

SECTION 1000.02

APPROVAL PROCESS FOR USE OF COLLEGE FACILITIES

1. Approval for use of all College Facilities is the prerogative of the President.
2. The primary purpose of College Facilities is for College functions which shall be given first priority.
3. A "Facilities Usage Contract" form must be completed and authorization obtained prior to usage. This contract is applicable to all college groups and outside organizations wishing to use College facilities for other than defined instructional or related activities.
4. All requests or use of College facilities must be made ten (10) working days prior to the desired date(s) so that necessary arrangements and adjustments can be made. Arrangements should also be made at this time for special equipment needs, e.g. cords, overheads, special lights.)
5. A written copy of this "Facilities Usage Contract" specifying the scheduled dates(s), arrangements, and fees shall be provided to the organizations or group making the request. The event will be posted on the Happen Schedule located in the College 'public' file.
6. The Physical Plant Director shall be informed of all events scheduled in any College facility.
7. Fees may be assessed for use of College facilities and equipment (See "Rental Charges" Article 1000.04.4)

History