

**FACILITY USE - CREATIVE RESEARCH**

The administration of the college supports use of college facilities for individual creative research by college faculty members. This use, however, must always be secondary in every way to the instructional use of college facilities.

When using college facilities for individual creative research, faculty members must adhere to the following procedures:

1. faculty report in and out with security during the hours between 11 p.m. and 6 a.m. when the campus is officially closed (a measure for the protection of both staff and facilities),
2. faculty be able to identify themselves to security,
3. as a matter of courtesy, the Division Dean should be informed, and if required, faculty should gain prior approval from the Division Dean and/or the Vice President of Academic Affairs, and
4. with approval of the dean, facility keys will be made available through the division office.