

Title	: Facility Guidelines	
Number	:	7020.01
Approved	:	01/09/25
Last Reviewed:		01/09/25
Reference	: GCCCD 7020.02, 7020.04	

Facility Requests: Approval Procedure and Requirements

- A. Eastern Arizona College is not obligated to authorize the use of its facilities for any activity or event that the College President or designated College official determines is not in the best interest of the College.
- B. All requests shall be initiated through and approved by designated College officials.
- C. Classes and student activities/programs take precedence over other College activities/events, and other College activities/events take precedence over non-college activities/events.
- D. Non-college, full-time employee, or emeriti facility requests shall be initiated a minimum of two (2) weeks prior to the event date. College entities shall submit facility requests a minimum of two (2) weeks prior to the event date for activities requiring special set up or handling by maintenance or security. Failure to comply will result in denial of the facility request.
- E. Designated College officials shall ensure requests have the approval of the appropriate College supervisors as follows:
 - 1. Fine Arts Auditorium Director of Fine Arts
 - 2. HPE/Athletic Facilities/Fields Athletic Director
 - 3. Dormitories Director of Residence Life
 - 4. Classrooms Designated Dean
 - 5. Gherald L. Hoopes, Jr. Activities Center Student Life Administrator
 - 6. Lee Little Theater Lee Little Theater Technician
 - 7. Discovery Park Campus Facilities Director of Discovery Park
 - 8. All other facilities Designated Committee
- F. Non-college groups/individuals granted permission to use facilities shall:
 - 1. Provide a Certificate of Insurance for liability in the amount of not less than \$1,000,000 per occurrence and name Graham County Community College District, its agents, officers, officials, employees, and volunteers as additional insureds.
 - 2. Provide proof of tax-exempt status, upon request.
 - 3. Pay the rental fee no later than one (1) week prior to the scheduled activity/event unless other arrangements are approved in advance by the Facilities Committee. Failure to do so will result in cancellation of the facility reservation.
 - 4. Agree that competent supervision will be maintained throughout the duration of the activity/event.
 - 5. Agree to assume responsibility for any loss or damage to the facility or equipment due to misuse or any deviations from facility rules and/or the Facility Request Contract and assume liability for any personal injuries associated with the activity.
 - 6. Agree that the number of tickets sold or otherwise issued shall not exceed the capacity of the facility as designated by the College.
 - 7. Acknowledge that the College has the right to review and approve advertising and/or promotional materials associated with the facility request. The requester agrees to submit said advertisements and/or promotional materials at least two (2) weeks prior to the scheduled activity and/or two (2) weeks prior to their public release.



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8. Agree that all concession rights (including concessions and food service) are reserved by the College and acknowledge that outside concessions may not be brought on campus without prior written approval from the College's Food Services Department. Noncompliance may incur additional charges.
 9. Agree that College facilities are rented "as is." At the time of completing the Facility Request Contract, the requester must specify any special requests, including sound, projection equipment, additional personnel, security, and alterations (i.e., hanging lights, decorations, etc.). Any changes to the technical specifications outlined in the Facility Request Contract must be approved at least one (1) week prior to the activity date. Additional items (i.e., extra chairs, projectors, risers, etc.), may incur additional fees.
 10. Agree that the College reserves the right to determine minimum security requirements.
 11. Agree that non-compliance with the College's facility rules may result in denial of facility requests.
 12. Acknowledge that the College reserves the right to cancel any facilities reservation, at any time, if it determines cancellation to be in its best interest.
- G. Full-time employees or emeriti granted permission to use facilities shall qualify for Class II events on the Fee Schedule and:
1. Agree to comply with the College's facility rules and to comply with the regulations outlined above, as applicable.
 2. Agree that the facility can only be used for non-commercial activities or events.
 3. Agree that the scheduled activity/event will be under the direct supervision of the full-time employee or emeritus making the facility request for its entire duration.

General Facility and Equipment Rules

- A. Prohibited items at all College facilities:
1. Possession or use of narcotic drugs or alcoholic beverages.
 2. Smoking (including E-cigarettes) or chewing tobacco.
 3. Open flame of any kind.
 4. Firearms (used in performances or otherwise) unless approved by District Administration, registered with, and approved by Campus Police prior to use.
 5. Vehicles on the lawns.
 6. Food and drink served unless authorized by the College's Food Services Department.
 7. Glitter or confetti.
- B. Groups and individuals using College facilities shall:
1. Be confined to the specific area of the facility approved in the Facility Request Contract.
 2. Be under competent supervision. Disorderly conduct of any kind shall not be condoned, and offenders shall be asked to leave the campus.
 3. Leave all equipment and supplies in place including padlocks, etc.
 4. Turn out lights and lock doors when facility use is completed.

Fine Arts Auditorium Complex Facility and Equipment Rules

- A. All general facility and equipment rules shall apply to the Fine Arts Auditorium complex.



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- B. Outside exits, as designated by the building manager, shall remain closed at all times to ensure heating and cooling units operate at peak efficiency.
- C. Seating is restricted to permanent seats. Accessible seating is restricted to designated areas.
- D. Microphones will be tested under the supervision of the Fine Arts Auditorium Manager. It is expected that appropriate voice levels will be used when testing microphones, and that this equipment will not be abused at any time.
- E. The following items require specific advance approval from the building manager:
 1. Movement on or off the stage when the main curtain is down/closed, or when the building is opened to the audience.
 2. Going backstage prior to performance completion.
 3. Use of access ladders to pin rail and beam positions.
 4. Touching or moving art exhibits in the foyer area.
 5. Use of the scene shop or tools.
 6. Noise generation in the Green Room above normal voice levels.
 7. All other items not clearly identified and approved in the Facility Request Contract.

Expectations for the use of the College’s Fine Arts Auditorium (FAA) and Lee Little Theater (LLT)

- A. Fine Arts Faculty and Facilities Managers will work together cooperatively to use the FAA and the LLT to build, support, and promote EAC Performing Arts productions, concerts, recitals, etc.
- B. FAA and LLT Managers will attend an Annual Scheduling Meeting, along with EAC Fine Arts Faculty, Directors, and Part-Time Directors, and will work towards positive outcomes and a performance schedule with as few conflicting productions as possible.
- C. EAC events including but not limited to Fine Arts, ASEAC, Academic Programs, Administrative Requests, etc. will receive preference over non-College activities/events in both the FAA and the LLT.
- D. The FAA will be made available to schedule other EAC and non-College activities/events during rehearsal periods of major theater performances, if they do not interfere with the construction and building of sets and props.
- E. There is No expectation to generate income from the FAA or the LLT.
- F. EAC Facilities Managers will work cooperatively and with mutual respect and civility with all faculty, staff, administration, and with the public.

