

UNIVERSITY OF KENTUCKY ADMINISTRATIVE REGULATIONS	IDENTIFICATION AR II-5.0-4	PAGE 1
	DATE EFFECTIVE 10/20/87	SUPERSEDES REGULATION DATED 7/1/84

**POLICY AND PROCEDURAL GUIDELINES FOR THE MANAGEMENT
AND USE OF FACILITIES IN THE UNIVERSITY OF KENTUCKY
COMMUNITY COLLEGE SYSTEM**

For the purpose of management and use of facilities at the various community colleges comprising the University of Kentucky Community College System, the following policy guidelines are set forth.

This policy covers the facilities of the 14 community colleges located apart from the Lexington Campus and, in addition, those specifically designated for use by the Lexington Community College and the central administrative offices of the Community College System on the Lexington Campus.

I. Definitions

For the purpose of this Policy Statement the following terms are defined:

A. Facilities - Buildings and grounds owned by the Commonwealth of Kentucky and assigned to the various community colleges within the Community College System.

B. Community College Units and Groups - Budgeted units within the Community College System, recognized student organizations, and college affiliated organizations.

C. Non-Community College Groups - Those groups which are neither included in Section I.B nor co-sponsored by a college's community service program. For the purpose of this Administrative Regulation, University of Kentucky units and groups outside the Community College System are included here.

II. Policy Guidelines for the Management of Facilities in the Community College System

A. The responsibility for management and allocation of space within the Community College System will be in the Office of the Chancellor for the Community College System. This responsibility has been delegated by the President pursuant to AR I-1.0-1, Section II.B.3.f.

B. In order to promote operational efficiency and to provide administrative flexibility within the Community College System, the Chancellor, except as noted in Section II.K, hereby delegates this function to the president of each college.

C. The Community College System's facilities shall be used only for educational,

cultural, or charitable purposes, or other purposes as determined by the Chancellor for the Community College System or the president in accordance with the regulations of the Board of Trustees and the Rules of the Senate of the Community College System.

D. Community college facilities shall not be used to further the interests of a political party or be used to advance or inhibit religion as specified in Part XII.D of the University of Kentucky Governing Regulations.

E. Non-community college groups or agencies may apply for the use of community college facilities when the program to be presented is of an educational, cultural, or charitable nature, or relates to other purposes consistent with the role of the community college and is approved by the president. In all cases, however, the use of such facilities shall be in compliance with Part XII.D of the University of Kentucky Governing Regulations.

F. Community college facilities shall be made available to community college units and groups and non-community college groups only after it has been determined that the facility has not been scheduled and is not otherwise expected to be used for academic or community service functions.

G. Non-community college groups which charge a registration or admission fee for the program and those groups which are not co-sponsored by the college as part of the college's community service program, with the exception of cases covered in Sections II.H and II.I, shall be charged a fee for the use of the facility sufficient to cover all costs involved. Auxiliary enterprise operations shall be charged a fee for space occupied.

H. There shall be no charge to the State's universities for the use of community college facilities provided these are used for educational purposes during normal operation times. A fee shall be charged for the use of facilities outside of the normal operational periods established by the college and for other than educational purposes.

I. There shall be no charge to non-community college groups or agencies presenting charitable programs during normal operational periods where the sole sponsors and promoters are Kentucky groups or agencies and the total net proceeds are given to Kentucky charities.

J. When community college facilities are used by a non-community college group, a memorandum of agreement between the group and the community college shall be negotiated in advance stating the conditions and charge for the use of the facility and setting forth the responsibilities of the group and the community college.

K. A memorandum of agreement normally shall not exceed one semester or an equivalent time period. An agreement for a longer period of time must be approved by the Chancellor for the Community College System.

L. Except as noted in Section II.K, the president is hereby delegated the responsibility of entering into a memorandum of agreement with a non-community college group

for the use of a community college's facility.

M. The use of a community college's name by a non-community college group in a manner which is inconsistent with the role of the community colleges as stated in Part I.B of the University of Kentucky Governing Regulations is prohibited without prior approval by the University of Kentucky Board of Trustees.

N. Each community college shall designate one or more unrestricted areas to be available to community college units or groups for the purpose of conducting any lawful demonstration, meeting, or assembly without having to reserve such areas in advance.

O. Solicitations by any community college unit or group, or any non-community college group, for subscriptions, sales of merchandise of any kind whatsoever, publications, or services upon community college property (other than by the regularly authorized stores, eating places, or vending operations of a community college) are prohibited except upon written permission of the president.

III. Procedural Guidelines for the Management and Use of Facilities in the Community College System

A. All requests for the use of facilities by community college units and groups and non-community college groups shall be forwarded to the president or the president's designee at each college.

B. All requests shall be in writing and received by the president or the president's designee at least 48 hours prior to the scheduled event.

C. All applications from community college units and groups and non-community college groups will be considered in order of receipt. Scheduled academic activities and community service functions shall have priority for the use of a community college facility.

D. The best interest of the community college may make it necessary occasionally to cancel an event. When such a cancellation becomes necessary, the unit or group holding the reservation shall be given notice as far in advance as possible.

E. A memorandum of agreement for use of a facility by a non-community college group will be signed by the president of the college entering into the agreement and a representative of the non-community college group using the facility.

F. Charges for the use of facilities by non-community college groups shall be developed individually by each community college and shall be sufficient to cover all costs involved.

G. Any organization or group using a community college facility shall take proper care of the facility and its equipment and shall be financially responsible for any damage thereto

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during use resulting from abuse or neglect.

H. Funds collected from the non-community college groups for the use of facilities shall be deposited in an appropriate college general fund income account.

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