



Facilities Usage and Rental Policy Riverland Policy #6.15

PURPOSE:

The college may authorize fee-based use of its facilities that do not conflict with the educational mission of the College. The College shall publish a fee schedule, and develop a process for such use.

APPLICABILITY:

The College reserves the right to adjust fees on an individual basis. The college scheduler will determine the availability and will process the rental agreement, obtain insurance information and apply fees.

SCOPE: All – employees, students, renters

DOES THIS POLICY HAVE A PROCEDURE? Yes

6.15.1 Facilities Use Request/Permit Form

LIST RELATED POLICIES, PROCEDURES OR FORMS:

6.15.1 Facilities Use Request/Permit Form

Submit completed form and policy to the Cabinet Member responsible for the division affected by the proposal. This section to be completed by President's Office.

Date Issued: 3/14/2013

Responsible Division / Author: Facilities / Physical Plant Supervisor

Date Revised: 6/13/2013; 3/8/2022 new template