

<p style="text-align: center;">HAYWOOD COMMUNITY COLLEGE</p>	<p style="text-align: center;">ADMINISTRATIVE SCHEDULING FACILITIES AND KEYS TO FACILITIES</p>	<p style="text-align: center;">Policy 2.2.6</p>
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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 keys for facilities on the campus as required. Other employees will be issued keys, as needed, for individual offices, shops, classrooms, storage areas and laboratories.

No keys may be duplicated. If an individual loses their key, s/he must immediately report the lost key to the Campus Safety Services Officer and appropriate Vice President. When an employee is leaving College employment, all keys must be returned in order to complete the employee's exit procedure.

Adopted: 11-07-2017