Eastern Shore Community College
Facilities Usage Policy

Effective Date: November 15, 2012
Responsible Office: Workforce Development / V.P. Finance & Administration

I. PURPOSE
To establish Eastern Shore Community College’s policy regarding use of ESCC facilities and grounds for internal and external events and activities other than regularly scheduled classes.

II. AUTHORITY
The President has given the Dean of Workforce Development and the Vice-President of Finance & Administration the responsibility and authority to establish and apply the college’s Facilities Usage Policy.

III. APPLICABILITY
This policy applies to all individuals and/or groups using ESCC facilities and grounds.

IV. DEFINITION
Facilities usage is the use of certain college buildings and grounds (as outlined in the Facilities Use Agreement) to the extent available, by college and community individuals and groups.

V. POLICY
It is the policy of the College to allow individuals or groups (external to the College) signing a Facilities Use Agreement permission to use, and have access to, on a nonexclusive basis, 1) certain buildings and or classroom spaces, 2) certain College roadways and parking areas on campus for an event to be held on the dates and times set forth in the agreement, and 2) certain of the College’s land for the purpose of set-up, conducting the event, a vendor area and parking, and restoration of the Facilities to their condition prior to the event, and such other uses as are described specifically in the Agreement. Internal users (committees, etc…) are not required to sign a Facilities Usage Agreement.

VI. PROCEDURES
Any external individual or group desiring to use College facilities or grounds must review, complete and sign a Facilities Use Agreement, which outlines all details of the event or activity. This Agreement contains fees, reservation forms, and regulations surrounding facilities and grounds usage. The Agreement must be completed by an authorized representative of the user and approved by the ESCC Dean of Workforce Development. Any violation of the terms of the Agreement will result in a cancellation of the event or activity. Internal users (committees, etc…) should reserve space through the EMS reservation system.

**Priority Usage:**

**Main Building:**
- First priority is credit classes except for A51 and Conference Room
- Second priority is non-credit/WDS classes (first priority for A51)
- Third priority is other internal ESCC business operational usage
- Fourth priority is outside usage facilities rental

**Grounds/Outside:**
- Same as Main Building

**Workforce Center:**
- Great Hall, Atrium, Conference Room, Kitchen
- First priority is Facilities Rental
- Second priority is non-credit/WDS classes
- Third priority is credit classes
- Fourth priority is other internal ESCC business operational usage
Nursing Classrooms/Labs and Industrial Technologies Lab  
Same as Main Building

All other WDC Classrooms and Computer Labs  
First priority is WDS programs/events (non-credit and Facilities Rental)  
Second priority is credit classes  
Third priority is other internal ESCC business operational usage

Notes: Priority usage may occasionally be adjusted to accommodate the best interests of the College and must be coordinated and agreed to by the VP of Academics and Student Affairs and the Dean of Workforce Development or their designees. Disputes over room assignments will be resolved by the VP and Dean.

In order to maximize revenue potential from external facilities rentals, routine internal events, such as staff and committee meetings, are subject to “bumping” when scheduled in spaces with a “Facilities Rental” priority. When ESCC administrative units schedule complex or otherwise significant events in such facilities, the cabinet level administrator should request for protection from “bumping” in writing to the WDS Dean when the space reservation for the event is requested. The request should briefly explain the significance of the internal event or other justification for protection. The WDS Dean must inform the cabinet level administrator of the decision on whether or not to approve the request within one working day of receiving the request.

VIII. INTERPRETATION
The authority to interpret this policy rests with the President, The VP of Finance and Administration and/or the Dean of Workforce Development.

Approved: October 31, 2012

Linda Thomas-Glover, President

October 31, 2012
Date