

**I. Purpose**

To establish guidelines for use of all College facilities.

**II. Scope**

This policy applies to all College facilities that are owned, rented, leased, or otherwise under the control of the College.

**III. General**

As a tax-supported community college, the instructional and student support functions of the organization will have first priority in the use of facilities. Procedures shall be established regarding who may use College facilities and at what cost.

College trustees requesting use of College facilities shall comply with the facility use procedures and the President may not waive application of the policy or procedures pertaining thereto in such instances.

**IV. Responsibility**

Responsibility for the interpretation and administration of this policy is delegated to the Executive Director of Administrative Services or designee.

Adopted: 3/18/02

Revised: 12/17/2018, 11/15/2021