

**CAROLINAS COLLEGE OF HEALTH SCIENCES
POLICY AND PROCEDURE**

Section I - Administrative

SUBJECT: FACILITY: USE OF COLLEGE CLASSROOMS

REVIEWER(S): Dean of Student Affairs and Enrollment Management*
Dean of Administrative and Financial Services

I. POLICY:

As available, classrooms and the auditorium of the college may be used by other CHS facilities, non-CHS health/education related groups or organizations, and may be used for non-academic personnel/student functions*.

*Student/personnel groups are defined as those groups which are comprised of predominantly students, staff, or faculty for non-academic occasions.

II. PROCEDURE:

- A. College classes have first priority on rooms. Once classes for an upcoming semester have been booked, rooms are "released" so that *team members*, students, or outside organizations may reserve space. Room release will occur not later than 60 days prior to the start of a new semester. Additional releases and reservations are made by the registrar as additional classes are scheduled or cancelled.
- B. Once room release has occurred, CCHS groups may reserve on a first-come, first-served basis through support staff that are designated as "schedulers." Requests for use of classrooms and/or the auditorium, by groups outside CCHS, are made to the registrar and should be in writing or email.
- C. If space is available for outside groups on the dates/times requested, the registrar reserves the space and notifies the requester by sending a copy of the appropriate agreement (see attached). A signed copy must be returned for the agreement to be complete. It is understood that rules and regulations regarding usage are upheld.
- D. In addition, if the requester is a non-CHS health/education related group/organization, the registrar will provide notification of the usage fee that must be paid to the business office prior to use. In unique cases, a member of president's council may waive the fee.
- E. CCHS *team members* may reserve meeting space on a fee-waiver basis provided:
 - The CCHS *team member* will be present at all times during the meeting/event.
 - The group reserving space is healthcare or education related.
 - The normal contract is signed and financial responsibility for damage and cleanup is accepted.
- F. Room usage and technology charges are located on the attached table.
- G. An Agreement for Use of Rankin Education Center by Non-CHS Organizations (attached) is used and referred to the appropriate persons. Referrals are made to the business office for payment of fees. Student services is responsible for notification to security if the use is on the weekend or in the evening, and for notification of housekeeping needs related to stocking toilet facilities. Referrals for parking arrangements are made to the dean of student affairs. CHS facilities are directed to make security and parking arrangements with the respective departments directly. No special arrangements for students or *team members* will be made unless special needs are requested

through the dean of student affairs. The receptionist is notified of the usage, maintains a copy of the usage agreement and should complete the welcome board prior to the meeting time.

H. The dean of student affairs or his/her designee is responsible for assuring the space is in good condition prior to and after use. If the facility is not left in good condition, the dean or another designee will contact the user regarding charges.

I. The Facility: Use of College Classrooms policy and procedure will be reviewed bi-annually.

III. APPROVAL:

Name: _____ Title: President Date: _____

**Carolinas College of Health Sciences
Room Rental Rates**

Room	Description	Occupancy	Standard Rate 4 hr min/hourly after	Non-Profit Rate 4 hr min/hourly after
137, 231, 232, 233	Conference room with whiteboard	8 – 10	<u>\$60.00</u> \$15.00/hour	<u>\$50.00</u> \$10.00/hour
144, 146	Science labs with whiteboard and presentation system	22	<u>\$150.00</u> \$40.00/hour	<u>\$100.00</u> \$25.00/hour
154	Nursing skills lab includes 8 stations with mannequins & hospital equipment	32	<u>\$500.00</u> \$125.00/hour	<u>\$400.00</u> \$100.00/hour
151, 157, 158, 161, 174, 211, 218, 240	General classrooms include a whiteboard (or chalkboard) and presentation system	20 – 40	<u>\$100.00</u> \$25.00/hour	<u>\$75.00</u> \$20.00/hour
190	Auditorium with whiteboard, presentation system, and audio conferencing capability	125	<u>\$350.00</u> \$90.00/hour	<u>\$250.00</u> \$65.00/hour
219	General classroom includes a whiteboard, presentation system, and audio conferencing capability	45	<u>\$150.00</u> \$40.00/hour	<u>\$100.00</u> \$25.00/hour
Lobby	Pre-function area available for use with classrooms and auditorium	25 – 75	<u>\$125.00</u> \$30.00/hour	<u>\$100.00</u> \$25.00/hour
A/V Package*	Presentation system (audio conferencing) includes projector, computer, VCR, DVD, and screen	n/a	<u>\$225.00</u> \$60.00/hour	<u>\$175.00</u> \$50.00/hour

*Available in rooms with presentation systems or audio conferencing capability