



Policy Name:	Facility Usage
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TCAT-D Policy Number:	FM-100
Effective Date:	June 1, 2015
Date of Last Revision:	August 19, 2020
Functional Area:	Facilities Management

## Facility Usage Policy

### Scope:

The Tennessee College of Applied Technology (TCAT) – Dickson and Clarksville Campuses provide reasonable access to its multipurpose rooms and conference rooms to entities, (Recipients), who need occasional space to perform training for their business or for the purpose of training provided to the general public by community organizations. All usage of the campus facilities must tie to a training focus. Physical areas of the school are provided without regard to race, color, or national origin.

### Policy:

#### Facility Usage

Use of campus facilities (Facility) may not be used as a permanent extension of services provided by any organization. Repeated ongoing usage should not exceed once per month; training programs for community service may be considered for increased dates, as needed.

#### Steps for Facility Usage by External Organizations

1. The request for facility usage form is submitted for approval to the Assistant to the President
2. The approved request is routed to the Assistant to the President
3. The organization is notified of facility use approval, or non-approval, and is recorded on facility use calendar
4. The Assistant to the President notifies maintenance staff and IT staff of needs related to set up
5. Maintenance and IT staff place the facility use on their working calendars
6. On the date of facility usage, instructions are provided to organizations on expectations on how to leave the room and how it will be secured at the close of usage

## AFFILIATED ENTITY USE

Each TCAT shall determine the campus location, days, and hours that will be available to Affiliated Entities and Affiliated Individuals for uses other than normal educational activities. They shall be documented in writing at each TCAT facility. Copies shall be made available upon inquiry.

The following campus locations will be made available to Affiliated Entities and Affiliated Individuals, Recipients, during the identified days and hours at no cost or with a cost if a staff member is needed to open and close the facility:

### **Dickson Campus**

- a. Sullivan Room, Monday—Friday, 7:30am-4:00pm.
- b. Designated Garden Area and Greenhouse, N/A to school hours
- c. The Sullivan and Conference Rooms will be made available for evening and weekend events based upon:
  - 1) The sponsorship of a TCAT employee who will be present to open and close the building, ensuring that the facility is properly cared for and cleaned prior to leaving, or
  - 2) Paying an appropriate fee to cover the cost of a staff member to open and close the facility

### **Clarksville Campus**

- a. Building A - Former AOT Classroom, Monday—Friday, 7:30am-4:00pm.
- b. Building A - Former office area, Monday – Friday, 7:30am-4:00pm.
- c. Main Building – Special Industry Classroom, Monday—Friday, 7:30am-4:00pm.
- d. Main Building – Conference Room, Monday—Friday, 7:30am-4:00pm.
- e. Each location will be made available for evening and weekend events based upon:
  - 1) The sponsorship of a TCAT employee who will be present to open and close the building, ensuring that the facility is properly cared for and cleaned prior to leaving, or
  - 2) Paying an appropriate fee to cover the cost of a staff member to open and close the facility

The following campus locations will be made available to Affiliated Entities and Affiliated Individuals during the identified days and hours at the TCAT rental structure identified on the Facilities Use Agreement:

- a. N/A
- b. N/A

## **NON-AFFILIATED ENTITY USE**

Non-affiliated entities or non-affiliated individuals who wish to utilize designated TCAT facilities must complete the Facilities Usage Application. This application must be submitted to the President or designee at least five (5) business days prior to the event. The President or designee will review the requests. Approval or denial of the request will be in writing and may take the form of an email message. Disapproval of

the request to use the unassigned areas will include a statement regarding the basis for the disapproval.

The following campus locations will be made available to Non-Affiliated Entities and Non-Affiliated Individuals during the identified days and hours at no cost if the organization has an educational or workforce development mission.

### **Dickson Campus**

- a. Sullivan Room, Monday—Friday, 7:30am-4:00pm.
- b. Designated Garden Area and Greenhouse, N/A to school hours
- c. The Sullivan and Conference Rooms will be made available for evening and weekend events based upon:
  - 1) The sponsorship of a TCAT employee who will be present to open and close the building, ensuring that the facility is properly cared for and cleaned prior to leaving or,
  - 2) Paying an appropriate fee to cover the cost of a staff member to open and close the facility

### **Clarksville Campus**

- a. Building A - Former AOT Classroom, Monday—Friday, 7:30am-4:00pm.
- b. Building A - Former office area, Monday – Friday, 7:30am-4:00pm.
- c. Main Building – Special Industry Classroom, Monday—Friday, 7:30am-4:00pm.
- d. Main Building – Conference Room, Monday—Friday, 7:30am-4:00pm.
- e. Each location will be made available for evening and weekend events based upon:
  - 1) The sponsorship of a TCAT employee who will be present to open and close the building, ensuring that the facility is properly cared for and cleaned prior to leaving or,
  - 2) Paying an appropriate fee to cover the cost of a staff member to open and close the facility

The following campus locations will be made available to Non-Affiliated Entities and Non-Affiliated Individuals (no sponsor) during the identified days and hours at no cost:

- a. N/A
- b. N/A

The following campus locations will be made available to Non-Affiliated Entities and Non-Affiliated Individuals who are not sponsored by an Affiliated Entity or Affiliated Individual during the identified days and hours at the TCAT rental structure identified on the Facilities Use Agreement:

- a. N/A
- b. N/A

The Facility, per this policy, assures that no person shall be denied access on the grounds of race, color, national origin, or sex, as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 (P.L. 100.259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination.

The Recipient further assures every effort will be made to ensure non-discrimination in all of its programs, activities, and invitees whether those programs and activities are federally funded or not. The Recipient is also responsible for initiating and monitoring Title VI activities per the above guidelines.

**Source:**

June 1, 2015	Original
August 5, 2016	Clarksville verbiage added
August 16, 2018	Title VI verbiage added
August 19, 2020	Updated titles and reporting structure