

2023

SECTION F FACILITIES AND PHYSICAL PLANT



TABLE OF CONTENTS

F-100 – NAMING OF COLLEGE FACILITIES	5
F-200 – COMMUNITY USE OF COLLEGE FACILITIES	7
F-200.1 – COMMUNITY USE OF COLLEGE FACILITIES	9
F-200.1A – RESERVING USE OF NON-PSTC COLLEGE FACILITIES	13
F-200.1B – RESERVING USE OF PSTC COLLEGE FACILITIES	15
F-300 – SPACE HEATERS	19
F-300.1 – SPACE HEATERS	21



BLACKHAWK TECHNICAL COLLEGE SECTION F – FACILITIES AND PHYSICAL PLANT POLICY

F-100 – NAMING OF COLLEGE FACILITIES

Authority	District Board
Effective Date	September 15, 2004
Revision Date(s)	August 16, 2023; September 16, 2020; February 17, 2010
Reviewed Date(s)	September 19, 2018
Related Forms	
Related Policies and/or Procedures	
In Compliance With	

The District Board retains the sole authority to determine whether the name of an individual, business, or organization will be attached to all or part of a college facility. All recommendations for naming buildings shall be submitted to the District Board by the President/District Director for action.

All recommendations shall comply with the following criteria:

- Recognize a major financial gift to support the construction or renovation of a college building or to support college programming which may take place in the facility.
- A major financial gift will mean one-half of the total project cost, or an amount agreed upon by the President/District Director and the District Board.
- When naming is being considered, the District Board shall assess the individual’s integrity, public respect and esteem, and superior standing or importance to their profession.
- When a name being considered is that of a corporation, the appropriateness of the corporate name in a public context should be taken into consideration.

Parts of a building or area may be named separately to recognize benefactors who wish to underwrite the cost of the sub-unit or portion thereof or persons who have made substantial contributions to the College or Blackhawk Technical College Foundation. In such a case, an appropriate plaque may be installed to acknowledge the naming. It will not be the practice of the College to attach names for the purpose of recognition to facilities which it leases.

Facilities will not be named for persons who are actively involved in or related to college operations. This includes members of the faculty and staff, District Board members, advisory committee members, legislators, and government officials. Facilities may be named for persons who have retired from active employment with the College after sufficient time has elapsed from the date of the individual’s retirement.

Facility naming decisions will be permanent for the period the facility exists, or an amount of time agreed upon by the President/District Director and The District Board. Revoking a facility name prior to the agreed-upon term requires prior approval by the District Board.



BLACKHAWK TECHNICAL COLLEGE SECTION F – FACILITIES AND PHYSICAL PLANT POLICY

F-200 – COMMUNITY USE OF COLLEGE FACILITIES

Authority	Vice President of Finance and College Operations/CFO
Effective Date	October 15, 1975
Revision Date(s)	November 30, 2022; May 18, 2022; February 16, 2022; May 26, 2021; October 5, 2016; January 19, 2011; April 16, 2008; January 18, 2006; May 21, 2003; September 18, 1991
Reviewed Date(s)	
Related Forms	
Related Policies and/or Procedures	E-270 – Code of Conduct for Visitors and Guests E-275 – Free Speech E-280 – Sale and Solicitation on College Property E-340 – Smoking/Tobacco E-343 – Alcohol H-275 – Public Assembly
In Compliance With	Wisconsin Statutes 38.001 Wisconsin Statutes 11.36 (3)

There are certain facilities on the College’s campuses that are suitable for public use. These buildings and facilities are the Advanced Manufacturing Training Center, Central Campus, and Monroe Campus. Use of these facilities will be approved pursuant to procedure and in accordance with Wisconsin Statutes 11.36(3) and 38.001. Use of Blackhawk Technical College facilities for making or receiving political contributions is prohibited under Wisconsin Statutes 11.36 (3). The President shall establish procedures regarding the use of college property and facilities, including property designated by the College as suitable for use by community groups, outside contractors, and others.

The procedure shall reflect the requirements of applicable law and shall include reasonable rules regarding the time, place, and manner of use of the College’s facilities. They shall assure that persons or organizations using the College’s property are charged such fees as are authorized or required by law. Public use of the College’s property shall not interfere with scheduled instructional programs or other activities of the College on behalf of students.

No group or organization may use the College’s property to unlawfully discriminate on the basis of sex or gender, national origin, religion, age, gender identity, gender expression, race, color, genetic information, sexual orientation, disability, military and veteran status, pregnancy and any other protected class established by applicable state, federal, or local law.

In granting permission to use these facilities, the College will not discriminate on the basis of viewpoint with regard to organizations engaging in expressive activities on the topics and subject matters articulated above.

F-200 – COMMUNITY USE OF COLLEGE FACILITIES

To maintain safety, security, and order, to ensure orderly scheduling of college facilities, and to preclude conflict with college academic and curricular activities, the College reserves the right to limit community use by the following terms and conditions regarding time, place, and manner of such activities:

- The proposed use is consistent with the educational and public service mission and purpose of the College as set forth in Section 38.001 of the Wisconsin Statutes.
- There is no threat of violence or group actions anticipated as a result of the proposed use (i.e., picketing, demonstrations, etc.) that would pose an imminent threat to college property or the safety of others.
- The proposed user must agree to comply with all college policies and procedures relating to the use of college facilities including **Policy H-275 Public Assembly** and **Policy E-275 Free Speech**.

As a condition of using college facilities, the individuals, group, or organization shall:

- Agree, in writing, to indemnify, save, hold harmless, and defend the District, its directors, officers, and employees from and against all loss, damage, injury, and liability claims and costs of whatsoever kind and nature resulting from injury to or death of any person or persons, and for loss or damage to any property occurring in connection with, in any way incident to, or otherwise arising out of the rental, occupancy, use, service, operations, or performance of work in connection with this contract, resulting in whole or part from the acts or omissions of the user, its guests or invitees. Failure to sign a hold harmless provision shall result in denial of permission to use college facilities.
- Provide liability insurance coverage for themselves and those participating in the event. The limits of liability insurance shall be in an amount acceptable to the College's insurance carrier and shall be verified in writing by a Certificate of Insurance provided to the College at least forty-eight (48) hours prior to the event. The College shall be named as an additional insured on the user's policy (not required for municipal entities). Failure to provide such a certificate shall be justification for denial, withdrawal, or revocation of permission to use college facilities.
- Agree to comply with and enforce the rules of conduct in effect for college agents, employees, or students at the time of the proposed use (i.e., prohibited use of all tobacco products, alcoholic beverages, other controlled substances, gambling, etc.).

Authorization to use college facilities shall not be considered as an endorsement or sanctioning of the activity, group, or organization, nor the purposes or objectives they represent. The College reserves the right to require a user to include a statement to such effect in any advertising or other promotional materials relating to the proposed event.

The President/District Director or designee has the authority to approve or disapprove the use of college facilities. The President/District Director or designee is also authorized to waive rental fees when deemed to be in the best interest of the College.



BLACKHAWK TECHNICAL COLLEGE SECTION F – FACILITIES AND PHYSICAL PLANT PROCEDURE

F-200.1 – COMMUNITY USE OF COLLEGE FACILITIES

Authority	Vice President of Finance and College Operations/CFO
Effective Date	September 18, 1991
Revision Date(s)	May 18, 2022; May 26, 2021; October 5, 2016; July 29, 2015; January 10, 2011; August 4, 2008; April 25, 2005; December 16, 1998
Reviewed Date(s)	
Related Forms	
Related Policies and/or Procedures	E-270 – Code of Conduct for Visitors and Guests E-340 – Smoking/Tobacco E-343 – Alcohol F-200 – Community Use of College Facilities H-275 – Public Assembly
In Compliance With	Wisconsin Statutes 38.001 Wisconsin Statutes 11.36 (3)

The Vice President for Finance and College Operations/CFO is responsible for the coordination and implementation of these procedures. The Vice President for Finance and College Operations/CFO shall determine all applicable fees to be charged.

The term “facility” shall include land, buildings, and/or facilities owned or leased by the College. This procedure does not apply to college divisions or organizations as fees and charges do not apply to activities of the College, such as student government activities, college labor associations, and professional academic associations.

College facilities designated as public forums are available for community use when such use does not conflict with college programs and operations. Facility use shall be limited to places and times identified by the Vice President for Finance and College Operations/CFO but shall be sufficiently frequent, and available on specific dates and times, to allow meaningful use by outside groups. Except as provided in these procedures, or as authorized by law, no organizations shall be denied the use of college facilities because of the content of the speech to be undertaken during the use.

Outside the designated public assembly areas (**Policy H-275 – Public Assembly**), the following shall apply:

- All user groups shall be required to provide the College with a hold harmless and indemnification agreement acknowledging that they will be financially responsible for any losses, damages, or injuries incurred by any person because of their use of the facilities.
- All user groups shall also be required to provide a certificate of insurance with limits acceptable to the College and/or other proof of financial responsibility acceptable to the College.

All groups shall comply with **Policy E-270 – Code of Conduct for Visitors and Guests** and all other applicable college policies and procedures.

F-200.1 – COMMUNITY USE OF COLLEGE FACILITIES

The College may require security personnel as a condition of use whenever it is deemed to be in the College's best interests.

Overnight camping on college facilities, including in the designated public assembly areas, is prohibited. No person or organization may use any college facility for living accommodation purposes such as sleeping activities, or preparing to sleep, including the laying down of bedding for the purpose of sleeping, carrying on cooking activities, or storing personal belongings (except facilities specifically identified for such cooking or storage), or making any fire, or using any tents or other structure for sleeping, or doing any digging or earth breaking.

Future facility requests may be denied on grounds including, but not limited to, abuse or misuse of college property and failure to pay promptly for any damage to college property.

In accordance with related policies, no alcoholic beverages, intoxicants, controlled substances, or tobacco in any form shall be brought onto the property of the College. Persons under the influence of alcohol, intoxicants, or controlled substances shall be denied participation in any activity. See **Policy E-343 – Alcohol** for exceptions to the use of alcohol.

No structures, electrical modifications, or mechanical apparatus may be erected or installed on college property without specific written approval by the Vice President for Finance and College Operations/CFO.

All decorative materials, including but not limited to draperies, hangings, curtains, and drops shall be made or treated with flame-retardant processes approved by the State Fire Marshall.

The College reserves the right to limit or deny access to any parties or organization which may impair the reputation of the College, expose property, staff, or students to danger or financial risk, or otherwise be detrimental to the student learning environment. Use of facilities for any non-college activity never constitutes an endorsement of the organization or the contents of its programs.

The College may, at the discretion of the Vice President of Finance and College Operations/CFO, limit the use of facilities outside of normal business hours if use requires an inordinate operational impact, i.e., availability of staff, three-day weekends, non-contact days, and semester breaks.

Facilities users are not permitted:

- To charge entrance or participation fees, or sell, give away, or promote commercial products or services, except for Educational Partners under a separate contract with the College Business Office.
- To conduct sectarian or religious instruction.
- To conduct "for profit" activities (except educational partners under contract).
- To conduct activities that solicit or receive contributions for candidates seeking political office.
- To discriminate with respect to membership in their organization or admission to the proposed use on the basis of any protected class as defined in **Policy F-200 – Community Use of College Facilities**.

F-200.1 – COMMUNITY USE OF COLLEGE FACILITIES

- Users are responsible for damage caused to persons or property as a result of intentional misuse, negligent acts, or inadvertent conduct during their use of the facilities.
- The President/District Director may waive the facility use fees when such action is considered to be in the best interest of the College.

For use of all college facilities, with the exception of the Public Safety and Transportation Center (PSTC), refer to **Procedure F-200.1A – Reserving Use of Non-PSTC College Facilities**. For use of PSTC, refer to **Procedure F-200.1B – Reserving Use of the PSTC College Facilities**.

The College reserves the right to cancel any rental reservations at any time without notice or cause.



BLACKHAWK TECHNICAL COLLEGE SECTION F – FACILITIES AND PHYSICAL PLANT PROCEDURE

F-200.1A – RESERVING USE OF NON-PSTC COLLEGE FACILITIES

Authority	Vice President of Finance and College Operations/CFO
Effective Date	May 18, 2022
Revision Date(s)	
Reviewed Date(s)	
Related Forms	
Related Policies and/or Procedures	E-340 – Smoking/Tobacco E-343 – Alcohol F-200.1 – Community Use of College Facilities H-275 – Public Assembly
In Compliance With	Wisconsin Statutes 38.001 Wisconsin Statutes 11.36 (3)

Requests for use of the College’s facilities except the PSTC must be made at least 10 business days in advance of the first date of use being requested. Requests shall be made to the College Operations Administrative Assistant on the Facilities Rental Agreement form provided by the College. Community use of college facilities must comply with **Procedure F-200.1 – Community Use of College Facilities** and the following.

Authorization to use the facilities shall be based on a reservation system and the priorities for student and other use detailed at the end of this section and additional considerations below:

- Any persons applying for the use of college property on behalf of any group shall be a member of the group and, unless they are an officer of the group, must present written authorization to represent the group. Each person signing an application shall, as a condition of use, agree to be held financially responsible in the case of loss or damage to college property.
- No person applying for the use of college property shall be issued a key to district facilities.
- Permission to use college facilities shall not be granted for a period to exceed one fiscal year. Public assembly requests refer to **Policy H-275 – Public Assembly** for additional limitations.
- All charges for the use of college facilities are payable 48 hours in advance.

The College’s food service contractor shall have the first opportunity to provide catering services for events at Central Campus. Catering is a separate contract with the food service provider. The type of service, menu selection, cost, and condition of payment shall be negotiated directly with the food service provider.



BLACKHAWK TECHNICAL COLLEGE SECTION F – FACILITIES AND PHYSICAL PLANT PROCEDURE

F-200.1B – RESERVING USE OF PSTC COLLEGE FACILITIES

Authority	Vice President of Finance and College Operations/CFO
Effective Date	August 17, 2022
Revision Date(s)	
Reviewed Date(s)	
Related Forms	
Related Policies and/or Procedures	F-200.1 – Community Use of College Facilities H-230 – Weapons Free Facilities H-275 – Public Assembly
In Compliance With	Wisconsin Statutes 38.001 Wisconsin Statutes 11.36 (3)

The Public Safety and Transportation Complex (PSTC) Administrator is responsible for site operations including facility scheduling guidelines and development of applicable user fee recommendations.

This procedure provides administrative guidance for reserving the PSTC facilities and related use of equipment by external groups. Community use of PSTC facilities shall comply with **Procedure F-200.1 – Community Use of College Facilities** and the following.

Priority and consideration for all facilities will be given to BTC academic and continuing education courses. The scheduling of these courses should be no less than six (6) months in advance, if possible, with a 12-month notice being the preference.

External partners will reserve PSTC facilities on a first come first serve basis. The scheduling of any external groups will not be allowed more than 12 months in advance of the requested date unless approved by President/District Director.

Ongoing scheduled use of facilities will not be allowed. Use of facilities for more than 15 days in six (6) months by one organization requires written approval by the President or a Vice President.

Requests for use of the PSTC facilities or equipment should be made at least two weeks in advance of the first date of use being requested to ensure facilities are available. Requests shall be made to the PSTC Administrator or designee. Authorization to use the facilities shall be based on a reservation system, external group credentials, and the priorities for students and other use considerations. Under no circumstances will the capacity of any part of the facility, or designated training zone (per site map description), be exceeded.

- All organizations and/or individuals must complete and sign the college facilities use contract in advance of the event.
- Non-governmental entities must submit a 50% deposit with the signed contract to secure the reservation.

F-200.1B – RESERVING USE OF PSTC COLLEGE FACILITIES

- Reservations will be denied for delinquent accounts until the delinquent balance is paid.
- The reservation deposit is refundable for reservations canceled at least two (2) weeks prior to the scheduled event. The deposit may be refundable for cancellations with less than two-week notice if cancellation is due to inclement weather or another unforeseen emergency.
- No organizations or individuals applying for the use of college property shall be issued a key to district facilities. The PSTC Administrator may authorize electronic fob access to the reserved space for the period of the event only.
- Public assembly requests refer to **Policy H-275 – Public Assembly** for additional limitations.

Any external group requesting to reserve PSTC facilities must agree to and comply with all certification requirements listed in the PSTC reservation form. If the external group does not have access to the certification required, the College may provide an instructor with the necessary credentials for a fee as described in the PSTC fee schedule.

For training when an external group provides an instructor the instructor is considered under the authority of the College and shall abide by all relevant college policies and procedures including the completion and submission of all training documentation (i.e., lesson plans, safety plans, training applications, etc.).

To minimize conflict of interest, co-hosted training should be utilized only when the College does not have the required resources to host the training. Any co-hosted training must be approved in advance by the PSTC Administrator.

The College may permit Third Party Trainer rental of the PTSC if the College does not offer the same training and the training content serves the interest of the College. Any third-party training must be approved in advance by the PSTC Administrator.

- Third-party provider training at PSTC may charge attendees a fee to recover costs for hosting the training. External groups may not generate revenue in excess of the cost to host the third-party provider training.
- Rental of PSTC facilities for third-party training events will be subject to the non-educational partner fee schedule.

The College's food service contractor shall have the first opportunity to provide catering services for events at Central Campus. Catering is a separate contract with the food service provider. The type of service, menu selection, cost, and condition of payment shall be negotiated directly with the food service provider.

DEFINITIONS

Co-Hosted/Instructed Training – Any training evolution or event in which the College partners with an external group to host/organize the training. This includes when a partner agency provides a trainer to assist in instructing the material of the course.

External Group – Any group, organization, or association that is not part of the College.

F-200.1B – RESERVING USE OF PSTC COLLEGE FACILITIES

Self-Provided Training – Any training evolution or an event an external group organizes for use by their specific group in which participants are not charged an entrance fee. This would include in-service training, outside academy training, or specialized team practices, etc.

Third-Party Training – Any training evolution or event where the College is not involved as the host/organizer of the training, and the host is solely renting the training space in the PSTC.



BLACKHAWK TECHNICAL COLLEGE SECTION F – FACILITIES AND PHYSICAL PLANT POLICY

F-300 – SPACE HEATERS

Authority	Vice President of Finance and College Operations/CFO
Effective Date	December 8, 2021
Revision Date(s)	
Reviewed Date(s)	
Related Forms	
Related Policies and/or Procedures	
In Compliance With	

It is the intent of the College to control room temperatures using the building systems in order to maximize energy efficiency, minimize costs, reduce emissions, and increase the safety of building inhabitants.

The use of portable electric space heaters brings an increased risk of fire, damage to other equipment, and potential injury. Therefore, it is necessary to establish and maintain strict guidelines for the use of personal space heaters.

Electric space heaters may only be used when there is a need for an additional degree of comfort over and above what a facility's heating system can deliver. Approval for an employee to bring a portable electric space heater into a building will only be granted after notification to facilities of the cold condition through the facilities work order system and maintenance has attempted to raise the temperature in the area, and such attempts have not resolved the issue.

Space heaters are personal items and if approved for use, must be provided by the employee.



BLACKHAWK TECHNICAL COLLEGE SECTION F – FACILITIES AND PHYSICAL PLANT PROCEDURE

F-300.1 – SPACE HEATERS

Authority	Vice President of Finance and College Operations/CFO
Effective Date	December 15, 2021
Revision Date(s)	
Reviewed Date(s)	
Related Forms	
Related Policies and/or Procedures	
In Compliance With	

Employees requesting the use of a space heater must first submit a work order to facilities notifying them of the cold condition. Every effort will be made to rectify the situation by utilizing the College's HVAC System. If the issue is not resolved and a space heater is approved, the employee may use a space heater under the following criteria.

The space heater must be:

- 750 watts or less.
- Electric fan driven.
- Equipped with a thermostat.
- Equipped with tip-over shutoff protection.
- Placed on the floor.
- At least three (3) feet away from other objects and must be kept out of traffic paths.
- Unplugged (not just turned off) at the end of the workday.
- Inspected each year.
- Underwriters Laboratory (UL) or Factory Mutual (FM) approved.

In order to reach the nearest electrical outlet a space heater may be plugged into a power strip under the following conditions: The power strip must be approved by the Underwriters Laboratory (UL) or Factory Mutual (FM), the Canadian equivalent to UL. The power strip must be in excellent working order, with no frayed cords or exposed wires. The model for the power strip must be capable of accommodating the space heater along with any other equipment that might be plugged into it. If the model is overloaded and shorts out it cannot continue to be used.

College employees requesting the use of a portable electric space heater shall inspect their heater and fill out the "Employee Safety Inspection Check List" form. Forms can be obtained through Campus Safety.

Employees who want to utilize a portable electric space heater shall physically inspect it and its work location daily for compliance. Any electric space heater not In Compliance With policy will

F-300.1 – SPACE HEATERS

not be allowed. To assist employees with determining compliance, the following safety checklist is provided.

All checklist questions must have a "Yes" answer for compliance with the Policy and Procedures Regarding the Use of Electric Space Heaters. A "No" answer to any of the following questions means the electric space heater cannot be used.

1. The employee shall sign the "Employee Acknowledgement Form" stating that the employee has read and understands the policy regarding the proper use of said heaters.
2. Employees who have inspected their portable electric space heaters and determined that it is in compliance; and who have signed the acknowledgment form, should turn these forms into their supervisor.
3. The supervisor will then have the space heater inspected by maintenance or campus security.
4. Maintenance and/or security shall inspect the electric space heater, any power strip it is plugged into, and its location to determine compliance. They shall use the "Employer Safety Inspection Report" form.

Those that are approved shall be issued a permit and tagged "Approved for Use." All appropriate information on the permit shall be completed.

An employee with a non-conforming electric space heater will be notified. Maintenance shall maintain the Inspection Reports and a list of all approved space heaters.