

# VERMONT TECH

## Manual of Policy and Procedures

<i>Title:</i>  <b>Use of College Facilities - For Employees</b>	<i>Number:</i> <b>T 601</b>	<i>Page(s):</i> <b>1</b>
	<i>Date:</i> <b>May 15, 2017</b>	

### PURPOSE

The use of College facilities by employees and affiliated personnel for special events (e.g., wedding receptions, reunions, etc.) may be granted on an individual and limited basis during periods when the College facilities are available and when the event does not conflict with campus and/or student activities. Normally, these types of events will not be scheduled during the traditional academic year.

### STATEMENT OF POLICY

#### 1. Proposal

A proposal of the event should be submitted to the President of the College at least forty-five (45) days prior to the planned event. This proposal must include the following:

- A. The facilities requested.
- B. The physical set up for the space requested (tables, chairs, etc.).
- C. Any arrangements for food and liquor. The campus food service contractor must be given the opportunity to cater the event.

#### 2. Review


The President of the College will review the proposal, and the approval or refusal will be determined within fifteen (15) days after the receipt of the proposal.

#### 3. Charges

Upon approval, minimal charges will be assessed for any heating, electricity, security, maintenance, and other college expenses.

### POLICY MODIFICATION HISTORY

- I. The following dates reflect chronological changes made to this policy which are henceforth considered depreciated.
  - a) October 1984
  - b) August 2005
  - c) October 2009

Signed By:  Patricia Moulton President
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