4.5 Use of Facilities, Playing Fields and Equipment by College Personnel

**Last Revised:** April 2011

**Policy:** In order to provide for appropriate use of College facilities and to protect the public investment, institutional facilities, playing fields and equipment are to be used primarily for the education of degree, diploma, certificate, and continuing education students. The following procedures outline the appropriate use of college facilities by college personnel.

**Purpose/Definitions:** This policy outlines the procedure by which the college facilities, playing fields and equipment are to be used by college personnel.

**Approval Authority/Monitoring Authority:** Piedmont Community College’s Board of Trustees has approval authority for this policy. The Vice President, Administrative Services has monitoring authority for this policy.

**Procedure:**

1. Institutional facilities and playing fields are to be used primarily by Piedmont Community College students, faculty and staff when not scheduled or otherwise used for instructional purposes.

2. Under no conditions are shops, laboratories, or playing fields to be used by individuals (students, faculty, or staff) in the personal production, repair or service of articles for sale. Service and/or repair of articles for a fee are also prohibited.

3. Only pre-approved equipment may be used for educational purposes for civic clubs, church groups, and other similar organizations. Appropriate College personnel must be present when college equipment is in use.

4. College personnel must complete the Request for Facility Usage Form and submit it for approval to the Vice President, Administrative Services.

**Legal Citation:**

**History:** Effective September 1978; Revised May 1979, October 2001; Reviewed March 2011
PIEDMONT COMMUNITY COLLEGE
REQUEST FOR FACILITIES USAGE (Exhibit 4.4 & 4.5)

DATE OF REQUEST: __________________

PERSON/GROUP INITIATING REQUEST: _____________________________________________________

(check one) College Personnel □ OR Non-College Personnel □

FACILITY REQUESTED: __________________________________________________________________

(Appropriate college personnel must be present for use of college equipment. Under no condition are
shops, laboratories, or playing fields to be used by individuals for personal production, repair or service
of articles for sale.)

USAGE DATE(S) AND TIME(S): ____________________________________________________________

ALTERNATE (RAIN) DATE: __________________

PLANNED ACTIVITY: ____________________________________________________________________

____________________________________________________________________________________

FOOD BEING SERVED? (check one) Yes □ No □
(Eating, drinking and smoking are limited to those areas specifically approved for those purposes.)

FEE CHARGED: ________________________________________________________________________

APPROVED FOR USE: ___________________________________________________________________

DISAPPROVED FOR USE: __________________________________________________________________

If disapproved, rationale: ________________________________________________________________
____________________________________________________________________________________

APPROVAL: __________________________________________________________________________

VP, Administrative Services

FOR BUSINESS OFFICE USE ONLY:
The following monies have been received for facilities usage and should be deposited into code
AR 630 (21-000-16300).

RECEIVED FROM: _________________________________________________________________

AMOUNT: _________________________ DATE: _________________________

SIGNATURE OF CASHIER: ___________________________________________________________

Version 3/2011