

Student Use of Facilities

RVC Administrative Procedure (4:10.230)

Purpose

This procedure outlines how recognized student clubs and organizations may reserve and use College facilities. Rock Valley College supports student engagement, organizational activities, and student life, and this procedure helps ensure facilities are used in an orderly, safe, and equitable manner.

Scope

This procedure applies to all Rock Valley College student clubs and organizations seeking to use College facilities.

Department and Primary Point of Contact Involved

Department: Student Life & Plant Operations Maintenance

Primary Contact: Student Activities Coordinator

Procedure

Eligibility

Only officially recognized student clubs and organizations are permitted to reserve and use College facilities under this procedure. Individuals seeking to use College facilities must contact Plant Operations and Maintenance (POM).

Facilities Usage Application (FUA)

To request the use of College facilities, the student group's advisor must complete the Facilities Usage Application (FUA) located with POM at least two weeks in advance of the requested usage date. The FUA requests details regarding the event, including the date, location, and other logistical information. Advisors should provide as much detail as possible and, if the event requires a specific room layout, they are encouraged to attach a diagram of the desired setup.

Facilities Usage Application Submission

Once the FUA is complete, the advisor must sign the form and submit it to the Student Life Office. Student Life will review the form for accuracy and scheduling conflicts. If approved, Student Life will forward the FUA to Plant Operations and Maintenance (POM) for final approval. If errors or conflicts are identified, Student Life may deny the FUA and will provide the rationale for the denial to the advisor.

Using the Space

Student groups are required to keep reserved spaces clean and orderly. If furniture is moved during an event, the group must return it to its original arrangement before leaving. If food is served in a College space, the group must ensure that all food is removed and the space is cleaned for the next use. Failure to properly clean a College space may result in the loss of reservation privileges.

Rock Valley College

Facility Use Restrictions

Student clubs and organizations shall comply with any time, place, and manner restrictions placed on facility use by the College. Such restrictions may be imposed to ensure the orderly operation of the College and to protect the safety of the campus community.

More detailed instructions for group advisors can be found in the Student Life Handbook.

Related Documents

- Student Life Handbook
- Facilities Usage Application

Reference: AR 314

Implemented: April 8, 2014

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