

Facility Use Policy

All event reservations for the use of facilities at Claremont McKenna College campus will be booked through the office of Facilities and Campus Services. This excludes the academic calendar. The Registrar's Office will continue to schedule the academic calendar. All non-academic events, including those involving groups, organizations, teams, camps, athletic events and clubs will fall under one of three tiers. Each event requires a reservation.

Tier one represents outside organizations. This includes summer conference groups. These organizations will have no direct affiliation with any of the Claremont Colleges. A contract will be issued to these groups for signature. General Liability insurance will be required of each group. If alcohol is served, a dedicated security officer will be required for the entire event. If the group has underage participants, alcohol will not be allowed.

Tier two represents groups affiliated with the other Claremont Colleges. A fee will be assessed for the use of the CMC campus reflecting the cost to operate the facility reserved. These events must be directly related to the colleges and may not be for personal use. The other colleges will not be required to provide liability insurance since they are covered on the CUC policy. CMC employees will be offered the pricing of a tier two group for personal events, but will still be required to provide insurance coverage as a tier one participant. A contract will be issued to these groups for signature. If alcohol is served, a dedicated security officer will be required for the entire event. If the group is underage participants, alcohol will not be allowed.

Tier three represents groups within the Claremont McKenna College family. Examples of these events would be departmental activities or sanctioned student organization meetings. These groups will not be charged a fee for the use of the facilities. A staff or faculty member must be responsible for each function. If a group names a CMC representative in conjunction with an event, but the staff or faculty member is not directly involved with the event, the event may fall under tier one. Groups in tier three will not be required to provide liability insurance since they are covered on the college policy.

The Treasurer will determine the category of the groups and/or athletic events that cannot provide information clearly identifying their organization and its affiliation with the colleges.

The charges that will be assessed for the use of the college campus include but are not limited to utilities, key service, tables, chairs, cart services, temperature control, AV equipment and/or AV staff support, trash cans, recycle cans, paper products for restrooms, wear & tear, canopies, sprinkler schedule adjustments, clean-up, damages, reservation and billing.

CMC's food service provider must cater food served at all catered events.