

## Southwestern College Rental Guidelines

The usage of Southwestern College facilities is available to groups/individuals to adhere to the following rental and use policy:

- 1) Reservations must be made at least two weeks in advance to facilitate scheduling of facility and staff personnel. Contact the director of camps and conferences with scheduling questions at 620-229-6141 or fill out reservation form located [HERE](#)
- 2) Priorities for use of the college facilities will be as follows:
  - a. College sponsored events
  - b. Activities sponsored by community groups within the area
  - c. Meetings of public groups
- 3) Any groups from outside the college must provide the college a certificate of insurance showing at least the following coverage where deemed applicable.
  - Bodily Injury \$1,000,000.00
  - Property Damage \$1,000,000.00
  - Auto Liability \$1,000,000.00
  - Workman's Compensation \$500,000.00
- 4) The college reserves the right to refuse any group/individual in Southwestern College facilities.
- 5) The college reserves the right to cancel if the space is needed for school or school related activities for reasons that were unforeseen or weather-related events. Alternative space or refund of all money will be provided.
- 6) Groups/individuals are responsible for all damages made to facilities
- 7) Food arrangements must be made with Fresh Ideas Dining Services
- 8) No unauthorized vehicles are allowed on school property and only designated parking areas may be used during events.
- 9) No animals, with the exception of assistance animals, are allowed in any Southwestern College facility
- 10) Prohibited activities are as follows:
  - a. Any activity that violates institutional policy or local, state, or federal law.
  - b. Use or possession of alcoholic beverages and controlled substances.
  - c. Smoking, chewing, vaping or any other use of tobacco products within or outside the building.
  - d. Fighting, gambling or other disorderly activities.
  - e. Use of profanity or objectionable language.
  - f. Hazardous materials including by not limited to flammable materials or liquids, fireworks, pyrotechnic devices, explosives, poisonous materials or plants, strong acids or caustics or dangerous animals
  - g. No amusement rides or attractions
- 11) All groups materials, items, etc. must be removed from space by the end of the designated rental time
- 12) Due to budgeting, maintenance, and/or staffing issues, there may be times when Southwestern College facilities are not available for use.