

## Bay College User Guidelines

1. The Conference Coordinator will schedule activities on a first-come, first-serve basis. When a fee is not charged, the college reserves the right to change rooms with consideration given to the needs of the user.
2. Any entity, public, private, either for profit or non-profit use, shall hold harmless Bay de Noc Community College, the Board of Trustees, either wholly or individually, any and all employees, either wholly or individually, from any punitive action and/or costs arising from using or being granted use of the college. Users may be asked to provide proof of liability insurance.
3. Use of the Bay College name, logo and image are controlled by Bay College. Users shall not represent directly, indirectly or by implication that Bay College endorses any product, service, presentation or event associated with User's utilization of the premises. The name and location of Bay College may be mentioned in the media as often as desired prior to or during a program for the purpose of promoting the program as long as sponsorship by Bay College is not implied. If uses of the Bay College name, logo or image are desired, specific written permission must be obtained.
4. In the event of mechanical failure, inclement weather, unavailability of personnel, utility outages, fire, windstorm, flood, war or civil insurrection or other unforeseen circumstances beyond the control of Bay College, this Agreement may be canceled by Bay College. User waives any claim for damage or compensation should this Agreement be terminated by Bay College for causes not under its control.
5. Prior consent and approval must be obtained to secure signage, decorations, or other material on the walls.
6. Users of the facility are responsible for providing services and/or equipment for those with special needs, i.e. deaf, as needed by those attending their event.
7. Users shall insure that all hallways and fire exits are unobstructed at all times. Room set-up is the responsibility of Bay College.
8. User Conduct: Smoking is not permitted in Bay College buildings. It may only take place outdoors. The use of controlled substances on the Bay College campus is prohibited. No explosives, fireworks or firearms may be brought onto the Bay College campus. No alcoholic beverages shall be brought onto or consumed on Bay College premises without specific prior arrangement with the Conference Coordinator.
9. Users shall be liable for any damage to buildings or equipment other than normal wear and tear. Use of buildings and equipment to any user may be denied for previous improper use.
10. The administration shall be the sole judge of the college's policy on facility use and of misuse or damage to buildings or equipment.
11. Games of chance and lotteries shall not be permitted except as prescribed by law and with prior approval of the college.
12. A \$100 fee will be assessed any group that has signed up to use the facilities but did not cancel the use and did not show up on the day requested.
13. Users who are charging a fee to attend their function on college property will be charged a fee by the college for the use of the facilities.

I have read the User Guidelines and User Check List for facility use at Bay College and agree to the terms and conditions described therein.

Signature \_\_\_\_\_

Date \_\_\_\_\_

For more information or questions, please contact:  
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