

Tooele Technical College is a division of the State of Utah and is mostly funded through state tax revenues. As such, it strives to establish and maintain appropriate practices when allowing entities to use its resources, including its building space and other property.

Building space is first and foremost to be used by Tooele Tech in the performance of its mission. When space is not being used by Tooele Tech, it may be allocated on a case-by-case basis to other public entities and certain community centered non-profit organizations when Tooele Tech is an active member of that organization. When a request to use Tooele Tech space or its property is granted to be used by another public entity or non-profit organization, that approval may be withdrawn as deemed appropriate by Tooele Tech's administration.

**Public Organizations:**

Local Public organizations listed below may use Tooele Tech's building for a limited time when the requested space is not being used by a Tooele Tech or when Tooele Tech can easily relocate its activities to another location without undue hardship to its programs, students or professional reputation. These organizations may use the approved space without a fee during normal business hours. When a Tooele Tech employee is required to be in the building, the entity may be required to pay a fee for an employee or employees to be in the building and be responsible to secure the building after the activity is over. Should a responsible employee not be willing or available, then the usage request will be respectfully declined.

Local Public Organizations which may use the building are listed below in order of their priority:

- **Utah State University and Tooele County School District**
- **Tooele County, Tooele City and Grantsville City**
- **State organizations**
- **Federal organizations**

**Non-Profit Community Organizations:**

Community-based, non-profit organizations where Tooele Tech is an active member may utilize the building without fee as long as the purpose is to promote the service and educational missions of those organizations and fundraising for that specific organization. Should the purpose of using the building be to sell or promote a specific private company, then building usage will be on the same basis of private companies.

**Tooele Tech Donors:**

**Private Companies and Organization** who have demonstrated their partnership with Tooele Tech by financially contributing more than \$1,000 to Tooele Tech within the past two years may use a Tooele Tech space if the space is available for up to three times/days each fiscal year without incurring a fee during normal business hours.

**Private Companies who are not donors of Tooele Tech** within the last two years, Non-Profit Organizations which Tooele Tech is not a member and Private Individuals which request to use the building which is not being used are subject to the following guidelines:

During normal business hours (Monday through Friday from 8:00 am to 4:00 pm):

- Full payment due prior to event

- Rental fee during normal business hours are:
  - \$25/hour for each multipurpose, classroom or conference room; or
  - \$40/hour for the full multipurpose, or the board room.

After Hours:

- Organizations are generally discouraged from using the building outside of normal business hours.
- Usage is contingent upon an employee being willing to work extra hours to oversee the usage and security of the building.
- The employee who accepts this assignment will be compensated at their normal hourly rate or at their overtime rate if appropriate.
- Rental fee after normal business hours are (Monday through Friday after 4:00 pm; any time Saturday or Sunday):
  - \$50/hour for each multipurpose, classroom or conference room; or
  - \$90/hour for the full multipurpose, or the board room.

\*Fees paid for the use of the building will (1) cover the cost of additional wages for Tooele Tech employees as needed, (2) cover the cost of maintenance or repair to the building as needed, or (3) contribute to Tooele Tech's general scholarship fund.

\*\*Building usage agreements made before implementation of these revised guidelines (July 2019), will be grandfathered in until such time that the building space must be used for another purpose.

\*\*\* Hourly rates include setup and cleanup time for visiting groups.

**Visitors Expectations:**

1. **Tooele Tech does not allow children and visitors to be in classrooms or lab areas** (except when receiving a college-provided service in the Cosmetology/Barbering or Nail salons): This is a safety issue for students, instructors, and parents. Having children and visitors in classes is also a distraction from the learning process. Tooele Tech allows visitors in classrooms to preview the instructional setting. These visits must be scheduled in advance and supervised.
2. **Tooele tech is a learning environment:** Respectful/non-disruptive behavior is expected. Groups who do not comply with this expectation may be asked to leave.
3. **Training Materials:** Visitors are welcome to use the white boards in training rooms or bring easels and paper for training purposes. Tooele Tech does not allow anything to be adhered to the walls with tacks or nails.
4. **Clean Up:** Please make sure the floors and tables are free from garbage and that all training materials are removed. There are trash cans in every room.
5. **Media Center:** The Media Center computers are for Tooele Tech Students only.
6. **Lost and Found:** Any items lost or found should be taken to the Student Services reception desk. Staff will tag the item with the time, date, and location where found. Lost or found items will be returned to the owner upon the proper description of the item reported lost. Unclaimed items will be retained for 60 days. After that time, items will be disposed.
7. **Parking:** Parking is provided free without required passes or stickers. Visitors are not allowed to park AT ANY TIME in the red zone in front of the building.

8. **Smoking:** Utah Law requires that Tooele Tech limit smoking to a designated smoking area. The smoking area is located west of the building at the covered bench.
9. **Alcohol:** Alcohol is not allowed at Tooele Tech.