

Tohono O’odham Community College Facility Use Policy

Policy Statement

As an educational institution, TOCC’s campus sites, including its buildings and grounds, are used to support the College’s educational mission. This Policy aims to: 1) facilitate the safe, effective and responsible use and enjoyment of the College’s campuses in a manner consistent with the College’s operations; and 2) identify the responsibilities which attach to such use.

The College has designated specific indoor and outdoor locations (i.e., all public facilities at these TOCC sites: S-cuk Du’ag Maşcamakuḍ - Black Mountain Campus, Wişag Koş Maşcamakuḍ - Hawk’s Nest Campus, and S-ki:kig Maşcama Ki: - Phoenix Site) that can generally be reserved by the following people/entities:

- By faculty and staff for College purposes
- By TOCC student organizations for activities associated with such organizations
- By third parties, including Tohono O’odham Nation entities and other educational and nonprofit entities outside of the Tohono O’odham Nation

This Policy does not cover the use of the following facilities:

- Office spaces and academic spaces typically used solely for instructional purposes
- Facilities at San Carlos Apache College (SCAC) site, which are administered by SCAC

Reserving College Facilities

Faculty and Staff Reservations

Staff and faculty seeking to reserve College Facilities must do so by placing a request through School Dude.

Third Party Reservations

Reservations must be booked and approved through the Facilities and Operations Office. A reservation to use the College’s grounds or facilities requires completion of an online registration form.

Processing Requests for Facilities Use

Normally, use of TOCC Facilities is determined on a first come, first serve basis. However, there may be circumstances in which there is a need to re-locate or re-schedule a previously-reserved activity. In such circumstances, the priority for use will be considered in the following order:

- Academic/curricular activities
- Administrative activities
- Social activities
- Third Party activities

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The College anticipates that it generally will be able to address potential conflicts through re-locating or rescheduling an activity. However, the Chief of Operations will resolve any remaining conflicts. This decision is final and not subject to appeal.

TOCC Support for Facility Use

The College has established a baseline level of services which will be provided for approved reservations in which the services were timely requested (5 business days before the event). Examples include room/space include the moving of chairs and tables. For reservations in which more than minor adjustments will be made to the room/space configuration or in which items will be brought to campus in support of the reservation, such set up/take down services must be timely arranged through Facilities and Operations or other TOCC department including IT, etc.

The following large-scale, official College events are not subject to the analysis of a baseline level of services: Orientation, blessings, cleansings, ground breakings, and Commencement/Commencement-related events. All available College resources will support such events.

Cleanup after facility use: The party or parties using space under the guidelines in this policy is/are responsible for moving furniture and other elements in the space used back to the original configuration unless instructed otherwise by TOCC Operations. The users must also work to put the room back into the shape it was when they commenced their use of it.

It is the College’s responsibility to ensure that activities are staffed and managed appropriately to ensure the safety and security of the participants as well as College Facilities. Responsible planning therefore requires sufficient lead time for the College to assess the needs of the reservation, and to make necessary adjustments.

If the College determines that insufficient time exists to properly prepare for a reserved activity, the College may require the activity to be rescheduled at a future date. Such determinations will be made based on objective factors associated with the activity and not on the content of the activity or views associated with it. The College thus encourages anyone planning an activity to factor in an appropriate amount of time on the front-end for planning. Generally, higher profile or larger activities (i.e., in excess of 75 persons) will require two week notice. For this reason, until the reservation is confirmed by the Facilities and Operations office, the department/organization planning an activity should refrain from advertising the activity or signing any contracts with third parties until confirmation has been received.

Before finalizing the reservation, the College will consider the following factors:

- Appropriateness of venue for the activity;
- Appropriateness of the date/time for the activity given any academic or administrative events scheduled at the same time;
- Whether food will be served;

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- Whether the activity implicates any municipal, county or state Codes/regulations (i.e. Fire Code, Health Code);
- The number of expected attendees;
- Whether minors will be in attendance;
- Whether any external speaker/performer is coming (and whether they bring personal security details to the activity);
- Whether the activity will include live streaming, broadcasting, or news media; and
- Overall safety and security needs. Appropriate measures may include security checkpoints; buffer zones; additional health screening check in stations, provision for COVID antibody tests for those without proof of vaccination, alternate ticketing or check-in methods; hiring additional security guards or law enforcement officers; and searches of attendees.

If you need further guidance please contact the TOCC Office of Facilities and Operations through our switchboard at 520-479-2300.