

TOPIC:  
Use of College Facilities - Procedures

Policy Number:  
F3

College Buildings and Grounds Procedures

1. Priority for use of the College facilities and equipment will be given to College-sponsored instructional programs and student activities.
2. All requests for public use of the College facilities will be made through the Office of the Vice President for Administrative Services.
3. Requests should be made at least one week (7 days) in advance of the date of the event, if possible and any fees for use will be provided.
4. The College reserves the right to cancel scheduled activities by public use.
5. No alcoholic beverages are allowed.
6. Facilities rental charges are based on established fees. In most cases, there will be no charge for non-profit educational use of the facilities. The College reserves the right to set a-fee for any for-profit group or organization at the time of scheduling based on the needs and nature of use, the time of day, and day of the week.
7. Use of College buildings, grounds, and/or equipment by employees for recreational use must be approved through the office of the Vice President for Administrative Services. Shops and equipment use must have prior approval of the instructor and the Vice President for Administrative Services.
8. Permits for use are subject to willingness of parties to be governed by College rules and regulations and to safeguard and care for all property and people involved. Outside Groups are responsible for procuring insurance coverage and payment of property or personal damages.
9. Management of events and meetings open to the public are the responsibility of the sponsoring group unless the college is hosting the event or meeting.

**Rental/Technology Fees**

Non-profits: no charge for use of facilities. Exceptions:

- Fee charged for technology use

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Adopted:	Revised	Revised	Revised/Reviewed	Revised/Reviewed	Revised/Reviewed
6/26/12	9/15/20	11/14/23			

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- Rental fee may be required if event is scheduled when the college is not open
- Rental fees may be required if renter is selling something
- Security or custodial\*: \$13 per hour with minimum of 4 hour block (if used when college is officially closed, i.e., holidays and summer weekends)
- No private entrepreneurs UNLESS they are hiring students.

\*Determined by number of attendees and duration of event at discretion of Director

### **Arley Bryant Gymnasium**

\$250 per day (1 to 4 hours)

\$400 per day (more than 4 hours)

\$150 floor preparation for non-athletic events scheduled from 8/1 to 4/15

### **Cook Theatre**

\$100 per day (1 to 4 hours)

\$150 per day (more than 4 hours)

\$45 Technology set up per day, and for weekends and evenings

\$30 Technician (required) if ANY technology is needed in Cook or Room 257

Stage MUST be cleared within one hour after use

### **Classrooms, Union, Conference Rooms, Welcome Center**

\$20 per day (1 to 4 hours)

\$40 per day (more than 4 hours)

### **Technology Fees: SMART Room or SMART Classroom, Computer Labs, Sound System**

\$45 per day (1 to 4 hours)

\$90 per day (more than 4 hours)