

APPENDIX I

TO BE RESCINDED

3358:11-4-08 Facilities request procedure.

- (A) Purpose. The facilities of Owens Community College may be approved for use by organizations and groups who are both internal and external to the college.
- (B) Request guidelines.
 - (1) All requests from groups and organizations, except for college sponsored credit and non-credit classroom and laboratory space needs, must be made to the auxiliary services office for approval.
 - (a) Permission to use college facilities does not imply endorsement or recognition by the college of the group or its objectives.
 - (b) The president or his/her designee must sign all such agreements to acknowledge specific arrangements for the occasions. (The manager of auxiliary services is the designee of the college with reference to the use of college facilities.)
 - (2) The facilities will be available on a first-come basis, providing the proposed scheduling does not conflict with regular classes, college-sponsored activities or the college mission statement.
- (C) Room assignment guidelines.
 - (1) The actual assignment of a room is registered by data center staff, through the auxiliary services office.
 - (2) The hours the facilities are normally available for use are limited to opening and closing hours of the college facility used.
 - (3) Request for room assignment for special activities must be submitted to the auxiliary services office no less than seven calendar days prior to the scheduled meeting to allow time for necessary approvals.
 - (4) Requests for changes in classroom assignments or for an appropriate facility for a department meeting or student organization meeting may be made directly to the data center.

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3358:11-4-08

2

(D) Room charge guidelines.

- (1) Any costs incurred by the college as a result of the use of facilities, beyond normal operating expenses, will be borne by the group using the facilities.
- (2) Any group charging a fee for participation or otherwise realizing a profit from the use of the facilities of the college will be assessed a charge for such use.
- (3) Use of the Owens Community College campus, a state facility, for proprietary purposes is in violation of the state code.
- (4) The auxiliary services office is responsible for making arrangements with the office of the vice president for business affairs for charges and payments.

(E) College regulations. All college regulations will apply to all groups using the college facilities.

Effective date:

Certification

Date

Promulgated under:	RC Sec. 111.15
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