A. Purpose

To establish procedures for the use of college and non-college owned educational facilities by college personnel and students, private and public organizations, and non-college personnel.

B. Procedures

1. The use of college facilities shall be consistent with North Carolina statutes. The College reserves the right to determine whether a proposed use of a facility is commensurate with the philosophy, objectives, and commitment of Gaston College.

2. Principles guiding the use of Gaston College facilities, as a public tax-supported institution, by external organizations:

   a. The College should not use public funds in support of private organizations requesting the use of its facilities free of charge.

   b. The College may provide use of its facilities to private organizations, usually when other adequate facilities are not available to that organization.

   c. The College may provide use of its facilities to other local tax-supported organizations, at a reasonable fee, when it is deemed to be in the mutual interest of both organizations to do so.

   d. The first priority for use of college facilities is reserved for the college educational program and for college events.

   e. There may be exceptions to these principles for organizations such as the Gaston or Lincoln County Public Schools with which the College may have a separate written agreement concerning mutual use of facilities.

   f. The College in no way assumes liability for the actions of a group by entering an agreement for that group to use college space and property.
3. Exclusion: The College generally will deny permission for the use of its facilities under any of the circumstances enumerated below. These restrictions do not apply to activities that are defined as college-sponsored activities, such as student organization events or presentations by invited guest speakers.

   a. Activities that, at the discretion of the administration, are deemed not to be in the best interests of the college.

   b. In most cases, days or times when appropriate services are not available (e.g., holidays, Sundays, any day from 10:00 p.m. to 7:00 a.m., or when specific requested facilities may not normally be in operation).

   c. Activities that duplicate existing college programs.

   d. Activities or events which are deemed to be incompatible with the College's philosophy, objectives, or commitments.

   e. Individuals or groups of individuals not constituting a legal entity.

   f. Groups or organizations not able to provide proof of insurance or not able to meet other requirements relevant to the use of college facilities.

4. Procedures for application for use of college facilities and schedules of rental fees will be issued by the President.

5. Employee responsibilities for use of facilities and equipment are as follows:

   a. Laboratory areas: Individual instructors are assigned responsibility for a specific laboratory area by the academic dean. These individuals are generally accountable for the security of the laboratory; for its equipment; for its state of maintenance, including the cleanliness and state of repair of the facility; and for the proper records pertaining to the equipment assigned to the area. Other instructors assigned to a laboratory area are responsible to the designated instructor in their use of the area. While individual instructors have responsibility for a specific laboratory, the academic dean has overall responsibility for all labs in his or her area.

   b. Classrooms: Instructors are responsible for the proper use of equipment and fixtures, as well as the furnishings in a classroom in which they are
engaged in instructing. The instructor will ensure that the classroom is opened before it is scheduled for use. Instructors should leave their classrooms in the same condition they would like to receive a room. Before a room is left, the board should be erased and the desks straightened. Unless an instructor is certain that the classroom he/she is leaving is to be used the next period, it should be secured for the day. (The lights should be turned off, the windows closed, the door shut, etc.) Reporting, of unserviceable equipment and damaged fixtures and furnishings to a dean or to maintenance is expected.

c. Office and support areas: Individual employees are responsible for the proper use, care, and maintenance of equipment and fixtures assigned to their use. Where several employees use the same equipment in the performance of their work, their supervisor is responsible to ensure the proper use, care, and maintenance of the equipment, fixtures, cleanliness, and state of repair of the designated facility.

d. Equipment and facility security: All institutional employees have a responsibility for security of facilities and equipment. Should an employee become aware of illegal or improper entry into institutional facilities, he/she should immediately report such entry verbally to campus security.

e. The detection of stolen or missing institutional equipment or property, or illegal or improper use of such property must immediately be reported verbally to campus security. A written report should then be submitted to the Chief Finance Officer.

6. Use of non-college owned facilities for educational purposes.

a. Class-related field trips: All off-campus trips must be approved in advance by a dean or vice president and must be related to the educational program.

b. Extra-curricular field trips: When planning and implementing field trips that are not directly class related, the following guidelines apply:

   (1) State funds cannot be used to support extra-curricular trips.
(2) College-owned vehicles may be used, providing that advance approval has been granted by the Chief Student Services Officer and a college staff or faculty member is in attendance. College insurance on the vehicles will cover the driver and passengers. Reimbursement for the cost of vehicle operation will be charged, at the current rate, to the club or group sponsoring the activity. Vehicle log sheets provided in each vehicle must have mileage recorded.

(3) Chaperones are not required to attend extra-curricular field trips, but it is prudent to have a responsible adult with the group. It is the responsibility of each club or group to determine if the club's advisor, or other responsible adult, should accompany the group, and to provide the funds for this person's expenses.

(4) All Gaston College students attending extra-curricular trips will follow the Student Code of Conduct and project a positive image for the College.