

Policy: 4.11

Facility Usage

The Board of Trustees wishes to encourage the usage of all College facilities by the Community. However, because the College is tax supported, the Board does not feel that it can waive what it considers to be fair and reasonable charges designed to offset the actual costs involved in use of its facilities.

This policy does not include reciprocal agreements with other educational entities nor does it preclude the waiver of fees as the College's contribution to educational or cultural activities in which the College has a legitimate interest as defined in its mission statement. Any exceptions must be approved by the Board of Trustees.

Individuals or groups from the community wishing to use any College facilities must have the approval of the Provost or his/her designee, complete the Facility Usage Form and return it to the appropriate individual.

Cancellation Policy: If cancellation of this activity becomes necessary, written notification is required in the office of the provost or Dean over that area. Cancellation terms/penalties are as follows:

- More than 30 days prior – Full Refund of Event Charge
- 21-30 days prior – 66.67% Refund of Event Charge
- 11-20 days prior – 50% Refund of Event Charge
- 0-10 days prior – No Refund of Event Charge