

**PIERPONT COMMUNITY & TECHNICAL COLLEGE**  
**Board of Governors Policies**  
**PP-1006**

**TITLE:** Use of Institutional Facilities

**Effective date:** December 5, 2001

**Amended:** November 14, 2023

**Repealed:**

**Reviewed:**

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**SECTION 1. PURPOSE**

This rule governs use of institutional facilities by persons or groups.

**SECTION 2. SCOPE AND APPLICABILITY**

- 2.1 Facilities at Pierpont Community & Technical College are intended for use in the conduct of educational programs. As such, first priority for the use of facilities will be given to the academic, administrative, and student functions at the institution.
- 2.2 In its many aspects of service to the public, the College also recognizes the need and permits the use of facilities which may provide benefits otherwise not available in the community. Consideration of requests from campus and off-campus groups will be guided by the following policy statements.

**SECTION 3. USE BY OFF-CAMPUS GROUPS OR INDIVIDUALS (NONSTATE EMPLOYEE)**

- 3.1 It is the policy of the Pierpont Community & Technical College Board of Governors to permit the use of institutional facilities by the general community in a manner which does not compete with the ongoing programs of the College. The community use of a College facility must have an educational or cultural purpose. The facilities that will be made available to non-campus groups will tend to be of a nature which is unique in the community.
- 3.2 Use of campus facilities by non-campus individuals or organizations will be permitted within the following guidelines:
  - 3.2.1 Facilities and support services will be made available only to the extent that their proposed use is not in conflict with the regular programs of the institution.

- 3.2.2 The nature of the activities of the non-campus users shall not be potentially physically disruptive of the campus. For instance, local noise ordinances must be obeyed.  
While this policy may not be construed to preclude use of facilities based on political philosophy, race, religion, or creed of the sponsor, the nature of the activities to be conducted on the campus shall not be illegal under the Constitution or laws of the State of West Virginia or the United States.
- 3.2.3 A standard rental/lease agreement including evidence of such insurance protection as may be required to adequately protect the institution shall be executed by the appropriate Pierpont individual with authority to bind the College, and also be signed by a responsible officer of the non-campus organization desiring to use a campus facility.
- 3.2.4 All charges assessed for the use of campus facilities shall be sufficient at least to cover all identifiable costs of both a direct and indirect nature except that charges for indirect costs may be waived at the discretion of the institution for nonprofit organizations and/or public bodies of the State of West Virginia, such as county school systems, etc. In turn, such groups using campus facilities may charge admission, but only for the purpose of covering the direct and indirect cost of the sponsored activities. Any surplus revenue derived from the conduct of an event will accrue to the benefit of the institution, except for public or nonprofit groups for which this provision may be waived.
- 3.2.5 Requests for the use of facilities by off-campus groups will be reviewed and evaluated by the Vice President, Institutional Advancement . Application forms for requesting the use of facilities may be obtained from and submitted to the Office of Institutional Advancement. Upon receipt of approval to use a campus facility, the non-college group must sign a standard rental/lease agreement and provide evidence of insurance coverage with the Office of the Institutional Advancement. The Facilities Administration From time to time revised rules and regulations for the use of facilities will be developed. Such rules and regulations must be approved by the President.
- 3.2.6 The fee schedule for use of College facilities by non-college groups will be developed by Finance and Administration and approved by the President.
- 3.2.7 All charges are applied equally to all groups except that charges for indirect costs may be waived for other state agencies and usually for county school systems. If a county school or other state agency charges a fee to participants in an activity for which the school/agency is using a College facility, indirect charges will not be waived.

#### **SECTION 4. SELLING OF ARTICLES ON UNIVERSITY PROPERTY**

- 4.1 All solicitation and selling of products and articles on property under the jurisdiction of the College is prohibited except by organizations and groups directly connected with the College and upon written approval of the President.

## **SECTION 5. GENERAL**

- 5.1 The Vice President, Institutional Advancement, or designee, shall be the administrator(s) of this policy. A standard rental/lease agreement shall be used, along with any other forms needed to execute this rule.
- 5.2 It is not the intent of this rule to cover noncredit instruction offerings.