



Supporting Documents: Facility & Land Use Guidelines

Policy Category: Administrative Services

Policy Number: 25.001

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1. All requests to hold events on College property must be approved by the Vice President of Administrative Services or his or her designee.
 2. Any activities on College property, either from College personnel or invited guests, that have the ability to modify the subsurface, ground surface, vegetation, College aesthetics, and/or impact education activities must first consult the policies and procedures described in the Hocking College Land Management plan in coordination with the Office of Sustainability.
 3. Employee groups recognized by the President and registered student groups may use campus facilities /land at no charge.
 4. Agencies and organizations may use campus facilities/land/staff at a reasonable cost provided space is available and the mission and goals of the agency are consistent with those of the College.
 5. Users may be held responsible for damage.
 6. Alcohol is prohibited in college-owned or leased buildings, or on college-owned or leased grounds and parking lots, unless authorized by the President for an event, or purchased for resale by a college auxiliary enterprise with a liquor permit.
 7. An agency or organization unaffiliated with the College but approved to use the College facilities/land/staff may use the College's name only for reference to event location unless written approval for its use in some other way has been expressly granted by the Vice President of Administrative Services or his/her designee.
 8. The President may waive provisions of this policy or related procedures if doing so will advance the college's mission.
 9. The College should receive in-kind promotional consideration at the same level as other major event sponsors.
 10. The Vice President of Administrative Services shall establish procedures to administer this policy.

