

LAKE TAHOE COMMUNITY COLLEGE DISTRICT

REGULATION 7.27 D.

Board Policy Manual Section: 7.27 D. Public Use of District Facilities, Application Procedure

A. Limitations and Deadlines for Application(s)

1. All requests for use of facilities except for those listed below must be submitted to the Maintenance and Operations Department in advance (minimum two [2] weeks) of the date of the activity.

Other requests for use of facilities should be submitted as follows:

Physical Education Center: P.E. Department, extension 338

Theatre: Instruction Office, extension 225

Board Room, Aspen Room, Meeting Room A106: President's Office, extension 210

A copy of an approved request is to be provided by each contact to the Director of Maintenance and Operations to ensure coordination of use of facilities, as appropriate.

2. Groups or organizations may make application 30 days before the beginning of the quarter in which use is requested unless an exception is granted by the Superintendent/President.
3. No use of the buildings or grounds shall be granted for a period exceeding one (1) quarter. The use is renewable and revocable at the discretion of the Board of Trustees at any time subject to College program needs.

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