

**Williamsburg Technical College  
STATEMENT OF POLICY**

**SECTION E – FACILITIES MANAGEMENT**

Title <b>INTERNAL ROOM SCHEDULING</b>	Number <b>E-5</b>
Division of Responsibility <b>Business Affairs</b>	Date Page <b>11/2/20 1 of 1</b>
Approval President  _____  Commission Chair  _____	Supersedes Policy No. <b>E-5</b> Date <b>2/3/14</b>

**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.**

It is the policy of Williamsburg Technical College to fully utilize its facilities for the betterment of its service region. Highest priority will be given to curriculum and continuing education instruction in workforce development. When portions of the facility are not being utilized for this primary purpose, they may be utilized by community groups. This policy is administered by the President.

The President assigns room coordinating responsibility to each of the college administrative officers. All spaces used for instruction programs are assigned to the Vice President for Academic and Student Affairs. All work force development and Continuing Education spaces are assigned to the Vice President for Academic and Student Affairs. All Student Affairs spaces are assigned to the Associate Vice President for Student Affairs. All general purpose areas are assigned to the Vice President for Administration and Finance.

Specialized or community service areas will be assigned by the President as appropriate.

The person to whom an area is assigned is responsible for reporting all lighting, mechanical, or maintenance problems in a timely manner and is responsible to ensure that all equipment and furniture assigned to that area is appropriately safeguarded from theft and misuse.

No modification or addition to classrooms, physical plant, or landscape shall be undertaken without approval from the Vice President for Administration and Finance and the President.