

## **Building and Facility Use**

The College encourages use of its facilities for community activities, especially those that occur at times, which are not heavily used by instructional programs. To make possible the use of facilities, TVCC has developed the following processes and procedures. This policy applies to all buildings and other facilities operated by the College.

1. Requests to use College facilities should be submitted in writing to the appropriate party at least 10 days prior to the date of event. Requests shall include at a minimum: the name of the organization, place of business, phone number, purpose of facility use, and the approximate number of persons on campus at the time of specific use. If a request for a waiver of fees or deposits is necessary, it must include the reason.
2. College classes and activities have priority over non-College uses.
3. Public and private organizations and groups may use College facilities when available on a first-come, first-served basis.
4. No admissions may be charged or free-will donations accepted, except as noted in 6. below.
5. If a special setup requiring the services of College personnel is desired, or if audiovisual equipment is needed, this must be indicated at the time reservations are made. Rate charges may be adjusted based on set up requirements.
6. Nonprofit organizations wishing to charge admissions or request donations for events held in College facilities must pay a designated fee at the time reservations are made.
7. Non-College groups using facilities must clearly identify the sponsorship of the event in all advertising and publicity and accurately reflect the College's involvement, if any.
8. No alcoholic beverages or other intoxicants may be consumed in any facility or on college property at any time unless approved by the Board. Without exception, all college locations, campus owned facilities, including extension centers, college leased or rented buildings or properties are tobacco free as defined in college policy KGC/GBK/JFCG - Tobacco-Free College.

### **Insurance Coverage**

Groups or individuals using College facilities are required to provide general liability insurance of not less than \$500,000 for each occurrence for Bodily Injury and Property Damage. Proof of such insurance must be provided to the Registrar's Office with the room request. Required fees and deposits must be paid prior to utilizing facilities.

## **Indemnification and Hold Harmless**

Groups and individuals using College facilities shall defend, indemnify and hold the College, its employees and agents harmless from all claims, suits or actions of whatsoever nature resulting from or arising out of the activities of the group or individual while using College facilities. The College will be responsible for claims, actions and suits arising out of its own and sole negligence.

## **Security Deposit**

A security deposit may be charged for use of College facilities. A minimum security deposit of \$400 will be charged for use of the dining hall and gymnasium. The security deposit's primary function is to secure the performance of the user not to damage the facility, to pay any outstanding fees, and to clean the facility after use. The College may claim all or part of the security deposit reasonably necessary to:

1. Repair damages to the facility caused by user, its agents and guests;
2. To clean the facility if the user has not paid the College's custodial fees;
3. To clean the facility if the user has not purchased the College's custodial services but the user has failed to satisfactorily clean the facility;
4. To clean the facility when extraordinary cleaning equipment, product and personnel are required because of the activities of the user, its agents and guests; and
5. To pay outstanding fees due and owing to the College by the user.

The College will provide a written accounting to the user specifying the basis and amount claimed from the security deposit. The remaining amounts of the security deposit, or if no claims are made from the security deposit, will be returned to the user after each event.

## **Priority of Usage/Ranking**

- 1st The College's instructional programs.
- 2nd The College's student activities.
- 3rd Nonprofit community activities.
- 4th Profit-making community activities.

## **Who to Contact**

Building/Classrooms	Registrar's Office
Grounds	Director of Physical Plant
Weese 108, 109, 110	Director of Physical Plant
Gymnasium/Sports Complex	Athletic Director

<b>Schedule of Fees</b>	<b>Fees</b>	
<b>Facility</b>	<b>4 hours or less</b>	<b>Over 4 hours</b>
Classroom	\$15 use	\$25 use
W-108/W-109/W-110	\$25 use	\$50
Gymnasium	Minimum \$150/evening, \$200/day plus \$400 deposit for 500 people or less. Over 500 people, security deposit is negotiated with the College. Gymnasium fees may vary depending on activity as determined by the College.	
Snack Bar with W-108 or W-110	\$150/use plus \$400 deposit	
Fees for facilities regarding events co-sponsored with the College are free of charge.		
<b>Custodial</b>		
Set up Costs	\$15 per hour/per person	
Weekend Custodial Costs	\$20 per hour/per person or \$25 per hour/per person if setup is needed	
<b>Security Officer</b>		
	\$22 per hour per officer	
<b>Concession</b>		
	Negotiable, per each event	

### **Building Accessibility**

8:00 A.M. until 10:00 P.M.                      Monday through Friday  
As requested    Saturday and Sunday

The College reserves the right to review all room request applications when submitted regarding the above fee schedule and make adjustments as deemed appropriate.

No person shall, on the basis of sex, race, religion, age, marital status, national origin, or handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity. This protection is extended to all program activities and special events for which the College's facilities are provided. Every person or group who uses the College's facilities shall acknowledge the existence of this policy and shall agree to the stipulations contained therein.

END OF POLICY

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#### **Legal Reference(s):**

[ORS 341.290\(2\), \(4\)](#)

#### **Cross Reference(s):**

EDC/KGF - Authorized Use of College Equipment and Materials  
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