

KENTUCKY COMMUNITY AND TECHNICAL COLLEGE SYSTEM
BUSINESS PROCEDURES MANUAL
BUSINESS PROCEDURE 2.4

Effective Date: January 1, 2006
Supersedes: Procedure 2.4 dated March 1, 2004
Applies To: Colleges and the System Office
Procedure Responsibility: Facilities Management
Revisions shaded in gray

Use of KCTCS Facilities by Outside Agencies

Section 2.4.1 – Scope

Section 2.4.2 – Definitions

Section 2.4.3 – Policy Guidelines for the Management of KCTCS Facilities

Section 2.4.4 – Management Procedures for the Use of KCTCS Facilities

Section 2.4.1 - Scope

This procedure covers the facilities of all colleges under the management of KCTCS and their satellite locations throughout the state of Kentucky.

Section 2.4.2 - Definitions

- A. Facilities – Buildings and grounds owned or leased by KCTCS.
- B. KCTCS Units and Groups – Budgeted units within the KCTCS, recognized student organizations, and college affiliated organizations. College affiliated organizations are those organizations administered through a unit of the college to complement the college mission as well as those organizations granted the right to operate on campus by virtue of a contractual arrangement or other special recognition granted by college leadership and as approved by the KCTCS Chancellor.
- C. Non-KCTCS Groups – Those groups that are neither included in KCTCS units and groups not co-sponsored by a college's community service program.

Section 2.4.3 – Policy Guidelines for the Management of KCTCS Facilities

- A. The responsibility for management and allocation of space within KCTCS will be with the KCTCS President with the advice and input of the Chancellor.
- B. In order to promote operational efficiency and to provide administrative flexibility within KCTCS, the President, except as noted in Item J of this section, delegates this function to the College CEO.

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- C. The facilities shall be used only for educational, cultural, or charitable purposes, or other purposes as determined by the KCTCS President in accordance with the KCTCS Board of Regents
- D. College facilities shall not be used to further the interests of a political party or be used to advance or inhibit religion.
- E. Non-KCTCS groups or agencies may apply for the use of 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 college and is approved by the college CEO. The use of KCTCS facilities by athletic groups, organizations, or related entities requires prior written approval by the Chancellor.
- F. A fee may be charged for the use of facilities. The fee may include the cost of personnel, equipment, and consumable supplies expended during usage.
- G. When a non-KCTCS group uses college facilities, a contract between the group and the 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 college. A Memorandum of Agreement Template can be accessed at:
http://www.kctcs.edu/businessservices/FORMS/KCTCS_Facilities_MOA.docx
- H. The non-KCTCS group or agency must present a copy of their Liability Insurance Certificate prior to function date. KCTCS shall be named as an additional insured party on the individual policy. In cases where the non-KCTCS group or agency is a federal, state, or local government entity, proof of liability Insurance is not required. College facilities shall be made available to KCTCS units and groups and non-KCTCS groups only after it has been determined that the facility has not been scheduled and is not otherwise expected to be used for academic functions.
- I. Non-KCTCS groups which charge a registration or admission fee for the program and those groups which are not cosponsored by the college as part of the college's community service program, with the exception of cases covered in Items C and E of this section, shall be charged a fee for the use of the facility sufficient to cover all costs involved. Auxiliary enterprise operations shall be performed in accordance with the purchase contract issued.
- I. A contract for use of space normally shall not exceed one semester or an equivalent time period. The President or Chancellor of KCTCS must approve an agreement for a longer period of time.

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- J. Except as noted in Item J above, the College CEO is delegated the responsibility of entering into a contract with a non-KCTCS group for the use of a college's facility.
- K. The use of a college's name by a non-KCTCS group in a manner that is inconsistent with the role of the college is prohibited.
- L. Each college shall designate one or more unrestricted areas to be available to college units or groups for the purpose of conducting any lawful demonstration, meeting, or assembly without having to reserve such areas in advance.
- M. Solicitations of individual faculty, staff, or students by any college unit or group, or any non-KCTCS group, for subscriptions, sales of merchandise of any kind, publications, or services upon college property (other than by the authorized auxiliary enterprises, eating places, or vending operations of a college) are prohibited except upon written permission of the college CEO.

Section 2.4.4 – Management Procedures for the Use of KCTCS Facilities

- A. All requests for the use of facilities by KCTCS units and groups and non-KCTCS groups shall be forwarded to the College CEO.
- B. All requests shall be in writing and received at least 48 hours prior to the scheduled event.
- C. All applications from KCTCS units and groups and non-KCTCS groups will be considered in order of receipt. Scheduled academic activities and community service functions shall have priority for the use of a college facility.
- D. In the best interest of the college it may be necessary 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. The college entering into the agreement and a representative of the non-KCTCS group using the facility will sign a contract.
- F. All non-KCTCS groups must provide certification of liability insurance coverage. KCTCS shall be named as an additional insured on the individual policy. In cases where federal, state, or local government bodies are self-insured, proof of Liability Insurance is not required.
- G. Charges for the use of facilities shall be developed individually by each college and shall be sufficient to cover all costs involved.

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- H. Any organization or group using a college facility shall take proper care of the facility and its equipment and may be financially responsible for any damage.
- I. Funds collected from the non-KCTCS groups for the use of facilities shall be deposited in an appropriate college general fund income account.

End of Procedure