

Plaza De Cavanaugh Community Room Process Document

Purpose

The Plaza De Cavanaugh room is dedicated to the pleasure of citizens of Barton County. It is a high priority of the donor and the College that we have a nice meeting room to be used by the people of the community. A secondary purpose is to develop a better relationship with the citizens we serve by extending a place on campus to use for their special events, such as personal gatherings (club meetings, birthday celebrations, book club, etc.) or for business meetings or trainings. Many corporations have intermittent business meetings for their administration or staff members such as retreats, management meetings, or continuing education. The Plaza De Cavanaugh room is to be used for discontinuous purposes, meaning no regular monthly events are prescheduled on a long term basis (monthly club meetings for a year, etc.) making the room available for a broader audience throughout the year. Barton Community College personnel can reserve the room for special events on a short term basis (a few hours). These reservations may be made for the following purposes: departmental meetings, celebrations, and board meetings. These events or meetings must be reserved in advance and not conducted on a regular weekly or monthly basis.

Procedures

1. Each use of the room is to be reserved through 25Live with sufficient advance to allow for dissemination of approval documentation, and on-campus facility contact rules and regulations.
2. The Plaza De Cavanaugh Community Room is to be locked when not in use. The Learning Resource Center staff will unlock the community room upon arrival of group representatives.
3. The lights and fireplace are to be shut off at the conclusion of the gathering. Due to the location within the library area, we request that the doors are closed during the time the Cavanaugh room is being used by groups in order to allow students utilizing the library to study undisturbed.
4. If the group desires audio/visual set-up, they are to request the need for such equipment as part of reserving the facility.
5. If the group wishes food service, it is their responsibility to arrange for food vendor services and to pay directly for any services rendered.
6. Under no circumstances should children be allowed to leave the Cavanaugh room and be unsupervised in the Learning Resource Center.

Upon conclusion of the event, the group representative is to notify the Learning Resource Center staff, or Campus Safety (620-792-9217) so the door may be secured upon their departure.

Costs to use room

Normal facility rental costs apply unless the person reserving the Plaza De Cavanaugh Community room is a citizen of Barton County or an employee of the college. In these instances, there is no charge to use the room.

Implemented: 10-3-11