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I. PRIMARY PURPOSE OF FACILITIES

The College's facilities exist to meet the educational needs of citizens within the College's service area. The College offers a wide-range of credit curricula and non-credit extension courses and the College's facilities are to be utilized to facilitate these programs. The College may use its facilities in any legal matter.

II. USE OF FACILITIES FOR OTHER PURPOSES

A. Acceptable Third-Party Users

The College may make its facilities available upon reasonable conditions and for periodic use by:

- Student organizations,
- Government agencies,
- Non-profit entities,
- Community members,
- Entities whose primary purpose is education, whether non-profit or for-profit, when engaging in permitted instructional activities, and
- For-profit entities when engaging in non-revenue generating events.

The President shall adopt procedures to ensure the consistent and content-neutral treatment of all organizations and entities wishing to use the College's facilities. As part of those procedures, the President may narrow the list of third-party users eligible to use a facility at the President's discretion.

B. Requirements for Use of Facilities

The use of the College's facilities must be in furtherance of the College's educational purposes or in promotion of the community's cultural and educational welfare. The College may authorize facility use by external organizations for purposes that advance the College's mission, support industry or public safety initiatives, or provide a demonstrable benefit to the community, provided such use does not 1) compete with or displace College offerings or 2) render services to the public ordinarily and customarily rendered by private enterprises.

C. Categories of Facilities, Approved Uses, and Rates

The President shall adopt procedures that, at a minimum, specify the following:

- Categories of facilities eligible for different types of use,
- Eligible third-party users of each facility category,
- Permitted uses of each facility category,
- Prohibited uses of each facility category,
- Rates for the use of each facility within each category,
- Methods of reserving facilities and restrictions surrounding said reservations.

D. Prohibited Uses

Notwithstanding Section II(C) of this Policy, College facilities may not be used for the following events or activities:

- Teaching classes that are in competition with College course offerings,
- For-profit, revenue-generating events or activities,[1]
- Events or activities involving the illegal use of the premises, including the use of controlled substances, and
- Events or activities where attendance is restricted on the basis of race, color, national origin, religion, age, sex and sexual orientation, gender, family status, disability status, veteran status, or any health or genetic information.

E. Additional Fees & Surcharges

The College may assess additional fees and surcharges in certain circumstances, including but not limited to:

- Security costs, when the College is providing security services,

[1] Educational or training activities for law enforcement, emergency services, or military purposes that are not in competition with College course offerings are exempt from this prohibition, even if the activities are run by a for-profit entity.

- Weekend and after-hours fees, and
- Surcharges for excessive usage of utilities, damage to property, or trash and other cleanup fees.

F. Annual Reporting of Procedures to Board

The President shall present to the Board procedures adopted in furtherance of this Policy for their review and information annually. The Board may advise and adjust the procedures as it deems necessary.

III. REVENUE GENERATED BY THE USE OF FACILITIES

All revenue generated by the use of facilities by third-party entities shall be used solely for capital improvements, facility maintenance, and similar expenditures, with the following exceptions:

- Revenue generated by the Dennis A. Wicker Conference and Civic Center may be used for operating expenses associated with the Civic Center, and
- Revenue generated by the use of the Powell Hall gymnasium may be used by the College's athletics programs.

IV. THIRD-PARTY USERS TO ASSUME ALL RISK AND LIABILITY

In renting or making available for use any College property, neither the Board of Trustees nor any college personnel assumes any responsibility for loss or damage to any property placed on the premises by the user or participants, nor for personal injury which may occur during the use of the facility. Third-party users who are not directly affiliated with the College must provide proof of liability insurance when renting or using College property in an amount sufficient and adequate for the nature of the use, with such determination being left to the President or the President's designee, but in no event less than $1,000,000 per incident in general liability coverage when renting Civic Center facilities or the Emergency Services Training Center track.

V. SECURITY REQUIREMENTS

Depending upon the nature, time, and location of the event or activity, the College may require that College security personnel, private security personnel, law enforcement personnel, or some combination thereof be present during the event or the activity. The security presence required shall be at the sole discretion of the President or the President's designee, notwithstanding that the College shall not use the requirement of security personnel in a way that would unfairly or illegally discriminate against an individual or organization.

VI. CONSUMPTION OF ALCOHOL ON COLLEGE PROPERTY

Consumption of alcohol on College property is governed by Policy 2.1.7 - Alcohol and Drugs on Campus.

VII. POLICY INAPPLICABLE TO OUTDOOR CAMPUS SPACES

This Policy only applies to the use of the College's facilities. For information concerning the use of outdoor campus spaces, see Policy 2.3.5 - Harassment, Discrimination, & Civil Rights Compliance.

REFERENCES

Statutory References	None
Regulatory References	None
Relevant Guidance	None
Policy Manual Cross-References	Referencing: ● Policy 2.1.7 - Alcohol and Drugs on Campus ● Policy 2.3.5 - Harassment, Discrimination, & Civil Rights Compliance Referenced by: ● Policy 2.3.5 - Harassment, Discrimination, & Civil Rights Compliance

POLICY HISTORY

February 10, 2025	Adopted.
June 3, 2026	Revised to allow for the use of Powell Hall gymnasium for athletics, sporting, and similar events, as well as to define how revenue for such activities may be spent.
September 14, 2026	Updated to reflect new name for Policy 2.3.5.