

CP 1.9.1 Facility Use by Outside Organizations

Related Board of Trustee Policy: BP 1.9

Responsible Official *Vice President for Finance and Administration*
Approvals *1/24/18*
Revision

Procedure

Outside organizations may be granted permission to use College facilities under certain conditions listed below. Whether a fee is charged for such use is determined by the category of the organization, the day and time of use, whether admission is charged, and special services required.

Facility use by outside organizations applies to two types of users.

1. MTCC allows use of its facilities (typically classrooms) to certain other educational institutions for their offering of entire courses under the semester or quarter system used by that institution. The instruction (and subsequent student credit) is totally under the direction of that institution. As this use entails a commitment of space for a significant time, such use must be carefully scrutinized to ensure that MTCC-use has priority.
2. MTCC allows use of its facilities to organizations needing space for a short time period. While there can be more flexibility in this type of use, applications are carefully considered to ensure that the College's interests are protected.

All potential users are required to complete and submit a *Facility Use Application* to facilitiesres@go.mcdowelltech.edu. All users must abide by the Regulations Governing Use of College Facilities.

1. Groups Permitted to Use the Facilities

McDowell Technical Community College shall have priority in the use of the College facilities at all times. The College reserves the right to deny the use of facilities to any group. Outside organizations requesting use of MTCC facilities will be classified as one of the following:

- Category 1. This category includes county, state, and federally funded agencies.
- Category 2. This category includes tax exempt organizations such as non-profit, non-government funded organizations (civic, religious, arts, and charity organizations).
- Category 3. This category includes for-profit groups and/or businesses or other groups/organizations that do not fit the definition of Categories 1 or 2.

2. Regulations Governing Uses of College Facilities

- a. The MTCC educational program has priority in the use of College facilities at all times. No activity will be scheduled for a use that interferes with the College instructional programs or activities.
- b. College facilities may be available for outside use during the week and on weekends. However, no College facilities will be made available during certain periods. These include day designated in the College calendar as holidays or day when the College

is closed and may include related weekend days. This calendar is located on the website at <https://www.mcdowelltech.edu/apps/events>, published in the *MTCC Catalog and Student Handbook* and the *MTCC Schedule of Classes* (published each semester).

- c. Approved *Facility Use Applications* shall be issued for all non-college functions.
- d. Applications for use of facilities can be found on the college website at <https://www.mcdowelltech.edu> or requested through email facilitiesres@go.mcdowelltech.edu. Completed applications must be submitted to the College a minimum of two weeks (10 working days) in advance of the proposed use. Facilities will not be reserved/scheduled until the educational programs have been scheduled for that academic term (approximately six weeks before the start date of that term). If requested before that time, permission to use the facilities cannot be granted and will be not guaranteed.
- e. All groups, agencies, or organizations shall designate a person to be held responsible for the group and its activities in the facility.
- f. The *Facility Use Application* should include all technical requirements, plans, ideas, and program content pertaining to the event. All equipment brought by the User will be inspected by an MTCC Security Officer to ensure safety and MTCC will have the final approval and authority for the use of such equipment.
- g. MTCC may be able to assist facility Users by providing certain audio-visual equipment. There is a section in the *Facility Use Application* for the User to select available equipment. If audio-visual equipment, or other aides, is provided to any groups or individuals representing the facility User shall be held personally responsible for the material or equipment. It is the responsibility of this person to ensure that the equipment is returned to the College in the same condition in which it was received.
- h. The College reserves the right to request that payments for any applicable fees be submitted in advance (at least five working days) for the use of facilities. All checks shall be made to McDowell Technical Community College and presented to the Business Office.
- i. The College may require, as a condition of approval, that compensation is provided for additional security officers, custodial personnel, or other staff members deemed to be necessary for the use of the facilities. The User (all categories) must pay for technical support, if required for facility use.
- j. The College shall require proof of copyright license fee payment in the event of a videoconference.
- k. Move-out must be completed no later than on-half hour after the schedule end time. Failure to comply with the move-out deadline may result in the User's effect being considered abandoned. In this case, the Vice President for Finance and Administration will dispose of them as he/she deem advisable.
- l. Organizations using College facilities and planning for catering services need to contact the Executive Assistant to the President for a list of approved caterers. The contract for providing catering services is between the user of the facility and the caterer.
- m. Approval 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.
- n. The use of and College property shall be under the direction of an authorized member of the College staff. Keys to the college buildings shall be assigned only to College employees, and buildings shall be opened only by such employees. The facilities are not opened, nor does any event begin, without the express permission of the Vice President for Finance and Administration. The right is reserved at all times for any and all employees of MTCC so designated to enter the premises.
- o. Authorization shall be given for entrance to specific areas and use of specific facilities only, within a building.

- p. The User will become familiar with, and comply with, applicable fire and safety codes (fire escape routes with nearest exits, fire extinguisher locations, handicapped access, etc.) at the facility.
 - q. 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 portion of the facility open to the public. No standing room may be utilized, nor is anyone permitted to sit in any aisle.
 - r. The college is a tobacco-free campus (including cigarettes, chewing tobacco, and e-cigarettes). Drinking or possession of alcohol and/or unauthorized controlled substance of College premises is prohibited. Food and beverages are prohibited in the College auditorium and the NCIH (interactive television) classroom.
 - s. Youth or children's groups shall be adequately supervised by responsible adults provided by the sponsoring organizations.
 - t. Users shall be responsible for the payment of any and all damages to the buildings, furnishing, fixtures, or equipment whether caused by the User or his patrons; normal wear and tear excluded. Nothing shall be affixed to any walls, curtains, seating, or other surfaces in any building without express written permission of the college. Damage to the premises shall be at the expense of the User. College furniture and/or equipment shall not be removed, rearranged, or displaced without permission from an authorized College employee.
 - u. The User shall not advertise any performance or the appearance of any performer prior to the signing of the facility use contract, or until contracts involving all parties have been properly executed and exhibited to the Vice President for Finance and Administration or the appropriate College official prior to the signing of this contract.
 - v. The User agrees that no recording of any kind, either audio or visual, will be made of the event covered by a contract without prior written approval from the Vice President for Finance and Administration. MTCC has the right to require payment for said privilege. The Vice President for Finance and Administration has the right to record any event conducted in College facilities solely for the College's records.
 - w. All groups, agencies, or organizations shall not permit any vendor to sell products, goods, or services on the College campus without the express approval of the President.
 - x. No collections of donations, whether for charity or otherwise, shall be made, attempted, or announced on the premises without the written approval of the vice President for Finance and Administration or appropriate College official. The Vice President for Finance and Administration shall make the determination whether this shall constitute "Admission Charged".
3. Regulations Governing Uses of Special or Non-College Facilities

Certain programs, such as Basic Law Enforcement Training (BLET) and Fire and Rescue utilize facilities which are used only for MTCC students or which are not owned by the College. Since such use is under the direction of the College for MTCC-enrolled students, this *Facility Use for Outside Organizations* policy does not apply. However, in the interest of clarifying existing practices, the following information is included in this policy:

- a. The firing ranges used by MTCC Basic Law Enforcement Training (BLET) students are owned by McDowell County and the City of Marion. Their use is governed by written agreement between the College and those entities and complies with current Criminal Justice Training and Standards.
- b. The obstacle course located at the Magnolia Building may be used only by enrolled BLET students and only when a certified physical fitness instructor is present.

- c. The Fire Training Center is owned and operated by McDowell County, and its use by appropriate MTCC students is governed by the agreement between the College and the county.

4. Fees for Facility Use

Fees for facility use are charged under certain conditions as shown in the chart below.

Daily Fee Schedule for Facility Use

Category 1: County, state, and federally funded agencies	Multi-purpose Room, Conference Room	Auditorium	Classrooms, etc.
Condition:			
Normal working hours, no admission charged:	No charge	No charge	No charge
Normal working hours, admission charged:	\$100	\$100	\$100
Weekends, no admission charged:	\$100	\$150	\$100
Weekends, admission charged:	\$150	\$200	\$150
Category 2: Tax exempt organizations such as non-profit, non-government funded organizations. This category includes civic, religious, arts, and charities.			
Condition:			
Normal working hours, no admission charged:	\$100	\$100	\$50
Normal working hours, admission charged:	\$150	\$200	\$150
Weekends, no admission charged:	\$150	\$200	\$150
Weekends, admission charged:	\$200	\$300	\$200
Category 3: For-profit groups and other groups or businesses that do not fit the definition of categories 1 or 2.			
Condition:			
Normal working hours and weekends, no admission charged:	\$200	\$300	\$100
Normal working hours and weekends, admission charged:	\$300	\$400	\$200

Additional fees per event

Setup/Cleanup Fee	\$50 per hour
Technical Support	\$50 per hour
Security	\$50 per hour
Tele/Video Conf.	\$100 per hour
ITV Network	\$50 per hour per site

Hours defined:

Normal working hours	8:00 am – 10:00 pm Monday – Thursday 8:00 am – 4:00 pm Friday
Weekends	4:00 pm – 10:00 pm Friday 8:00 am – 10:00 pm Saturday and Sunday

Costs reflected in the above chart are fees for rental (use) of the facility. Requests for additional services will be charged to the User. Example: State agency requests the use of the auditorium during normal working hours (no charge) for a meeting. The agency will also use the multipurpose room to serve lunch to the participants. The college will charge for the labor and

materials used to set up the multipurpose room at the maintenance/custodial rate outlined above. MTCC retains the right to determine the appropriate number of security and staff necessary to properly serve and protect the public.

Educational Term (Semester or Quarter) Fee Schedule for Facility Use

1. When space is available, use of MTCC facilities may be requested by other educational institutions for the offering of their courses at this location. All rules and conditions that apply to those offering short-term events also apply when facilities are used for an educational term.
2. Facilities may be requested for such use at any time. However, to ensure that MTCC's needs are met first, requests for such use may not be granted or guaranteed until the last six weeks of the semester preceding the requested use.
3. Fee schedule:

Other educational institutions conducting courses for which students pay tuition may use classrooms or labs by paying for the use of the college facilities according to the following formula on a semester basis.

Per capita fees:

$\$75 \times \text{number of students enrolled} \times \text{number of credit hours during the semester}$

Video Technician/Proctor: (where applicable)

$\$20 \text{ per scheduled classroom hour} \times \text{number of scheduled hours during term} \times \text{number of classes offered during the semester}$

The minimum fee to be charged for such use is \$100

Example: College "Y" wants to offer two courses 3-credit hour classes using MTCC classrooms. Course #1 has 5 student enrolled, and Course #2 has 10 students enrolled. College "Y" will pay the following fees for classroom use:

$\$75 \times 15 \text{ students} \times 3 \text{ credit hours} = \$3,375$

IF the classes are offered in the NCIH classroom, College "Y" would also pay fees for technical support according to the following formula:

$\$20 \text{ per scheduled classroom hour} \times 48 \text{ scheduled hours} \times 2 \text{ classes} = \$1,920$

Facility Use Application

Complete all applicable sections and return form to facilitiesres@go.mcdowelltech.edu

Name of Organization: _____

Organization Type (check one):

☐ County, state or federally funded agency

☐ Non-Profit

☐ For-Profit

Federal Tax ID# _____

Mailing Address:

City: _____ State: _____ Zip: _____

Contact Name: _____ Title: _____

Email Address: _____ Phone #: _____

Type of Facility Requested: _____ # of Attendees expected: _____

Event Name: _____

Meeting Dates: _____ Meeting time: _____ to _____

Event Description: _____

Technology Needs: ☐ Data Projector ☐ Microphone/sound system

Will there be a charge to attend event?

☐ Yes ☐ No

The undersigned hereby represents themselves as an authorized agent of the aforementioned organization and, as such, makes application to McDowell Technical Community College for the use of the College's facilities. The undersigned warrants that the applicant will observe all regulations of McDowell Technical Community College, will exercise the utmost care in the use of said premises and property, and will hold the Trustees of McDowell Technical Community College, the individual members thereof, and all McDowell Technical Community College employees, free and without harm, from any loss or damage, liability, or expense that may arise, or be caused in any way, by such occupancy or use of the College's property. I agree to the policies and procedures contained in the MTCC Policy Manual, Catalog and Student Handbook and accept financial responsibility for all expenses associated with reserving and utilizing McDowell Technical Community College facilities, equipment, and services.

Signature, Authorized Representative of the Organization _____ Date: _____

This section to be completed by McDowell Technical Community College

Applicable Fees

Rental Fees	day(s)	\$	Fees Paid \$_____ (01-110-00-494300-10003)
Custodial	_____ hrs	\$	Date Paid _____
Security	_____ hrs	\$	Received by _____
Other	_____ hrs	\$	

Total Fees \$_____

☐ Application Approved

☐ Application NOT Approved

Building(s) Assigned: _____

Room(s) Assigned: _____

Facility Use Information

Request Procedures:

1. An inquiry to facilitiesres@go.mcdowelltech.edu should be submitted to determine if the desired date and time is available, and to request a Facility Use Application.
2. The Facility Use Application should be completed and returned to facilitiesres@go.mcdowelltech.edu.
3. Upon notification of acceptance of the request by the College, a check to cover the charges will be made out to McDowell Technical Community College and sent to the Business Office 10 days in advance of the event.
4. In the event that the User's facility needs change prior to use of those facilities, a new *Facility Use Application* must be submitted to the College to reflect the anticipated needs.

Contractual Obligations: (See "Regulations Governing Use of College Facilities" for full information)

- The User agrees to hold McDowell Technical Community College free, harmless, and indemnified from any claims, suits, or causes of action arising from or out of its use of a College facility.
- A User shall not sign or transfer its permit to use College facilities to any other person or group without the express written permission of the appropriate College official.
- An agreement to use College facilities may be canceled or amended by either the User or the appropriate College official for good cause provided five days' notice is given to the other party. Amendments may be made only by mutual agreement of both parties involved. In addition, refund of the usage fee or any portion thereof, where applicable, will be made at the discretion of the President or his/her designee.
- Violations of any of the College rules and regulations shall be grounds for the suspension of a User's privilege to use school facilities.
- The User shall leave the College premises in a clean, neat, and orderly condition. In the event that College property is damaged, the organization or entity booking usage shall be liable for the damages.
- If the User finds the facility unkempt or not fit for the intended use, he/she should notify the appropriate College personnel prior to the beginning of that use.

The User is responsible for the supervision of the activity (class meeting or event), including the maintenance of order and the safety of the people present.



McDowell Technical Community College
54 College Drive
Marion, NC 28752
(828) 652-6021

Facility Use Application-Internal Group

Complete all applicable sections and return form to the MTCC Business Office.

Name of Group:_____

Contact Name:_____ Title:_____

Email Address:_____ Phone #:_____

Type of Facility Requested:_____

of Attendees expected:_____

Event Name:_____

Event/Meeting Dates:_____ Meet time:_____ to _____

Event Description:_____

Technology Needs: Data Projector
 Microphone/sound system

This section to be completed by MTCC Business Office

Building(s) Assigned:_____

Room(s) Assigned:_____