

**EASTERN WEST VIRGINIA COMMUNITY & TECHNICAL COLLEGE  
REGULATION No. – AR- 6.5**

**TITLE:                   REQUEST FOR USE OF COLLEGE FACILITIES**

**General Summary Statement of Administrative Regulation purpose.**

Facilities at Eastern WV Community & Technical College (Eastern) are intended for use in the conduct of educational programs. As such, first priority for the use of the facilities will be given to the academic, administrative and student functions at each college location.

The college recognizes the need and permits the use of facilities which may provide benefits otherwise not available in the community. Consideration of request from off-campus groups will be based on availability.

**EFFECTIVE DATE: AUGUST 30, 2005; Reviewed May 2019**

**PROCEDURE:**

1. The requesting group must complete a Request for Facility Use form (Attachment A) and submit it to the Executive Dean of Administrative Services at least two weeks in advance. The form is available on the shared file or may be requested from the technology department of the college.
2. When the requesting group is not a partner of the college, a state agency, or a not-for-profit entity, the college will seek cost recovery for permitting use of the facility based on the Facility Use Fee Schedule (Attachment B). Partners, state agencies, and not for profit entities may be required to pay a cost recovery fee to the college based on the Facility Use Fee Schedule or through a negotiated contract. All negotiated contracts for use of the facilities shall be recommended by the Executive Dean of Administrative Services and approved by the President or his/her designee. Facilities and support services will be made available only to the extent that their purposed use is not in conflict with the regular programs of the institution.
3. Fees for use of the facility shall be sufficient at least to cover all direct and indirect costs that the college can identify but may be waived if deemed appropriate. All charges must be reasonable, charged equally to all similar groups and be given notice of the charges in advance by returning the request for facility use form to the requesting group. Fees include, but are not limited to, Traditional Classrooms, Computer Lab, Telecommunications Classrooms, Technical Assistance, Multi-Point Control Unit, and Equipment.

4. The college will not be held liable for any damage to equipment or any other material brought into the College facility by the requesting group. Furthermore, the College will hold the requesting group liable for damage to the facility and equipment owned or leased by the college.
5. Data collected on the Request for Facility Use form will be recorded and stored for State reporting purposes if requested. At a minimum, an annual report will be prepared and reported to the Board of Governors summarizing the data collected.
6. The nature of the activity of the non-campus group or groups shall not be potentially physically disruptive to the college employees and students. For instance, local noise ordinances must be obeyed. While this regulation may not be construed to preclude use of facilities based on political philosophy, race, religion, or creed of the sponsor, the nature of the activity will be conducted on campus shall not be illegal under the constitution or laws of the State of West Virginia or the United States.
7. It is the intent of the College when facilities are not in use by the College for programming to make the facilities available to the general community in a manner that does not compete with the ongoing programs of the college. The community use of a college facility must have an educational or cultural purpose and must have a campus sponsor. The facilities that will be made available to non-campus groups will tend to be of a nature which is unique in the community.

The Executive Dean of Administrative Services is primarily responsible for implementation, interpretation, and review of the Use of Facilities regulation and procedures.



**President**



**Date**

**ATTACHMENT A**

**Eastern WV Community and Technical College**

**Request to Use Facility**

Date of Request: \_\_\_\_\_

Name of group making request: \_\_\_\_\_

Person responsible: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

Billing address: \_\_\_\_\_

Is this a state agency?  YES  NO

Type of room requested (i.e. conference room, computer lab, video room, or access)

Center, specify where: \_\_\_\_\_

Date(s) of use: \_\_\_\_\_

Time(s) of use: \_\_\_\_\_

Number of participants: \_\_\_\_\_

Equipment requested (please check):  overhead projector  VCR  laptop

Video Distance Learning  LCD projector  computer  monopad

**NOTE: 1) You are responsible for any equipment and the College will not be liable for any damage to your equipment during your visit; 2) You will be liable for damage to any College equipment and/or facility; 3) If you are providing food and/or drinks, you are responsible for the clean up; 4) Food and/or drinks will not be allowed around technology equipment.**

---

---

**Completed by Administrative Secretary for Academics**

Approved

Not Approved

Room(s) assigned: \_\_\_\_\_ Assigned by: \_\_\_\_\_ Date: \_\_\_\_\_

---

---

**Completed by College**

Estimated charges: \_\_\_\_\_

Building rental: \_\_\_\_\_

VDL \_\_\_\_\_

Technical Support \_\_\_\_\_

Access Center Advisor \_\_\_\_\_

Other \_\_\_\_\_

Key number assigned or plan to unlock: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reason, if denied: \_\_\_\_\_

**ATTACHMENT B**

**EASTERN WV COMMUNITY AND TECHNICAL COLLEGE**

**Facility Use Fee Schedule**

**Effective August 2019**

Following is the schedule of recommended charges assessed for use of Eastern West Virginia Community and Technical College's facilities and support services. Fees and assessments are designed to recover all identifiable costs, direct and indirect, related to facility use. This list is not inclusive and other space may be used with fees comparably to similar sized rooms.

**FACILITIES**

**Traditional Classrooms**

Large	\$50 per day
Small	\$35 per day

**Computer lab (22 computers)**

General charge	\$60/hour
Technician	\$30/hour
Total	\$90/hour

**Telecommunications Classroom**

**Regular Call over ATM**

General charge	\$70/hour
Technician	\$30/hour
Total	\$100/hour

**ISDN & MCU Calls**

Cost from above \$100/hour

**Plus the following:**

2 Connections	\$60/hour
3 Connections	\$90/hour
4 Connections	\$120/hour

**EQUIPMENT**

VCR/Television	\$20 per usage
Overhead projector	\$10 per usage
Flip Chart/markers	\$10 per usage