



Southwestern Michigan College

Board Policy – Use of College Facilities

Last Reviewed	Last Updated	Effective Date
02/24/2020	02/24/2020	02/24/2020

DIVISION I – GENERAL

I.33 USE OF COLLEGE FACILITIES

Southwestern Michigan College's property, buildings, parking lots, and grounds are designed and reserved for supporting the purposes of the institution. The College shall permit, as a service to the community, appropriate community groups and area businesses to use available College facilities, after meeting College needs. Applications for use of College facilities may originate with established and responsible chartered organizations or businesses located in the College service area.

Recognized community organizations serving educational or cultural purposes may request use of facilities also. Applications from individuals will not be considered.

A. **No Charge Facilities**

Non-profit community organizations may request "free use" of College facilities if those rooms are unscheduled during normal business hours (when College is in session) if no admission fee or contribution is collected or where (with prior College approval) any proceeds are earmarked for the benefit of the College.

B. **Facilities Rental Fees**

Community organizations and businesses may request use of unscheduled College facilities on a fee basis at times outside those listed above or when an admission fee is charged or a contribution is collected and proceeds are not earmarked for the benefit of the College.

C. **Facility and Equipment Charges**

1. An appropriate fee schedule for the use of College facilities and equipment shall be developed by the College President or their designee for the purpose of the administration of this policy. Facilities use charges may be waived by the College President.
2. This policy may be waived only by the College President.