

# College of Agriculture, Human and Natural Sciences Policy and Procedure Manual

**Section:** Facilities

**Subsection:** Facility Use

**Date:** September 6, 2016

**Supersedes:**

**Responsible Party:** Office of the Dean

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## I. Purpose

This section outlines the policy and procedures for the use of meeting rooms and facilities in the College of Agriculture, Human and Natural Sciences.

## II. Definitions

Classroom and Building Management System. On-line management system used by TSU Events Management to reserve and coordinate space use.

1890 Facilities Program spaces. Space within facilities that have been planned, renovated, altered, or constructed with 1890 Facilities Program funding. At TSU, these facilities include the Farrell-Westbrook Complex, the Agricultural Information and Technology Center, the Agricultural Biotechnology Building, the CARP Building, and all structures on the Main Campus and Cheatham County Agriculture Research and Education Centers.

## III. Policy

- A. 1890 Facilities Program spaces are to be allocated to those who are directly involved or who perform administrative support functions in the NIFA program (research, education, or extension) at TSU.
- B. Priority for use of 1890 Facilities Program spaces is given to CAHNS-related activities in research, education and Extension.
- C. Incidental, non-recurring use of 1890 Facilities Program spaces by others not involved in agricultural-related functions must be done on a space available basis, without interruption to the on-going NIFA research, education or Extension efforts. The use of the space for non-agriculture purposes may not be scheduled on a regular basis, and must meet the requirements of incidental use. Use of space other than for approved research, education or Extension or incidental activities is highly discouraged and requires prior written approval from the NIFA National Program Leader.
- C. College facilities are not available for unrestricted use.

#### IV. Procedures

1. Use the table below to request use/access to College of Agriculture, Human and Natural Sciences facilities.

<b>Rooms/Facilities</b>	<b>Access Manager</b>
Agricultural Biotechnology Building Rooms	Office of the Dean, CAHNS
Agricultural Information and Technology Center	College Facilities Manager
Agricultural Research and Education Centers	Center Superintendent
Farrell-Westbrook 101, 108	Office of the Associate Dean for Research, CAHNS
Farrell-Westbrook 117, 118, 119	College Facilities Manager
Humphries 228	Office of the Family and Consumer Science Department Chair
Lawson Hall 102 and 108	Office of the Agricultural and Environmental Sciences Department Chair

#### V. Further Information

#### VI. References

NIFA 1890 Building and Facilities Program