



Procedure Number: CS 203
Procedure Title: Space Utilization
Relevant Board Policy/Procedure: C.1.3.3
Relevant SACSCOC Principle: N/A
Originating Unit: CS
Maintenance Unit: CS
Contact for Interpretation: CS

I. Room reservation is one step in event coordination. See Procedure Number CS204 for required forms and documentation for event planning.

II. Procedure for Internal Facilities Use

a. Space Common Usage Terms and Abbreviations

Building Number	Building Name	Abbreviation
100	Wellness	WLNS
200	Science	SCIN
200a	Physical Plant	NFAC
300	Student Commons	STCM
400	Fine Arts	ARTS
500	Performing Arts	NPAC
600	Library	NLIB
700	Academic 1	ACA1
800	Career Technology	CATE

b. Common Use Spaces

The following spaces will be available for scheduling on Ad Astra to all college departments on a first come first served basis. Any conflict in space reservations will be coordinated through of the office of College Services

Room	Capacity
CATE 210E – Sunflower Conference room	8
ACA1 304E – Lakeview Conference room	10
ACA1 304H – Agave Conference room	20
NLIB 109 – Lantana Conference room	85
NLIB 200 – Sugar Cane Conference room	20
NLIB 211 – Honeysuckle Conference room	60
NLIB 312 – Sassafras Conference room	10
NLIB 318 – Marigold Conference room	16
STCM 135 – Jasmine Conference room	20
STCM 136 – Myrtle Conference room	10
SCIN 113B – Mountain Laurel Conference room	8
WLNS 200 – Sage Conference room	12

c. Dedicated Use Spaces

The following spaces are reserved for a primary purpose which can be disrupted without the proper coordination. These spaces may be used by all parts of campus or by the public with the appropriate coordination. Additional costs may be incurred for use of these spaces for college purposes. Most external use of these spaces will incur the appropriate cost to defray the use of the facilities by the public. Director of College Services will be the arbitrator of any reservation conflict.

Space	Room	Primary Approver
Student Commons Cafeteria	STCM	College Event Coordinator
Verbena Theatre Style Classroom	STCM 201	VPSS Admin Assistant
Computer Lab	CATE 103 and 104	STEM Dean Admin Assistant
Computer Lab	NLIB 124	Director of Library Services
Computer Lab	STCM 204, 221, 222	VPSS Admin Assistant
Computer Labs	ACA1	VPAS Admin Assistant
Foreign Language Labs	NLIB 225, 227	BCHP AUA
Fine Arts Computer MAC Lab	FPA	FPA AUA
Fine Arts Computer PC Lab	FPA	FPA AUA
Wellness Nutrition Lab	WELL 208	SCIKI AUA
Fine Arts Performance Hall	FPA	FPA AUA

Classroom Spaces	ACA1, NLIB, STCM, SCIN, WELL, CATE	VPAS Admin Assistant VPSS Admin Assistant for STCM classrooms
Specialized Lab Space	SCIN, CATE	VPAS Admin Assistant

d. Specialized Use Spaces

The following spaces have significant coordination for appropriate use of the space. Additional costs may be incurred for use of these spaces for college purposes. External rentals of these spaces will incur the appropriate cost to defray the use of the facilities by the public. See CS204 for procedures for external rentals.

Space	Room	Capacity	Owner
Common Green Stage		500	College Event Coordinator
Wellness Center Gym	WELL	130	College Event Coordinator
Performing Arts Center Auditorium	NPAC	295	College Event Coordinator
Performing Arts Center Lobby	NPAC	100	College Event Coordinator
Amphitheatre		60	College Event Coordinator

All of these spaces will be available for use from a designated individual that will schedule the space and provide support to individuals in need of the space.

Attachment:

Originator: Will Fanning

Date Approved: 11/09/2021

Updated:

Last Updated:

Approved: _____

Title: Vice President of College Services