

SOUTHWESTERN COMMUNITY COLLEGE	ADMINISTRATIVE FACILITY USE FEES AND PROCEDURES	Procedure 3.02.06.01
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Pursuant to Policy 3.02.06 – Facility Use, the following fees and procedures shall be used when third party groups use the College's facilities and grounds:

1. Groups Permitted to Use the College's Facilities and Grounds

A. Permitted Groups

The following groups shall be permitted to use the College's facilities and grounds:

- i. Student groups and College affiliated groups;
- ii. Governmental entities;
- iii. Nonprofit entities; and
- iv. Community members.

Any use of the College's facilities and grounds must be in furtherance of the College's educational purposes or are in promotion of the community's cultural and educational welfare and do not compete with any classes or events that are offered or could be offered by the College.

For profit businesses may use the facilities for non-revenue generating events (banquets, awards presentations, charity fundraisers, etc.) based on the attached fee structure and in compliance with the Umstead Act. The facilities are not available for revenue generation or for the conduction of business of a for profit organization.

B. Priority

The College shall have priority in the use of its facilities and grounds at all times. The College reserves the right to deny any group or individual the use of its facilities and grounds if the group or individual's activities are not within the College's educational mission or within the community's cultural or educational welfare. At the President's discretion, the College may reduce fees for government entities or non-profits and/or sponsor events or partner with third party entities.

Individuals or groups that participate in speech not protected by the First Amendment, advocate the overthrow of the government or conduct activities that are contrary to the College's educational mission shall not be allowed to use the College's facilities and grounds for any reason.

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2. **General Policies Governing Uses of College Facilities and Grounds**

- a. The College's educational program has priority at all times. No activity will be scheduled for a use which interferes with the College's instructional programs or activities.
- b. The use of any College property shall be under the direction of an authorized member of the College staff. Facility use contracts shall be issued for all non-college functions.
- c. Applications for use of facilities should be submitted to the College at least two (2) weeks in advance of the proposed use. Facilities will not be reserved/scheduled until the educational programs have been scheduled for that academic term with the exception of the Burrell Building Conference Center which may be scheduled up to one (1) year in advance.
- d. Keys to the College buildings shall be assigned only to college employees and buildings shall be opened only by such employees.
- e. Tobacco use is not permitted in College buildings and on College grounds are non-smoking facilities.
- f. Drinking or possession of alcohol and/or unauthorized controlled substances on college premises is prohibited.
- g. Food and beverages are prohibited in the Myers Auditorium.
- h. Youth or children's groups shall be adequately supervised by responsible adults provided by the sponsoring organization.
- i. College furniture, and/or equipment shall not be removed, altered, re-arranged, or displaced without permission from an authorized College employee.
- j. User shall be responsible for the payment of any and all damages to the College's buildings, furnishings, fixtures or equipment whether caused by User or his/her patrons; normal wear and tear excluded. Nothing shall be affixed to any walls, curtains, seating, or other surfaces in any building without the College's express written permission. Damage to the premises shall be at the expense of the User.
- k. Authorization shall be given for entrance to specific areas only and use of specific facilities only, within a building.
- l. Contracts for use of any College facility shall be revoked when the use interferes with regular College use, when facilities are misused or when the foregoing rules are violated. Future use shall not be considered for organizations which have misused facilities.
- m. The College may require as a condition of approval that compensation be provided for additional Campus Resource Officers, cleaning personnel or other staff members deemed to be necessary for use of the facilities.

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- n. The College may require proof of liability insurance by the user based on the risks involved in the intended use. Further, users shall be required to sign an indemnity agreement in favor of the College.
- o. The College shall require proof of copyright license fee payment in the event of a theatrical performance, to include royalty fees for play production and for any music used in the production.
- p. Organizations using College facilities and planning for catering service need to gain approval of the College in advance. The contract for providing catering services is between the user of the facility and the caterer.
- q. User shall not advertise any performance or the appearance of any performer prior to the signing a contract with the College or until contracts involving all parties have been properly executed and exhibited to the College Information Center Coordinator or the appropriate College Official prior to the signing of this contract.
- r. The College reserves the right to request that fees be paid in advance for use of facilities.
- s. The Facility Reservation Form should include all technical requirements, plans, ideas and program content pertaining to the event. All equipment brought in by the User will be inspected to ensure safety and the College will have the final approval and authority for the use of such equipment. Technical information from the producer shall be firsthand.
- t. The College permits the sale of souvenir programs, recordings, books, or any related merchandise commonly sold or dispensed in auditoriums only from the tables in the main floor lobby. If such items are sold, College commission is fifteen percent (15%) payable at the end of the event to the College Information Center Coordinator or appropriate College official. Food concessions are not permitted.
- u. No collections of donations, whether for charity or otherwise, shall be made, attempted, or announced on the premises without prior written approval of the Coordinator or appropriate College official. The Coordinator shall make the determination whether this shall constitute "Admission Charged".
- v. Persons will not be permitted inside any room in excess of the established seating capacity. No additional chairs may be placed in the hall, hallways, or any other portion of the facility open to the public. No standing room may be utilized, nor is anyone permitted to sit in any aisle.
- w. The College shall be at all times under the control of the Coordinator or his/her authorized subordinates. The right is reserved at all times for any and all College employees so designated to enter the premises. The facilities are not opened, nor does any event begin, without the permission of an authorized college employee.
- x. User agrees that no recording, either visual or audio, of any kind will be made of the event covered by a contract without prior written approval from the Coordinator. The College has the right to require payment for said privilege. The Coordinator has the right to record any event conducted in College facilities solely for the College's records.

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- y. Move-out must be completed no later than one-half hour after the scheduled end time. Failure to comply with the move-out deadline may result in the user's effects being considered abandoned. In which case, they will be disposed of by the Coordinator as he/she deems advisable.
- z. Attendance at any event may not be restricted on the basis of race, sex, color, religious affiliation, national origin, political affiliation or disability.

3. **Fire and Rescue Training Facility**

The use of the Fire and Rescue Training Facility by any group must be under the immediate supervision of a certified North Carolina Community College instructor who is under contract for that specific activity or an approved fire department training representative. The training facility will be available only for community college class activities. Exceptions will be approved by the Dean of Public Safety Training. The use agreement must be completed and returned to the College prior to use of the facility. No unauthorized persons will be on the facility grounds.

All participants, materials, procedures, protective gear, and activities associated with the training facility must meet National Fire Protection Association Standards.

All training activities and disposal of materials must be in compliance with the air and water quality standards set forth by the Environmental Protection Agency. Scheduled activities shall not exceed facility capacity. No one under the age of eighteen (18) years of age will participate in practical training exercises without College approval. All trainees on the facility grounds must have completed appropriate release forms or have advance permission of the Dean of Public Safety Training.

4. **Law Enforcement Training Facilities**

a. **Firearms Range and POPAT**

Use of the firearms range and Police Officer Physical Ability Test (POPAT) course is for the use of the College's Public Safety Training programs. Training activities are to be under the immediate supervision and direction of an approved College instructor or employee. Activities will be approved by the Dean of Public Safety Training.

All participants, procedures, equipment and activities associated with training must meet safety and training standards. No weapon will be brought to the range loaded without the approval of the supervising instructor.

The instructor(s) supervising the training will be responsible for set-up, clean-up and care of the range while training is being conducted. The instructor(s) will supervise the group using the range to ensure that all regulations are followed, especially safety regulations. Unsafe behavior or procedures will not be tolerated. An instructor may ask a trainee(s) to leave the range if necessary.

No one under the age of twenty (20) years of age will participate in practical training exercises at the range. All persons on the grounds must have completed appropriate release forms or have advance permission of the Dean of Public Safety Training.

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b. Driver Training Range

The Driver Training Range is for use by the College's Public Safety Training Programs. Training activities are to be under the immediate supervision and direction of a College approved instructor or employee. Activities will be approved by the Dean of Public Safety Training.

All participants, procedures, equipment and activities associated with training must meet safety and training standards.

The instructor(s) supervising the training will be responsible for set-up, clean-up and care of the range while training is being conducted. The instructor(s) will supervise the group using the range to ensure that all regulations are followed, especially safety regulations. Unsafe behavior or procedures will not be tolerated. An instructor may ask a trainee(s) to leave the range if necessary.

The vehicles used at the Driver Training Range will be approved by the Dean of Public Safety Training and will be used only in designated areas. Vehicles exceeding a Gross Vehicle Weight of 10,000 pounds or a two axle or dual-wheeled truck will not be allowed on the Driver Training Range without prior approval. Under no circumstances will the Driver Training Range be used for an activity that will penetrate the asphalt surface or otherwise damage, harm or deface the facility.

No one under the age of eighteen (18) years of age will participate in practical training exercises at the range without the College's approval. All trainees/students must have completed appropriate release forms prior to participating in training activities and have a valid driver license. No unauthorized person will be allowed on the range.

5. Burrell Building Conference Center

The Burrell Building Conference Center is designed primarily for education, training, seminars and workshops. While the primary purpose of the center is to support the college mission, including economic and workforce development, the space may be leased to other entities for short duration programming.

6. Off-Campus Centers and Satellite Campus

All College facilities are to follow the guidelines and procedures set forth in this policy. Facility use fees and fees for options are to be charged according to the Fee Schedule for Facility Use.

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Daily Fee Schedule for Facility Use

Facility Rental Fees		
Applicable to for profit businesses conducting non-revenue generating events		
Venue	Normal Hours 8 am – 5 pm, Monday – Thursday, 8 am – 12 Noon Friday	After Normal Hours, Weekends, Holidays
Balsam Lobby	\$ 50	\$ 100
Myers Auditorium	\$ 250	\$ 500
Classrooms (if available)	\$ 50	\$ 100
Bradford Gazebo, Grill, Patio	\$ 50	\$ 100
Burrell Building Conference (per section)	\$ 100 per section or \$ 325 for all sections	\$ 200 per section or \$ 500 for all sections
Multipurpose Room / Gym	\$ 75	\$ 150
Cecil Groves Center	\$ 50	\$ 100
Swain Center Gym	\$ 50	\$ 100

Service Fees			
Charges for all Events			
Service	Normal Hours 8 am – 5 pm, Monday – Thursday, 8 am – 12 Noon, Friday	After 5 pm Monday – Thursday, after 5 pm. All meetings are to end at/before 9 pm	Weekends, Holidays, Friday after 12 Noon
Setup, Breakdown, Cleanup, Open, Close	No Charge	\$ 50	\$ 150
Technical Support for Audio/Visual Equipment	No Charge	\$30 per hour	\$ 30 per hour
Campus Resource Officer (per officer charge)	\$25 per hour	\$ 25 per hour	\$ 25 per hour
Piano Tuning/Rental (per event piano is used)	\$ 75	\$ 75	\$ 75

Costs reflected in the above chart are fees for rental (use of) the facility. Requests for additional services will be charged to the User. The College retains the right to determine the appropriate number of Campus Resource Officers and staff necessary to properly serve and protect the public.

Cross Reference: Policy 3.02.06 – Facility Use

Adopted: July 2012

Revised: January 2014; March 29, 2016