



## **McPherson College Policy: Facilities Use Guidelines**

**Effective: 02/01/2025**

**Last Revised: 02/01/2025**

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### **Purpose**

McPherson College is a vibrant community of persons from diverse faiths and cultural backgrounds committed to its **mission**: To develop whole persons through scholarship, participation and service. This policy governs the acceptable use of all facilities by students, faculty, and staff, including Recognized Student Organizations (RSOs), as well as external groups and visitors to ensure that the college's resources are used in a manner consistent with its mission, values, and operational needs.

### **Guideline Statement**

The College's resources, land, and buildings are to be applied first and foremost to its mission. Therefore, such properties' primary use encompasses all academic activities, student life, intercollegiate athletics, and the administrative functions that support this mission including prospective student recruiting and constituent relations. These properties are not generally open and available to the public.

### **General Reservation Guidelines**

- Current students and college sponsored activities have priority for all campus spaces
- Spaces are typically booked in the spring based on the next year's academic calendar, admissions, student life, advancement and departmental schedules
- Aside from certain event spaces (which need to be booked through a cabinet supervisor) other spaces may be booked through the campus booking system
- Use of space will be evaluated based on primary activities given the priority for booking
- Restrictions include but are not limited to: weddings, receptions, funerals, memorial services, wakes, outside demonstrations, political rallies or campaigns, weapons, fireworks, or illegal substances, animals (except licensed service animals) inside buildings, overnight camping, floor marking or unapproved signage/banners and amplified sound
- MC is an inclusive community and events that discriminate based on race, color, religion, sex, sexual orientation, gender identity, national origin, handicap, or veteran status are prohibited

### **Rental/Lease Reservation Guidelines**

Outside rentals and leases are rare at McPherson College. The college can restrict or deny use to outside constituencies if the event detracts from serving the student body or interferes with the college academic calendar, schedule or mission. College rental or lease arrangements will include:

- A recommendation from a McPherson College cabinet level employee
- Completed and signed standard resource use contract and fees agreement
- Proof of liability insurance at a reasonable insured level
- Deposit on the agreed upon rental or lease amount
- No outside food and beverage including alcohol
- All final decisions about spaces use by outside groups will be left to the discretion of campus administration

## **Scheduling Priorities**

Primary functions for most spaces on campus will be for academics; athletics; student and residential life; enrollment and admissions; advancement, administration and other McPherson College departmental functions. Internally sponsored meetings and events receive secondary consideration for scheduling followed by externally sponsored meetings and events.

## **Facility Classifications and Acceptable Uses**

The acceptable uses set forth below defines priority activities when scheduling and utilizing facilities.

1. Academic Buildings: Classroom and laboratory instruction, workshops, research activities, academic meetings, and seminars
2. Administrative/Library/Campus Common Buildings: Office work, administrative meetings, staff training, workshops, enrollment services, student services, academic services, advising, career services and instruction
3. Residential Buildings: Housing, residential life meetings, and social gatherings
4. Athletic Buildings: Practices, fitness, athletic events, events, and instruction

In addition, within the above listed buildings the campus has event and meeting spaces available for use.

Event Spaces: Campus event spaces listed below will be booked for their priority use. Event spaces will only be booked through cabinet members and will be used mainly for pre-planned events. The following is a summary of each space and its priority use.

- Campus Common Atrium—Primarily used as a walkway and entrance with use for overflow dining seating as needed or occasional event space
- Dalke Center—Space for Career and Experiential Learning, Student Debt Project and Student Affairs with offices, open workshop space with outdoor patio access, meeting room, and advancement “Elmer Dalke Room” to host constituents and donors. Aside from administrative operations the space will host student events related to career, Student Debt Project and Student Affairs as well as employers and graduate schools
- Peoples Bank Welcome Center—The Welcome Center will primarily be configured to host daily admissions visitors. The Center will be able to accommodate larger groups for prospective student visit days and occasional constituent and donor events including dinners
- Mingenback Theatre—Primary use for theatre department teaching, learning and shows as well as internal college gatherings/lunches/dinners
- Friendship Hall—Used as an entry to Brown Auditorium and Mingenback Theatre as well as an art gallery for MC art department exhibits and other art shows. Occasional reception and meeting area
- Brown Auditorium—Theatre and music department space for teaching, learning and shows as well as campus wide convocations and events
- Boiler House—Campus café for students with occasional student affairs and alumni events
- Maker’s Space—Used as a library group learning space as well as for student and staff events
- Holman Fieldhouse and Paul Family Field—Primary use for MC student athlete practices and competitions with occasional campus wide events like graduation

Meeting Spaces: Meeting spaces may be reserved through the facility booking system if not being used for their primary purposes. To book a conference room discuss with your supervisor and complete a booking request form through the facility booking system.

- Hess Meeting Room—Art department faculty and student meetings as well as other academic meetings
- Miller Meeting Rooms—Library staff and other academic meetings including availability for classes
- Mohler Conference Rooms —Staff and faculty regular meetings
- Melhorn Conference Rooms—Science department meetings and other academic meetings
- Beghley Conference Rooms—Advancement, communications and human resources meetings
- Campus Common Dean Suite Meeting Rooms—Cabinet meeting space
- Campus Common Enrollment Services Meeting Rooms—Confirmation, Early Warning and Enrollment Services operational meeting space
- Campus Common Student Affairs Meeting Rooms—Student life, residential life and other student affairs meetings
- Campus Common Dalke Meeting Room—Career services, Student Debt Project, student affairs and advancement meeting space
- Campus Common Admissions Family Meeting Rooms—Admissions meeting space

### **Facility Use Exceptions**

*McPherson College may deny a request to reserve space for an event or activity for reasons including, but not limited to:*

- Incomplete reservation request with missing supporting paperwork
- Request received without sufficient advance notice
- Prior mismanagement of space that required material repairs
- Past violations of a lease or rental agreement with McPherson College
- Conflict with a preexisting reservation
- Personal social events like weddings, reunions, birthdays and funerals