

**Use of College Facilities Policy**

**BOT Approved:** Original Policy approved on 3/20/1979. Update approved by Board of Trustees November 15, 2022.

**PURPOSE:**

The primary use of College facilities and premises is for the educational purposes of Garrett College students, faculty and staff; however, Garrett College is committed to serving the needs of its local community through services beyond the presentation of College courses (i.e. lifelong learning, development courses, and customized training). In-addition, the College may permit use of some of its facilities/premises by approved external/community groups during times when the facilities are not in use for College purposes. The College sets competitive rental rates (when applicable) and reserves the right to determine the appropriateness of rental requests. For additional details, please visit the **College Facilities Webpage** at: <https://www.garrettcollege.edu/use-of-college-facilities.php>.

**POLICY STATEMENT:**

- I. The primary use of Garrett College (“GC” or the “College”) facilities is in support of College instruction and operations.
- II. As part of the College’s community service mission, approved community groups, organizations and individuals are welcome to use College facilities in accordance with the Use of College Facilities Operational Guidelines. Each event/meeting request will be reviewed by the Events Management Team (EvMT) (*Note: the EvMT membership list can be found in the Use of Facilities Operational Guidelines*) prior to final approval and scheduling.
- III. All individuals or groups who access College facilities, agree to comply with all College Policies and Procedures at the following link: <https://www.garrettcollege.edu/policy.php>.
- IV. Garrett College has the final authority for use. If individuals/groups fail to comply with College policies and procedures, or the College recognizes a health, safety, or security concern, the College has the right to shut down the individual/group use.

**PROCEDURES:**

Garrett College's (GC's) procedures and operational guidelines for use of College facilities are updated when needed.

These guidelines, along with related definitions, can be found on the **"College Facilities" webpage** located at: <https://www.garrettcollege.edu/use-of-college-facilities.php> and the **"Events Management Resources" College Intranet page** (*for College employee access only*).