

# **COMMUNITY COLLEGE OF VERMONT**

## **FACILITIES SHARING POLICY**

**February 2, 2012**

**Revised June 9, 2025**

**Page 1 of 1**

### **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. Outside organizations who are approved to use space for more than one day must have a memorandum of understanding in place at least one week before use of space.
3. CCV will not enter into rental agreements with outside organizations for CCV's facilities that do not have a complementary mission.
4. Outside organizations with a complementary mission may occasionally use CCV's facilities with the approval of the center's Senior 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.
5. CCV will not make space available for individuals or organizations that would gain financially from the use of CCV buildings, furnishing and/or equipment.
6. Use of a center's computer lab and network by an outside organization must be approved by the center's Senior Director or designee before use of the room is extended.
7. In leased facilities, the Dean of Administration will be consulted prior to approving non-VSC use of space to ensure compliance with the lease contract.
8. CCV will not extend hours of operations to accommodate the use of space.