

Sample Facility Selection Criteria

This criterion is a guideline to help you plan your college. For example, if you want to hold your college in the middle of a park or a forest and the other criteria can be met, then plan accordingly. Adjust the list for other differences such as food service.

Location

- Near a major interstate, beltway or major highway
- Safe area, well-lit and protected
- Easy for everyone to find

Type of facility

- Single story if possible
- Council headquarters
- High school, junior college or college
- Vacant office building
- Scout camp
- Business facility with meeting rooms

Accommodations

- Entrance is large enough to handle registration area requirements
lunchroom or large lecture room
- Have a sufficient number of classrooms to meet the course schedule,
with each classroom having the capacity of up to 25 students.
- One medium sized room for staff and administration activities
- Restroom facilities, with handicap access
- Sufficient parking to accommodate the expected participation

- Meets the Americans with Disabilities Act (ADA) accommodations for parking and building
- Kitchen area with refrigerator, freezer, microwave and work counters (depending on food service planned)

Electronics

- Facility has internet access
- Computer projection equipment if needed by instructors
- Sound system with volume controls for large meeting area

Classrooms and meeting areas

- Classroom seating for 25 students, either student desk chairs or tables and chairs
- Table(s) for instructor laptop computer, computer projector, and projection screen
- Easel with drawing pad, markers, projection screen, or electronic “white” board
- The large meeting area needs to accommodate all participants, staff, and guests
- Speakers platform or podium in large area, with chairs for speakers