

PROCEDURE:

3.3.3p1. Use of Campus Facilities

Revised: November 9, 2007; May 21, 2008; April 15, 2009; April 21, 2010; May 24, 2011; May 16, 2012; April 17, 2013; April 15, 2015; November 18, 2015; May 16, 2012; February 20, 2013; February 19, 2014; February 18, 2015; November 18, 2015; February 15, 2017; February 21, 2018; November 28, 2018; November 20, 2019; February 16, 2022; November 16, 2022; November 15, 2023; November 20, 2024

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Adopted: May 16, 2007

I. **PURPOSE**

This procedure will guide utilization of the College's campus facilities by agencies, businesses, industries, schools, organizations, groups and individuals.

II. **RELATED AUTHORITY**

State Board Policy 3.4.2. Use of Campus Facilities

State Board Policy 3.3.2. Use of Alcoholic Beverages on Campus

TCSG Procedure 3.3.2p. Use of Alcoholic Beverages on Campus

Ogeechee Technical College Procedure 3.3.6p. Alcohol on Campus

III. **APPLICABILITY**

This procedure will apply to anyone who requests to utilize Ogeechee Technical College campus facilities, including Ogeechee Technical College employees.

IV. **DEFINITIONS**

None.

V. **ATTACHMENTS**

Request for Facility Rental

Facilities Rental Agreement

Facility Rental Fee Schedule

Request to Waive Fee for Facility Rental

Internal Event Guidelines

Estimated Facility Rental Fees Quote

VI. **PROCEDURE**

Any use of Ogeechee Technical College facilities by external users requires the submission of a "Request for Facilities Rental" form to the Director for Facilities Management. Faculty and staff requesting space are to follow and adhere to the Internal Event Guidelines.

A master schedule for facilities utilization will be maintained by the Director for Facilities Management. Use of campus facilities at no charge by employees for clubs and organizations not affiliated with the College will be allowed only if the event directly relates to the employee's job and/or staff development activities. Otherwise, standard rates apply.

Requests to use facilities for an event of a political nature, will be presented to the Vice President for College Advancement for approval. That approval is required before the event can be contracted. Political fundraisers are not allowed at any of the OTC locations.

If a requested use is approved, a "Facilities Rental Agreement" will be issued by Ogeechee Technical College to approved users. Confirmation of the reservation occurs when the "Facilities Rental Agreement" has been signed by all parties and a deposit, if applicable, has been received by Ogeechee Technical College.

The fee schedule will be reviewed annually and will be approved by the Executive Council.

The President reserves the right to waive rental fees.

Ogeechee Technical College facilities shall not be utilized:

- for any purpose or activity that is in violation of federal, state or local laws;
- by any group which espouses a political, social, economic or other doctrine that is contrary to the Constitution of the State of Georgia or the Constitution of the United States of America;
- for any purpose or activity that is in violation of any other policy of the State Board of the Technical College System of Georgia or the Local Board of Directors;
- for any activity which is disharmonious with the moral and ethical standards of the local communities as determined by a vote of the Local Board of Directors;
- by any group, who, through previous utilization of campus facilities, has demonstrated a disregard for proper care of the facility, safety procedures or other rules and regulations promulgated for the use of the College's rental facilities;
- for any mass marketing effort in which the individual or group seeking utilization of the facility has no established local presence, and therefore has diminished capability to provide prompt and effective warranty claim service for products and services offered;
- if the requested use is beyond the capabilities of the College to provide, as determined by the Vice President for Operations.

VII. RECORD RETENTION

All requests and agreements shall be retained by the Director for Facilities Management.