

7.0 Facilities

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Subject: Use of College Facilities
Policy Number: 7.1
Officer Responsible: VP, Administrative Services

Policy Statement:

The College shall encourage the use of its facilities by the public for activities that are consistent with the college mission. Scheduling and charges for use shall be in accordance with established procedure.

The order of priority for use of facilities shall be as follows:

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The College reserves the right to deny the use of its facilities for activities that directly compete with College programs and/or services.

The College encourages political forums (e.g., Chamber of Commerce "Meet Your Candidates" night) where citizens may listen to and ask questions of candidates for public office. College facilities will not be used for purposes of political fund raising by or for candidates who have filed for public office.

The College reserves the right to prohibit the use of College facilities when, in the College's determination, such use shall interfere with College operations or promote disruptive conduct that may reasonably be anticipated to interfere with College operations.

Requests for use of facilities of a purely personal nature will be evaluated on a case-by-case basis.

Facility Use Fees: There is no charge for college sponsored, invited, or authorized activities. Approved outside organizations will be charged according to established facility fee schedule and additional charges may be assessed for support services and equipment. The College reserves the right to determine the needs and requirements for each activity as to support services and supervision. Flat rates may be negotiated for large events requiring the use of many rooms. Fees will be reviewed annually by the College.

The facility fee may be waived File Tw 3g24p(Ca)(F)284p305d(n)3jlm4(m)T-3ed(-)1)4 d 0T5e

and expenses in preparing the facility for its use. Because institutional requirements for scheduled instruction and officially sponsored meetings or events are sometimes not known when a request for the use of College facilities is confirmed, the College reserves the right to change or cancel confirmed reservation of space. When possible, other facilities will be provided.

Facility Fee Schedule:

Facility	Community, Not-for Profit, Government Full or Half Day*	For Profit Full or Half Day*
Conference Room (1-10 capacity)	\$40/\$20	\$60/\$40
Classroom Conference Room (10-20 capacity)	\$60/\$30	\$90/\$60

GrandPiano*	\$50
Studio	

M. College facilities are generally not available when the College is closed.
Special arrangements may be made at the discretion of the College.

Helen S. Hamilton Student Learning Area:

The purpose of the Helen S. Hamilton Student Learning Area is to give the college community a beautiful and quiet setting in which to study, learn, relax, gather as a class, socialize as a group and a place for individuals to go to for solitude. To respect all those who partake in the area and to ensure the safety of our guests, we ask that you abide by the following:

The entire Helen S. Hamilton Student Learning Area is a no-smoking area.

Faculty has first priority to schedule the area for academic purposes. Faculty need to schedule their requests with the Reservations and Facilities Coordinator. Signs will be posted when classes are taking place so that other guests are not aware that noise disruption needs to remain at a minimum.

If an academic class or program is taking place, the use of radio, tape players, amplifiers, boom boxes, live music or other loud noise disruptions are prohibited during the class time.

When requesting the area for classes involving arts/crafts, receptions and parties with food and beverages being served, and grills or stoves being used, a reservation request form must be completed. The Foundation and Facilities Management reserve the right to evaluate the type of event that is being requested, including the entertainment and menu being served. Each request will be reviewed on a case-by-case basis.

Recreational activities are allowed in the area provided there is no disturbance to an academic class or program taking place and the safety of others is not placed in jeopardy.

The Helen S. Hamilton Student Learning Area prohibits activities such as skateboarding, roller blading, and bicycling.

No swimming or wading is permitted in Macoupin Lake.

The Helen S. Hamilton Student Learning Area prohibits the use of motorized vehicles, except appropriate motorized vehicles for the physically challenged and appropriate grounds maintenance equipment.

Community based groups cannot use the area for fundraising purposes.

The Helen S. Hamilton Student Learning Area will close at 10 p.m.

All children ages 0-12 must be supervised by a parent/guardian. The college will not be held liable for the actions of unsupervised children.

Large pets must be on a leash in the Helen S. Hamilton Student Learning Area.
The Helen S. Hamilton Student Learning Area cannot be altered without permission from

the LLCC Foundation.

Should property damage to the Helen S. Hamilton Student Learning Area occur, individuals and/or departments, will be assessed to pay for repairs.

Subject: Public Safety
Policy Number: 7.3
Officer Responsible: VP, Administrative Services

Policy Statement:

The College shall provide measures for the protection of students, employees and visitors to any District owned or controlled facility, as well as the protection of College buildings and property. Accordingly, the College shall establish administrative procedures and regulations regarding the following:

- X Law Enforcement
- X safety and security of students, employees and visitors
- X student Right to Know Law/Campus Security Act
- X Occupational Safety and Health Act (OSHA)
- X motor vehicle/traffic and parking regulations
- X fines and penalties and
- X civil emergency/disaster assistance.

Procedure:

The College employs a Campus Police Department, which is responsible for law enforcement and public safety activities at the College. Officers are on duty 24 hours a day, seven days a week. Campus Police Department officers abide by the protocols outlined in the Department's General Order Manual.

Safety and Security The Campus Police Department provides for the safety of all students, staff, faculty, and visitors on campus. Officers are responsible for enforcement of Illinois State Criminal Statutes, the Constitution of the United States, and certain college rules and regulations. They patrol all college buildings and grounds, provide security at special events, and administer various crime prevention programs.

During the regular school year, LLCC is open to the public between the hours 6:00 a.m. and 10:30 p.m. on weekdays, 6:30 a.m. to 7:00 p.m. on Saturdays, and 2:00 p.m. to 5:00 p.m. (library only) on Sundays. Outside normal business hours, the campus is secured and closed to the general public. Non-business hours access is only granted to students who have received prior authorization from their instructor. Authorization will normally consist of an after-hours access form, completed, and signed by the instructor that specifies times and rooms that the student will need access to. Access will be denied to those who abuse the privilege of using campus facilities.

The Campus Police Department provides various crime prevention programs to the college community. An escort service is available to any student, employee, faculty, staff or visitor of LLCC, 24 hours a day. Emergency call boxes are located in front of Cass Gymnasium, on the outside of Sangamon Hall near the quad area, between Logan Hall and the Workforce Development Center, and in front of the Capitol Area Career Center. These call boxes connect callers directly to the Campus Police Department. If dialing from a campus phone, LLCC Police can be reached at extension 62278 and from off campus, dial 786-2278.

Student Right-to-Know/Campus Security Act in accordance with 34 CFR 668.47, the LLCC Police Department will publish and distribute, by October 15th of each year, an annual Campus Crime Report that contains at a minimum:

- x Statement of policies regarding timely reporting of crimes.
- x Statement of current policy concerning campus security and access to facilities.
- x Campus law enforcement policies.
- x Description of the type and frequency of programs designed to inform students and employees about campus security programs.
- x Description of the programs designed to inform students and employees about the prevention of crimes.
- x Statistics concerning the occurrence on campus of major criminal offenses reported to local police agencies.
- x Statistics on the number of arrests for the following crimes: liquor law violations, drug abuse violations, and weapons possession.
- x Statement of policy regarding the possession, use and sale of alcoholic beverages.
- x Statement of policy regarding the possession, use and sale of illegal drugs and enforcement of Federal and state drug laws.
- x Description of any drug or alcohol abuse education programs.
- x Statement of policy concerning the campus sexual assault programs designed to prevent sex offenses and procedures to follow when a sex offense occurs.

This information is contained in a brochure published by the College the Lincoln Land Community College Annual Campus Crime Report, and distributed made available to all students, staff, and faculty. It is also posted on the LLCC Police Department's website at police.llcc.edu, and hard copies are available at several locations throughout campus.

Motor Vehicle/Traffic and Parking Violation Officers of the Campus Police Department strictly enforce the Illinois Vehicle Code, along with Lincoln Land Community College's parking regulations.

LLCC asks that people only park in marked parking spaces do not park along roadways or adjacent to a yellow or red striped curb and obey campus signage.

All College fines for parking violations are \$20.00, except for unauthorized parking in a handicapped space, which is \$100.00. All parking fines should be paid at the customer service counter, located at the front of Menard Hall, within the time specified on the citation. Failure to comply with the terms of the citation will result in a "hold" being put on the student's record until terms are met.

Illegally parked vehicles that are hampering normal traffic patterns, or otherwise posing any danger, may be towed at the Officer's discretion.

Civil Emergency/Disaster Assistance LLCC may make available to law

Subject:

Hazardous Materials & Chemical Hygiene

equipment, and hygiene practices.

3. Plans for testing and maintain safety equipment required for work with hazardous chemicals.
4. Plans for monitoring permissible exposure limits for hazardous chemicals.
5. Outlines proper chemical storage and disposal.
6. Implements for employees a chemical hygiene training program including documentation for successful completion of training requirements.
7. Establishes procedures for handling chemical spills and exposures.
8. Designates responsible personnel for establishing, updating and enforcing the chemical hygiene plan such as the Chemical Hygiene Officer and the Environmental Health & Safety Committee.
9. Outlines procedures and institutional responsibility for medical treatment in response to known or suspected chemical exposures.

III. Written Hazard Community Program

To comply with the Hazard Communication Standard the college has a written Hazard Communication Program that details how employees and outside contractors will be informed of chemical hazards on all college campuses. This program includes a system to maintain an accurate hazardous chemical inventory, labels and other forms of warning systems, safety data sheets, and employee information and training. This program is implemented by the Vice President, Administrative Services.

A. Hazardous Chemical Inventory: This is a list of hazardous chemicals known to be present in the workplace. This inventory will identify the following:

1. The common and proper name of the chemical and CAS number.
2. The location(s) where each hazardous chemical is stored.
- 3.

Liability Act.

require Hd personal protective equipment for entry.

V. Safety Data Sheets

- A. A manufacturer's Safety Data Sheet will be maintained for each chemical in the college. One complete set will be maintained in 36 i(i)-6c1002 Tw 1188 0

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B. Employee training will include at a minimum:

1. Methods to detect the presence or release of a hazardous chemical
2. The physical and health hazards of chemicals in the work area.
3. The measures employees can take to protect themselves from these hazards, including specific procedures for college-specific work practices, emergency procedures, and personal protective equipment.
4. Details of the Lincoln Land Community College Hazard Communication Program, including an explanation of the labeling system, how to access safety data sheets, and how to recognize other warning signs.
5. Details of the Lincoln Land Community College Chemical Hygiene Plan including standard operating procedures for working with chemicals, control measures to prevent chemical exposure, reporting of broken equipment, chemical spills and exposures, and circumstances that medical examination will be offered by the college.
6. Training will be provided upon initial hiring prior to work with hazardous chemicals, when a new chemical hazard is introduced or changes in work assignment, and annually for all employees that continue to work with hazardous chemicals. Records of employee training will be maintained by Human Resources.

VII. Reporting (SARA Title III)

- A. The local fire department chief/administrator will be notified of Lincoln Land Community College's Hazard Communication Program and Chemical Hygiene Plan including contacts, materials present and quantities, and locations. The location of the SDS's will also be provided for their information.
- B. If the program is updated significantly, the Vice President, Administrative Services will be responsible for notifying the relevant authorities.

Subject: Facility Changes
Policy Number: 7.5
Officer Responsible: VP, Administrative Services

Policy Statement:

No changes in the structure or use of College facilities shall be made without prior approval.

Procedure:

The Facilities Office is responsible for evaluating requests to modify or replace College physical structures, including buildings and grounds. Requests for modifications or replacement of College structures must be made in writing on a ~~Order~~ obtained from Facilities.

Subject: Maintenance/Repair of Facilities
Policy Number: 7.6
Officer Responsible: VP, Administrative Services

Policy Statement:

The College shall make provision for conducting routine maintenance and repair work on College facilities.

Procedure:

The Facilities office is responsible for maintaining the facilities and equipment at Lincoln Land Community College.

