

**BLUE RIDGE COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS**

SERIES: 5 | **Finance**
RULE: 54.1 | **Use of Facilities**

Scope: This rule governs the use of institutional facilities by persons or groups.
Authority: West Virginia Code § 18B-1-6, 18B-10-15
Approval Date: August 7, 2013
Effective Date: September 6, 2013

SECTION 1. GENERAL

1.1 Scope - This rule governs use of institutional facilities by persons or groups.

1.2 Authority - West Virginia Code § 18B-1-6, 18B-10-15.

SECTION 2. PURPOSE

2.1 Facilities of Blue Ridge CTC are intended for use in the conduct of educational programs. As such, first priority for the use of facilities will be given to the academic, administrative and student functions of the institution.

2.2 In its many aspects of service to the public, the Board also recognizes the need and permits the use of facilities which may provide benefits otherwise not available in the community. Consideration of requests from campus and off-campus groups will be guided by the following rule.

SECTION 3. USE BY OFF-CAMPUS GROUPS or INDIVIDUALS (NONSTATE EMPLOYEE)

3.1 It is the policy of Blue Ridge CTC to permit the use of facilities by the general community in a manner which does not compete with the ongoing programs of the colleges. The community use of a College facility must have an educational or cultural purpose and must have a campus sponsor. Noncampus groups must make application via the Facilities Request Form for desired use of facilities as the first step in the process. Upon approval of application, a campus sponsor will be designated by the President of the College.

The facilities that will be made available to noncampus groups will tend to be of a nature which is unique in the community.

3.2 Use of campus facilities by noncampus individuals or organizations will be permitted within the following guidelines:

3.2.1 Facilities and support services will be made available only to the extent that their proposed use is not in conflict with the regular programs of the institution.

3.2.2 The nature of the activities of the noncampus users shall not be potentially physically disruptive of the campus. For instance, local noise ordinances must be obeyed, as applicable. While this policy may not be construed to preclude use of facilities based on political philosophy, race, religion, or creed of the sponsor, the nature of the activities to be conducted on the campus shall not be illegal under the Constitution or laws of the State of West Virginia or the United States.

3.2.3 Upon approval of request application, the standard Blue Ridge CTC Facilities' Use Agreement accompanied by evidence of insurance protection (Certificate of Insurance) will be required to adequately protect the institution. The agreement must be facilitated by the campus sponsor, be approved by the President or designee, and also be signed by a responsible officer of the noncampus organization desiring to use a campus facility.

3.2.4 All charges assessed for the use of campus facilities shall be sufficient at least to cover all identifiable costs of both a direct and indirect nature except that charges for indirect costs may be waived at the discretion of the institution for nonprofit organizations and/or public bodies of the State of West Virginia, such as county school systems, etc. All charges will be reasonable, charged equally to all similar groups, and be published in advance via a fee schedule which outlines Blue Ridge CTC's assessment of level of services required by the group or individual for the nature of the event. In turn, such groups using campus facilities may charge admission, but only for the purpose of covering the direct and indirect cost of the sponsored activities. All surplus revenue derived from the conduct of an event will accrue to the benefit of the institution, except for public or nonprofit groups for which this provision may be waived.

3.2.5 The group or individual party reserves the right to cancel with reasonable notice to BRCTC. Noncampus groups or individuals will remain responsible for any direct or indirect costs that are not able to be cancelled or recovered. BRCTC holds the sole and absolute right to not approve any program for any reason that stands in conflict with the mission of the institution. BRCTC may terminate the agreement at any time before or during the period for which permission has been granted.

SECTION 4. USE BY CAMPUS GROUPS for NONTRADITIONAL PROGRAMS (STATE EMPLOYEE)

4.1 To encourage an extension of offerings, it shall be the Board's policy to permit its facilities to be made available for use by recognized campus units to conduct educational or cultural programs. The following guidelines will apply for these activities:

4.1.1 All employees who conduct or participate in nontraditional programs and are compensated by an external party must be in compliance with the West Virginia Government Ethics Act. Employees must complete and submit the "BRCTC External Employment and Entrepreneurship Reporting Form" to report if they have any activity covered by the Ethics Act and for approval by the President. Full-time, leave accruing employees who are compensated externally for services rendered during Blue Ridge business hours must utilize annual leave. Institutional officials will be responsible for approval of employees' participating in programs covered by this policy and for maintenance of employees' records of annual leave.

4.1.2 All revenues and expenditures shall be handled by the business office. All revenues from these programs shall be deposited into the appropriate state special revenue account. Charges for special services provided by the institution may be deducted from revenues; however, the institution may require that a deposit be made in advance for such services.

4.1.3 A formal agreement shall be developed and signed by an authorized representative of the group or unit responsible for the program and the President of the institution or his designee. Said agreement shall establish the responsibilities of the institution and the group or unit responsible for the program, including detailed financial obligations to the institution from revenues. All agreements must ensure that the institution will receive reimbursement for all identifiable direct and indirect costs.

4.1.4 Programs must be sponsored or affiliated with the educational or cultural mission of the institution. The name to be used for the program is left to the discretion of the institution.

4.1.5 All personnel receiving compensation for the involvement in the programs must be paid on a regular state payroll or a standard 48 or 48- A service agreement, as prescribed by the original contract agreement.

4.1.6 All publicity must indicate that checks for payment of fees are to be made payable to the institution and not to an individual or outside organization.

4.1.7 Adequate insurance must be underwritten by the sponsors of the program.

SECTION 5. SELLING of ARTICLES on COLLEGE CAMPUS

5.1 All noncampus group or individual solicitation and selling of products and articles upon property under the jurisdiction of Blue Ridge CTC is strictly prohibited. Organizations and groups directly connected with or controlled by the institution are permitted to sell products and articles with the authority or written approval from the President.

5.2 The Bruin Café is the exclusive food provider/caterer for events at Blue Ridge CTC and shall have the first right of refusal for providing food services on a case-by-case basis.

SECTION 6. GENERAL

6.1 The President shall designate the business office as the sole administrator of this policy. The standard Blue Ridge CTC Facilities User Agreement approved by the board shall be used, along with any other forms needed to execute this rule such as a fee schedule and application.

6.2 It is not the intent of this rule to cover noncredit or credit instruction offerings.

6.3 Title IX and Section 504 Coordinator:

Aspen Momsa
Student Access Coordinator
304-260-4380 ext 2117
AMONSMA@blueridgectc.edu

ATTACHMENTS:

- A: Request to Use Facility Form
- B: Facilities Use Agreement
- C: Facility Fee Schedule

DISTRIBUTION LIST: [MODIFY AS APPROPRIATE]

- President
- Vice President of Workforce & Engineering Technologies
- Vice President of Instruction
- Vice President of Enrollment Management
- Chief Financial and Administrative Officer
- VP of IT
- Faculty Senate Chair
- Classified Staff Council Chair
- Student Body President
- Chancellor

Board of Governors Chair

Date

President

Date

NOTICE

Blue Ridge Community and Technical College Policy of Nondiscrimination

Blue Ridge Community and Technical College is an Equal Opportunity Employer and an open admission institution. The College does not discriminate against applicants, students, employees, or participants on the basis of race, color, religion, sex, national origin, pregnancy, age, disability, genetic information, or past, current, or prospective service in the uniformed services or veteran status. Faculty, staff, students, and applicants are protected from retaliation for making complaints or assisting in investigations of discrimination. Blue Ridge CTC complies with all applicable federal, state, and local nondiscrimination and equal opportunity laws. This advertisement is for informational purposes only. Printed and/or electronic documents produced by the College do not constitute a contract, expressed or implied, between an applicant or student. For important information about the educational debt, earnings, and completion rates of students enrolled in Certificate Programs at Blue Ridge CTC, visit: www.blueridgectc.edu/GEinfo

The College complies with applicable Federal, State, and Local laws including the following: 20 USC 1681 et. seq., (Title IX of the Education Amendments of 1972); 29 USC 206(d) et seq., (Equal Pay Act of 1963, as amended) and 42 U.S.C. § 2000e-2 (Lilly Ledbetter Fair Pay Act); 29 USC 621, et seq., (Age Discrimination in Employment Act of 1967, as amended) and 42 USC §§ 6101-6107 (Age Discrimination Act of 1975); 29 USC 701 et seq., (Rehabilitation Act of 1973); 29 USC 791 et seq., (Rehabilitation Act of 1992); 38 USC 4301 et seq., (Uniform Services Employment and Reemployment Rights Act of 1994); 42 USC 1981 et seq., (Civil Rights Act of 1991); 42 USC 12101 et seq., (Americans with Disabilities Act of 1990-ADA); 42 USC 12101 et seq., (Americans with Disabilities Act Amendments Act of 2008); 42 USC 2000e(k) (Pregnancy Discrimination Act of 1978) and 42 USC §§ 2000gg-2000gg-6 (Pregnancy Workers Fairness Act of 2022); 42 USC 2000d-2000d-7, (Title VI of the Civil Rights Act of 1964, as amended); 42 USC 2000e et seq., (Title VII of the U.S. Civil Rights Act of 1964, as amended); 42 USC 2000ff et seq., (Genetic Information Nondiscrimination Act of 2008-GINA).

ADA Coordinator & 504 Coordinator

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Degree Programs

Accounting
Agribusiness
Applied Laboratory Technician Applied Technology
Applied UAS Technologies Baking and Pastry
Board of Governors
Business Administration
Business Operations
Catering and Hospitality Management
Computer Network Engineering Technologies
Criminal Justice: Criminology
Criminal Justice: Community Corrections Management
Criminal Justice: Social Justice
Criminal Justice: Strategic Studies
Culinary Arts
Cyber Security
Data Management
Digital Media Specialist
Early Childhood Specialist Education
Electric Distribution Technology
Electric Utility Technology Engineering
Technology Environmental Science
Technician Food Service Retail Management Health Information Management Healthcare Professions
Heavy Equipment Technician
Human Services
Information Technology
Liberal Arts
Mechatronics
Medical Assisting: Medical Assisting Foundation
Medical Assisting: Nursing Foundation
Nursing
Medical Assisting: Rehabilitation Foundation

Occupational Development: Child Development Specialist
Occupational Development: Advanced Home Health Aide
Paralegal Studies
Paramedic
Physical Therapist Assisting Plastics
Engineering Technology Social Sciences
Software Development
Technical Studies
Veterinary Technology

Certificate Programs

Addiction Studies
Agribusiness
Applied Laboratory Technician
Applied UAS Technologies Baking and Pastry
Bookkeeping
Business and Technology Business Operations
Cisco Certified Network Associate
Cisco Certified Network Professional
Cloud Computing
Communication Studies
Community Corrections Specialist
Computer Aided Design Computer Application Specialist
Core Education
Culinary Arts
Data Management
Digital Media Specialist
Early Childhood Specialist Electric Distribution Technology
Electrical Technician
Environmental Science Technician
Food Service Retail Management
Information Security
Instrumentation

Justice System
Legal Office Assistant
Machine Operator/Mechatronics Assistant
Medical Assisting
Medical Administrative Assisting
Medical Coding Specialist
Paramedicine
Precision Machining
Renewable Energy Systems
Robotics
Small Business Development
Software Development Engineering
Systems Networking
Technical Studies
Technology Systems
Tourism and Hospitality
Victim Advocacy
Welding

Certification Programs

Applied Laboratory Technician Skill Set Certificate
Career Advancement Continuing Education Cisco CCDA
Cisco CCNA
Cisco CCNP
CompTIA A+® Certification
CompTIA Network+® Certification
CompTIA Project+® Certification
CompTIA Security+® Certification
Dental Assisting Program
EKG Technician Certification Program Emergency
Medical Responder
Emergency Medical Technician
IC3 (Internet and Computer Core Certification®)
MCSA (Microsoft® Certified Systems Administrator)
Medical Billing and Coding Program MOS (Microsoft® Office Specialist) Pharmacy Technician Program
Phlebotomy Technician Program with Externship

General Admission Requirements for Blue Ridge Community and Technical College

Students Seeking admission to Blue Ridge CTC as a degree seeking student must submit the following: (Please see College Catalog for specific information)

- 1) Application for Admission
- 2) GED or HS Diploma or TASC Assessment
- 3) ACT/SAT/Accuplacer Scores
- 4) High school or College Transcripts

Some programs have limited enrollment and require additional requirements for admission. Please visit the website at www.blueridgectc.edu or call 304.260.4380 for further information.