

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

**SUBJECT:** Use of Institutional Facilities

**REFERENCE:** None

**ORIGINATION:** January 1, 1985

**EFFECTIVE:** May 1, 1985

**REVIEWED:** January 5, 2010

**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 in the conduct of 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 which may provide benefits otherwise not available in the community. Each campus will be responsible for setting procedures governing the community use of the facilities.

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, it is the responsibility of the Director(s) of Campus Operations to develop a formal agreement for all participants to sign before using the college facilities.

**SECTION 5. BACKGROUND OR EXCLUSIONS**

5.1 None.

**SECTION 6. GENERAL PROVISIONS**

6.1 None.

**SECTION 7. RESPONSIBILITIES AND PROCEDURES**

7.1 The Chief Financial Officer of Southern West Virginia Community and Technical College is responsible for 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 Upon such review, the President or President’s designee may recommend to the Board that the policy be amended or repealed.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**

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**Board of Governors Chair                      Date**

\_\_\_\_\_  
**President    Date**

**Attachments:**        None.

**Distribution:**        Board of Governors (12 members)  
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**Revision Notes:**    January 2010 — Revisions reflect changes in procedure or documentation requirements. Revisions provide clarity and reflect changes in management responsibilities. Form was streamlined.