

BUILDING UTILIZATION POLICY

College personnel and community organizations are welcome to use the College facilities for a variety of purposes, provided the activity is properly scheduled and approved by the Business Manager, Facilities Manager, Campus Police, Assistant to the Dean and, if media are required, the Media Coordinator. Requests must adhere to the following provisions, and parties must complete the enclosed Application for Use of College Facilities (available in the *Wayne College Guide*, on the College Web site, and in the mail room).

External Procedures

1. Three weeks advance notice is required for all functions.
2. All parties must complete *The Application for Use of College Facilities*.
3. Set-up and clean-up arrangements must be made in advance and to the agreement of parties involved.
4. The person submitting the request must oversee and supervise the event and work with the appropriate department (maintenance, police) to assure order.
5. A check for rental fees, payable to The University of Akron, must be submitted to the Business Office upon receipt of an invoice. If a deposit is required, payment must be received prior to the event.

Internal Procedures

1. Special programs or events planned by College personnel must be scheduled with the Assistant to the Dean at least three weeks in advance.
2. All parties must complete *The Application for Use of College Facilities*.
3. Set-up and clean-up arrangements must be made in advance and to the agreement of all departments involved. Maintenance personnel will assist in these activities, but the sponsor of the event should make their own arrangements for additional food service or other provisions.
4. Equipment is available (see checklist) for events. These must be arranged with appropriate departments. All food and drink arrangements are the responsibility of the sponsor.
5. The sponsor will attend the event and work with the appropriate department to maintain order.