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 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**

PROCEDURE:

1. The requesting group must complete a Request for Facility Use form (Attachment A) and submit it to the Director of Information Systems & Technology 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 negotiated contract. All negotiated contracts for use of the facilities shall be recommended by a senior administrator and approved by the President or his/her designee. Facilities and support services will be made available only to the extent that their proposed 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. 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 entered into the college database by the technology department for State reporting purposes. 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 noncampus 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 to 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 noncampus groups will tend to be of a nature which is unique in the community.

The Director of Information Systems & Technology is primarily responsible for implementation, interpretation, and review of the Use of Facilities regulation and procedures.

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Alfred R. Hoffmann, President **Date**