

College of Commissioner Science

Sample Facility Selection Criteria

These criteria are a guideline to help you plan your college. Adjust the list for specific differences in needs for your college.

Location

- Near a major interstate, beltway, or major highway
- Safe area, well-lighted, and protected
- Easy for everyone to find
- Central location for the area served, if possible
- Ample parking
- Space for unloading and loading of materials

Type of facility

- Single story if possible; access to elevators, if needed, for multiple stories
- Council headquarters
- High school, junior college, or college
- Vacant office building
- Scout camp
- Business facility with meeting rooms

Accommodations

- Entrance/gathering area is large enough to handle registration requirements
- Large general meeting area to hold all the attendees and can double as a lunchroom, or large lecture room
- Display area for any vendors or announcements to be displayed for participants to access information

- Have a sufficient number of classrooms to meet the course schedule, with each classroom having a capacity of up to 25 students
- One medium sized room for staff and administration activities
- Restroom facilities, with handicapped 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, sinks, work counters (depending on food service planned) and any other capabilities needed for your meals and refreshments
- Access to AED, if possible

Electronics

- Facility has internet access
- Computer projection equipment if needed by instructors
- Sound system with volume controls for large meeting area
- Outlets are accessible, if needed, by participants or staff

Classrooms and meeting areas

- Classroom seating for 25 students, either student desk chairs or tables and chairs
- Table(s) for instructor's laptop computer, computer projector, and projection screen
- Easels with a drawing pad, markers, projector, projection screen, and electronic "white" board
- The large meeting area needs to accommodate all participants, staff, and guests
- Speakers' platform or podium in a large area, with chairs for speakers
- If working in a hybrid environment, ensure that the screen enabled those joining virtually can see the speaker but also the speakers in the class

Cleanup Responsibilities

Understand the responsibilities of the college for the cleanup of the rooms and main spaces.

Costs

Costs should include total costs of all aspects of the event as well as the non-refundable costs, in case of postponement, change in presentation (live to virtual), or cancellation.