**I. FACILITY SCHEDULING.....1**
**II. FACILITY KEYS.....1**

## I. FACILITY SCHEDULING

The President shall develop and adopt procedures for scheduling College facilities for instructional and non-instructional purposes as allowable under the College's policies.

## II. FACILITY KEYS

The President, Executive Leaders, Maintenance Supervisors, and security personnel will be issued master keys for all facilities on the campus. Other employees will be issued keys for College facilities as needed and appropriate to the roles, responsibilities, and access needs of each respective employee. Keys should not be loaned to any individual not otherwise authorized to access the facilities to which the key grants access.

The President shall develop and adopt procedures for, at a minimum, the issuance, duplication, replacement, and return of all keys.

**REFERENCES**

| | |
|---|---|
| **Statutory References** | None |
| **Regulatory References** | None |
| **Relevant Guidance** | None |
| **Policy Manual Cross-References** | None |

**POLICY HISTORY**

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| **February 10, 2026** | Adopted. |