College facilities and equipment are intended primarily for educational purposes and for the benefit of the College’s students. Therefore, College facilities and equipment will be made available according to the following priorities: College educational programs, College activities and programs, outside not-for-profit groups and organizations, and outside for-profit groups and organizations.

The temporary use of College facilities shall be compatible with the philosophy, mission, functions, and objectives of the College. Individuals or groups wishing to use rooms or other College facilities must schedule them in advance through established procedures.

The President or designee shall have the authority to establish insurance requirements and appropriate fees.