

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**BUSINESS SERVICES**

**FACILITIES USAGE**

**POLICY 3513**

**ADOPTED: 01/22/1991**

**AMENDED: 12/17/1991**

**AMENDED: 03/17/1992**

**AMENDED: 04/21/1993**

**AMENDED: 01/24/2023**

The use of College facilities by various groups and constituencies of the College and the community at large will be allowed providing:

1. Use does not interfere or conflict with the normal operation or educational programs of the College.
2. Use is consistent with College philosophy and mission in accordance with state and local laws or ordinances.
3. Use conforms to the general procedures and conditions governing the use of facilities for the College.
4. Use is pursuant to a written agreement establishing the permitted terms and conditions of such use.

All leasing of facilities will be authorized by the Vice President of Business Services or designee.

Charges will be required unless waived by the Board of Trustees.

Certificates of insurance are required unless waived by the Board of Trustees.

Out-of-district and for profit organizations will also be allowed to use the facilities provided all requirements of this Policy are satisfied.