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Next Review N/A

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

## Use of Facilities, 6.10

### PURPOSE

With the support of our community, Yavapai College (YC) has created high-quality campuses and centers throughout our service district to help us fulfill our Mission and Vision. As good fiscal stewards, the College shall make the most efficient use of these existing limited spaces. As such, College facilities are primarily for the use of college employees in the pursuit of the District Governing Board Priorities. However, as a public institution, Yavapai College serves a wide variety of constituencies and may fulfill requests from 3rd parties to use our facilities, both buildings and grounds, when space is available. This policy outlines how the college will optimize the use of our physical spaces.

### POLICY APPLICATION

This policy applies to all YC-owned or YC-leased facilities including but not limited to classrooms, labs, conference centers, meeting rooms, offices, performance spaces, housing, athletic facilities, and outdoor spaces.

### OPERATIONAL POLICY

#### A. Prioritization Categories and Charges

Category I: For the College, there are no facility rental charges or set-up/clean-up charges other than the Performing Arts Center (JLLPAC). (The College will pay to rent JLLPAC and College departments will be charged for labor and other related expenses to support their event.) YCF and registered student organizations may use most rooms without a charge; however, certain facilities such as community rooms, athletic spaces, or the JLLPAC may only be used with appropriate permission and will be subject to internal chargebacks.

Category II: From time to time, the College will sponsor events that are substantially related

to the Yavapai College District Governing Board Priorities (Education, Economic, Community). 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 cleanup 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.

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

## **B. Scheduling Space**

The Director of Scheduling is responsible for developing the systems, processes, and procedures to effectively and efficiently utilize space throughout the college. Their office will schedule academic classes and establish processes to request and reserve spaces for non-academic purposes.

## **C. Space Allocation**

All physical spaces belong to Yavapai College, not individual departments. However, some departments may have priority use of certain spaces based on the unique needs of the department and the characteristics of the space (e.g. Biology and science labs, Athletics and Gymnasium). Departments may petition the Scheduling Department for priority use of space, and if approved, these become Restricted Spaces in the scheduling software requiring that Department's permission to use.

The College strives to allocate space in a manner that is equitable and facilitates logical workflows. As the needs and scope of departments change, they may require additional or less space. The Executive Director of Facilities is responsible for creating a process for departments to request space changes, to develop evaluation criteria, and respond to those requests in a timely fashion.

## **D. Space and Design Standards**

The Executive Director of Facilities will be responsible for creating a variety of standards and processes for evaluating furniture, equipment, construction and décor to ensure a safe, equitable, professional, comfortable, productive environment that lowers the total costs of ownership.

# **RELATED PROCEDURES**

**Procedure 6.10.01:** Scheduling

**Procedure 6.10.02:** Space Utilization

**Procedure 6.10.03:** Third-Party Rentals

## RELATED POLICIES

There are no related policies.

## RELATED INFORMATION

[Yavapai College Construction Guidelines](#)

## POLICY HISTORY

Adopted 1/27/2026; Combination of Policy 6.06 Facility Use and Policy 5.15 Priority Scheduling.

### Approval Signatures

Step Description

Approver

Date

DRAFT