

**Greenville Technical College  
Administrative Policies**

**5-13 Use of Facilities**

Insertion Date: 03-13-2014  
 Revision Date: \_\_\_\_\_  
 Removal Date: \_\_\_\_\_

Approved by President:

*Kiah Miller*

It is the policy of Greenville Technical College to cooperate with businesses, organizations, or individuals in the use of its buildings and facilities for public service events and private projects. While the primary use of these facilities must remain to support the instructional programs of the college, the facilities will be available for activities that are consistent with the mission of the college.

Any activity that in the judgment of the college would be disruptive to the college operation or is not consistent with the college mission will not be approved.

The college reserves the right to interpret its mission and grant use of any facility to a business, an organization, or an individual whose activities are in keeping with that mission in a consistent manner.

The college will attempt to make its facilities available to the public provided all applicable requirements are satisfied.

The rental or usage fees are to be set so as to recover college direct and indirect costs for janitorial and security services, utilities, and overhead. Non-governmental organizations will be required to provide proof of liability insurance prior to use.

**If applicable :**

<b>Procedures</b>	
<b>Forms</b>	
<b>SBTCE Policies and Procedures</b>	

## **Facility Rental Policies and Procedures for External Parties**

---

### **Procedures and Requirements:**

#### **I. Purpose**

To provide procedures and requirements for use of college facilities by employees, external groups and organizations, and for any use other than that of an institutional nature or purpose.

#### **II. Procedures**

##### ***1. Application - Facility Request Form***

The use of campus buildings and grounds by outside groups requires prior written approval via a formal application process.

A Facility Request Form must be completed in full and submitted in advance of the event. The Facility Request Form will be reviewed by college personnel to ensure compliance with the policies and procedures outlined as follows. If the application is approved, a Facility Rental Agreement form will be returned to the requestor with a fee summary. If the terms are agreeable, the requestor should sign and return the agreement, along with the required deposit in order for the reservation to be confirmed. For more information, see “*Rental Fees and Deposits*” below.

The following terms govern the approval process:

- a. The college will consider rental of facilities by external organizations whose activities are in keeping with the mission of the college. Within these parameters, the college will not rent rooms, housing, or specialized equipment, (i.e. nursing labs, computers, private offices, secure areas, etc.). Kitchen facilities are not available.
- b. Rights are reserved by Greenville Technical College to revoke permission for external use of buildings and facilities, without liability, should such action be deemed necessary.
- c. Organizations renting college facilities must conduct activities that are orderly, lawful, not of a nature to incite others to disorder and not restrictive by reason of race, creed, color, national origin, sex, handicap or age.
- d. Specific activities prohibited by the college include, but are not limited to those that may:
  - Conflict or interfere with college activities and the learning experience
  - Involve fund-raising campaigns except as permitted in writing by the Greenville Technical College President or designee

## **Facility Rental Policies and Procedures for External Parties**

---

- Charge an admittance or registration fee or require a donation. Events selling merchandise must have prior written approval by the college.
  - Create direct competition with college programs or services for which fees are collected
  - Espouse theories or doctrines subversive to the laws of the United States, or any political subdivision thereof; advocating governmental changes by violence
  - Damage any property including buildings, grounds, or equipment
  - Adversely affect the reputation of the college
  - Violate existing policies and procedures
- e. Facilities may be used for political meetings and other campaign related purposes provided full rental/use fees are charged.
- f. Facilities will not be rented to outside groups for more than five (5) consecutive days.
- g. Due to the nature and purpose of college facilities, no long term agreements will be made to lease space. Agreements may not exceed six (6) months. After the time limit has expired, the renter may reapply for another six (6) month lease period, but the college does not guarantee acceptance of the application.
- h. A written description of the event is required. The description should include topics for discussion and the name(s) of the speakers and/or session leaders. Dramatic performances and film viewings must provide a copy of the script or a video at the time of application. A copy of the agenda for the program may be required.

### ***2. Certificate of Insurance:***

- a. Insurance coverage will be required for all groups or organizations requesting approval to use college facilities with the exception of local, state and federal governmental agencies/organizations.
- b. The requestor should provide evidence of comprehensive insurance liability coverage in the minimum limits of \$1,000,000 each claim, \$1,000,000 each occurrence and \$500,000 property damage. Certificate must name both the requesting organization and the college as insured. The college reserves the right to require limits above this when it may be determined that higher limits are justified.

## **Facility Rental Policies and Procedures for External Parties**

---

- c. The college reserves the right to approve the insurance provider and must receive a copy of the certificate of liability insurance at least 72 hours prior to the event.

### ***3. Rental Fees and Deposits:***

- a. A rental fee will be charged for the recovery of the college's operating costs. An explanation and schedule of fees is provided on pages 5 and 6. Any external user of college buildings and facilities will be charged a fee unless a reduced rate or waiver is negotiated by the College President or designee. Users of college facilities will be financially responsible for all damage to property or injury to persons arising out of the use permitted. The college reserves the right to charge fees for additional security and or custodial personnel based on the nature or size of an event.
- b. A deposit of 30% of the total fee (or \$500, whichever is less) must be submitted with the signed agreement in order for the reservation to be held.
- c. Payment of the balance must be paid to the Greenville Technical College Business Office 15 days before the scheduled event. Payments can be made in the form of cash, check, or credit card at the Business Office at McAlister Square (225 South Pleasantburg Drive, Greenville, SC 29607).

### ***4. Cancellation and Refund***

Reservations canceled more than fifteen (15) days prior to the event date will forfeit the deposit but may be refunded for any payment made towards the balance.

Reservations canceled within fifteen (15) days of the event date will forfeit the deposit and rental fee.

### ***5. Codes of Conduct and Other Requirements***

- a. No food or drinks are allowed in rented meeting spaces without prior written consent.
- b. Smoking is strictly prohibited outside of designated smoking areas located in remote areas of campus parking lots.
- c. The use of illegal drugs is strictly prohibited in any place on campus.
- d. Alcohol is strictly prohibited on campus unless pre-approved by the College President. The *Application for Service of Alcoholic Beverages on Campus* may be requested through a separate application process.

## **Facility Rental Policies and Procedures for External Parties**

---

- e. The renter is responsible for the conduct of all attendees. All attendees are expected to stay out of all unauthorized areas and refrain from using unauthorized equipment. Authorized areas include only public restrooms and the contracted classroom/auditorium. Authorized equipment includes only equipment the user has specifically received written permission to use.
- f. The requesting group may rearrange movable items such as tables and chairs within the assigned area as needed. The area must be returned to its original condition at the conclusion of the event. Items outside the assigned rental area may not be moved.
- g. To avoid damage to college facilities, no items are to be taped, stapled, drilled or otherwise affixed to any surface in the buildings or facilities without prior written consent of the college.
- h. The renter is responsible for ensuring that all trash is placed in designated receptacles and that all decorations and any other items associated with the event are removed within the designated rental period. Renters will not be allowed to return at a later time to gather materials.
- i. Animals are prohibited in designated rental spaces. Service animals for the blind or visually impaired and for the hearing impaired are exempt from this prohibition.
- j. The college prohibits the possession or use of unsafe items and materials that create conditions on campus which may be potentially dangerous to life, property or which may be disruptive to the essential operations of the college. This includes, but is not limited to, firearms, explosive devices, hazardous chemicals, improper mechanical equipment, etc.
- k. No publicity or media announcements will connect Greenville Technical College as a sponsor or partner in the event without the expressed written approval of the college.
- l. No solicitation shall be permitted on campus without the expressed written approval of the college.
- m. College parking is limited and is subject to all parking regulations. An approved Facility Rental Agreement does not convey special parking consideration and does not guarantee that a specific number of parking spaces will be available.

### **6. Liability**

## **Facility Rental Policies and Procedures for External Parties**

---

- a. The cost of facility repairs and/or equipment replacement will be assessed to the facility user if college facilities or equipment are damaged during a scheduled event.
- b. Renter will be required to sign document both before and after event to evaluate any damages for which the organization is responsible.
- c. The college will not be responsible for any personal property left on campus. Lost and Found areas are located on each campus. Please contact your Campus Scheduler for the location of the appropriate Lost and Found depot.

### **7. Availability**

Facilities will be available only during the college's normal periods of operation. Facilities will not be available during the time the college is closed for holidays or during inclement weather conditions.

- In addition to all federal holidays, the college is closed the week of July 4<sup>th</sup> and for approximately 2 weeks during the winter holidays between Christmas and New Year's. Please contact your Campus Scheduler for specific dates that the college is closed.
- If inclement weather conditions occur, announcements regarding closings will be made through local radio and television outlets. If the college's official closing due to inclement weather forces an event's cancellation, the college will either refund all payment and deposits or reschedule the event as availability permits.

### **8. Disclaimers:**

- a. The use of college property is a privilege and not a right. The college reserves the right to deny a request, reassign or cancel any space. The refusal of a request, a reassignment or a cancellation may be based upon lack of available or suitable space; lack of substantial contribution of the proposed activity to the mission and purposes of the college; previous misuse of property and facilities by the user; previous failure to abide by the terms and conditions of the agreement; or, it is determined that the event could be disruptive, hazardous to persons or college property, unlawful or any other breach of peaceful circumstances.
- b. The college reserves the right to amend, revise or adjust the policy or procedures at any time.
- c. Force Majeure: The performance of this contract is subject to any circumstances making it illegal or impossible to provide or use college facilities, including Acts

## **Facility Rental Policies and Procedures for External Parties**

---

of God, fire, earthquake, flood, war, terrorist attack, government regulations, disaster, epidemics, strikes, or other labor dispute, or civil disorder.

- d. Renting organizations will be responsible for providing any ADA accommodations beyond what the college provides.

### **9. Indemnification:**

*User agrees to waive all claims against and to assume, defend, indemnify, protect, and hold harmless College, and all of the officers, directors, servants, agents, representatives, managers, personnel, employees, students, and volunteers against any and all costs, claims, demands, damages, losses, actions, judgments, or causes of action including court costs and attorney's fees, of whatsoever kind, arising or resulting, directly or indirectly, from any act, incident, accident, or claim occurring in, upon, or about the College, or otherwise arising out of the event or the use of College. User shall further indemnify and hold harmless College, and all of the officers, directors, servants, agents, representatives, managers, personnel, employees, students, and volunteers from all loss or expense arising from any liability or claim of liability for injuries or damages to persons or property sustained or claimed to have been sustained by anyone by reason of the use of College for the event, whether such use was authorized or not or consequent upon or arising from User's failure to comply with any laws, statutes, ordinances, codes, rules, or regulations, including in connection with such liability caused by, or arising out of death or injury to any person or damage to property, or occurring due to defamation, copyright infringement, or otherwise.*

## **Types of Organizations Authorized to Use College Facilities**

---

**Type 1 Organizations** – The following organizations may use college facilities at no expense.

1. Greenville County Commission for Technical Education (Area Commission)
2. Committees appointed by the Commission, the President, or the President's designated representatives
3. College sponsored groups, organizations, and associations
4. College employee groups when included in meetings conducting college business and/or activities (except that such groups will not be granted use of the facilities when said group is engaged in work stoppage activities against the college or when such action is being planned or considered).
5. Meetings of emergency preparedness organizations in emergency situations that affect (or conceivably could affect) the community's health or welfare.
6. Local, state or federal public elections

**Type 2 Organizations** – The following organizations may use college facilities for the established type 2 rates.

1. State, federal and local government bodies
2. Greenville County School District
3. Non-profit organizations that are recognized as such by the Internal Revenue Service and the State of South Carolina and the rental of the college facility will result in direct support of the college by the non-profit organization as determined by the Vice President of Finance. The college may request the non-profit organization to verify their non-profit status to the college.
4. Institutions of the South Carolina Commission on Higher Education.
5. College employees renting space for non-business related activities

**Type 3 Organizations** – The following organizations may rent college facilities for the established type 3 rates.

1. For profit groups, organizations, associations, companies, corporations, other institutions of higher education (excluding institutions of the South Carolina Commission on Higher Education).
2. Church or religious meetings
3. Recreation groups sponsored by City and County recreation departments
4. Meetings or events held in conjunction with class reunions, banquets, fund raising events, etc.
5. Political party functions such as meetings, debates, etc. (excluding public elections).

**Other Organizations** – If organizations not listed in any classification above apply for the use of college facilities, the Finance Office will determine their proper classification.



**Greenville Technical College  
Facility Rental Fee Schedule**

<b>Base Fee Rental Rates</b>	<b>Type 2</b>				<b>Type 3</b>			
	<b>Weekday*</b>		<b>Weekend*</b>		<b>Weekday*</b>		<b>Weekend*</b>	
	<i>Base**</i>	<i>Hourly**</i>	<i>Base**</i>	<i>Hourly**</i>	<i>Base**</i>	<i>Hourly**</i>	<i>Base**</i>	<i>Hourly**</i>
<b><i>Barton Campus Locations:</i></b>								
TRC Auditorium	\$ 260	\$ 45	\$ 335	\$ 70	\$ 460	\$ 95	\$ 510	\$ 110
UT Auditorium	\$ 260	\$ 45	\$ 335	\$ 70	\$ 460	\$ 95	\$ 510	\$ 110
Student Center	\$ 260	\$ 45	\$ 335	\$ 70	\$ 460	\$ 95	\$ 510	\$ 110
ET142 Lecture Hall	\$ 210	\$ 35	\$ 260	\$ 45	\$ 310	\$ 55	\$ 335	\$ 65
CJ 120 Courtroom	\$ 210	\$ 35	\$ 260	\$ 45	\$ 310	\$ 55	\$ 335	\$ 65
TRC 229 Distance Learning Classroom	\$ 210	\$ 35	\$ 260	\$ 45	\$ 310	\$ 55	\$ 335	\$ 65
DE 405 Classroom	\$ 185	\$ 30	\$ 210	\$ 40	\$ 235	\$ 40	\$ 250	\$ 45
Grounds	\$ varies	\$ varies	\$ varies	\$ varies	\$ varies	\$ varies	\$ varies	\$ varies
<b><i>Branch Campus Locations:</i></b>								
McAlister Square - ARC Multi-Purpose	\$ 210	\$ 35	\$ 260	\$ 45	\$ 310	\$ 55	\$ 335	\$ 65
Brashier Campus - Classrooms	\$ 185	\$ 30	\$ 210	\$ 40	\$ 235	\$ 40	\$ 250	\$ 45
Greer Campus - Classrooms	\$ 185	\$ 30	\$ 210	\$ 40	\$ 235	\$ 40	\$ 250	\$ 45
Northwest Campus - Classrooms	\$ 185	\$ 30	\$ 210	\$ 40	\$ 235	\$ 40	\$ 250	\$ 45
Northwest Campus - Heritage Hall	\$ 335	\$ 70	\$ 460	\$ 95	\$ 660	\$ 145	\$ 760	\$ 170
Buck Mickel Center - Large Classrooms	\$ 210	\$ 35	\$ 260	\$ 45	\$ 310	\$ 55	\$ 335	\$ 65
Buck Mickel Center - Small Classrooms	\$ 200	\$ 30	\$ 235	\$ 40	\$ 260	\$ 45	\$ 285	\$ 55
Buck Mickel Center - Auditorium	\$ 210	\$ 35	\$ 260	\$ 45	\$ 310	\$ 55	\$ 335	\$ 65
Buck Mickel Center - Computer Labs	\$ 260	\$ 45	\$ 335	\$ 70	\$ 460	\$ 95	\$ 510	\$ 110

\* Weekday rates apply Monday – Friday. Weekend rates apply Saturday – Sunday.

\*\* Base rate is the rate charged for rentals four (4) hours or less in duration. Rentals over four (4) hours are subject to the base rate plus the hourly rate for each hour beyond four (4) hours.