

COLLEGE OF MICRONESIA-FSM
ADMINISTRATIVE PROCEDURE NO. 7003

Facilities, Equipment and Service Use

Date Adopted: 6-11 April 2026

Date Revised: 6-11 April 2026

Date Reviewed:

References: Facilities, Equipment and Service Use Fee Schedule

1. Purpose and Scope

This Administrative Procedure establishes the process, requirements, and conditions for the use of College facilities, equipment, and services by external users, in accordance with Board Policy 7003.

This procedure applies to all external individuals, organizations, and entities requesting use of College facilities, equipment, or services.

2. General Principles

- College activities shall have priority in all facility use scheduling.
- External use shall not interfere with instructional, co-curricular, or operational activities.
- All approved use shall follow the College's approved fee schedule.

3. Reservation, Coordination, and Approval

All requests for the use of College facilities, equipment, and services shall be coordinated through the Procurement and Property Management Office (PPMO).

PPMO shall review all requests and coordinate with relevant departments and offices, including but not limited to Facilities and Maintenance, Information Technology, Administrative Services, and other units as necessary, to confirm availability, operational feasibility, and compliance with College policies.

Final approval authority shall rest with the Vice President for Innovation and Sustainability (VPIS). No facility or equipment shall be reserved or released without documented approval processed through PPMO.

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4. Fees, Payment, and Duration of Use

All external users shall be charged in accordance with the approved fee schedule. Full payment or required deposit must be made prior to use unless otherwise approved. The daily rate applies to a maximum of eight (8) hours of use within a single day. Use beyond this period may incur additional charges. A refundable deposit may be required and may be applied toward damages or unpaid fees.

All external use of College facilities, equipment, and services is subject to the approved fee schedule.

5. Use of Facilities, Equipment, and Services

Equipment use is subject to approval and must be limited to approved purposes. Removal from campus requires authorization. Use of College vehicles and boats shall include an authorized College employee serving as driver or operator. Fuel costs are not included and shall be borne by the user. All use must comply with applicable safety, operational, and College policies.

6. User Responsibilities, Liability, and Enforcement

Users are responsible for any damage, loss, or misuse of College facilities or equipment and must comply with all College policies and applicable laws.

The College shall not be liable for any injury, loss, or damage arising from the use of its facilities or equipment. Cleaning fees may apply if facilities are not returned in acceptable condition. Cancellations may be subject to fees depending on timing and costs incurred. The College reserves the right to deny or terminate use for non-compliance.

7. Revenue Collection, Fund Allocation, and Reporting

All revenues generated from the use of College facilities, equipment, and services shall be deposited into the Facilities Operation and Maintenance Fund, in accordance with Board Policy 7001.

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These funds shall be used exclusively to support the operation, preventive maintenance, repair, and sustainability of College facilities, equipment, and related services. These revenues shall supplement, but not replace, institutional funding allocated for facilities operations and maintenance.

The Business Office shall manage revenue collection, accounting, and financial reporting, and shall maintain appropriate accounting structures to ensure that all funds are properly recorded, tracked, and reported. All transactions shall be recorded under designated fund accounts to ensure separation from general operating funds. No commingling of funds shall occur.

PPMO shall maintain usage records and coordinate billing in consultation with the Business Office.