

Title:	Facility Usage Manual
Effective Date:	05/01/2023
Date of Last Revision:	04/18/2023
Review Date:	
Cancellation:	
Responsible Office:	Facility Management

Facility Usage Manual

Policy

The primary purpose of all South Louisiana Community College facilities is to provide educational instruction to current and prospective students through programs, activities, and events in pursuit of the strategic mission of the College. Beyond this use, these facilities may be available to external organizations or groups, if this usage does not interfere with the College's ability to fulfill its intended mission or negatively impact the College in any manner.

This Facility Usage Manual provides a framework for all SLCC community partners, businesses, employees, and students for the prioritization of usage, the establishment of special considerations for particular use, the defining of procedures to request and schedule these spaces, the establishment of fees for the renting of these spaces, and to define rules and requirements for all users for any usage of SLCC facilities.

Under the oversight of the Vice Chancellor of Administration and Finance, the Office of Facility Management is tasked with the implementation and maintenance of this plan. This office shall make reasonable effort to keep all information in this plan current and ensure this manual is accessible to all members of the College community.

Attachments

- Facility Usage Manual
- SLCC Safety Rules
- Facility Usage Fee Schedule
- External Event Rental Request Form
- Special Event Request Form
- Request for Alcohol at SLCC Internal Event Form
- External Event Fee Waiver Request Form
- FMX Event Request Procedures
- Department of Facilities and Security Management Guidelines for processing Internal Event Request
- Department of Facilities and Security Management Guidelines for processing External Event Request
- Mobile Food Vendor Agreement

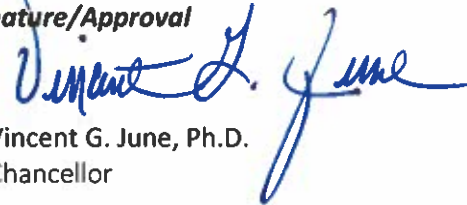
- Mobile Food Vendor Internal Procedures
- Internal Event Food Truck Request Form

Review Process: FM-405

Reviewing Committee/Entity	Review Date(s)	Approval Date	Effective Date
Responsible Office	Init. 04/18/2023		
Committee for Institutional Policy Review	Init. 04/18/2023	Init. 04/18/2023	05/01/2023
Executive Leadership Team	Init. 04/27/2023	05/08/2023	

Chancellor's Signature/Approval

SIGNATURE:


 Vincent G. June, Ph.D.
 Chancellor

DATE:

5/8/23

Final Distribution: FM-405

Electronic: posted to College's website and sent via email to college personnel

Hard copy: Original to Executive Assistant to the Chancellor for Master Policy Binder, copy to Chair of Committee of Institutional Policy Review