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Approved: Cheryl Thompson-Stacy  
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## Facility Use Policy

### 1.0 Purpose

The purpose of this policy is to define the rules and regulations pertaining to the use of College facilities by College departments, student organizations, outside organizations, and anyone else using College facilities.

### 2.0 Revision History

This policy was originally approved in April 1996, was first revised in July 2007, and was amended in 2015.

### 3.0 Applicability

This policy applies to any person or organization using College facilities.

### 4.0 Policy

College property is primarily dedicated to academic, student life, workforce training, and administrative functions and these functions take priority over other uses of College facilities. College departments wanting to reserve college facilities shall reserve these facilities through the campus facility coordinator. College department use of facilities should be consistent with College and State policies concerning the use of public resources. For example, a college department cannot reserve a facility for the purpose of an employee's child's birthday party or other personal use.

Student life is an important part of the college experience. Student organizations can reserve College facilities for use by the student organization when it doesn't interfere with the academic calendar or other previously scheduled events. Student organizations should make their request for facilities through the campus student activities coordinator who will contact the campus facilities coordinator.

College facilities, when not reserved for academic, student life, or administrative functions, are available for rent by outside organizations. Outside organizations shall follow the LFCC's Guidelines for Community Use of College Facilities and pay the appropriate fee.

All expressive activities held within a College building must be scheduled by a college department or student organization through the campus facilities coordinator. Common spaces within college facilities like hallways, student lounges, atriums, dining halls, libraries, and other common spaces are not available for expressive activity. Expressive activities held outside of College buildings shall not block access to buildings, obstruct vehicular or pedestrian traffic, substantially disrupt previously scheduled campus events, substantially disrupt college operations, constitute unlawful activity, or create a clear and present danger to public safety, as determined by the College Police & Security Department.

All spontaneous expressive activities shall occur outside of College buildings and shall not block access to buildings, obstruct vehicular or pedestrian traffic, substantially disrupt previously scheduled campus events, substantially disrupt college operations, constitute unlawful activity, or create a clear and present threat to public safety, as determined by the College Police & Security Department.

No political campaigning activities are permitted inside College buildings unless hosted by a College department, student organization, or outside group reserving space. The College's facilities are reserved on a first-come, first-served basis and may be denied if it is determined that the political campaign activity would substantially disrupt college operations.

No commercial activities shall occur on College property without an approved contract on file or other approval from the LFCC Procurement Office.

## 5.0 Definitions

**College Departments:** Any recognized College Department as found on the official LFCC Organizational Chart.

**Commercial Activity:** Buying or selling of goods or services. Fundraisers performed by LFCC departments, LFCC employees, or student organizations are not considered commercial activity.

**Expressive Activity:** Meetings or other group activities of students or student organizations; speeches, performances, demonstrations, rallies, vigils, and other events by students, student organizations, and outside groups invited by student organizations; distributions of literature such as leaflets and pamphlets; and any other expression protected by the First Amendment to the U.S. Constitution.

**Outside Organization:** Any organization that is not a College Department or a recognized student organization.

Political Campaign Activities: The distribution of literature, speeches, demonstrations, rallies, and any other activities promoting a political agenda, including candidates running for local, state, and federal public office.

Spontaneous Expressive Activity: Expressive Activities as defined above that are not scheduled in advance.

Student Organization: Any student organization that is officially recognized by the Office of Student Life.

## **6.0 Responsibilities**

Facility coordinators for the respective campuses are responsible for following this policy and standard facility use procedures. Outside organizations wishing to use the College facilities must adhere to LFCC's Guidelines for Community Use of College Facilities. The vice president of financial and administrative services is responsible for interpretation and enforcement of this policy.

## **7.0 Procedures**

Anyone wanting to reserve a college facility shall contact the campus facility coordinator for the respective location, giving at least 24 hours' notice. LFCC's Guidelines for Community Use of College Facilities establish the procedures for use of College facilities by outside organizations.

## **8.0 Sanctions**

Anyone failing to comply with this policy may be asked to leave College facilities and may have future facility privileges revoked.

## **9.0 Interpretation**

Authority for interpretation of this policy rests with the vice president of financial and administrative services.

## **10.0 Authority/Reference**

Virginia Community College System Policy 6.5.1 and 6.5.2

Guidelines for Community Use of College Facilities