3.3.16 Kentucky Community and Technical College System  
Policy and Procedural Guidelines for the  
Management and Use of Facilities

For the purpose of management and use of facilities at the various KCTCS colleges, the following policy guidelines are set forth.

I. Definitions

For the purpose of this Policy Statement the following terms are defined:

A. Facilities - Buildings and grounds owned by the Commonwealth of Kentucky and assigned to the various colleges within the Kentucky Community and Technical College System.

B. College Units and Groups - Budgeted units within the Kentucky Community and Technical College System, recognized student organizations, and college affiliated organizations.

C. Non-College Groups - Those groups that are neither included in Section 1.B nor co-sponsored by a college’s community service program.

II. Policy Guidelines for the Management of Facilities in the Kentucky Community and Technical College System

A. The responsibility for management and allocation of space within the Kentucky Community and Technical College System will be in the Office of the KCTCS President with the advice and input of the KCTCS Chancellor.

B. In order to promote operational efficiency and to provide administrative flexibility within the Kentucky Community and Technical College System, the KCTCS President, except as noted in Section II.K, hereby delegates this function to the college president/chief executive officer.

C. The System’s facilities shall be used only for educational, cultural, or charitable purposes, or other purposes as determined by the President for the Kentucky Community and Technical College System in accordance with the KCTCS Board of Regents and the Rules of the KCTCS Senate.

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-college 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 president/chief executive officer.

F. College facilities shall be made available to college units and groups and non-college 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.

G. Non-college 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 Sections II.H and II.I, shall be charged a fee for the use of the facility sufficient to cover all costs involved. Auxiliary enterprise operations shall be charged a fee for space occupied.

H. There shall be no charge to the State’s universities for the use of college facilities provided these are used for educational purposes during normal operation times. A fee shall be charged for the use of facilities outside of the normal operational periods established by the college and for other than educational purposes.

I. There shall be no charge to non-college groups or agencies presenting charitable programs during normal operational periods where the sole sponsors and promoters are Kentucky groups or agencies and the total net proceeds are given to Kentucky charities.

J. When college facilities are used by a non-college group, a memorandum of agreement 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.

K. A memorandum of agreement normally shall not exceed one semester or an equivalent time period. The President of KCTCS must approve an agreement for a longer period of time.

L. Except as noted in Section II.K, the local college president/chief executive officer is hereby delegated the responsibility of entering into a memorandum of agreement with a non-college group for the use of a college’s facility.

M. The use of a college’s name by a non-college group in a manner which is inconsistent with the role of the colleges is prohibited.

N. 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.
O. Solicitations by any college unit or group, or any non-college group, for subscriptions, sales of merchandise of any kind whatsoever, publications, or services upon college property (other than by the authorized stores, eating places, or vending operations of a college) are prohibited except upon written permission of the college president/chief executive officer.

III. Procedural Guidelines for the Management and Use of Facilities in the Kentucky Community and Technical College System

A. All requests for the use of facilities by college units and groups and non-college groups shall be forwarded to the local college president/chief executive officer or the president’s/chief executive officer’s designee.

B. All requests shall be in writing and received by the local college president/chief executive officer or the president’s/chief executive officer’s designee at least 48 hours prior to the scheduled event.

C. All applications from college units and groups and non-college 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. The best interest of the college may make it necessary occasionally 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. A memorandum of agreement for use of a facility by a non-college group will be signed by the president/chief executive officer of the college entering into the agreement and a representative of the non-college group using the facility.

F. Charges for the use of facilities by non-college groups shall be developed individually by each college and shall be sufficient to cover all costs involved.

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