

**WESTERN NEBRASKA COMMUNITY COLLEGE  
POLICIES AND PROCEDURES**

SECTION: College Organization           200.0000.12  
SUBSECTION: College Facilities           235.0000.16

*Use of College Facilities and Equipment*  
**Policy Number: 235.0050.96**

**POLICY**

Requests for usage of College facilities, equipment, or materials by employees, students, or outside organizations shall be made to the Chief Administrative Services Officer. Requested utilization not in conjunction with the College's role and mission, as designated in Nebraska statutes, shall be assessed charges for such usage. The College reserves the right to deny usage of College facilities, equipment, or materials for purposes not conducive to the interest of the College, its employees, students, or community as a whole. Unauthorized use or possession of College facilities, equipment, or materials is strictly forbidden.

Violation of this policy by College employees may lead to disciplinary action.

**DEFINITIONS**

N/A

**APPLICABILITY**

N/A

**Adoption Date:** 1996

**Revision Date (and Board of Governors' Minutes Item Number):**

**Prior Policy/Procedure Number:**

**Schedule for Review:**

**Divisions/Department Responsible for Review and Update:**

**Sponsoring Division/Department:**

**Rescinded Date:**

**Cross Reference:**

**Procedure(s) for Policy:**

**Related Policies/References:**