



5900 S. Santa Fe Drive, Littleton, CO 80160 | Tel: 303.797.5692 | Fax: 303.797.5609 | www.arapahoe.edu

Addendum A – Use of College Buildings and Property

INTRODUCTION

Please also see BP 16-60 and SP 16-60.

The primary purpose of the facilities at Arapahoe Community College (ACC) is to carry out the educational mission of the College. As a public institution, ACC also seeks to reach out and be accessible to the larger community. ACC has the right to establish reasonable regulations regarding use of college property.

To the extent that space is available, ACC welcomes community groups and organizations to utilize the facilities for purposes compatible with the Colleges' mission. Any group that uses ACC's facilities is expected to conduct themselves in a peaceful manner and follow the policy as discussed below. Further, these gatherings shall not disrupt normal college functions, endanger the health or safety of any person present, or damage college property.

Scope

This policy applies to all ACC employees and students, as well as community members who seek use of the College facilities.

Facility Use

Academic usage shall have priority for use of ACC facilities (i.e., classrooms, laboratories, and other facilities which are being used for teaching and instructional programs) over non-academic use. Both kinds of use will be scheduled accordingly.

Individuals or groups must notify and coordinate activities on campus through the Facilities Department prior to arrival. Groups that do not provide notification may be asked to reschedule based on the college's ability to safely support the event and schedule conflicts and priorities.

The individual or group must assume responsibility for compliance with all state and local laws and college policies and must sign the College's facilities use agreement.

All non-College groups shall be charged the fees listed in Attachment A for use of facilities and must provide evidence of insurance coverage. The College, in conjunction with State Risk Management, determines appropriate rates of insurance coverage for the intended use.

Refusal of a reservation: Arapahoe Community College reserves the right to cancel an existing reservation and/or withhold reservations and use of Arapahoe Community College facilities or grounds by any outside group during an emergency situation



5900 S. Santa Fe Drive, Littleton, CO 80160 | Tel: 303.797.5692 | Fax: 303.797.5609 | www.arapahoe.edu
affecting college operations, public health and safety, or other emergency as designated by the federal, state, county or municipal government. Facility Rental monitors and responds to requests to reserve space.

Location

Arapahoe Community College has standard multimedia projectors, sound systems and seating for large gatherings. ACC's Waring Theatre can accommodate 226 people and our theater-style, third-floor lecture hall has seating for more than 100 people. We have a large, ground-level multi-purpose room (The Summit Room) for up to 400, as well as a fitness center complete. Even more, our expansive parking lots can be converted to host a variety of outdoor events and activities.

Certain areas are not conducive to all types of uses. The College may limit the areas available based on considerations such as disruption or safety and may reassign space if necessary. Space may also be reassigned if College activities so require. Users should contact the Facilities Department to discuss the intended use.

It should be noted that city streets and sidewalks are public forums; and they are available for assembly to all members of the public, as long as the assembly is in keeping with federal and state laws, and city ordinances.

The following streets and sidewalks adjacent to or running through the campus are examples of such public forums: Sumner St, College Dr., Church Ave., Curtice St., Nevada St., Prince St., and Alamo Ave.

Distribution

In order to protect the ACC mission and the safety of all staff, students, and invitees, participants in activities must abide by the following requirements:

Assembly and petitioning may not interfere with ACC Operations.

Persons may not block or otherwise interfere with the free flow of vehicular, bicycle or pedestrian traffic. The right of way of streets and sidewalks must be maintained.

Persons may not obstruct, disrupt, interrupt, or attempt to physically force the cancellation of any event or activity sponsored by ACC or by any users authorized to use College Property.

Persons shall not engage in unlawfully harassing, physically abusive, threatening, or intimidating conduct toward any person.

Persons shall comply with the directions of an ACC official acting in the performance of his or her duty.

Use of public address systems and amplified sound will not be permitted unless prior authorization has been obtained.



5900 S. Santa Fe Drive, Littleton, CO 80160 | Tel: 303.797.5692 | Fax: 303.797.5609 | www.arapahoe.edu

Persons on College property may be required to provide picture identification and evidence of qualification at ACC upon request.

Distribution of written material such as pamphlets, booklets, brochures are acceptable as long as the material is designed for informational (not commercial) purposes.

If you have any questions about distribution means or material please contact the Facilities Department.

The College retains the right to immediately suspend any activities and/or remove individuals from the College property if the activities interfere with the rights of others, disrupts the normal functions of the college, damage property, or endanger the health or safety of persons present on campus. Additionally, the college has the right to conduct disciplinary action and/or inform law enforcement if necessary.



5900 S. Santa Fe Drive, Littleton, CO 80160 | Tel: 303.797.5692 | Fax: 303.797.5609 | www.arapahoe.edu

Appendix A

Facility Rental Pricing*

Area	Location	Capacity	Half Day Fee	Full Day Fee
The Summit Room	M1900	350 (tables) 400 (seats only)	\$750	\$1195
Half Moon	M1800	75 (tables) 150 (seats only)	\$545	\$925
Waring Theatre	M2900	226	\$765	\$1325
Lecture Hall	M3130	112	\$330	\$595
Classroom	Varies	Varies	\$275	\$495
Conference Room	Varies	Varies	\$275	\$495
Computer Lab	Varies	Varies	\$440	\$795
Colorado Gallery of the Arts	A1300	150	\$545	\$925
Playing Field	Main	Varies	\$825	\$1485
West Patio, South Patio, West Lawn, North West Lawn, South Lawn	Main	Varies	\$690 each	\$1245 each

Parking Lot	Spaces	Fee per Day
A	436	\$1,300
B	292	\$800
C	159	\$500
F	67	\$300
G	42	\$200
H	62	\$300
I	192	\$500
L	31	\$300

*Facility Rental Pricing is subject to change