



OKLAHOMA CITY COMMUNITY COLLEGE

TITLE: ADMINISTRATIVE PROCEDURE NO. 5008

CLASSROOM FACILITIES SCHEDULING (NON-CLASS RELATED)

All external groups interested in the utilization of College classroom facilities should contact the College Union Office. The College Union Office will then contact the appropriate college administrator for scheduling. The decision to accept or reject a request for classroom space usage is based on the availability of the needed facilities and the appropriateness of the event. Instruction has priority over all other activities.

Established procedures:

1. Priorities:

Priority #1 - Instruction - credit and non-credit courses

Priority #2 - College-Sponsored Activities - Activities initiated by College personnel and conducted to serve the needs of students, faculty, staff, or the community.

Priority #3 - Public Service Activities - non-profit making activities, other than the College, which serve the community in an educational capacity and/or enhance the image of the College.

Priority #4 - All other users. When available, classroom space can be rented to groups to generate revenue. Once an activity has been scheduled, the College will give every consideration to accommodate the event. However, the College reserves the right to cancel an event when cancellation is the only way a higher priority event may be accommodated.

2. Physical arrangements:

a. Classrooms will not regularly be rearranged.

b. Audio-visual equipment must be requested through Educational Support Services.

3. Academic Calendar:

Times when the building is not available for scheduling:

The building will ordinarily not be scheduled during holiday times such as Thanksgiving, Christmas, New Year's, and Spring Break when the campus is closed.

Revised: 03-26-2001