College Buildings and Grounds Procedures

1. Priority for use of the College facilities and equipment will be given to College-sponsored instructional programs and activities.

2. All requests for public use of the College facilities will be made through the Office of the Vice President for Administrative Services.

3. Requests should be made at least one week (7 days) in advance of the date of the event, if possible.

4. The College reserves the right to cancel scheduled activities by public use.

5. No alcoholic beverages are allowed.

6. Facilities rental charges are based on established fees. In most cases, there will be no charge for non-profit educational use of the facilities. The College reserves the right to set an alternate fee at the time of scheduling based on the needs and nature of use, the time of day, and day of the week.

7. Use of College buildings, grounds, and/or equipment by employees for recreational use must be approved through the office of the Vice President for Administrative Services. Shops and equipment use must have prior approval of the instructor and the Vice President for Administrative Services.

8. Permits for use are subject to willingness of parties to be governed by College rules and regulations and to safeguard and care for all property and people involved. Groups are responsible for payment of damage.

9. In most circumstances, management of events and meetings open to the public are the responsibility of the sponsoring group.

10. Facilities use requests from political, religious, and controversial groups must receive administrative and/or Board of Trustees approval.