



Facility Use Procedure

Procedure No: 2019-03
Effective Date: 01/15/2020

This procedure establishes the process for determining appropriate use of the TC Futures facility and to outline the approval process.

GENERAL GUIDELINES

Use of the TC Futures facility is limited to partners engaging in comprehensive services and connections for youth and young adults ages 16-24 that lead to viable education and employment opportunities.

To determine if an activity or facility use request is appropriate the following criteria will be utilized:

1. Does the request directly support education and training opportunities?
 - a. This includes workshops, classes, certifications, or other means of providing job readiness training or upskilling for jobseekers or currently employed individuals.
 - b. This does not include training which does not support employability or the ability to remain employed through additional training.
2. Does the request directly support employment opportunities?
 - a. This includes recruitment activities by licensed businesses.
 - b. This does not include the act of solicitation of goods and services by businesses or other entities.

In instances where the TC Futures Director deems that a request for facility use does not meet the general guidelines listed above, but does serve the overall vision of TC Futures, the request will be presented to the Re-engagement Center Steering Committee for approval/denial.

FACILITY USAGE

While TC Futures would like to extend its facility to all appropriate community partners, approval will be in accordance with the following priorities:

- Services that support education and employment opportunities to youth and young adults ages 16-24.
- Community resources that support education and training.
- Re-occurring activities will not be allowed without approval of the Re-Engagement Center Steering Committee.

ADDITIONAL GUIDELINES

- TC Futures (including parking lot areas) is a tobacco-free, alcohol-free, e-cigarette free, vapor-free, drug-free and weapons-free campus.
- Rooms must be left in a clean and un-damaged condition.
- All food, snacks and refreshments at TC Futures are **ONLY** for youth and young adults receiving services.
- Any activity or facility usage that requires more than 8 additional parking spaces, must make arrangements for guests to use the Garden Church parking lot.

UNALLOWABLE ACTIVITIES

- Recruitment of employees via a third party where the third party is not a licensed business, but instead is a private party recruiting for an incentive/bonus on behalf of a licensed business

REQUEST FORM

A Facility Request Form (Attachment A) should be completed and submitted to the TC Futures Director with a minimum of 1-month notice. The TC Futures Director will notify the requesting party if the request has been approved or denied within two business days of receiving the request.

Once approval is granted, the activity will be placed on the TC Futures calendar. If approval is denied, reason will be provided.



Facilities Use Request Form

Name and address of Organization: _____

Date of Activity: _____

Time of Activity - beginning time: _____ ending time: _____

Contact Information:

Home #: _____

Cell #: _____

Email: _____

Purpose of Request: _____

Number of Participants: _____

I have read, understand and agree to TC Futures Facility Use Procedures

Signature Date

DENIED APPROVED

Reason for Denial (If Applicable)

TC Futures Director Date