



Opportunity Lives Here

Southern Virginia Higher Education Center Policy

Policy # 3201

Policy Title: FACILITIES USE and SCHEDULING POLICY

Responsible Oversight Director: Chief Finance & Operations Officer (CFOO)

Date of Current Revision or Creation: June 2010

A. PURPOSE

The purpose of this Southern Virginia Higher Education Center (SVHEC) policy is to provide guidelines for facilities use and scheduling events and activities on the campus.

B. AUTHORITY

Virginia Code Section 23-231.24-29, as amended, grants authority to the Board of Trustees to establish rules and regulations for the institution. Section VIII (E) of the [Board of Trustees Bylaws](#) grants authority to the Executive Director to implement the policies and procedures of the Board relating to the SVHEC operations.

The policies of the SVHEC fall within the following framework and hierarchy and, therefore, are subject to compliance with laws and regulations instituted by higher levels of authority:

1. Federal laws and regulations
2. State laws and regulations
3. Board of Trustees policies
4. **SVHEC policies**
5. Departmental policies and procedures

In the event of a conflict between different levels in 1 through 5 above, the lower numerical heading shall take precedence over higher numerical heading.

C. DEFINITIONS

Facilities – Buildings, grounds including parking lot, infrastructure, and equipment and technology assets owned and/or controlled by the SVHEC.

D. SCOPE

This policy applies to SVHEC staff, partners, individuals, and entities that request and schedule events and activities on the SVHEC campus. Procedures for this policy are maintained by the Operations Department. For the consideration of the SVHEC policies, the website, www.svhec.org, is the official location of SVHEC policies.

E. POLICY STATEMENT – see **ADDENDUM**

1. Any request for the use of SVHEC facilities must be submitted in writing to the SVHEC Operations Manager or Designee using the SVHEC Special Event Request Form.
2. The Operations Manager or Designee will acknowledge receipt of the request by signing the Special Event Request Form upon receipt and the Operations Services Coordinator will process the request in a timely manner.
3. The Operations Manager will determine the cost to be incurred and communicate to the Accounting Manager and the Requestor.

F. RELATED INFORMATION

[Special Event Request Form](#)
[SVHEC Rental Rates](#)

¹Procedures are not a part of the policy document. They are maintained separately.

POLICY ADDENDUM

The mission of the Southern Virginia Higher Education Center (SVHEC) is to advance the economic potential of Southern Virginia through education, innovation, and collaboration. This mission stimulates economic development and creates jobs that support our local economy.

The SVHEC operates under a collaborative model under which institutional partners rent dedicated space for administrative offices. The remainder of the building is shared by the partners based on availability and need. Priority for common space will be given to SVHEC existing institutional partners, followed by other institutions and agencies of the Commonwealth of Virginia.

The Center's Board of Trustees, or its Executive Director upon delegation, must approve the use by external agencies and entities of any available space in the SVHEC. Approval of requests from entities other than our institutional partners to lease space in the SVHEC is within the discretion of the Board of Trustees or the Executive Director. Criteria that may be considered include, but are not necessarily limited to, the following:

1. The contribution made by the cultural, educational or service program that the entity offers to the SVHEC's mission to enhance higher education and create jobs in the region.
2. Whether the program offered by the entity complements or competes with the existing programs offered by the SVHEC's institutional partners.
3. Economic sustainability of the entity.
4. Ability and commitment to adhere to the rules and policies for the SVHEC established by the Commonwealth and the SVHEC's administration and to operate within the SVHEC's normal hours of operation.

Entities that have been determined by the IRS to have not-for-profit status will be favored. A request to use space in the SVHEC made by a for-profit entity may be considered, subject to the above criteria or others in the discretion of the Board of Trustees, if the entity provides educational opportunities that are necessary to fulfill training and educational needs within the Southern Virginia region.

Tenants will enter into a rental agreement, or other appropriate agreement as required by law, that will contain the terms for occupying space in the SVHEC, including term, rental rates, insurance requirements, default terms, signage, and required activities to support building safety and security.

POLICY HISTORY

Executive Director – Approval of Interim Alteration



Executive Director's Signature 03/25/2015
Date

Director Policy Review Committee & Policy Responsible Oversight Director - Approval to Proceed:



Responsible Oversight Director's Signature 03/25/2015
Date

Director Policy Review Committee & Policy Responsible Oversight Director - Approval to Proceed:



Responsible Oversight Director's Signature 7/1/2013
Date

Executive Director – Provisional Approval of Policy:



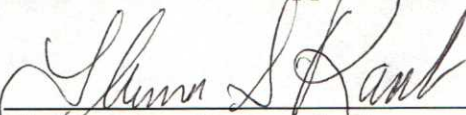
Executive Director's Signature 7/1/2013
Date

Date of Presentation to Board of Trustees: September 2, 2015

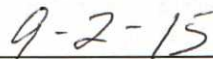
Date of Approval by Board of Trustees: September 2, 2015

Default Approval Date (if necessary):

Board of Trustee – Approval of Policy:



Chairman's or Designee's Signature



Date

Scheduled Review Date: September 2020