







Facility Use Coordinator New Position Proposal

Planning and Budgeting Council 11/09/2016

Overview

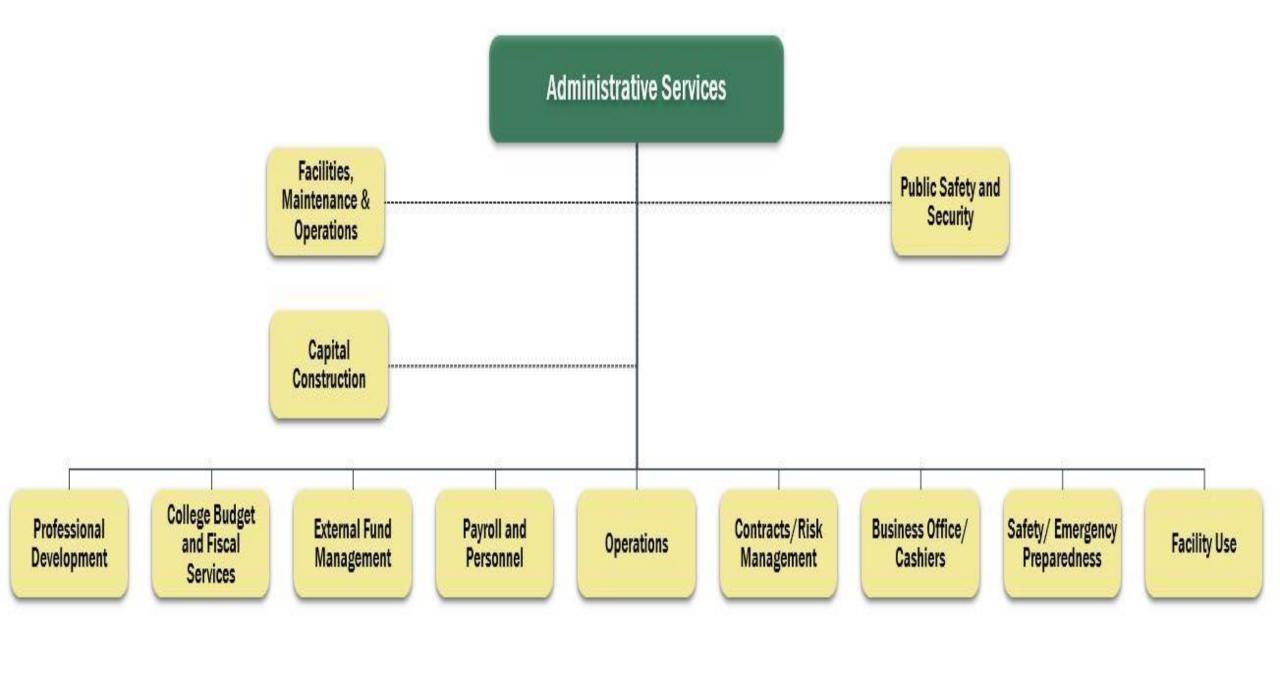
- Position needs
- Duties/Responsibilities/Role
- Alignment with mission and goals
- Impact

Position Needs

- 1.0 FTE Facility Use Coordinator
- 200+ events annually
- Time intensive role that requires great attention to detail
- Increased need for facility use coordination between internal events, 'hosted events', external facility use, and capital construction projects

Duties/Responsibilities/Role

- Coordinates the process of internal and external facility rental
- Maintains current information on our facility use web page
- Coordinates the facility use event calendar and construction calendar
- Prepares facility contracts
- Shows College property
- Making sure that policies and procedures including county and state codes are followed



Alignment with College Mission and Goals

- Position supports the mission through coordination of events
- The position directly build and strengthens community relationships to serve our college and community.
- Provides opportunity for community-led events on campus, which encourages community members to visit Cañada each year.
- Facility rentals revenue provides additional resources to the College

Impact

• By adding this position, we will formalize our College's facility use operations

Will allow the Cashier's Office team to provide more direct service to students

Dedicated position for facility use leading to increased revenue for the College

Q & A

