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**3357:15-17-01 Internal Priorities for Use of Facilities.**

All facility requests will be reviewed on the following priorities:

- (A) Regularly scheduled classes, both day and evening, which are a part of an associate-degree program offered by the College.
- (B) Regularly scheduled classes, both day and evening, which are a part of an adult certification program offered by the College.
- (C) Continuing education and contract training courses offered by the College for occupational advancement, refresher and retraining purposes.
- (D) Workshops, seminars and meetings organized and conducted by the College.
- (E) Social and recreational activities for students of the College.
- (F) Special courses, workshops, seminars and meetings organized and conducted by business and non-profit organizations and not facilitated by Stark State College.
- (G) Regularly scheduled courses conducted by Kent State University for which facilities are not available in other buildings on the Stark Campus.
- (H) Other educational, social, civic and recreational activities.

**3357:15-17-02 Use by External Organizations, Companies and Individuals.**

- (A) Organizations, companies and individuals may request facilities at Stark State College if their function falls within the scope of rule 3357:15-17-01 of the Administrative Code.
  
- (B) General Rules for Facilities
  - (1) The organizations, companies and individuals using the College are responsible for any damages resulting from their use of the facilities.
  - (2) Organizations, companies and individuals accepting space assume all responsibility for personal accident or injury to participants. All users of the facilities shall comply with all Federal, State and Local laws.
  - (3) Arrangements for decorations requiring attachment to the building or its fixtures must be approved in advance by the registrar.
  - (4) Authorization must be granted by the registrar to bring equipment and supplies into the College.
  - (5) Alcoholic beverages are not permitted on campus. Food must be confined to areas designated for that purpose. Smoking is not permitted in any campus buildings. Failure to clean up after an event will result in a charge for custodial services.
  - (6) No keys are given to external organizations.
  - (7) Generally, facilities may not be reserved more than six months in advance of the event.
  
- (C) Procedure for Handling Requests
  - (1) All organizations requesting use of facilities must apply to the Registration Office and complete the building usage form that includes the following:
    - (a) Date(s) requested
    - (b) Time(s)

- (c) Name of organization
- (d) Purpose of meeting
- (e) Equipment requested
- (f) Multimedia requirements
- (g) Estimated number attending
- (h) Room configuration
- (i) Signature of authorized person

(D) Charges

- (1) Organizations, companies and individuals using space during normal College operating hours will be assessed fees on the following basis and in accordance with the Building Usage Schedule of Charges:
  - (a) Class I. Members of this group are SSC PARTNERS, SSC SUPPORTERS, and non-profit organizations that request space and collect no fees. Space shall be granted to these organizations without a facility fee during normal College operating hours. Organization(s) requesting space outside of normal College operating hours shall be charged for the use of the facilities.
  - (b) Class II. Companies, individuals, non-profit organizations (collecting fees) utilizing space not sponsored or facilitated by Stark State College shall be charged for the use of the facility.
- (2) The vice president for business and finance has the discretion to adjust charges in specific situations.
- (3) Organizations, companies and individuals using Stark State College as a facilitator are not charged facility use fees.

- (4) Requests for use of facilities outside of the normal College operating hours will be assessed an additional charge to defray the cost of maintenance and security. A minimum of four hours is required on Sunday or holidays.
- (5) Multimedia equipment may be rented from Stark State College based on the Building Usage Schedule of Charges.

#### BUILDING USAGE SCHEDULE OF CHARGES

##### Facility Charges

	Class I*	Class II
Meeting Rooms (This does not include lab rooms)	\$10 per hour	\$20 per hour
Auditorium, Atrium, Seminar Room (B125, Atrium, T107)	\$25 per hour	\$50 per hour

\*Outside normal working hours

General Audio Visual \$40 per day  
Pick any three from the list below:

Audio cassette player  
Slide projector  
VHS/TV  
Filmstrip projector  
Overhead projector  
PA/microphone (Auditorium)  
Flip chart w/writing pad & markers  
Poster easel  
Portable PA system w/mike  
Laserdisc player/TV  
Each additional item cost \$10

## Special Audio Visual

Equipment	Cost per day
Video camera/recorder	\$50 plus \$10/hr for technician
Teleconference (includes technician fee)	\$45 1st hour \$20 each add'l hour
LCD panel w/overhead projector	\$50 per day
Computer w/LCD panel & w/overhead projector	\$100 per day
Laser pointer	\$15 per day
VHS/45" TV	\$50 per day
AV operator assistance upon request (Minimum of 4 hr charge for Saturday)	\$10 per hour
Custodial/Maintenance	
After normal College working hours	\$25 per hour
Security	
After normal College working hours (Minimum of 4 hours for Sundays & holidays)	\$25 per hour
Event Clean up	
Clean up after caterer, if necessary	\$25 per day

**3357:15-17-03 Maintenance of Building and Grounds.**

- (A) The vice president for business and finance is responsible for the maintenance of the building(s) and grounds of Stark State College.
- (B) The vice president for business and finance shall arrange service contracts to care for the mechanical systems not covered in the basic maintenance and grounds contracts.
- (C) All conditions that are dangerous or potentially dangerous shall be reported to the vice president for business and finance. Upon notification of such conditions, the vice president for business and finance will take action to have the condition corrected. The vice president for business and finance may stop any activity if there is a clear and present danger to the College or its occupants.
- (D) The vice president for business and finance shall see that the College is in compliance with all codes for the operation of public buildings. The vice president for business and finance shall recommend to the Board of Trustees the necessary changes that are required to meet revisions in the law.

**3357:15-17-04 Space Utilization Reports.**

The vice president for business and finance will file all space inventory and utilization reports required by the Ohio Board of Regents.

### **3357:15-17-05 Physical Development Planning.**

The vice president for business and finance will assist in the physical development planning of the Stark State College Campus. The planning encompasses the following components:

- (A) Development Concepts:
  - (1) The environmental-physical features
  - (2) Quality
  - (3) Natural versus man-made
  - (4) Aesthetic - campus motif and future development
  - (5) Functional - activity areas, relationship and centroid
  
- (B) Planning Parameters
  - (1) Design standards
    - (a) Scale
    - (b) Materials
    - (c) Styles
    - (d) Color
  - (2) Density measures
  - (3) Time and distance

(C) Land Use

- (1) Building locations
- (2) Open spaces
- (3) Circulation and parking

(D) Buildings

Detailed plans pertaining to specific buildings

- (1) Preservation/renovation
- (2) Modification
- (3) Demolition/new construction

(E) Development Capital

- (1) Sources of funds
- (2) Application of funds
- (3) Time schedule for funds

**3357:15-17-06 Inventory Control.**

- (A) The vice president for business and finance shall maintain an inventory for all movable equipment which has a value of two hundred dollars per unit, which is nonexpendable, and which has a useful life of five years or more.
- (B) A physical inventory shall be taken in January by all department chairs having equipment assigned to their units.
- (C) The inventory process
  - (1) The staff accountant will review all invoices for capital equipment.
  - (2) The staff accountant will prepare the inventory control card for each item. The card will have all areas completed except the tag number and the room number.
  - (3) The staff accountant will turn the card over to the tagger, who will locate the item in the department and tag it. The tagger will note the room number and the tag number assigned to the reverse side of the card. The tagger will sign and return the completed card to the staff accountant.
- (D) The inventory control card will carry the following information:
  - (1) Property name
  - (2) Tag number
  - (3) Description
  - (4) Acquisition code
  - (5) Estimated life
  - (6) Category code
  - (7) Date acquired

- (8) Auditor's code
  - (9) Serial number
  - (10) P.O. number
  - (11) Building number
  - (12) Room number
  - (13) Department account number
  - (14) Cost
  - (15) Supplier
  - (16) Date tagged
  - (17) Tagger's name
  - (18) Deleted
  - (19) Comments
- (E) The inventory reporting system
- (1) Semi-annually a computer report will be issued in tag number sequence and filed with the vice-president for business and finance.
  - (2) Semi-annually a computer report will be issued by department with equipment listed by room number and in tag number sequence. This report will be filed with the vice-president for business and finance.
  - (3) Semi-annually a computer report will be issued by purchase order number sequence and filed with the vice-president for business and finance.

**3357:15-17-07 Security and Disaster Plan.**

The vice president for business and finance will develop a security and disaster plan for Stark State College. This plan will be disseminated to all full-time employees of the College.

**3357:15-17-08 Selecting and Displaying Artwork.**

- (A) Artwork shall be divided into two basic categories: permanent and transient
  - (1) Permanent works shall be those that are displayed with the intent that they not be moved for an extended period of time. These works could be owned by the College or be on loan.
  - (2) Transient works shall be those that are displayed on a temporary basis such as a showing featuring an artist's work. These works shall be owned by a private collector or artist and shall be on display for a specified period of time.
- (B) Areas in which artwork is to be displayed can be categorized as public, divisional, and private.
  - (1) Public areas are those which the general public and students commonly use.
  - (2) Divisional areas are those spaces which are designated for the use of one college division exclusively.
  - (3) Private areas are employee offices.
- (C) Areas subject to these guidelines shall be the public and divisional areas only.
- (D) Artwork shall be original or limited run signed prints. No photographic reproductions shall be permitted except for prints of a photographer's work. The subject matter of the works shall not be offensive to the general population; this, however, should not preclude controversial works. The size of the works shall be determined by the area in which they are to reside.
- (E) All permanent artwork to be placed in a public area shall be selected by the Campus Aesthetics Committee or outside consultants retained specifically for

that purpose, or they can be presented to the Campus Aesthetics Committee by an individual, company or organization for approval. Transient works shall be approved by the Campus Aesthetics Committee. All artwork to be displayed in a divisional area shall be approved by a committee of employees from that particular division.

- (F) Standardized labeling giving donor's name shall be provided for all art donated to the College.
- (G) A monetary evaluation of donated and purchased artwork shall be made by the Vice President of Business & Finance in accordance with standard accounting practices.

**3357:15-17-09 Smoke-free Facilities.**

- (A) Stark State College is a smoke-free facility
- (B) Smoking areas will be designated in restricted areas of the college grounds as identified by the vice president for business and finance. Smoking is not permitted at any other locations.
- (C) All employees share in the responsibility for adhering to this policy.
- (D) Notices shall be posted at the entrance to each building and at designated locations within the buildings by the Supervisor of Facilities indicating that smoking is prohibited.