
ROANE STATE COMMUNITY COLLEGE**TBR Policy Reference:** 3:02:02:00**TBR Guideline Reference:****Original Date Effective:** 1/11/88**Revision Effective:** 6/13/07**Approved By:** Cuyler A. Dunbar, President**Approved By:** Gary Goff, President**Office Responsible:** President's Office

Subject: USE AND SCHEDULING OF COLLEGE FACILITIES BY EXTERNAL GROUPS**I. College facilities will be scheduled as follows:****A. Main Campus****1. Henry/Stafford East Tennessee Agricultural Exposition Center- Office of the Director of the Exposition Center****2. All other facilities - Office of the Vice President of Continuing Education & Workforce Development****B. Oak Ridge Branch Campus - Office of the Vice President of Oak Ridge and Satellite Campuses****C. Satellite Campuses -Office of the campus director****II. When food services are required by an external party, they must use contracted food services if a vendor contract is in place at Oak Ridge Branch campus and Roane County campus. The only exception is in the rental of the Exposition Center which has its own food services.****III. No outside activity will be guaranteed a facility reservation if scheduled more than 90 days prior to the date of the activity.****IV. All costs (e.g. facility rental, technical assistance, security, custodial services, set-ups and take-downs) will be calculated based on internal guidelines, when the request is submitted.****V. If facilities are used on weekends, holidays, or at times other than the normal operating hours of the institution, weekend rates will apply. (For calculation purposes, normal operating hours are; when classes are in session, Monday through Thursday from 8:00 a.m. to 10:00 p.m. and Friday from 8:00 a.m. to 5:00 p.m.; when classes are not in session - Monday through Friday from 8:00 a.m. to 5:00 p.m.)****VI. There will be no charge for college related activities or activities that are being hosted or sponsored by the college.****VII. All external individuals/organizations must complete the college's "Application for Use of Facilities" form prior to use of any requested facility.****VIII. Meeting the needs of internal constituencies (such as faculty, staff, and students) will take priority over external requests.****IX. Exceptions to this policy must be approved by the President.**

All general guidelines as stated in the TBR policy referenced above will be followed.

Dates Revised: 7/1/90, 4/22/96, 3/13/97, 1/10/00, 6/13/07