

SUBJECT: Use of Facilities Other Than Al G. Langford Chaparral Center

The grounds and facilities of the College shall be used for the educational goals and objectives of the College as set forth by the Board. Such uses, as determined by the Board and President, have priority over any other use of College facilities.

1. The grounds and facilities of the College shall be made available for College sponsored activities. A sponsoring organization may reserve the College facilities through the Office of the Vice President of Administrative Services.
2. Individuals or groups, including administrators and faculty, may request the use of the facilities when such use does not conflict with normally scheduled activities or any of the policies and procedures of the College.
3. Registered student organizations and clubs may request the use of the facilities. The requesting organization shall pay all expenses incurred by the use of the facilities. Such expenses include, but are not limited to, custodial, security, and facilities staff.
4. All requests shall be made in writing and will include the organization name, the facility desired, the approximate number of persons expected to use the facility, how the facility will be used and proposed method of payment for additional expenses. No public funds shall be paid by the College to offer these events, but shall be paid by the sponsoring group.
5. The College does not endorse any candidate for political office. A person seeking a political office may be invited by student or faculty organizations to College sponsored activities or classroom presentations. The College may limit attendance to members and/or guests of the organization.
6. External organizations and government agencies may request to use the facilities. Use of College buildings or facilities by external organizations shall be subject to a rental fee. The Office of the Vice President of Administrative Services shall determine the fee based on the fee guideline and on the type of activity to be conducted or services required and times requested. Reduced rates may be offered or waived for non-profit or governmental organizations or for organizations offering activities that complement the mission of the College. If such use requires custodial, audio visual or security services, the services will be assessed to these organizations. The request from these organizations shall be subject to the approval of the Vice President of Administrative Services and assigned on a space available basis.