

Business Operations Series—6000

## **USE OF FACILITIES, EQUIPMENT AND RELATED SERVICES**

Chemeketa Community College facilities, equipment and related services shall only be used for college-related activities. Employees and other public officials of the college are prohibited from using facilities, equipment and related services for personal use or personal benefit.<sup>1</sup>

The president/chief executive officer or designee is authorized to accommodate nonprofit organizations' request to use college facilities, equipment and related services where such an accommodation would be in support of the college's mission. College needs will be met prior to making facilities, equipment and related services available to community groups and organizations.

College facilities may be used for commercially related activities, if they support the college's mission and are approved by the college president/chief executive officer or designee on a case-by-case basis. College needs will be met prior to making facilities, equipment and related services available to community groups and organizations.

The college shall maintain facilities use guidelines that indicate reasonable fees that may be charged or reimbursed for the use of facilities, equipment and related services. A facility use agreement or contractual agreement shall be required for use by all external organizations whether nonprofit or commercial.

Use of designated Free Speech areas is administered by the Dean of College Life and Retention according to the Free Speech guidelines.

The use of college facilities, equipment and related services does not necessarily imply the endorsement of any organization.

July 17, 1985

*Adopted College Board of Education*

July 20, 2011; March 18, 2015

*Revised College Board of Education*

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<sup>1</sup> Government Ethics ORS 244 et al. See also Policy 1740.