



Public Use of VCFA Facilities Policy

May 31, 2011

It is the policy of the College that all VCFA-managed facilities be utilized primarily in pursuit of its educational and artistic mission, and secondly be made available on contractually-stated terms to others for uses compatible with the College mission, its educational and community service goals, and its public image. These facilities include the VCFA Library, other VCFA buildings (not leased to long-term tenants), and VCFA property and grounds.

The VCFA Library holds a separate use agreement with the public. Any individual or organization seeking to use the VCFA Library should consult the **VCFA Library Policy** regarding public use of this facility.

Any other VCFA facility, including buildings and grounds not leased to long-term tenants, must be requested for use through the office of Campus Services. VCFA maintains the right to determine what is deemed an appropriate use of a Campus facility. The use of College facilities are available on a non-discriminatory basis and shall be subject to and be subject to rules and regulations unique to each particular space, room, and building.

Any organization seeking to use a Campus facility is required to enter into a contractual agreement with VCFA through the office of Campus Services. This contract clearly and explicitly covers topics including required insurances, supervision and liabilities. The contract explicitly states that the event is not associated with nor sponsored by VCFA and that VCFA assumes no risk associated with the event. Please contact Campus Services for more information.

A usage fee normally applies for use of Campus facilities. The fee schedule is revised periodically as part of the annual fee schedule. Limited donation of space is made at the discretion of VCFA. When facility usage fees are waived, all facilities policies remain in effect and must be followed.

Control and/or management of a campus facility shall not be automatically assumed, or fee waived, because of enrollment, employment, or other relationship with VCFA. The VCFA Staff discount for personal use of Campus Facilities is 50%.

Damage to VCFA property as a result of a group function will be the responsibility of the client. VCFA policy prohibits the covering of building signage or emergency procedures without written prior permission, and no open flame devices may be used at VCFA. VCFA cannot

assume responsibility for the damages to, or loss of, any articles left prior to, during or following any event or use of the VCFA campus.



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