2200 – College Facilities, Equipment, and Other Resources

Barton Community College believes in making its facilities available to the community it serves. Priority for use will be given to College sponsored events and activities. College facilities, equipment and other resources may not be used for personal benefit without prior approval from the College President.

All users are responsible for the proper maintenance of College facilities and equipment, and the conduct of those who use them. College equipment may only be taken off campus by employees or students for College related purposes, and with the written permission of the equipment supervisor.

Users may be required to obtain insurance and/or other financial guarantees prior to the use of College resources, and will be held financially and legally responsible for any damage or misuse to facilities and/or equipment, or violation of College rules and/or law. Fees may be charged for non-College use.

The College prohibits the possession and use of alcoholic beverages (unless its use is in accordance with Policy 1220-Service of Alcoholic Beverages for Special Events) and illegal drugs, the use of tobacco (other than outside and at least twenty (20) feet from any building entrance), and open flames (other than for academic labs), on the College's Campuses[1] and in College vehicles..

Persons provided with keys to facilities and/or equipment are responsible for the proper use of those keys.

Other procedures are as follows:

a) All use of Barton County campus facilities, with the exception of athletic facilities, is scheduled through the Office of Facility Management. Athletic facilities are scheduled through the Athletic Office. College users will complete a facility request form, while non-college users will complete a facility contract, provided by either office.
b) Use of Grandview Plaza and Military Schools facilities will be requested through the Military Programs Office at Grandview Plaza. Use of Fort Riley, Fort Leavenworth, and Educational facilities will be requested through the Dean, Fort Riley Learning Services and Military Programs at Fort Riley.
c) Any fees for facility use will be specified in the Facility Contract and will be paid to the College Facility Management office or the Athletic office for usage of athletic facilities. The facilities contract must be signed and returned, including the deposit, within ten (10) days of issue, or the contract may be considered void. A deposit of 50% of the total fee is due within ten (10) days of the issuance of the contract and is refundable with a forty-eight (48) hour notice to the Facility Management office/Athletic office. Deposits for

[1] The term "College Campuses" as it relates to alcoholic beverages, illegal drugs, the use of tobacco (other than outside and at least twenty (20) feet from any building entrance), and open flames (other than for academic labs) in this procedure includes the land and buildings on which Barton Community College's traditional Barton campus exists, the Golden Belt One Stop Facility, as well as the Grandview/Fort Riley/Fort Leavenworth campuses.

Camp Aldrich are refundable with a thirty (30) day notice to the Facility Management office (not applicable to Hunting contracts).

d) When decorating or setting up for an event, users may not alter the facility or equipment in any way without the permission of the Coordinator of Facility Management or his/her designee.
e) No building exit may be blocked for any reason.
f) Reports of damage, needed repairs, and/or missing items are to be reported to the Facility Management office or Military Programs Office.
g) Food service may be obtained at the Barton County Campus by contacting the College Food Service directly.
h) Supervisors of equipment who authorize the off-campus use of College equipment will maintain a sign-out and return procedure to insure the proper use and control of that equipment.
i) Keys are issued by the Facility Management office to employees upon approval of their supervisor. Upon termination of employment, keys are to be returned to the Office of Human Resources.
j) The Kirkman Student Activity Center, the Physical Education main gym, and the weight room are open to Barton Community College students, faculty, and staff members when not in use by athletic teams or other scheduled groups. Campus access times will be published for the use of the weight room. The swimming pool is open to Barton Community College students, faculty, staff members and the general public when not in use by athletic teams or other scheduled groups. Public access times will be published for the use of the swimming pool. A certified lifeguard / fitness monitor is required during open access times for both the weight room and the swimming pool. Outside groups or individuals wishing to schedule Barton's facilities must make a facility request through the Athletic Office and will be required to complete a facility contract.
k) Annual employee memberships are available to the Harms wellness center upon completion of the physical fitness class or a waiver from the Dean of Academics. Membership fees will apply and are determined by the Dean of Academics.
l) Faculty and staff may request assistance from the IT department for the purposes of gathering data for research projects provided they have received approval from the College President. The following criteria apply to requests for approval:

    1. Data should only be requested that cannot be obtained from data already stored and available on the IT/IR web page at http://bartonccc.edu/ir/.
    2. The data must be required for educational reasons to support Barton Community College related professional development opportunities for the employee.
    3. Requests for data that support required degrees or certifications for the employee will receive preferred consideration. Other request will be reviewed on a case-by-case basis. After approval the data pulls may take several months especially during peak reporting times and if queries need development. Data will be provided in raw form.
    4. Requests for data that support research that is of direct benefit to the college will receive preferred consideration.
    5. An estimate of the time required to collect the data must accompany the request for approval.
    6. Requests must be first submitted to the Data team for review, if they meet the criteria listed above they will be forwarded to the College President for approval. Use the criteria on the Data Request form at http://forms.bartonccc.edu/ir/data_request.htm.

Once approval has been received, the request will be sent to the Chief Information Technology Officer (CITO) by the employee. Approval must be obtained prior to the request being sent to the CITO and permission must accompany the request.

(Based on policy 1200; revised and approved by President on 1/23/12)

Minor revision on 10/24/13