4.4 USE OF COLLEGE FACILITIES BY NON-COLLEGE PERSONNEL

Last Revised: April 2011

Policy: Consistent with the mission of Piedmont Community College, the College and its Board of Trustees believe that the facilities of the Person and Caswell County campuses should be made available to the public for educational, recreational, civic and cultural purposes. In order to provide for appropriate use of College facilities and to protect the public investment, the following guidelines have been established.

Purpose/Definitions: This policy outlines the procedure by which the college facilities will be made available to the public.

Approval Authority/Monitoring Authority: Piedmont Community College’s Board of Trustees has approval authority for this policy. Vice President, Administrative Services has monitoring authority for this policy.

Procedure:
Facilities utilization is the responsibility of the Vice President, Administrative Services. To request use of a campus facility, contact the College’s switchboard operator to be directed to appropriate scheduling personnel. The person requesting facility use will be responsible for completing a Request for Facility Usage Form. Institutional activities and usage requests made by currently registered students or currently employed staff and faculty for class activities and make up schedules will receive priority. Outside use of the property or facilities will not be scheduled so as to interfere with the operations of the College, its programs or activities.

Responsibilities of User
1. An adult member of the group/organization must be designated to accept responsibility for care of the facility and equipment and for the conduct of the group using the facility. If the activity involves minors, additional adult supervision must be provided at a ratio of one adult for every 20 minors.

2. The facility must be returned to its original condition and left in a neat and orderly condition by the user.

3. Eating, drinking, and smoking on College property will be limited to those areas specifically approved for those purposes. Smoking is only permitted in the gazebos.

4. College property will be used in a careful and prudent manner so as to prevent any loss, defacement or damage. The facilities will be used in an orderly manner and discipline must be maintained in accordance with the Student Code of Conduct (which can be obtained by contacting the Dean, Student Development or the College Website).

Liabilities Assumed by User
Users will assume all liability for any loss or damage to College equipment and facilities. Users will also be responsible for all claims for damage to the person or property of others that may arise out of use of the College facilities.
Reservation of Rights
1. The College, acting through the Vice President, Administrative Services, has the right to refuse or cancel requests for facility use based upon past or present, actual or threatened, violations of these guidelines or any applicable local, state, or federal law or regulation.

2. The College reserves the right to refuse use of the facilities if the planned activity is not in the best interest of the College, or if the activity is inappropriate for the facilities. The Vice President, Administrative Services has the right to impose additional conditions for the use of the facilities, which are consistent with the best interests of the College and its service area. Appeals to the decisions of the Vice President, Administrative Services regarding facilities use may be filed with the President in writing.

Prohibited Activities
1. Commercial use of College facilities is strictly prohibited.

2. Concessions or other items may be sold on College property only with the approval of the Vice President, Administrative Services or designee.

3. Use or possession of alcoholic beverages, controlled substances, intoxicants of any kind, or disruptive conduct is strictly prohibited.

4. College equipment will not be moved within the facilities nor will any items be affixed to College property by any means without prior approval of the Vice President, Administrative Services or designee.

Fees
The Facility Usage Fee is as follows:

A. Weekend usage (after 4:00 p.m. on Friday and prior to 8:00 a.m. on Monday) by any group will require the payment of fees as listed in "B" below.

B. The following charges apply for any use of the facilities by any group:

   1. Activity with no food involved and projected attendance less than 50: $25.00 per room per usage.
   2. Activity with food involved and projected attendance less than 50: $50.00 per room per usage.
   3. Activity with no food involved and projected attendance more than 50: $50.00 per room per usage.
   4. Activity with food involved and projected attendance more than 50: $75.00 per room per usage.

C. There is no charge for any activity sponsored or co-sponsored by the College.

D. There is no charge for any activity conducted by governmental/economic development agencies and non-profit organizations during the normal weekday operations of the College.

Legal Citation:
PIEDMONT COMMUNITY COLLEGE
REQUEST FOR FACILITIES USAGE (Exhibit 4.4 & 4.5)

DATE OF REQUEST: ________________________

PERSON/GROUP INITIATING REQUEST: _____________________________________________________

(check one) College Personnel ☐ OR Non-College Personnel ☐

FACILITY REQUESTED: __________________________________________________________________

(Appropriate college personnel must be present for use of college equipment. Under no condition are
shops, laboratories, or playing fields to be used by individuals for personal production, repair or service
of articles for sale.)

USAGE DATE(S) AND TIME(S): ____________________________________________________________

ALTERNATE (RAIN) DATE: __________________________________________________________________

PLANNED ACTIVITY: ____________________________________________________________________
____________________________________________________________________________________

FOOD BEING SERVED? (check one) Yes ☐ No ☐

(Eating, drinking and smoking are limited to those areas specifically approved for those purposes.)

FEE CHARGED: ________________________________________________________________________

APPROVED FOR USE: ___________________________________________________________________

DISAPPROVED FOR USE: _______________________________ ____________________________________

If disapproved, rationale: ________________________________________________________________
____________________________________________________________________________________

APPROVAL: __________________________________________________________________________

VP, Administrative Services

FOR BUSINESS OFFICE USE ONLY:
The following monies have been received for facilities usage and should be deposited into code
AR 630 (21-000-16300).
RECEIVED FROM: ________________________________________________________________
AMOUNT: _________________________ DATE: _________________________

SIGNATURE OF CASHIER: ________________________________________________________________

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