

USE OF FACILITIES

Scheduling/Cancellation Policy

- To officially reserve the facility, a “Request for Facility Use” form (*Appendix II*) must be completed and returned along with the deposit. All other fees, excluding the attendant and security fees, are due within one week (five working days) of the scheduled event (*See Appendix JJ for the Facility Fee Schedule*).
- Auditoriums, gymnasiums, civic rooms, club rooms, conference rooms, quads, fields and parking lots must each be rented separately.
- Notice of cancellation is required seventy-two (72) hours in advance in order to receive a refund.
- There will be no functions on the college campuses during holidays.
 - New Year’s Eve
 - New Year’s Day
 - Martin Luther King and Robert E. Lee Birthday
 - Easter Weekend
 - Fourth of July
 - Labor Day
 - Veterans Day
 - Thanksgiving (Thursday and Friday)
 - Christmas Week
- Bevell State Community College reserves the right to reschedule an outside function, when an unforeseen need arises for the college to use its own facilities.
- The facilities coordinators and associate deans, with the consent of a College Vice President, reserve the right to refuse facilities for future events to groups that have abused the college facilities.

Attendant’s Fee

- The attendant’s fee is to be paid if the function is outside normal working hours, at night or on weekends. The attendant’s fee is charged beginning thirty minutes prior to the scheduled event and ending when the event is cleaned up, the building locked, with a minimum of thirty minutes after the scheduled event. This is paid directly to the attendant at the time of the scheduled event.

Set-up Fees

- Set-up fees are not charged for fixed seating auditoriums. Set-up fees are not charged for events in which the individual or organization chooses to handle the set-up.

Clean-up Fees

- Clean-up fees are charged for most events.

Equipment

- Rental fees do not include the use of audio/visual equipment, projector screens, risers, etc. Easels used for signage purposes are not included in the rental fee and are not provided by the College. Items needed for the event should be requested on the “Request for Facility Use” form and additional fees may be charged for each item.

Safety and Security

- A security officer is necessary if there are over three hundred (300) attendees, two officers if over six hundred (600) attendees, and three officers if over nine hundred (900) attendees. The security fee is charged beginning thirty minutes prior to the scheduled event and ending when the event is cleaned-up, the building locked, with a minimum of thirty minutes after the scheduled event. This is paid directly to the officer at the time of the scheduled event.
- The fire safety code must be paramount for all functions and the contracting organization or person must follow this code which includes strictly enforcing the number the facility is approved to accommodate.
- Absolutely **no** alcoholic beverages will be allowed on college property.
- Firearms are **not** allowed on college property.
- **No** animals are allowed on college property. (i.e. pet shows)
- There is to be **no** smoking inside the buildings; including restrooms, foyers, stairwells, and elevators.

Damages

- The user is responsible for any damages incurred. The deposit will be returned if facility is clean and no damage has occurred to furniture, equipment, or facility. If damage occurs that exceeds \$100, the group will be responsible for the repairs needed.

Classroom Use

- Classrooms are not available for rent.

Food Service

- If the college food service is not available, the organization may bring in its own food, but the college’s kitchens and concession facilities will not be open for private use.

Decorations, Exhibits, and Signage

- The use of confetti, glitter, candles, live flower petals, and hay/straw are prohibited.
- All exhibits and/or decorations must be freestanding and floor supported.
- All signs and posters must be placed on easels and cannot be taped, tacked or adhered in any fashion to walls and doors. The College does not provide easels; it is the

SECTION: General Information
SUBJECT: Use of Facilities
SOURCE REFERENCE:

NUMBER: F/1.5
DATE: Fall 2002
REVISION DATE: 2003, 2008

responsibility of the individual or organization to provide such easels for signage purposes.