



Origination 7/25/2007
Last Approved 9/25/2024
Effective 3/5/2021
Last Revised 9/25/2024
Next Review 9/25/2027

Owner Clint Ewell: VP-
Finance &
Administrative
Services
Area 6.0 Facilities and
Campus Police

Facility Use, 6.06

PURPOSE

The purpose of this policy is to outline the guidelines and procedures for the use of facilities at Yavapai College (the College). It provides clear direction on eligibility, rental fees, and the approval process for facility use, ensuring compliance with applicable laws and the College policies. This policy aims to support the College's mission by facilitating appropriate use of its spaces for educational, cultural, and community events while maintaining financial and operational integrity.

OPERATIONAL POLICY

This publication is designed to assist individuals and parties interested in using facilities at the College.

The use of facilities at the College is governed by all applicable laws, college operational policies and procedures, and the terms of conveyance of property for educational purposes by the U.S. Department of Education and Arizona Revised Statutes.

In general, use of facilities at the College is considered a single event. Longer term leases of dedicated space must be negotiated with the VP of Finance and Administrative Services.

I. The following categories are used to determine eligibility and fees for use of Yavapai College facilities

A. Category I: For the College and the Yavapai College Foundation, there are no rental charges or set-up/clean-up charges. The College departments will not be charged rent to use the Performing Arts Center (PAC), though they will be charged for labor and other related expenses to support their event. Registered Student Organizations may use most

rooms without a charge; however, certain facilities such as athletic fields or the PAC may only be used with appropriate permission, and will be subject to rental fees, and related charges.

B. Category II: From time to time, the College will sponsor events that are substantially related to the Yavapai College Board End Statements (Higher Education, Generate/sustain economic base jobs, or Create vibrant social & cultural life). This category will also include meeting spaces for other publicly funded entities within Yavapai County. For these events, rental charges may be waived by the College President or Vice Presidents by completing the Rental Waiver Form and submitting it to Property Management; however, set-up and clean-up charges will still apply. The 3rd party organization will be billed for these charges; however, the College President and Vice Presidents may choose to use their college budget to pay these charges.

C. Category III: All Others: Rental charges and other fees apply.

The VP of Finance and Administrative Services is responsible for administering this operational policy.

RELATED POLICIES

There are no related Policies.

RELATED PROCEDURES

There are no related procedures.

RELATED INFORMATION

There is no related information.

POLICY HISTORY

Adopted 7/25/2007

Revised 5/1/2012

Renumbered from 5.16 to 6.6 on 9/27/2016 Renumbered from 6.6 to 6.06 on 05/04/2018

Revised to "Operational" Policy on 03/05/2021

Transferred to PolicyStat 12/1/2021

Approval Signatures

Step Description

Approver

Date