

**Williamsburg Technical College
STATEMENT OF POLICY**

SECTION E – FACILITIES MANAGEMENT

Title SCHEDULING OF FACILITIES USED BY EXTERNAL AGENCIES	Number E-4
Division of Responsibility Business Affairs	Date Page 11/2/20 1 of 1
Approval President _____ Commission Chair _____	Supersedes Policy No. E-4 Date 2/3/14

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

Williamsburg Technical College has established the following policy on facility utilization by the community:

- A. The College welcomes and encourages community groups to meet within the College subject to the availability of suitable space as determined by the President or the President’s designee. Community groups are defined as groups of social, fraternal, or civic organizations having no religious, political, or commercial intent or profit motive. Use of space by such groups shall be on an as-available basis and upon payment of assigned fees.
- B. Use of space by state, county, or community agencies shall be on an as-available basis at no cost to the agency during normal working hours of the College.
- C. The President or the President’s designee may make space available from time to time to commercial, profit, religious, or politically-oriented groups provided that use of space by such groups shall be on an as-available basis and upon payment of assigned fees.
 - 1. The gathering does not interfere in any way with other College programs.
 - 2. The group is willing to pay a reasonable fee which may be necessary to cover any added costs of utilities, janitorial services, etc. The fee shall be determined by the President, based on size of space utilized, duration of meeting, number of participants, and related factors.
 - 3. The nature of the meeting is approved in advance in writing by the President or the President’s designee.