

FACILITIES USE POLICY

General Policy

Tulsa Tech will permit use of district facilities by educational, political, literary, cultural, religious, scientific, civic, mechanical, agricultural, parental involvement, or community organizations. Their use is subject to all applicable state laws, rules, regulations, and district policies. This policy defines the responsibilities and limitations of Tulsa Tech in responding to requests for use of facilities. Tulsa Tech facilities are specifically intended for educational purposes, and the focus of activities within those facilities is directed toward Tulsa Tech secondary and adult students, instructors, and its related business and industry partnerships. This policy shall be applied in an impartial and consistent manner to all constituents.

The intent of the policy is to ensure optimum use of resources and as a consequence, development and maintenance of good public relations with organized groups wishing to use these resources. These policies are applicable to all faculty, staff, students, business and industry representatives and visitors to Tulsa Tech, with the expectation that while on district property, all are required to adhere to the district's applicable standards of conduct and all are expected to abide by all pertinent district policies.

Conference Services

All requests for facilities, other than academic classes, must be approved through Conference Services. Conference Services administers and enforces the Facility Use Policy, and is the source of all required scheduling of facilities, procedures for facility use, and questions about compliance with this Policy. They also provide event scheduling, physical arrangements, and coordinating of facility use with relevant Tulsa Tech support departments, including but not limited to: Dining Services, Physical Plant, Parking, and Security.

Facility use involving business and industry partners is arranged and coordinated through Tulsa Tech's Business and Industry Services Division. This use requires the presence and involvement of a BIS employee and Tulsa Tech's co-sponsorship of the meeting.

The Superintendent shall interpret and enforce all provisions of this Policy. Tulsa Tech reserves the right in its sole discretion to make decisions affecting the use of its facilities. Likewise, it reserves the right to deny future use of facilities to individuals or organization who violate district policies, including its policy concerning facilities use, or who fail to meet any of the obligations that accompany permission to use district facilities.

Procedures for Use of District Facilities

All individuals and organizations must make application in writing on a standard application form to Conference Services at least ten (10) days prior to the date of the requested use. In contrast, BIS related facility use is coordinated and arranged through the Business and Industry Services Division.

Responsibility of Approved Applicant

The applicant is responsible for the proper use of the facility, for payment for the use of district facilities (where applicable), for the conduct of persons attending the event, for payment of any damages to property or injuries or illness caused to individuals, or other loss sustained by Tulsa Tech or third parties due to the facility use. Responsibility is not dependent on whether use of facilities is with or without cost. Any user must ensure that activities are confined to the areas approved and hours agreed upon in the application. In particular, every applicant permitted use must indemnify Tulsa Tech for any theft, loss, or damage to district property over and above normal wear which might be expected from use of facilities, or for injury or illness to individuals attributed to facilities use and will make prompt payment for such theft, loss, or damage—whether to persons or property. A license agreement, indemnity bond or a deposit may be required if circumstances warrant. It is required that users of district facilities ensure that the activities are conducted at all times under competent adult supervision. The Conference Services designee will determine whether unwarranted damages to district property or individuals has occurred, subject to a final decision by the superintendent.

All rooms or areas will be left in as good condition as they were found, except the usual accumulation resulting from normal use. No applicant may sublet any part of the facility area named in the application request.

Users of district facilities must assume responsibility for the safety and protection of the audience, workers, and participants to the extent required by law as well as district policies and procedures. The board, through authority vested in the superintendent, may require minimum limits of public liability and property damage insurance for all using any district facility and require that there be evidence presented in the form of a certificate of insurance showing Tulsa County Technology Center School District No. 18 of Tulsa County, Oklahoma, as an additional named insured. In addition, users may be required to complete a License agreement as a condition of use of district facilities.

Cancellations

Notice of cancellation of the use of district facilities must be received at least twenty-four (24) hours in advance of the day of the event in order for the user to avoid fees or costs attendant to use. Failure to timely cancel will obligate the applicant to pay for all custodial, security, set-up, food service and other expenses incurred in opening and preparing the building for use.

Cancellation may be made by the superintendent if the use of district facilities conflicts with the district's need of the facilities for its academic or business and industry primary needs or because of conduct that is inconsistent with the requirements of this facilities use policy, district policies, or state or federal laws. In the event of cancellation by the superintendent the district shall have no obligations whatsoever other than the return of any deposit related to the application for and requested use of district facilities.

Holidays and Sundays

As a general rule district facilities will not be available for use by outside organizations on district, state, or national holidays and on Sundays. Sundays are designated as an energy conservation day that shall be consistently observed. The superintendent may authorize limited exceptions to this rule for good cause shown, including exigent circumstances.

Facility Use Charges

Charges made for use of district facilities are not rentals as that term is generally used, but are based on the cost of operating expenses that would not otherwise have been incurred, such as utilities, supplies, maintenance of facilities, custodial and cafeteria services, as well as clerical services necessary to process each application. Likewise, facilities use charges cover indirect costs including HVAC, electrical use, waste disposal, and the maintenance of Tulsa Tech facilities. Such charges are subject to change as deemed necessary. The superintendent is authorized by the board of education to set the rates for use of facilities.

In addition to facility use charges (where applicable) Tulsa Tech must be reimbursed for all "Direct Costs" incurred in facility use and these charges must be paid regardless of whether facility use is provided with or without a use charge.

"Direct Costs" are defined as all costs associated with use of Tulsa Tech facilities, except for the actual facility use charges. Direct expenses include, but are not limited to, costs incurred as a result of occupancy beyond regular business hours, audio-visual requirements, janitorial, personnel (security, food service or other personnel) required to service the event, special equipment, security, parking, technical support, and similar items.

Facilities used on a day or at a time when the facility is officially closed will be assessed fees that reflect all costs associated with supporting the use of the facility. Any costs incurred due to the required direct costs will be assessed in addition to use charges.

Payment in Advance

All payments for the use of district facilities must be received at the office of Conference Services at least seventy-two (72) hours in advance of the event time. At its discretion, the district may require a deposit of the estimated direct or indirect costs of facility use as a condition of approving an application for use.

Facility Use without Charge

Waivers of fees must be approved by the Conference Services designee or the superintendent, as appropriate. Generally, the following organizations are exempt from paying facility fees subject to applicable duration and voucher limits:

- a. Partner schools and in-district private schools

- b. Oklahoma Department of Career & Technical Education
- c. Higher Education articulation partners
- d. In-district local governmental agencies

Waivers of fees do not include the waiver of other obligations included within this policy, including but not limited to obligations arising from damage or loss resulting from use of the facilities, direct costs as defined above, and similar costs.

Other users shall be subject to fees for use of the facilities as provided in the Tulsa Tech Facility Use Fee Schedule.

Prohibited Use

District facilities shall not be used for:

- a. Meetings which promote subversive teachings and doctrines contrary to the spirit of American institutions;
- b. Activities tending to cause unrest in the community or which reflect upon or promote discrimination against citizens of the United States because of race, color, sex, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information;
- c. Any activity that may be destructive or injurious to the buildings, grounds or equipment;
or
- d. Any purpose in conflict with district objectives.

Political Programs and Activities

Political programs and activities are subject to all enumerated provisions of Tulsa Tech's Facilities Use Policy. Tulsa Tech facilities may not be used in any manner to involve Tulsa Tech as endorsing a political, ethnic, sectarian, or religious position. Facilities may not be used for political fundraising activities where solicitations of funds, donations, or similar activities take place. Tulsa Tech facilities are not available to organizations for partisan political programs, receptions, fundraisers, or similar activities, and political campaign materials supporting any federal, state, or local political party or individual politician may not be posted or otherwise distributed on Tulsa Tech property.

Alcohol, Drugs, Tobacco and Dangerous Weapons

The use or possession of alcoholic beverages, low-point beer, or controlled substances (drugs) will not be permitted on district property. Those using district facilities for any purpose are expected to comply with applicable laws and Tulsa Tech policies concerning the use of tobacco as well as those applicable

to dangerous weapons, including handguns on district property. Individuals with a valid concealed or open-carry handgun license must comply with applicable state and federal laws regarding the possession and storage of handguns. Handguns, when in the legal possession of an individual, with limited exceptions are restricted to a vehicle in the district's parking lot and must not be brought onto any other district property or into district buildings, offices, or other structures, absent the written consent of the superintendent.

Apparatus and Equipment

Requests to use public address systems, projection equipment and screens, spotlights, stage sceneries, pianos, and similar items when the district has such items available must be included in the application. The costs of transparencies, gelatins, special scenery, and special lighting effects must be paid by the approved users. All such equipment and properties will be operated, moved, and controlled only by persons specifically designated by Conference Services, as approved by the superintendent.

As a precaution against fire, no request will be granted for the use of lighted candles or other actual flame equipment in connection with facilities use.

Classroom apparatus, such as shop, science, life skills, business education, clinical, and data processing equipment which is regularly used for instruction will not be available for use by non-district individuals or groups.

District equipment is not available for use off district property unless it is beneficial to the district in carrying forward its programs or is part of a district program located off district property.

Tulsa Tech in its sole discretion may condition use of a facility on the presence of individuals and/or the payment of costs that Conference Services or the superintendent deem appropriate because of the nature or type of facility use requested.

Food Service and Catering

In order to ensure dining events are controlled and maintain the required standards for food safety, the following food and beverage policies pertain to events in Tulsa Tech facilities.

- a. Tulsa Tech Catering is the exclusive provider for events utilizing Tulsa Tech facilities. Any deviation from this requires the written consent of the superintendent or designee.

Parking Lots

Parking lots are provided with the use of most district buildings. If use of only a parking lot is desired, application will be made as for use of any school facility. Parking areas are not reserved exclusively for groups using school buildings.

Advertising and Promotion

Promotion and advertising literature of either internal or external programs must be approved by Tulsa Tech's Marketing Department prior to publication. Organizations may not use Tulsa Tech's name, seal, logo, or other district identification in advertising or promotional literature that states or implies such sanction or sponsorship of the event, except to list the location of the program or event—without written consent of Tulsa Tech's superintendent or designee.

Emergency Use of Facilities

Tulsa Tech may in preparation for, anticipation of, or during a time of emergency make selected facilities available for the purpose of shelter to a person, association, for-profit or nonprofit, religious or charitable organization under such circumstances as Tulsa Tech deems appropriate. Emergency use requires a declaration of emergency by the Governor for emergencies resulting from:

- Biological, chemical, or nuclear agents;
- Terrorism;
- Pandemic or epidemic of infectious disease;
- Catastrophic acts of nature, including but not limited to fire, flood, earthquake, tornado, wind, storm, or wave action; or
- Any other emergency situation as declared by the Governor by executive order under Oklahoma law.

Interpretation of the Policy and Procedures

The superintendent shall interpret and enforce all provisions of this policy and procedure. The superintendent's interpretation shall be final unless the board of education's president directs that the issue be brought to the board of education for review.

This policy summarizes the district's guiding principles related to use of Tulsa Tech facilities. This policy is supplemented by the district's Facility Usage Fee Schedule and the Event Scheduling Criteria Matrix documents.