CULVER-STOCKTON COLLEGE

USE OF COLLEGE FACILITIES

PURPOSE

The College's institutional programs and equipment needs shall take priority over all other uses of College facilities or equipment by others.

Facilities not utilized for College related programs may be used by the public following these prescribed procedures.

PROCEDURE

1. All requests by external organizations or individuals regarding the use of College facilities should be submitted to the Office of the Vice President, Facilities & Operations. The Vice President, Facilities & Operations will maintain a list of available rooms and facilities. All requests for facility use are approved subject to possible reassignment of space. Priorities are as follows:
    a. The College's needs shall take priority over all other requests.
    b. Educational meetings sponsored by the College.
    c. All others.
2. Reservations by the Vice President, Facilities & Operations will be provided on a tentative basis to the requesting party. The Contract and Permit for Use of Facilities form shall confirm final approval, and a copy shall be sent to the requesting party/permittee.
3. The initial billing shall be sent by the Business Office. The Vice President, Facilities & Operations will assist in making all arrangements necessary for the external organization or individual. The Vice President, Facilities & Operations will coordinate the event with other departments providing services for the event (e.g., Physical Plant, Security, etc.).
4. The established Rental Rates for Use of Facilities will be used to determine fees charged.
5. Rental fees, insurance requirements, and alcohol prohibition may be waived at the discretion of the President.
6. College facilities generally are not available to external organizations or individuals on College recognized holidays. Exceptions may be approved on a case-by-case basis by the President.
7. The College reserves the right to refuse the use of facilities by others.