

# COMMUNITY COLLEGE OF VERMONT

## FACILITIES SHARING POLICY

February 2, 2012

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### POLICY

The Community College of Vermont owns, leases and maintains its academic centers for the primary purpose of meeting its mission of teaching and learning.

### PROCEDURES

On occasion, when requests are made to make space available to outside organizations, the following will serve as guidelines in determining if the sharing of CCV owned or leased space is appropriate.

1. Any outside organization that utilizes CCV's facilities must provide to CCV proof of general liability insurance adequate to ensure that in the event of accident or injury, CCV does not become liable for guests.
2. CCV will not routinely enter into rental agreements with outside organizations for CCV's facilities.
3. Outside organizations with a complementary mission may occasionally use CCV's facilities with the approval of the center's Executive Director, who will determine that the use of the space by the outside organization will not adversely affect the ability of CCV to meet its mission.
4. CCV will not make space available for individuals or organizations that would gain financially from the use of CCV buildings, furnishing and/or equipment.
5. Use of a center's computer lab and network by an outside organization must be approved by the Director of IT Infrastructure as well as the center's Executive Director or designee before use of the room is extended. The process for requesting network access for an outside group is detailed in the attached form which needs to be completed and also submitted as an IT Help Desk request not less than two weeks in advance of the event.
6. In leased facilities, the Dean of Administration will be consulted prior to approving non-VSC use of space to ensure accordance with the lease contract.
7. When CCV incurs a cost for letting an outside organization use its facilities, such as needing to pay someone to open the doors and to be present when CCV is not in session, the outside organization should be charged an amount adequate to cover the expenses. Hourly employees

will be compensated according to Fair Labor Standards Act provisions. Funds received for use of facilities will be applied to the costs incurred. When use of the facility by an outside organization occurs outside of normal office hours, the event will be hosted by a center staff member who will be responsible for ensuring that the guests stay in appropriate areas of the building and that the room, equipment and building is secured prior at the end of the event.