FACILITIES USAGE/CHARGES

POLICY

Use of Sherman College facilities will only be approved for functions that further the objectives of the college and/or provide the students with well-rounded, co-curricular activities.

Individuals or groups who wish to use college facilities may obtain the appropriate request form from the Business Office, the Office of Student Affairs or the Department of Continuing Education.

- For individuals, faculty member or outside party requests use: *Request for On-Campus Seminar and Facilities*
- For Student Club requests use: *Student Club Request for On-Campus Seminar and Facilities Use*

Requests for facilities usage may be submitted to:

- The Office of Student Affairs
- The Department of Continuing Education
- The Business Office

Once submitted, the request will be processed. Approval or denial will be sent to the requesting party by the Business Office for individual, faculty or outside party requests or by the Office of Student Affairs for Student Club Requests.

Student Clubs

Student Clubs may request the use of college facilities at no charge under the following provisions:

- Attendees will be charged no more than $50. If attendees will be charged more than $50, please see the Department of Continuing Education
- The program will be offered only to students – doctors of chiropractic that are not faculty may not attend
- This completed application and all required information is:
    - No less than two (2) weeks prior to anticipated event date for guest speakers
    - No less than eight (8) weeks prior to anticipated event date for seminars to the event to ensure time for approval and event promotion
- The seminar, workshop, or event is approved by the Director for Student Affairs

Individuals, Faculty Members or Outside Parties

Programs conducted by individual students, faculty or outside parties must be referred to the Department of Continuing Education.

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Facility usage fees are as follows:

- $350 per seminar (non-CE clients)
- $250 per seminar (CE clients)

Any use of facilities, coordinated by the Department of Continuing Education, requires a signed facilities use agreement.

The Business Office will determine total charges. Facility usage fees are payable to Sherman College at least ten (10) days prior to the event. Payments must be sent/delivered to:

Sherman College
Business Office
PO Box 1452
Spartanburg, SC 29304-1452
864-578-8770, ext. 241

NOTE: The college may extend the use of campus facilities at no charge to individuals or organizations who are not charging attendees and/or providing a community or student service. Eligibility for the use of college facilities at no charge may be recommended by college administrators and confirmed by the business office.