



Chapter 6: Facilities Management

Facility Use

Adoption: 5/16/2022
 Revised:
 Last Reviewed: 4/06/2022 (SGC)
 Cabinet Approved: 4/06/2022
 Next Review Date: 4/06/2027
 Authority: [MinnState Board Procedure 6.7.2](#)
 Custodian of Policy: Vice President of Finance and Operations

PROCEDURE

I. Scheduling Priorities and Procedures

Scheduling of space at HTC is done in priority order of HTC departments, recognized student groups, other state or local agencies, non-profit organizations, and other non-governmental groups.

Scheduling is accomplished for groups in the following ways:

Group:	Department:	Scheduling Contact:
HTC departments	Office Services	https://minnstate.bookitadmin.minnstate.edu/Default.aspx
Recognized student groups	Student Life & Career Development	SLCD@hennepintech.edu
Outside organization request for on campus tabling	Student Life & Career Development	https://hennepintech.edu/current-students/student-life-and-career-development/employer-engagement.html
Other state or local agencies, non-profit organizations, and other non-governmental groups	Customized Training Solutions	https://hennepintech.edu/cts/programs%20and%20courses/room%20rental.html
Expressive activity/free expression areas	Public Safety	763-488-2655 Brooklyn Park Campus 952-995-1433 Eden Prairie Campus

Scheduled use of a particular area of campus supersedes any unscheduled use, even when scheduling is not a requirement for a particular campus facility.

Individuals or groups approved to use a particular area or facility on campus will be given confirmation identifying the time, date, and location of the use of HTC facilities. Approved users should have confirmation available for inspection at the time of the use of the facilities. All nonaffiliated organizations will be required to enter a facilities use agreement prior to being granted access to HTC facilities. Recognized student organizations may be required to enter a facilities use agreement. Any facilities use agreement entered into pursuant to this Policy must be consistent with Minn State Procedure 6.7.2.

Individuals, groups, and organizations who wish to use HTC facilities should provide sufficient notice of a desired use. For internal organizations, three days' notice is preferred and for outside organizations 2 weeks' notice is preferred. Some requests may require additional notice.



Facility Use

Adoption: 5/16/2022
Revised:
Last Reviewed: 4/06/2022 (SGC)
Cabinet Approved: 4/06/2022
Next Review Date: 4/06/2027
Authority: [MinnState Board Procedure 6.7.2](#)
Custodian of Policy: Vice President of Finance and Operations

Except where HTC affirmatively opens its facilities for expressive purposes, or as required to do so by law, the College retains the ability to enter into a facilities use contracts with individuals, groups, or entities at its own discretion.

II. Facilities Use Fees

Fees are available on the HTC website at <https://hennepintech.edu/cts/programs%20and%20courses/room%20rental.html>.

Pursuant to Minn. Stat. § 202A.192, HTC may only charge a facility use fee in conjunction with “the holding of precinct caucuses and legislative district or county conventions” for “an amount that does not exceed the lowest amount charged to any public or private group.”

In addition, HTC reserves the right to assess facility, information technology, and security costs, if applicable, and recover for any damage done to HTC property or facilities.

The use of HTC facilities by HTC faculty, staff or students for personal use is considered a use by a nonaffiliated organization or individual.

Recognized student groups may reserve campus facilities and sponsor a nonaffiliated organization for an event, but as a sponsor, the student group must be the primary planner, implementer, and financier of the event. Recognized student groups may not reserve campus facilities on behalf of a nonaffiliated organization for that organization to obtain the lower lease rate or priority reservations. Such a practice, known as fronting, is prohibited and may result in disciplinary action being taken against the recognized student organization and/or its members.

Nonaffiliated organizations engaged in a commercial enterprise must be charged the current market rate when using HTC property.

Cancellation fees are addressed on a case-by-case basis.

III. Safety and Liability Concerns

A. Insurance and Indemnification

All nonaffiliated organizations using HTC facilities, other than speakers in a free expression zone of campus or organizations approved for campus tabling, must provide evidence of insurance in advance of the event.

All nonaffiliated organizations using HTC facilities must agree to indemnify and hold harmless the College, the Board of Trustees of Minn State, as well as their officers, employees, representatives, and agents from and against all claims, demands, actions and all liability to any persons or property that are in any way related to the user’s use of HTC facilities.



Chapter 6: Facilities Management

Facility Use

Adoption: 5/16/2022
Revised:
Last Reviewed: 4/06/2022 (SGC)
Cabinet Approved: 4/06/2022
Next Review Date: 4/06/2027
Authority: [MinnState Board Procedure 6.7.2](#)
Custodian of Policy: Vice President of Finance and Operations

B. Security

HTC security will determine if security is required for an event involving HTC facilities and, if so, how much is required. Except when using free expression zone(s), all nonaffiliated organizations using HTC facilities must provide security for the event. The amount of security required will be based on the decision of campus security based on the following considerations: (1) the number of anticipated attendees; (2) the type of event; (3) whether alcohol is served at the event; (4) the locale of the event; and (5) other relevant factors.

Except for security required in free expression zones, facility users will bear the cost of security at events.

C. Food and Alcohol

Alcohol and/or controlled substances may only be made available on campus in accordance with Minn State policy 5.18 and Minn State procedure 5.18.1.

HTC does not require an organization to use a specific caterer if food is served.

D. Noise and Lighting

No user of the College's facilities may operate any outdoor lighting or sound amplification in a way that interferes with the College's primary mission to educate its student body. Anyone intending to use sound amplification must ensure that it does not interfere with the College's educational endeavors. The user of HTC facilities wishing to use sound amplification must obtain HTC approval that it has been set at an acceptable level prior to its actual use. Approval should be sought from the contact as described in Section I of this procedure. After receiving this approval, the user may not increase the sound volume. If complaints are received - regardless of whether the sound level was previously deemed acceptable - the facility user must agree to lower the volume upon the request of HTC or HTC may elect to cancel the event.

E. Possession or Carry of Firearms.

Firearms are generally prohibited on campus under Board Policy 5.21, but certain exceptions apply, in accordance with the Minnesota Citizens' Personal Protection Act of 2003 (MCPA). Please see <http://www.MinnState.edu/board/policy/521.html> for the details of the policy.

IV. Dissemination of Written Material

Individuals and groups affiliated with the College are permitted to disseminate noncommercial written material via hand distribution in student common areas and on campus bulletin boards not labeled for any specific use only provided they do not otherwise obstruct the flow of traffic on campus. Materials posted on these bulletin boards are removed every two weeks.

Commercial materials may only be distributed on campus barter bulletin boards. Individuals and groups unaffiliated with the College may only distribute written materials via hand distribution in areas designed for free expression or as otherwise expressly provided.



The use of bulletin boards, signage, banners, and other postings is prohibited, except as expressly provided in this Policy, or as addressed in other policies.

The use of paint on sidewalks is prohibited.

V. Expressive Activity/Free Expression

The United States and Minnesota Constitution's guarantee all individuals the right to the freedom of expression. In recognition of its status as a public institution of higher learning, HTC identifies the following area(s) open to the public for the free expression of ideas during the hours of 8:00 a.m. to 10:00 p.m. without prior approval and without the requirement of a use agreement or fee: on the sidewalks and green space outside on the South side at the Brooklyn Park campus and the West side of the Eden Prairie campus.

In most cases, it is preferable for an individual or group, be they HTC affiliated or not, to follow the scheduling procedures identified in this Policy to ensure space is available at a time when an individual or group wishes to make use of it. Moreover, scheduled use of a free expression areas supersedes any unscheduled use of the property. Nevertheless, subject to reasonable time, place, and manner restrictions, an individual or group may make use of a free expression areas when otherwise not in use or scheduled for use by another individual or group.

HTC encourages the HTC community to be tolerant of those exposing different points of view while taking advantage of the opportunities to express themselves and be exposed to new ideas.

VI. Election Activity

A. Statement

As a state-supported, public institution of higher learning, HTC is required to remain neutral concerning partisan political activities.

The College recognizes the rights of members of the HTC community, be they faculty, students, or staff, to engage in partisan political activities in their individual capacities, separate and distinct from their standing as members of the HTC community.

B. Guidelines Concerning Partisan Political Activities on Campus

1. The College shall not endorse a candidate for partisan political activity. Nor shall any individual affiliated with the HTC do so on behalf of the College.

2. Political campus organizations shall have access to campus facilities as described in this Policy on the same basis as other recognized student groups. Political campus organizations shall be assessed fees in accordance with the fee schedule set forth in this Policy.



C. Precinct Caucuses

1. HTC shall make their facilities available for the holding of precinct caucuses and legislative district or county conventions as required by Minn. Stat. Ch. 202A.
2. HTC will not schedule any event after 6:00 p.m. on the day of a major political party precinct caucus without the permission of the Board of Trustees of Minn State.

VII. Movies/Gaming/Music

All users at HTC facilities must comply with all federal, state, and local laws. Because the purchase of music, film, or video games does not provide for the right to play or show the music, film, or video game as part of public performance, any organization wishing to do so must obtain a public performance license agreement.

VIII. Prohibited Uses

Any activity that is prohibited by federal or state law or local ordinance is prohibited. HTC facilities cannot be used in a manner to make it appear that the College endorses a sectarian, religious, political, or partisan position. Members of the HTC community are required to adhere to HTC policies, including applicable employee or student codes of conduct, as well as any facility use agreements. Nonaffiliated organizations must abide by their lease agreements, as well as all federal, state, or local laws.

Failure to abide by policies or agreements can lead to cancellation of events and use of facilities and prohibition of any further lease of facilities.

IX. Emergency Restrictions

HTC reserves the right to cancel any scheduled use of its facilities due to weather and other emergencies. HTC retains the right to enter into agreements with local government units as needed to address any emergencies.

X. Disclaimer

HTC does not assume any responsibility or obligation resulting from its decision to make its facilities available pursuant to this Policy. Nor does such a decision imply support for an individual or organization's objectives. All users of HTC facilities must comply with all federal, state, and local laws.



Hennepin Technical College™

Chapter 6: Facilities Management

Facility Use

Adoption: 5/16/2022

Revised:

Last Reviewed: 4/06/2022 (SGC)

Cabinet Approved: 4/06/2022

Next Review Date: 4/06/2027

Authority: [MinnState Board Procedure 6.7.2](#)

Custodian of Policy: Vice President of Finance and Operations

Procedure

6HTC1.1

Page 6 of 6

XI. Appeals

Any decision made by Office Services, Student Life & Career Development, or Customized Training Solutions may be appealed to the Vice President of Finance and Operations. The appeal must clearly identify where the previous facilities decision was incorrect. Review of the facilities use decision by the Vice President of Finance and Operations shall be final. No further appeals will be entertained.