

Policy 2.2.6 Administrative: Scheduling Facilities and Keys to Facilities

**TRI-COUNTY
COMMUNITY COLLEGE**

**ADMINISTRATIVE
SCHEDULING FACILITIES AND KEYS
TO FACILITIES**

**POLICY
2.2.6**

I. Scheduling Facilities

The President is authorized to develop procedures for scheduling College facilities for classroom and laboratory space for instructional purposes and rooms/facilities for non-instructional purposes.

II. Keys to Facilities

The President, Vice Presidents, Maintenance Supervisors and security personnel will be issued master keys for all facilities on the campus. Other employees will be issued keys, as needed, for individual offices, shops, classrooms, storage areas and laboratories.

Adopted: 5/24/18 BOT