

Name:	507.01 Temporary Use of Campus Facilities 500.01 Section 4.13 Campus Meeting Room Reservation Procedures
Effective:	August 13, 2012
Supersedes:	All previous revisions

Facilities of CVCC are available for meetings, seminars, workshops, and approved sporting or student events. All activities held on campus will comply with the laws of the State of Alabama, Alabama State Board of Education policies, the rules and regulations of CVCC, and support the mission of the community college. Institutional use of any of our facilities takes precedence over, and has a higher priority than, any outside usage of these facilities. Within the institution, instructional needs take priority. The College reserves the right to limit or deny functions at any time and facilities cannot be committed to long-term agreements.

CVCC Facility Usage and Scheduling

Chattahoochee Valley Community College provides meeting and athletic facilities for the purpose of education and community functions. In keeping with the community college mission of being a community and educational development center, the College will make selected facilities available when not in use to the College. Non-College facility users will be charged appropriate pre-established fees.

The total fee charges will depend on the number of rooms used and the type of activity in which the room will be used. Costs for additional services (including but not limited to, security, custodial, lighting, and audio-visual) will be assessed in addition to the facility usage fees as appropriate to the activity. Organizations will be advised of total charges following review of the official *Facilities Rental Agreement*.

A required event worker must be provided at the rate of \$30 per hour per worker. For all events, a minimum of one event worker shall be employed; additional workers may be required according to expected attendance or event. This service is mandatory for all campus events. The event worker is responsible for security, and is required to be present thirty minutes prior to the event until final clean-up is performed. Rates and all rental fees are subject to change without notice. All evening rentals, events occurring after 5 p.m., require an event worker to be provided for a four hour minimum.

College Use of College Facilities

Space at the College will be available for College activities in the following order of priorities:

1. College instructional programs

2. Official College events
3. College-sponsored educational activities
4. Actively chartered student clubs and organizations *
5. External user groups *

*Charges will be assessed for miscellaneous services.

Note: To use College facilities please complete a *Campus Event Facilities Reservation Form* and submit for President's or Vice President's approval.

Non-College Use of College Facilities

Facilities will be available to outside organizations when use does not conflict with scheduled College functions, events, or courses offered. Also, no facilities will be available for rental on College published holidays when the College is officially closed.

The President, or his designee, may approve the use of a College facility by an organization or group other than CVCC. In such cases, the use of the facility must be consistent with the philosophy, functions and objectives of Chattahoochee Valley Community College.

Any non-College entity using a College facility shall be responsible for any damage to, or loss of, College property that occurs as a result of the usage. The College reserves the right to repair damage and replace items and invoice the user group for costs incurred.

Scheduling

The scheduling of campus facilities is based on the needs of the College and its support groups. When facilities are not in use by the College, they may be used by the community on a first-come, first-served basis. Reservations should be made through the President's Office, 334-291-4981, and are subject to approval by the President or Vice President.

The College may restrict the use of the facilities for any group, organization, or business whose programs or activities create a conflict of interest or do not support the mission of the community college.

Fees

The College may set reasonable fees for the use of its facilities to cover expenses for technical support services, custodial services, overhead, supplies, security services, or other necessary services.

Liability

At the President's discretion, a non-College entity may be required to secure a liability policy covering the event or activity and name the College as an "additional insured" (Policy 512.01). The Business Office will be responsible for ensuring that all criteria designated by the President for non-College use of facilities are met. The College assumes no liability for injury incurred by any member of such a group while engaged in a group activity on College property.

Use of Audio-Visual Equipment

When audio-visual equipment or auditorium lighting is needed, it should be requested in writing on a form provided by the College. Audio-visual equipment must not be moved from one room to another without permission from the College. The College strongly discourages plans to tie-in to its audio-visual equipment by external audio-visual devices and plans to do so could be a basis for denial of facility use.

Guidelines

1. All trash should be removed from the premises or placed in receptacles before leaving the College. If the Phenix City Room kitchen is used, the kitchen must be cleaned and all trash removed by the end of the event. Facilities and equipment used must be left in a clean and orderly condition. Failure to do so will result in penalty charges based on time required to return the facility or equipment to its proper condition. Failure to do so will also be noted in a file and used for determination of future requests.
2. Children must be accompanied and supervised at all times by an adult. Safety is of utmost importance to the College and visitors should follow common sense rules.
3. All vehicles must be parked in parking lots in designated parking spaces.
4. Aggression toward people or property will not be tolerated, police will be called to intervene, and appropriate charges will be filed.
5. No firearms shall be brought onto the campus, with the exception of bona fide law enforcement personnel in performance of their duties.
6. The use, sale, or consumption of alcoholic beverages or drugs on College premises is prohibited.
7. The College prohibits anyone bringing dogs onto the campus. Guide dogs are the exception.
8. Use of tobacco in any form is prohibited on the College campus.
9. Gambling or other conduct detrimental to public or College interest shall not be permitted on College premises.

10. Serving of food or refreshments is permitted only in the Phenix City Room.
11. All visiting groups are responsible for overseeing the activities and conduct of their members while utilizing College facilities, and must comply with all applicable College rules and regulations, including safety procedures.
12. There shall be no alterations to existing facilities, or installation of equipment, signs, posters, or decorations on or about the College premises by any party without prior approval.
13. Failure to comply with the guidelines outlined in this procedure, including failure to pay a facility use fee or provide proof of required insurance, will cause immediate denial of access and utilization of College facilities.

Procedures for Use

All functions for College and external organizations must adhere to the following guidelines:

1. Requests for the use of facilities should be made to the President's Administrative Assistant, 334-291-4981, at least 30 days in advance of the requested date in order for the request to be reviewed and arrangements for approved uses completed. However, more complex requests should be made up to several months in advance.
2. In all cases, at least one person who belongs to the organization requesting use of the facilities shall be identified in writing on the *Facilities Rental Agreement* as the person responsible for the function, and shall be present for the full duration of the function. Noncompliance will result in denial of future requests.
3. In all cases, a designated event worker shall be in full charge of the facilities and security and shall be present for the full duration of the event. The College representative must be obeyed.
4. Each organization will be advised of the total use charges by the Administrative Assistant.
5. All fees must be paid and proof of insurance provided at least thirty days before the planned campus event.
6. All applicants will be limited to the use of those areas specified on the approved *Facilities Rental Agreement*. An on-site inspection is to be conducted by the designated person in charge and the Director of Facilities and Maintenance. All discrepancies will be noted prior to the event date.

7. Rental will be based on a first-come, first-served basis. A signed and paid agreement constitutes priority.
8. The College reserves the right to cancel facility use, at its sole discretion, with or without cause. If cancellation is due to College safety or security, natural disaster, or other College issue, a refund will be provided.
9. No facilities will be available for rental on College published holidays when the College is officially closed (to include Easter weekend).

Total Facility Fee Charges

Facilities Rental Agreement

Campus Event Facilities Reservation Forms:

Campus Event Phenix City Room Reservation Form

Campus Event IPAC Auditorium Reservation Form

Campus Event IPAC Meeting Room Reservation Form

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