

COLUMBUS STATE COMMUNITY COLLEGE  
POLICY AND PROCEDURES MANUAL

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FACILITIES USE  
Policy No. 13-01  
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Effective July 18, 2013

- (A) *Purpose:* As a publicly-funded institution of higher education, Columbus State Community College is responsible to its students and taxpayers for the appropriate and effective use of its facilities. The college shall allocate these resources for college and community functions that advance the college's mission.

Rental or use of college facilities shall be in compliance with the college's Non-Discrimination/Anti-Harassment, Policy 3-43.

- (B) Employee groups recognized by the President and registered student groups may use campus facilities at no charge
- (C) Agencies and organizations may use campus facilities at a reasonable cost, provided space is available and the mission and goals of the agency are consistent with those of the college.
- (D) 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.
- (E) An agency or organization unaffiliated with the college but approved to use the college facilities 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 President or his/her designee.
- (F) In extenuating circumstances, the President may waive provisions of this policy or related procedures, if doing so will advance the college's mission.
- (G) The President shall establish procedures to administer this policy.

*Approved by the Board of Trustees: July 18, 2013*  
(clh)

Last Effective Dates: April 1, 2007; February 1, 2006; August 15, 1995 (Assignment of  
Facilities)