

**BOARD POLICY  
San Mateo County Community College District**

**Subject:** 6.80 Policy Governing the Use of Off-Campus Facilities  
**Revision Date:** 3/15

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1. The San Mateo County Community College District seeks the community as a partner in the educational process. The District recognizes its responsibility to take the educational offerings of the District to various segments and areas of the County whenever that activity is educationally and fiscally appropriate. The District shall provide the leadership necessary to identify, evaluate, and respond to the educational needs of individuals within its community and shall provide an environment which enables these individuals to realize their potential while maximizing program accessibility through a variety of locations, methods of instruction, scheduling patterns, and support services.
2. The San Mateo County Community College District will use off-campus facilities when such use is required or appropriate for the conduct of programs and services, within available resources. Such off-campus facilities may be needed to:
  - a. Provide specialized facilities for specific programs when such facilities are not available on any of the three College campuses or when such programs by their nature are required to be conducted at a special off-campus site.
  - b. Supplement College facilities when College facilities are not adequate in number and/or kind to meet community needs.
  - c. Establish College programs and services in ~~traditionally~~ underserved areas of the County.
3. The San Mateo County Community College District shall work cooperatively with other public institutions or public agencies in securing the use of off-campus facilities. The District may reimburse the host institution for direct costs incurred by the District's use of other public facilities. In many cases, it is expected that programs and services which the Colleges will provide at off-campus sites will be of sufficient value to the community that the provider of the facility will provide space free of charge.
4. Programs and services offered off campus shall conform to all Rules and Regulations in the same manner as on-campus programs and services.
5. All use of off-campus facilities requiring the expenditure of funds shall be reviewed annually by the Board.
6. All off-campus class facilities will be approved by the College President, who will submit space requisitions to the District Business Office in order to provide for billing and insurance coverage.