

Request and Agreement to Rent Facilities at Tri-County Technical College

Name of person & group requesting facilities: _____

Company or group affiliation: _____

Address: _____

Telephone: _____ Street _____ City _____ State _____ Zip _____
 FAX: _____ E-Mail: _____

Date(s) of the event: _____

Beginning & ending times of event: _____

Specific type of event to be held in the facility: _____

Number of people attending the event: _____

Facility requested: _____

Equipment needs: _____

Will a fee be charged for this event? No Yes

Approved: _____ Date _____

 President

Will alcohol be served at this event? No Yes

I understand and agree to comply with provisions of this agreement concerning alcoholic beverages as stated in Conditions of Use, Item #4.

_____ Date _____
 Sponsor/Requester

Approved: _____ Date _____

 President

Estimated Charges

- 1. Facility Rental _____
- 2. Equipment Charges/Fees _____
- 3. Campus Safety _____
- 4. Custodial/Maintenance _____
- 5. Other _____
- 6. Total Estimated Charge _____
- 7. Deposit (40% of Line 6) _____

Actual Charges

- Facility Rental _____
- Equipment Charges/Fees _____
- Campus Safety _____
- Custodial/Maintenance _____
- Other _____
- Total Actual Charges _____
- Charge for Damages _____
- Sub-Total _____
- Less Deposit Paid _____
- Total Due to Tri-County** _____
- Technical College _____

I, the undersigned, have read and agree to follow the College's Conditions of Use printed on the reverse side of this form.

Request approved by:

Signature of Sponsor/Requester **Date**

Signature of College Representative **Date**

Conditions of Use of a Facility at Tri-County Technical College

The organizations/persons who rent a facility at Tri-County Technical College agree to:

1. Not remove any College property from any room nor modify any facility or equipment.
2. Reset the room to its original configuration and state of cleanliness.
3. Ensure that no attendee uses tobacco products inside any building or outside of designated areas.
4. Ensure that alcoholic beverages are not consumed on College property unless the following conditions are met:
 - The College facilities are being used for a catered event.
 - Serving of alcoholic beverages at the event is specifically approved in writing by the President.
 - The event sponsor/requestor or caterer serving alcoholic beverages must have a valid liquor license.
 - The event sponsor/requestor or caterer must have proof of general liability insurance of at least \$2 million where the College is a named insured.
 - Alcoholic beverages may be served only and cannot be sold on College property.
 - Campus Safety and/or local law enforcement personnel are assigned to the event in numbers deemed adequate by the Approver of this request. The renter shall compensate the College for any costs associated with security or law enforcement.
5. Reimburse the College for any additional costs or damage resulting from their use.
6. Only conduct activities that are lawful; orderly; not of a nature to incite others to disorder; not restrictive by reason of race, color, religion, sex, disability, veterans' status, age, or national origin; and not intended for political purposes.
7. Hold harmless the Tri-County Technical College Commission, the individual members thereof, and any College officials or employees from and against any loss, damage, liability, or expense that may arise during, or be caused in any way by, such occupancy of or use of College property.
8. Accept that no special consideration will be granted for parking except for existing handicap parking spaces.
9. Accept that facilities will not be used for religious services, political events, or profit-making purposes.
10. Provide any Americans with Disabilities Act accommodations for the event beyond what the College provides.
11. Accept the College's decision to cancel a reservation when that cancellation is considered to be in the College's best interest.
12. Not charge an admission fee for the event, unless prior approval is granted by the College.

Signature of Sponsor/Requester

Date

DISTRIBUTION:

- Requester (present to College representative on day of use)
- Information Center
- Corporate & Community Educ (front desk)
- Campus Safety
- Manager, Administrative Services
- Other: _____

- Director of Physical Plant
- Dean, Arts & Sciences Division
- AVP, Human Resources
- Business Office
- Public Relations

Tri-County Technical College
Facilities and Equipment Utilization Fees
Effective January 1, 2013

FACILITY	Half-day (less than 4 hours)	Full-day (more than 4 hours)
PENDLETON CAMPUS:		
Marshall J. Parker Auditorium w/o Video Projection System	\$175	\$350
w/ Video Projection System	\$300	\$450
Technical Support	\$50/hour	\$50/hour
Industrial & Business Development Center		
Conference Room	\$75	\$150
Classrooms (includes tables, chairs, TV/VCR, overhead projector, chalkboard or whiteboard, easel w/ pad, markers, chalk)	\$100	\$200
Ruby Hicks Conference facility (includes projection system)	\$150	\$275
RH-248A	\$150	\$275
RH-248B	\$275	\$500
Combined room (RH-248)	\$150	\$275
RH-245	\$50/hour	\$50/hour; \$.10/copy
Support Services (technical support)	\$125	\$250
Cafeteria	Expenses plus 20%	Expenses plus 20%
Catering		
ANDERSON CAMPUS:		
Multi-purpose Room		
Full room	\$150	\$250
Partial room	\$75	\$125
Conference Room	\$50	\$75
Classroom	\$100	\$200
Culinary Lab (access for catering)	\$75	\$75
EASLEY CAMPUS:		
Multi-purpose Room		
Full room	\$175	\$300
Partial room	\$100	\$225
Conference Room	\$35	\$50
Classroom	\$75	\$100

- NOTES:**
1. For weekend use add \$75 half-day or \$150 full-day.
 2. Room set ups in Conference facilities and Cafeteria add \$100 per room.
 3. Customized furniture arrangements require special negotiation & fees.
 4. Requestor is responsible for return of room to its original configuration.