



Administrative Policy	
<b>Policy Type:</b>	Campus Reservations/Internal
<b>Policy Number:</b>	2402
<b>Date Adopted:</b>	11/30/2011
<b>Version:</b>	4.0
<b>Review Cycle:</b>	Annually
<b>Date Last Reviewed:</b>	4/8/2020
<b>Office Responsible:</b>	Community Relations and Performing Arts Office and the Scheduling Office
<b>Reviewing Committee:</b>	Customer Focused
<b>Related Policies:</b>	N/A
<b>Related Laws:</b>	N/A

**Policy Summary:**

Jackson College allows use of campus facilities for college related academic activities (in addition to regularly scheduled classes) that are compatible with JC’s educational mission.

**Scope:**

This policy/procedure applies to all Board Members, students/student organizations and employees who reserve space on the campuses of Jackson College.

**Policy Statement:**

JC shall assure that all internal reservations are scheduled according to college policies. Reservations are typically made on a first come first serve basis. When necessary, room assignments and reservations may be changed, at the discretion of the President/designees, to accommodate activities of the Board or of strategic priorities.

Use of JC facilities is generally intended for assuring educational activities and College business. The individual reserving the room is responsible to assure that room reservation and use procedures are adhered to.

<b>Date of Change</b>	<b>Change Description</b>	<b>Responsible Party</b>
11/30/11	New policy	S. Phelan
02/28/2012	Updated	S. Phelan
06/23/2016	Review	S. Phelan
03/31/2020	Review	S. Phelan