

POLICIES AND PROCEDURES

Reference:	C-III-a	Effective Date	09/10/1986
Subject:	Facilities Use Policy (General)		
Source:	Board of Trustees		
Approval Authority:	Board of Trustees	Approval Date	09/10/1986
History:	Previously effective 09/10/1986, replaced policy dated 09/14/1982		
Remarks:	Policy updated to new format.		

The primary purpose of the physical facilities of the College is to facilitate and support the instructional and student services programs and related functions of the Institution.

When the facilities are not required for other College purposes, they may be made available to non-profit, educational, cultural, governmental or professional groups for uses which are not inconsistent with the general purposes of the College. In general, fees will be charged such groups only in cases requiring a special expense on the part of the College for supportive services (e.g., personnel, utilities, equipment, etc.), or in which admission is charged.

Facilities will not be available to *non-MCC groups and individuals for:

1. Individual or Commercial use; exceptions may be made in cases serving the interests of the Institution. In such cases, use fees shall be charged.
2. Events to be held when the College is closed for extended periods of time (longer than an ordinary weekend); weekend use will be limited and will require special approval.
3. Prolonged series of meetings
4. Camping

*Non-MCC groups are those comprised primarily of persons other than MCC students or employees and/or sponsored by non-MCC organizations or offices. Groups sponsored or coordinated by MCC employees are considered "non-MCC" if they are comprised primarily of persons other than MCC students or employees, or if the event involved is not an official MCC function.

Groups and organizations using the facilities of the College shall be responsible for:

1. Observing the College's conduct policy (see General Catalog).
2. Any loss of or damage to College property arising from such use.
3. Providing adequate adult supervision of children and youth groups.

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Administration of Policy

The President of the College shall be responsible for administration of this policy, including the development of regulations and procedures and determination of fees to be charged for use of the facilities and for concomitant services.