

## USE OF COLLEGE FACILITIES

### **Reason for Policy**

This policy governs the permitted uses of college campuses and facilities.

### **Definitions**

1. The term "college facilities" means all leased or owned college buildings, rooms, equipment, other structures or land including, but not limited to, athletic fields, parking lots, and gymnasium.
2. The term "non-college use" means the use of college facilities for any activity or event where the College is not the sole sponsor or an announced and publicized co-sponsor.
3. The term "spaces for academic use" includes, but is not limited to, lecture rooms, laboratories, sports fields, and theatre stages.

### **Policy Statement**

A. College campuses and facilities primarily exist to meet the needs of the institution and further its mission to provide a challenging and rewarding educational experience for students. They also exist to respond to a broad array of community needs, through programs and services for employers, continuing education and training for individuals, academic enrichment for youth, and cultural opportunities.

B. The College recognizes that certain non-college entities have purposes that coincide with or complement those of the College. College facilities may not be used for political fundraising or campaign activities. Such entities are permitted to use college facilities for educational, cultural, or professional activities or events.

### **C. Priority Designation for the Use of College Facilities**

1. Academic uses take precedence over all other uses of campus spaces which are traditionally used for academic classes. Priority in the event of a scheduling conflict is as follows:
  - a. Academic use.
  - b. Administration, faculty and student sponsored events.
  - c. College-sponsored events involving outside persons.
  - d. Rental of facilities to non-college entities with the following priority:
    - i. Non-profit or government entities or professional organizations.
    - ii. For profit entities.
    - iii. Private individuals and groups.

2. Within each category, preference shall be given to Mercer County-based institutions or individuals.

3. The scheduling priorities outlined in this policy do not apply to the college Conference Center, whose primary purpose is to serve external groups in support of the College's business community outreach efforts.

D. The College may enter into rental agreements with non-college entities for permissible uses of college facilities so long as the College's legal and financial risks are minimized and its reputation is upheld.

E. The President will adopt procedures and guidelines defining the conditions under which external entities will be allowed to use college facilities, including all appropriate fees.

F. All fees charged for non-college use shall ensure that all direct and indirect costs incurred by the College are fully compensated.

G. All non-college entities in a given category shall be treated consistently.

H. Use of college facilities by non-college entities shall not disrupt regular academic programs or activities of the campus.

I. All users of college facilities must observe and follow the policies and procedures in effect at the College. Specifically, renting organizations must have non-discriminatory policies that are consistent with those of the college.

Approved: Board of Trustees  
October 20, 1988.

Revised: December 21, 1989  
November 18, 1993  
June 16, 1994  
December 18, 1997  
October 19, 2006