease agreements must be authorized by the Vice President, Workforce Development & Community Relations or the Vice President, Finance.

- E. Organizations contracting with the College will be required to certify, via the signed Mid-State Facilities/Room Request Form, that:
 - 1. The organization does not discriminate against employees, enrollees, applicants, students, and members on the basis of age, race, color, creed, religion, sex, national origin, disability, ancestry, sexual orientation, pregnancy, marital status, parental status, arrest record, conviction record, political affiliation, or military membership except where there is a bona fide occupational qualification.
 - 2. The organization is responsible for damage caused to people or property as a result of intentional or non-intentional conduct during use of Mid-State Technical College facilities or equipment. The organization is responsible for Mid-State's reasonable attorneys' fees and costs incurred to enforce this procedure, including without limitation a hold harmless obligation. Individuals, groups, or organizations using Mid-State's facilities should arrange to procure adequate insurance coverage for their organization and those participating in the event. All organizations must agree in writing not to hold Mid-State Technical College liable for any property damage or injury to people occurring because of their use of the facilities or equipment. Proof of liability insurance may be required.
- F. Use of Mid-State Technical College for any political, commercial, or religious purposes or conduct that the College determines, in its discretion, could tend to disrupt the College's educational environment are expressly covered in Mid-State Technical College's Public Assembly, Solicitation or Marketing of Lawful Product or Services Policy.

II. RENTAL FEE SCHEDULE, POLICY UPDATES, & PROCESS AND PROCEDURE

A Facility Use Fee Schedule for all Mid-State campuses will be maintained and administered by the Vice President, Workforce Development & Community Relations in collaboration with the respective Campus Deans of Stevens Point and Marshfield and the Manager of the Adams County Center. Any rate exceptions must have the prior authorization of the Vice President, Workforce Development & Community Relations or the Campus leadership noted above. If it is determined additional employees may be needed to provide security, custodial, or other support service functions, these costs will be added to the cost of the facility use. Updates to this policy, the Facility Use Fee Schedule, and any necessary procedural modifications will also be addressed by this group through collaboration.

III. FACILITY USE AT NO COST

The College may make its facilities available, at no cost, at the discretion of the Vice President, Workforce Development & Community Relations or the Campus leadership, subject to the terms and conditions outlined herein. Examples of no charge facility use, during normal campus hours, may include organizations whose use of the facility:

- A. Is a not-for-profit organization and/or strategic partner that is working in conjunction with Mid-State Technical College, and provided that the use of the facility is available to the public without charge or an admission fee and is not selling, promoting, or giving away products or services on the premises unless covered by section I, paragraph F1.

- B. Is an in-district public protective services agency for which training is held at Mid-State by district police, EMS or fire departments.
- C. Is a public forum to advance citizenship hosted by public officials. This does not include legislative campaign focused events.
- D. Organizations whose proposed use of the facility, at the discretion of the College President, is consistent with the mission and purpose of the district.

IV. NON-APPROVED USE OF MID-STATE FACILITIES

The following organizations are prohibited from using Mid-State facilities:

- A. Any organizational or individual purpose that may detract from or compete with Mid-State's core mission, vision, values, strategic plan or products/services.
- B. Any organization or individual looking to profit from promotion or sale of a product or service.
 1. The College will make exceptions to this policy only when marketing of commercial goods or services is done by persons or organizations that have already been approved to deliver educational programs, materials, and information to College staff or students. In these situations, the person or organization must first submit a written request to the Vice President of Workforce Development and Community Relations for an exemption that includes a statement of the specific grounds for the requests exemption(s), a statement of the educational purposes that would be served by permitting the requested marketing activities, and the College is provided with advance disclosure and copies of any materials or services that may be made available for purchase.
- C. Any organization or individual representing religious or political affiliations. Political affiliations include, but are not limited to, organizations that advocate for specific candidates for political office or specific policy outcomes. This Policy does not prohibit the use of Mid-State facilities for the purposes of polling on election days.
- D. Any organization or individual looking to utilize Mid-State facilities for the purposes of a public assembly or demonstration.

An organization that is prohibited from using Mid-State facilities due to a characteristic listed above may still apply to utilize a Public Assembly Area in accordance with Mid-State's Public Assembly Policy.

Exemptions to this policy may be made on a case-by-case basis if such exemption is required to provide equal time and access to political candidates as needed. For example, if an incumbent public official utilizes College facilities for a public forum, the College may provide his or her opponent with the same opportunity for a public forum.

V. CONDUCT

All users of the College land, buildings, or facilities, under any terms, are subject to the College's rules of conduct for students (<https://www.mstc.edu/students/policies.html>). Additionally, the following conduct is strictly prohibited on all College property:

- A. Use of controlled substances or persons under their influence on the premises.
- B. Smoking inside Mid-State or leased buildings or in any area designated smoke free.
- C. Food and beverages outside of areas authorized for such use.
- D. Alcoholic beverages, including beer, on the premises.
- E. Gambling on the premises.
- F. Use of motorized recreational vehicles or equipment on the premises for purposes other than educational delivery.
- G. Unless a person is an authorized peace officer, an active member of the armed forces, a member of the military who go armed in the line of duty or any person duly authorized by the chief of police of any city, village, or town or the sheriff of any county, it is prohibited for any occupant to be equipped with a firearm while on property owned or leased by Mid-State Technical College.
- H. Conduct that, in the sole discretion of Mid-State officials, would cause a substantial disruption to the educational environment of the College.

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