

**WESTERN WYOMING COMMUNITY COLLEGE
GENERAL ADMINISTRATIVE REGULATION**

Weekend Facility Use in the Summer

Western Wyoming Community College closes its Rock Springs and Green River facilities on weekends during the summer months (beginning the second weekend after spring classes end and ending the Friday before in-service week). This is an effort to conserve energy and minimize security needs. No activities other than conferences will be scheduled during these dates.

In order to meet the needs of the community and to offer support to conferences that may have limited options for meeting space, the College will consider opening the facility to large conferences that need to book numerous rooms for a minimum of a full eight hour day. Proposals should be submitted to the facilities clerk who will forward them to the appropriate administrators for approval. Approved conferences will have to pay facility use fees, adhere to facilities utilization guidelines, and may be asked to cover additional costs of keeping the building open during this time.

APPROVED: Executive Council: August 20, 2002