

**INSTITUTIONAL POLICY
BEVILL STATE COMMUNITY COLLEGE
USE OF COLLEGE FACILITIES**

DEFINITIONS:

“Rentable Space” is defined as all space that may be available after the academic needs of the institution have been met.

POLICY STATEMENT:

Bevill State Community College will allow the use of its campus and facilities when available and when use does not conflict or interfere with normal, day-to-day operations and activities. Use of the institution’s facilities by others shall be compatible with the philosophy, mission, functions and objectives of the College. Individuals or groups may use facilities based on a priority system, rental fee schedule, and established rules and regulations. The campus and its facilities will not ordinarily be used for activities or events considered “for profit” and/or in direct competition with other local businesses or the College. [Exceptions must be approved by the Executive Vice President.](#) BSCC will allow the use of its campuses and facilities in accordance with this policy, applicable laws and ordinances, established rules and regulations, and prevailing community standards of conduct and behavior.

GUIDELINES:

1. A priority system will be established to facilitate decisions on campus/facilities use when scheduling conflicts arise.
2. A fee schedule will be published to establish rates for: rentable space, set-up, clean-up, security, audiovisual equipment, and other miscellaneous equipment or services.
3. Detailed rules and regulations will be published and made available to the public.
4. A rental application will be used to specify contractual terms between the college and the applicant.

POLICIES AND RULES GOVERNING USE OF CAMPUS FACILITIES:**Policies and Purpose**

1. BSCC has as its primary purpose the provision of quality, postsecondary education to students in its service area. As such, the use of BSCC’s campus and facilities must be related directly to the furtherance of this purpose.
2. BSCC will allow the use of its facilities only in accordance with existing policy, these rules and regulations, applicable laws and ordinances and prevailing community standards of conduct and behavior.
3. BSCC will allow the use of its facilities only when available and when said facilities’ use does not conflict with normal, day-to-day activities of the college.
4. BSCC will allow individuals and groups the use of its auditorium, classrooms, and audio/visual equipment based on a system of priorities, as follows:
 - a. First priority for use will be given to events sponsored by college and no charge will be levied.
 - b. Second priority will be given to events co-sponsored by the college. Rental fees will not be levied, but other fees, such as clean up and damage to the property, will be charged to the outside agency.
 - c. Third priority will be given to individuals, agencies, groups or organizations that are non-profit, cultural, and charitable in nature and geographically located in the BSCC’s service area.
 - d. The last priority will be given to other individuals, groups, governmental agencies, religious groups, professional associations, clubs and non-profit organizations not of a charitable nature.
 - e. Profit-making and limited profit individuals, groups, organizations and businesses are not allowed the use of BSCC’s facilities, except under co-sponsorship by BSCC.

No charges will be made to departments for the use of college facilities.

Rates and fees apply to outside agencies only.

Rules and Regulations:**1. Alcohol/Drug Policy**

According to Public Law 100-690, no alcoholic beverages or illegal drugs are allowed on the premises of BSCC at any time.

2. Application Procedure

Applications may be made at any time on forms provided by BSCC. Applicants are encouraged to plan their event as far ahead of time as possible. A signed application and rental agreement is required of all users of BSCC facilities, prior to occupying the premises. Application forms may be picked up at the Campus Director’s office located on the applicable campus of BSCC.

3. Cancellation

Full rate and fee refunds will be made, by check, up to two (2) weeks prior to the event. Less than two (2) weeks prior to the event, only one-half (1/2) of all fees and rates will be refunded. No refund will be given for "day of event" cancellation. Lessee agrees to reimburse BSCC for any and all actual expenses incurred by BSCC on behalf of the user.

4. Clean Up

The lessee is responsible for cleaning the rental area unless a comprehensive clean-up (see below) has been previously contracted. It is the responsibility of the lessee to take down all decorations, collect all trash/garbage into trash bags, sweep floors and mop all spills. Trash can, can liners, brooms and mops will be available.

5. Comprehensive Clean up

Comprehensive clean up will be provided for a fee (see fee schedule). This fee may be negotiated, depending upon the nature of the event. Absolutely no food or beverages will be allowed in classrooms or Lecture Halls.

5. Concessions

BSCC reserves the right to all food and beverage concessions.

6. Damage to Bevell State Community College Property

Damage to any facility occurring while being used or leased will be repaired and all costs will be applied to the rental deposit. Any cost beyond the rental deposit will be invoiced to the lessee.

7. Disaster/Emergencies

In the event of a disaster or emergency of any kind, BSCC shall have the right, as it may determine in its sole discretion, to suspend or terminate any event.

8. Hours of Operation

The facilities will be open at 7:30 a.m. and close no later than 11:00 p.m. The building must be cleared by midnight. Any event lasting more than 8 hours will be deemed as another day and additional rates will be charged to the lessee. No events will be scheduled during times when the College is considered closed. (See current College Catalog for dates.) Plan your events accordingly.

9. Insurance

As a condition to the leasing of facilities, BSCC requires evidence of appropriate liability insurance, if applicable.

10. Parking Regulations

Anyone leasing BSCC facilities should observe all parking regulations. Citations shall be administered for parking violations.

11. Payment of Fees

One half of all fees must be paid to the Business Office of BSCC in order for the user's event to be scheduled and space reserved. The remaining balance is due one (1) week prior to the event. Checks must be made payable to BSCC.

12. Responsibility of Personal Property

BSCC assumes no responsibility for any property placed on the premises and will assume no liability for any loss, injury, theft, or damage to property.

13. Security

Security for the facilities will be provided by BSCC at the existing rate; or by uniformed police officers of city or county, paid by the lessee and the number of officers approved by BSCC.

14. Set Up and Take Down

Ample time will be allowed for decorating the facility prior to an event. (Must be agreed to by both parties.) No nails, tacks or staples are allowed in walls, ceilings, doors, or furniture. No hot glue is allowed. No cellophane or duct tape is allowed. No decorations may be attached to, or obscure the sprinkler heads, exit signs, fire alarm, or other necessary fixtures.

15. Use of Bevell State Community College's Name and/or Logo

Organizations or individuals leasing or otherwise utilizing any facility of BSCC may use the college name only in so far as necessary to provide directions to the location. Any other use will void any and all contracts for use of BSCC facilities.

16. Utilities

Special requirements for power supply or other non-routine items may be subject to additional charges.

Bevill State Community College CAMPUS FACILITIES FEE

Date(s) of use: _____ Hours: _____ a.m./p.m.
to _____ a.m./p.m.

Name of person/group: _____ Number of persons
expected: _____

Purpose or nature of
program: _____

Will meal /refreshments be
served? _____ Time: _____

I hereby certify that I have read and agree to abide by the regulations regarding the leasing or use of Bevill State Community College facilities. I will also make these regulations known to members of my organization.

Sponsored
by: _____

Name of
applicant: _____ Signature _____

Address: _____

_____ Street or P.O. Box City State
Zip

Phone number: () _____

<u>Facility Requested</u>	<u>(Applicable to outside agencies)</u>	
Please indicate choice(s) below: Hours	Greater Than 4 Hours	Less Than 4
Fayette Campus Only:		
<input type="checkbox"/> Civic Room	\$125	\$100
<input type="checkbox"/> Gym	\$500	\$350
<input type="checkbox"/> Conference Room	\$100	\$50
<input type="checkbox"/> Lecture Hall	\$200	\$125
<input type="checkbox"/> Exhibit Hall	\$650	\$500
<input type="checkbox"/> Classroom	\$100	\$50
<input type="checkbox"/> Cafeteria	\$300	\$200

Hamilton Campus Only:		
<input type="checkbox"/> Civic Room	\$125	\$100
<input type="checkbox"/> Conference Room	\$100	\$50
<input type="checkbox"/> Lecture Hall	\$200	\$125

<input type="checkbox"/> Exhibit Hall	\$650	\$500
<input type="checkbox"/> Classroom	\$100	\$50
<input type="checkbox"/> Cafeteria	\$300	\$200

Jasper Campus Only:

<input type="checkbox"/> Auditorium	\$550	\$400
<input type="checkbox"/> Cafeteria	\$300	\$200
<input type="checkbox"/> Lecture Hall	\$200	\$125
<input type="checkbox"/> Classrooms	\$100	\$50
<input type="checkbox"/> Civic Rooms	\$125	\$100
<input type="checkbox"/> Gym	\$500	\$350
<input type="checkbox"/> Conference Room	\$100	\$50

Sumiton Campus Only:

<input type="checkbox"/> Civic Room	\$125	\$100
<input type="checkbox"/> Conference Room	\$100	\$50
<input type="checkbox"/> Exhibit Hall	\$650	\$500
<input type="checkbox"/> Classroom	\$100	\$50
<input type="checkbox"/> Lecture Hall	\$200	\$125
<input type="checkbox"/> Cafeteria	\$300	\$200

Fees	
<p>A refundable rental deposit, equal to 50% of the applicable base rental rate, will be charged for all lease agreements. (Applicable to outside agencies)</p> <p><u>Security Fee</u></p> <ul style="list-style-type: none"> • Per hour/per person \$ 25.00 <p><u>Miscellaneous Fee</u></p> <ul style="list-style-type: none"> • TV/VCR \$ 25.00 • Projector \$ 25.00 • Other _____ \$ 25.00 	<p><u>Set Up Fees</u></p> <ul style="list-style-type: none"> • \$ 3.00 per table • \$.25 per chair • \$ 10.00 podium • \$ 7.00 per hour sound system • \$ 10.00 ice

I agree to pay the amount listed above for use of requested campus facilities and agree to abide by the guidelines outlined in the Bevill State Community College Institutional Policy for use of campus facilities.

Signature

Date

Checks should be made payable to Bevill State Community College (BSCC).

Mailing Address: Attn: Business Office, Box 800, Sumiton, AL 35148

FOR COLLEGE USE:

Rental of facilities \$ _____

Event placed on Master Calendar ____ Yes ____ No (located in Campus Directors Office)

Total \$ _____

Date billed _____ / _____ / _____

Date of payment _____ / _____ / _____

deposit amount _____ / _____ / _____