



Manual of Policy and Procedures

Title USE OF COLLEGE FACILITIES BY NON-COLLEGE ORGANIZATION	Number 402	Page 1
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PURPOSE

The facilities of the Vermont State Colleges have been built to help provide a broad range of educational services. Such services will be provided to diverse populations utilizing college facilities. To meet its obligations to manage college facilities in the most effective ways, the facilities may be used on a continuous basis to support programs and special activities which are related to the missions of the colleges.

STATEMENT OF POLICY

1. General Space Use

College facilities/space may be utilized by individuals, groups, and organizations to the extent that such use does not detract from the primary programs and operations of the college, and is complementary to the mission of the Vermont State Colleges as determined by the President or his/her Designee.

2. Charges

Each college shall provide a list of standard charges for use of all college facilities. The charges shall reflect at least a fair return on the investment in the facilities, plus the operating/maintenance costs of the facilities. The President or designee may tailor the actual charges to users on the basis of whether the activities require extraordinary support or whether the activities are of special value to the college and qualify for a reduction in or waiver of charges. All commitments for use of facilities should be in writing and signed by the college and user(s). All external users must provide a certificate of insurance unless an exception is granted by the President or his/her Designee.

Signed by: Robert G. Clarke Chancellor
