

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-1215**

SUBJECT: Use of Institutional Facilities

REFERENCE: None

ORIGINATION: January 1, 1985

EFFECTIVE: November 15, 2019

REVIEWED: November 3, 2023

SECTION 1. PURPOSE

1.1 To identify the procedures and requirements for using the institutional facilities.

SECTION 2. SCOPE AND APPLICABILITY

2.1 This policy governs the use of institutional facilities by persons or groups.

SECTION 3. DEFINITIONS

3.1 None.

SECTION 4. POLICY

4.1 Facilities of Southern West Virginia Community and Technical College are intended for use to conduct educational programs. As such, first priority for the use of facilities will be given to the academic, administrative and student functions at each campus.

4.2 In its many aspects of service to the public, the board also recognizes the need and permits the use of facilities that may provide benefits otherwise not available in the community.

4.3 Southern West Virginia Community and Technical College declares its commitment to providing equal opportunities and equal access to college facilities.

4.4 To adequately protect the institution, individuals who wish to rent a College facility shall work with the Executive Directors of Campus and Community Relations, the Director of Campus and Safety Operations, or the Chief Facilities Management Officer to complete the *College Facility Use Agreement* (SCP-1215.A) and pay the requisite Facility Use Fee.

SECTION 5. BACKGROUND OR EXCLUSIONS

5.1 None.

SECTION 6. GENERAL PROVISIONS

6.1 None.

SECTION 7. RESPONSIBILITIES

7.1 The Chief Facilities Management Officer for Southern West Virginia Community and Technical College is responsible for the administration of this policy.

SECTION 8. CANCELLATION

8.1 None.

SECTION 9. REVIEW STATEMENT

9.1 This policy shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President’s designee. Upon such review, the President or President’s designee may recommend to the Board that the policy be amended or repealed.

SECTION 10. SIGNATURES

President **Date**

Attachments: SCP-1215.A, *College Facility Use Agreement*

Distribution: Board of Governors (12 members)
www.southernwv.edu

Revision Notes: January 2010 — Revisions reflect changes in procedure or documentation requirements. Revisions provide clarity and reflect changes in management responsibilities.

May 2014 - Revisions provide clarity and reflect changes in administrative titles. The attachment, SCP-1215. A, *College Facility Use Agreement*, was also developed.

June 2019 - Revisions reflect minor changes and a signature line for the Vice President for Finance and Administration was added to SCP-1215.A, *College Facility Use Agreement*.

November 2023 – Revisions were made to title changes and minor description changes were made to SCP-1215 and the SCP-1215.A, *College Facility Use Agreement*.