



Manual of Policy and Procedures

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PURPOSE

The facilities of the Vermont State Colleges have been built to help provide a broad range of educational services. Such services will be provided to diverse populations utilizing college facilities. To meet its obligations to manage Vermont State Colleges facilities in the most effective ways, the facilities may be used on a continuous basis to support programs and special activities which are related to the missions of the colleges.

STATEMENT OF POLICY

1. General Space Use

Vermont State Colleges facilities/space may be utilized by individuals, groups, and organizations to the extent that such use does not detract from the primary programs, values, and operations of the institution and is complementary to the mission of the Vermont State Colleges as determined by the President or the President’s Designee.

2. Charges

Each institution shall provide a list of standard charges for use of all facilities available for use by non-college organizations. The charges shall reflect at least a fair return on the investment in the facilities, plus the operating/maintenance costs of the facilities. The President or Designee may tailor the actual charges to users on the basis of whether the activities require extraordinary support or whether the activities are of special value to the institution and qualify for a reduction in, or waiver of, charges. All commitments for use of facilities should be in writing and signed by the college and user(s). All external users must provide a certificate of insurance unless an exception is granted by the President or Designee. Special insurances may be required for rentals that include minors.

3. Procedures

The President or Designee may adopt procedures governing the use of facilities and modify them from time to time as necessary.

Date	Version	Revision	Approved By
12/07/060	1.0	Adopted	VSCS Board of Trustees
03/19/22	2.0	Updated to use gender-neutral language	VSCS Board of Trustees
04/24/23	3.0	Added reference to procedures, reflect VSCS-wide values	VSCS Board of Trustees