

**POLICIES AND PROCEDURES
OUACHITA TECHNICAL COLLEGE**

SUBJECT AREA: Finance and Administration

POLICY/PROCEDURE: Use of College Facilities for Other Than College Activities

DATE: March 1, 1993

NUMBER: 3.32

REVISION(S): 8/24/96, 12/02/08

General

College facilities may be used for other than College activities by non-College persons, groups, or organizations, when such use is deemed in the best interests of the College and the state.

Governing Conditions

1. The use for other than a College activity does not interfere with any College activity.
2. The use for other than a College activity does not entail the introduction or use of alcoholic beverages in a College facility.
3. The person, group, or organization seeking use of a College facility agrees to reimburse the College for:
 - a. The cost of janitorial and maintenance services occasioned by the use of the facility, and
 - b. The costs of repairs and losses caused by the use of the facility.

Responsibilities

1. The President, or designee, shall authorize the use of College facilities for other than College activities.
2. The President, or designee, shall prepare and obtain an agreement (when appropriate) covering the use of College facilities.
3. The President, or designee, shall determine the costs appropriate for any non-College use of a facility and collection thereof.

Procedure

A reservation for the use of College facilities for certain non-College use' and/or by non-College requesters, must be approved by the Vice President of Finance and Administration after the following condition has been met:

A complete request form/agreement concerning the conditional use of facilities has been signed at least five (5) working days prior to the event and submitted to the Vice President of Finance and Administration.

Approval of the function by the Vice President of Finance and Administration does not necessarily guarantee that the function can be scheduled at the time and place requested. Space availability will be checked and cleared as soon as possible.

The use of College facilities by outside groups for non-College activities must be in accordance with the overall mission of the College as specified and is subject to approval by the President.

A \$100 deposit fee may be required of users not affiliated with the College. The deposit fee, if required, must be submitted to the Business Office at least five (5) days in advance of the activity.

1. **Liability Insurance**

Ouachita Technical College will not be held responsible for any injuries that outside users may acquire. Damage to the property of the College during the use of any facility is the responsibility of the user.

2. **Normal Instructional Days and Hours**

College facilities are normally open 7:30 a.m. to 9:00 p.m. Monday through Friday, except during some holiday periods. Other days and times may be approved by the President or designee.

3. The use of College facilities by outside groups for strictly proprietary purposes is prohibited.

AUTHENTICATION (Signature):		COPP
_____	12/02/08	
President	(Date)	3.32