

**Williamsburg Technical College
PROCEDURE**

SECTION E – FACILITIES MANAGEMENT

Title SCHEDULING OF FACILITIES USED BY EXTERNAL AGENCIES	Number E-4.1
Division of Responsibility Administration and Finance	Approval Date Page 1/21/2021 1 of 1
Approval Vice President _____ President _____	Supersedes Procedure No. E-4.1 Date 2/3/14

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I. Scheduling Facilities

- A. All scheduling of facilities used by external agencies will be coordinated through the Associate Vice President (AVP) for Facilities Management. The AVP for Facilities Management will coordinate auditorium, classroom, and library use with the Vice President for Academic and Student Affairs; Fennell-Kirby Conference Room with the President’s Office; and Palmetto Synthetics Student Lounge with the Associate Vice President for Student Affairs. Requests should be made at least 24 hours prior to the scheduled meeting. Space will be assigned according to availability, number of participants, and time of meeting.
- B. When facilities are reserved and special equipment is requested, it should be designated on the request form.
- C. Since refreshments cannot be served in the auditorium or classrooms, special arrangements must be made in advance and designated on the Use of Facilities Form for groups planning to provide refreshments.
- D. All parking must be in the student/visitor areas only.
- E. Should any group request use of the facility on a weekend or other time when the college is not open, the decision will be made based on the nature of the group and the purpose of the meeting. Groups utilizing the facility on weekends may be required to pay a user’s fee to offset the cost of utilities, opening, closing, and cleaning the facility.

II. Fees Charged for Use of WTC Facilities

Fees charged for use of WTC facilities and equipment are noted on the WTC Application for Use of Facility or Furnishings form.