

FACILITIES - FACULTY USE

Individual faculty members, faculty organizations, College organizations and divisions occasionally desire to use College facilities for various professional College or community service related activities.

Requests:

- 1.Requests for use of facilities for activities directly related to the instructional program are made through the Facilities Coordinator's office. Events by outside groups must be co-sponsored by a related instructional program. Excess costs must be borne by the outside group or the department. A Southwestern staff must be present for the entire event.**
- 2.Insurance certificates will be required.**
- 3.Requests for use of facilities for activities directly related to the student activities program, or for activities which are open to all students and/or the public are made through the Facilities Coordinator's office.**
- 4.If a request for use of facilities is denied, the sponsoring individual or group may request that the matter be reviewed by the Superintendent/President. If the Superintendent/President disapproves the request, the sponsoring individual or group may appeal directly to the Governing Board.**
- 5.Community use of College facilities are made on a contractual basis through the Facilities Coordinator's office.**