

4.4 Use of College Facilities

Last Revised: October 2024

Policy: In order to provide for appropriate use of Piedmont Community College (PCC) facilities and to protect the public investment, institutional facilities, playing fields and equipment are to be used primarily for the education of degree, diploma, certificate, and continuing education students. When circumstances allow, the College will cooperate with community, religious, government, civic, educational organizations, and businesses in making available the use of its facilities.

Purpose/Definitions:

Purpose

The purpose of this policy is to outline the procedures by which college facilities will be made available to the public.

Definitions

Pandemic—an outbreak of a disease that occurs over a wide geographic area and affects an exceptionally high proportion of the population. (Pandemic. (n.d.). In *Merriam-Webster.com dictionary*. Retrieved from <https://www.merriam-webster.com/dictionary/pandemic>)

State of Emergency—a declaration made by the governor, local mayor, governing body of a municipality, county, chair of the board of county commissioners or the General Assembly. Declarations generally include a description of the geographical area covered and can include lists of prohibitions and restrictions on certain activities to promote public safety. (2020, March 15). Retrieved from <https://www.ncdps.gov/blog/2018/12/14/what-does-state-emergency-actually-mean>

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

Procedure:

Section 1: General Provisions

- 1.1. College facilities (classrooms, shops, laboratories, or playing fields) are to be used primarily by PCC individuals (students, faculty, or staff) for instructional purposes. Exceptions include:
 - 1.1.1. Uses associated with the Businesses Manufacturing Accelerator.
 - 1.1.2. Instructional Live Works Projects. (See PCC Policy 6.37 Instructional Live Works Projects)
- 1.2. Only pre-approved equipment may be used for educational purposes for civic clubs, church groups, and other similar organizations.
 - 1.2.1. Appropriate college personnel may be present when college equipment is in use.
 - 1.2.2. Use of personal and/or commercial appliances must be approved by the Director, Facility Services.
 - 1.2.2.1. College personnel must complete the Request for Facility Usage Form (see Exhibit 4.4A) and submit it for approval to the Director, Facility Services.

Section 2: Facility Requests

- 2.1. To request use of a campus facility, contact the College's switchboard operator to be directed to the Administrative Services Technician or appropriate scheduling personnel.
- 2.2. The person requesting facility use will be responsible for completing a Request for Facility Usage Form (see Exhibit 4.4A).
- 2.3. 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.
- 2.4. 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.
- 2.5. Outside use of the property will not be in competition with curriculum or continuing education offerings of the College.

Section 3: Responsibilities of User

- 3.1. The requestor must check in with College Safety upon arrival and again before departure by calling (336) 504-9243.

- 3.1.1. College safety will complete a checklist at the conclusion of the event to note the condition of facility and any instances of non-compliance with the usage agreement.
- 3.1.2. The checklist is returned to the Administrative Services Technician.
- 3.2. 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.
 - 3.2.1. If the activity involves minors, additional adult supervision must be provided at a ratio of one adult for every 10 minors.
- 3.3. The facility must be returned to its original condition and left in a neat and orderly condition by the user.
- 3.4. Per PCC Policy 2.29 Tobacco-Free Campus, the use of tobacco products is prohibited “on any college property and in any college building, facility, or vehicle.”
 - 3.4.1. Tobacco products include cigarettes, cigars, cigarillos, blunts, pipes, bidis, hookahs, chewing tobacco, dip, smokeless tobacco, snuff, vapes, or any other items containing tobacco products or reasonably resembling tobacco or tobacco products, including electronic cigarettes.
 - 3.4.2. Tobacco use includes smoking, chewing, dipping, or any other use of tobacco products.
- 3.5. College property will be used in a careful and prudent manner so as to prevent any loss, defacement, or damage.
 - 3.5.1. 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 Office of Student Development or visiting the College’s Website; see PCC Policy 7.5 Code of Conduct).

Section 4: Liabilities Assumed by User

- 4.1. A Hold Harmless Agreement (see Exhibit 4.4B) should be signed to indicate acknowledgement of personal responsibility during the event and absolution of liability to the College in the event of accident or serious injury.
 - 4.1.1. The completed Hold Harmless Agreement shall be returned to the Administrative Services Technician prior to the scheduled event.

- 4.2. Users will assume all liability for any loss or damage to college equipment and facilities.
- 4.3. Users will also be responsible for all claims for damage to the person or property of others that may arise out of use of college facilities.

Section 5: Prohibited Activities

- 5.1. Commercial use of college facilities is strictly prohibited.

Concessions, to include food trucks or other items, may be sold on college property only with the approval of the Vice President, Administrative Services/CFO or designee. See Exhibit 4.4C Food Truck Approval Checklist for more information.

- 5.2. Use or possession of alcoholic beverages, controlled substances, intoxicants of any kind, prohibited except as noted in PCC Policy 2.12 Drug-Free College and Substance Abuse.
- 5.3. College equipment will not be moved within the facilities, nor will any items be affixed to college property.
- 5.4. Use of inflatable interactive play centers is strictly prohibited on the grounds or inside any building.
 - 5.4.1. All other amusement devices must be approved by the Director, Facility Services.

Section 6: Reservation Limitations

- 6.1. Reservations are limited to current [hours of operation](#).
- 6.2. Facilities may not be reserved more than one year in advance.
- 6.3. The College, acting through the Vice President, Administrative Services/CFO, 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.
- 6.4. 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.
 - 6.4.1. The Director, Facility 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.

- 6.4.2. Appeals to the decisions of the Director, Facility Services regarding facilities use may be filed with the Vice President, Administrative Services/CFO in writing.

Section 7: Facility Usage Fees

- 7.1. Usage of facilities by any group except as listed in items 7.3 or 7.4 below will require the payment of fees and Security Deposit as listed herein:
 - 7.1.1. For the auditoriums or S100 - Monday through Friday with a maximum of 8 hours - \$150.00. Weekend usage with a maximum of 8 hours - \$200.00.
 - 7.1.2. Classrooms Monday through Friday with a maximum of 8 hours - \$50.00. Weekend usage with a maximum of 8 hours - \$75.00.
 - 7.1.3. Weekend activities require Safety Personnel on campus for the duration of the activity.
 - 7.1.4. A refundable Security Deposit of \$200.00 is required prior to any event.
 - 7.1.4.1. Non-compliance with facility use rules or any deviation from the approved Request for Facilities Usage form will result in loss of deposit and denial of future requests for one year.
 - 7.1.4.2. Notification will be made by the Office of the Vice President, Administrative Services/CFO.
 - 7.1.5. Security (if not already scheduled by the College): \$30 per hour per employee.
 - 7.1.6. Equipment / Furniture Set-Up Fee (if requested): \$100
 - 7.1.7. Custodial Staff (if not already scheduled by the College): \$30 per hour per employee.
 - 7.1.8. Technology Fee (if requested): \$100 per event.
 - 7.1.9. There is no charge for any activity sponsored or co-sponsored by the College.
- 7.2. Rental fees may be reimbursed or applied towards future bookings if the reservation is cancelled by the College due to unforeseen circumstances. (See Section 8.)
- 7.3. There is no charge for any activity conducted by governmental/economic development agencies during current college campus hours and the College's calendar.

- 7.4. Non-profit organizations may request a waiver of fees if the event directly supports their stated mission and the community at large.

- 7.4.1. A Form 501(c)(3) must be provided to receive the waiver.

Section 8: Additional Considerations

- 8.1. Declared States of Emergency (e.g., pandemics, natural disasters) will be defined by the College and guided by local, state and federal agencies, and the above procedures may be modified to comply with those guidelines.
- 8.2. Local emergencies (e.g., power outage, facility utility damage/outage, weather-related incident) or contingencies may prompt the College to cancel an existing reservation or modify the above guidelines.

Legal Citation: N/A

History: Effective February 1980; Revised March 1984, January 1988, January 1991, October 2001; Reviewed March 2011; Revised June 2013, October 2014; Revised November 2021—incorporated then deleted Policy 4.5 Use of Facilities, Playing Fields and Equipment by College Personnel; May 2022, April 2023, October 2024

Cross references PCC Policy 2.12 Drug-Free College and Substance Abuse, Policy 2.29 Tobacco-Free Campus, Policy 6.37 Instructional Live Works Projects, and Policy 7.5 Code of Conduct

Exhibit 4.4A: Request for Facilities Usage Form



Person County Campus
1715 College Drive
Roxboro, NC 27573
336-599-1181

College Safety
336-504-9243

Caswell County Campus
331 Piedmont Drive
Yanceyville, NC 27379
336-694-5707

| Request for Facilities Usage | | | | | | | | | |
|---|-----|----|-----------------------|---------------------|-----------------------|-----------------|--------------------|-----|----|
| REQUESTER'S NAME | | | | | TODAY'S DATE | | | | |
| REQUESTER'S PHONE # | | | | | USAGE DATE REQUESTED* | | | | |
| REQUESTER'S EMAIL | | | | | ALTERNATE (RAIN) DATE | | | | |
| REQUESTER'S ADDRESS | | | | | | | | | |
| EXPECTED START TIME | | | | EXPECTED END TIME** | | | FOOD BEING SERVED? | Yes | No |
| *Reservation may not be made more than one year in advance. | | | | | | | | | |
| **Reservation may not exceed eight (8) hours. | | | | | | | | | |
| COLLEGE PERSONNEL? | Yes | No | GOVT/ ECO DEV AGENCY? | Yes | No | NON-PROFIT ORG? | Yes | No | |
| <ul style="list-style-type: none"> • There is no charge for any activity sponsored or co-sponsored by the College. • There is no charge for any activity conducted by governmental/economic development agencies during posted college campus hours and the College's calendar. • Non-profit organizations may request a waiver of fees if the event directly supports their stated mission and the community at large. *Must provide Form 501C3 for non-profits. | | | | | | | | | |
| FACILITY REQUESTED | | | | | | | | | |
| Appropriate college personnel may be present for use of college equipment. College facilities (classrooms, shops, laboratories, or playing fields) are to be used primarily by PCC individuals (students, faculty, and staff) for instructional purposes. Exceptions include uses associated with the Business Manufacturing Accelerator and Instructional Live Works Projects. | | | | | | | | | |
| PLANNED ACTIVITY | | | | | | | | | |
| INTENDED EQUIPMENT OR APPLIANCES TO BE USED*** | | | | | | | | | |
| ***Use of inflatable interactive play centers is strictly prohibited on the grounds or inside any building. All other amusement devices, equipment or appliances must be listed and approved by the Director, Facility Services. | | | | | | | | | |

Revised 8/2024

| WEEKDAY (Monday-Friday) FEES | HOURS | RATE | AMOUNT |
|---|-----------|-----------|-------------|
| Auditoriums or S100 | up to 8 | \$ 150.00 | \$ |
| Classroom | up to 8 | \$ 50.00 | \$ |
| Refundable Security Deposit | per event | \$ 200.00 | \$ |
| Security, per employee, hourly (if not already scheduled by PCC) | | \$ 30.00 | \$ - |
| Equipment/Furniture Set-Up (if requested) | per event | \$ 100.00 | \$ |
| Custodial, per employee, hourly (if not already scheduled by PCC) | | \$ 30.00 | \$ - |
| Technology Fee (if requested) | per event | \$ 100.00 | \$ |
| WEEKDAY FEE TOTAL | | | \$ - |

| WEEKEND (Saturday/Sunday) FEES | HOURS | RATE | AMOUNT |
|---|-----------|-----------|-------------|
| Auditoriums or S100 | up to 8 | \$ 200.00 | \$ |
| Classroom | up to 8 | \$ 75.00 | \$ |
| Refundable Security Deposit | per event | \$ 200.00 | \$ |
| Security, per employee, hourly (if not already scheduled by PCC) | | \$ 30.00 | \$ - |
| Equipment/Furniture Set-Up | per event | \$ 100.00 | \$ |
| Custodial, per employee, hourly (if not already scheduled by PCC) | | \$ 30.00 | \$ - |
| Technology Fee (if requested) | per event | \$ 100.00 | \$ |
| WEEKEND FEE TOTAL | | | \$ - |

TOTAL

I have read and understand PCC Policy 4.4 Use of College Facilities and will abide by its terms.

| | |
|------------------|-------------|
| SIGNATURE | DATE |
|------------------|-------------|

| | | | |
|------------------------------------|-----|----|-------------|
| APPROVED FOR USE | Yes | No | |
| IF DISAPPROVED, RATIONALE | | | |
| Director, Facility Services | | | DATE |

FOR BUSINESS OFFICE USE ONLY

The following monies have been received for facilities usage and should be deposited into code AR 630 (21-000-00-494320-00000).

| | |
|-----------------------------|---|
| RECEIVED FROM | APPROVED FOR FUTURE USE? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| AMOUNT | |
| SIGNATURE OF CASHIER | DATE |

Exhibit 4.4B: Hold Harmless Agreement

Revised 4/2024



Piedmont Community College

HOLD HARMLESS AGREEMENT

For individuals 18 years of age or older (or parent of a minor) or other entities (regardless of organizational structure).

I (We), the undersigned, will be participating in the following activity:

Three horizontal lines for describing the activity.

on the date(s) of _____

I (We) will be responsible for all my/our actions. In the event of an accident or serious injury, neither Piedmont Community College nor its personnel will be held liable.

If driving a non-college owned vehicle, I certify that I have the minimum auto insurance coverage as required by the State of North Carolina.

SIGNATURE OF ALL INDIVIDUALS INVOLVED OR PERSON REQUESTING FACILITY RENTAL:

Table with 4 columns: Student Signature, Date, Parent/Guardian Signature, Date. Contains 8 rows for signatures.

Exhibit 4.4C: Food Truck Approval Checklist

PCC Food Truck Checklist

In accordance with PCC Facility Usage Policy 4.4, please complete this checklist when requesting a food truck on a PCC campus. This checklist, along with the required documentation, must be submitted as attachments to a maintenance request for approval by the Vice President of Administrative Services/CFO.

- Name of person completing this checklist/food truck request: _____
- Name of campus event food truck is being requested for: _____
- Date of campus event: _____
- Name of food truck/business requesting to sell at PCC: _____
- Type(s) of food truck sold by the requesting food truck/business:

- Will the food be prepared before the truck arrives on campus, or will it be prepared onsite?

- Which campus location(s) will the food truck be stationed? (Person County Campus, Caswell County Campus, BDEC) _____
- What time will the food truck arrive on campus? _____
- How long will the food truck remain on campus? _____
- Where on PCC's campus will the food truck be stationed? _____
- Copy of the food truck/business owner's current Mobile Food Facility Permit (copy must be attached to submitted maintenance request for approval)
- Copy of the food truck/business owner's proof of insurance (copy must be attached to submitted maintenance request for approval)
- Maintenance request submitted for food truck activity on campus