

## 09.01 Availability of College Facilities

Original Approval: DATE

Last Updated: DATE

Last Reviewed: DATE

### Policy / Purpose:

It is the policy of Wallace Community College – Selma (WCCS) to ensure the College campuses and facilities are available for use by state, county, city, and non-profit agencies which support the College's mission and goals.

In addition, WCCS ensures compliance with [Board Policy 500.01](#).

### Scope:

This policy applies to all WCCS students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with this policy.

### Definitions:

*Internal Facility Usage:* Internal facility usage is facility usage by the College for college led events and activities across all campuses.

*External Facility Usage:* External facility usage is facility usage by approved community organizations, local, state, and federal governments, and educational institutions.

*Ad Astra:* Software platform used for facility utilization.

### Details:

1. The College campuses and facilities are open to students, faculty, staff, and authorized visitors for the sole purpose of supporting the College's mission and goals.
2. Unauthorized individuals or authorized individuals who are not in accordance with the College's rules and regulations will be required to leave campus. Individuals who do not leave as requested may be arrested for trespassing in accordance with [Board Policy 510.10](#).
3. **Free Parking:** There is free parking on all campuses.

### Procedure(s):

1. The College utilizes the Ad Astra platform for facility utilization. All events must be reported through Ad Astra by application submission.
2. The Operations Projects Coordinator will work with employees who will be utilizing the Ad Astra platform for facility usage, such as campus directors, campus administrative assistants, facilities directors, maintenance personnel as assigned by the facilities directors, police, and information technology personnel.

3. Non-employees who wish to request the use of a college facility for a community organization, local, state, or federal government or educational institution should read the policy for use of college facilities and complete the external facility usage application online at [ADD LINK HERE](#). Questions about scheduling external facility usage events should be directed to the [ADD POSITION TITLE HERE](#).
4. Employees who wish to request the use of a college facility for a student activity or college event should complete the internal facility usage application online at [ADD LINK HERE](#).

**Additional Provisions / Information:**

There are no Additional Provisions / Information applicable to this policy.