

# Orangeburg-Calhoun Technical College Statement of Procedure

Title: **Utilization of Buildings and Grounds**

Number: 5.002.01

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Department of  
Responsibility: Vice President for Business Affairs

Authorization:

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President:

Initial Approval: January 21, 2003

Revised: May 19, 2004

This procedure implements Policy 5.002 of the same title.

## A. GENERAL

1. The College will consider the rental of facilities that are suitable for use by non-college organizations. Within this parameter the College will not rent (a) rooms housing specialized equipment, i.e. nursing labs, computers, (with exception: room 1634), auto mechanics, etc.; (b) Learning Resources Center; (c) Student Center kitchen; (d) private offices and (e) secure areas.
2. There will generally be at least one (1) custodial employee on duty at all times when a facility is rented. The determination as to the number of custodial personnel needed for a particular rental will be made by the Vice President for Business Affairs or his/her designee.
3. There must be at least one (1) security officer on duty at all times when a facility is rented. The determination as to the number of security personnel needed for a particular rental will be made by the Vice President for Business Affairs or his/her designee.
4. Organizations renting College facilities must conduct activities that are (a) orderly; (b) lawful; (c) not of a nature to incite others to disorder, and (d) not restrictive by reason of race, creed, color, national origin, sex or age.
5. Should the College incur property loss because of a rental, the cost to repair the damage will be assessed against the renting organization.
6. The College may deny the rental of a facility should the College experience fuel curtailments and/or energy cost increases to a level that places a financial burden on the College.

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7. The College will not rent facilities under the following conditions:
  - a. When the rental will create unsafe conditions, which may lead to injury;
  - b. When the rental will interfere with the College's use of the facility;
  - c. When the facility applied for already has been committed to another organization;
  - d. When the facility applied for will not accommodate the purpose(s) of the rental;
  - e. When the rental will involve real games of chance or gambling;
  - f. . When the rental is for political activities by or for a candidate for public office other than the activities of a candidate or candidate's representative(s) who have been invited on campus by a recognized College organization;
  - g. After College is closed in the evening or on College holidays.
8. Continued use of a College facility by any organization is contingent upon the organization's taking proper steps to protect the College's property and to ensure complete safety, the observance of fire and other safety ordinances and the reimbursement of expenses to the College.
9. Smoking will be restricted to designated areas outside College facilities.
10. Modifications to College facilities to accommodate rentals of short duration will not be made.

### B. HOLD HARMLESS

Any organization renting College property shall save the Orangeburg-Calhoun Technical College Commission for Technical and Comprehensive Education, the individual members thereof, and any College officials or employees, free and without harm, from any loss, damage, liability or expense that may arise during, or be caused in any way by, such occupancy or use of College property.

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### C. TYPES OF ORGANIZATIONS AUTHORIZED TO USE COLLEGE FACILITIES

1. TYPE A ORGANIZATIONS: The following organizations may use College facilities at no expense.
  - a. The O-C Technical College Commission for Technical and Comprehensive Education;
  - b. Committees appointed by the Commission; the President or the President's designated representatives;
  - c. College sponsored groups, organizations, and associations, including the O-C Tech Foundation;
  - d. Meetings of emergency preparedness organizations in emergency situations, which affect (or conceivably could affect) the community's health or welfare;
  - e. Individuals or groups officially designated as "Friends of the College."
  
2. TYPE B ORGANIZATIONS: The following organizations may use College facilities for the established equipment charges/fees, custodial services, and additional costs, if any for security.
  - a. State and local governmental bodies;
  - b. Orangeburg and Calhoun County School Districts;
  - c. Non-profit organizations that are eleemosynary and recognized as such by the Internal Revenue Service and the State of South Carolina and the rental of the College facility will result in direct support of the College by the non-profit organization as determined by the Vice President for Business Affairs. The College may request the non-profit organization to verify its non-profit status to the College;
  - d. Institutions of the South Carolina Commission on Higher Education and South Carolina Department of Education and its affiliates.
  
3. TYPE C ORGANIZATIONS: The following organizations may rent College facilities for all applicable fees and charges.
  - a. For-profit groups not actively engaged in sales activities on campus, (organizations, associations, companies, corporations, Higher Education institutions, etc);
  - b. Meetings of College employee groups, if such meetings are held when the custodians are not on regular duty;
  - c. Recreation groups sponsored by City and County recreation departments.

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4. OTHER ORGANIZATIONS: If organizations not listed in any classification above apply for the use of college facilities, the Vice President for Business Affairs will determine their proper classification.
5. Based on the unique circumstances of an organization's reason(s) to use College facilities the Vice President for Business Affairs may waive any or all rental fees and/or charges.

### D. REQUESTS AND FINANCIAL PROCEDURES

1. Requests and rental agreements:
  - a. Organizations shall request the use of College facilities to the Vice President for Business Affairs or his/her designee;
  - b. Requests for the use of a College facility should be made one (1) month, if possible, prior to the date of requested use and no earlier than three (3) months prior to the date;
  - c. Approved rental agreements shall be distributed as follows:
    1. Original to the organization;
    2. Two (2) copies to the Vice President for Business Affairs or his/her designee.
  - d. The completed and approved rental agreement shall serve as the permit for use of College facilities.
2. Payment of rental fees and charges:
  - a. The using organization, if applicable, shall make its check payable to Orangeburg-Calhoun Technical College;
  - b. The renting organization will reimburse the College in accordance with the terms of the rental agreement between the organization and the College.

### E. SCHEDULE OF FEES AND CHARGES

The schedule of fees and charges for use of College facilities will be developed annually by the Vice President for Business Affairs.

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- F. COLLEGE'S RIGHT TO CANCEL: The College reserves the right to cancel authorized use of the College's facilities when considered to be in the best interest of the College.
- G. ADA REQUIREMENTS: Renting organizations will be responsible for providing any ADA accommodations beyond what the College provides.

### **SCHEDULE OF FEES AND CHARGES UTILIZATION OF BUILDINGS AND GROUNDS**

#### FACILITY RENTAL RATES

##### AUDITORIUM - Lecture Room 118

Minimum charge up to four (4) hours p/day	\$125.00p/day
Each additional hour above minimum of four (4) hours p/day	\$ 25.00p/hr

##### AUDITORIUM - Room 1512

\$150.00p/day

##### COMPUTER LAB –ROOM 1634

\$550.00P/day\*

##### CLASSROOM

Half day - Three (3) hours	\$75.00p/half day
Full day - Eight (8) consecutive hours Prior to 5:00 p.m.	\$150.00 p/full day

##### BOARD ROOM, CONFERENCE TRAINING ROOMS AND CYBER CAFE

##### Executive Board Room #220

Full or partial day, prior to 5:00 p.m.	\$250.00
Additional fee after 5:00 p.m.	\$100.00

##### Conference rooms #149 or #225

Full or partial day, prior to 5:00 p.m.	\$150.00 each
Additional fee after 5:00 p.m.	\$ 50.00 each

##### Training Rooms #216 or #217

Half day Three (3) hours	\$ 75.00 each
Full day Eight (8) hours	\$125.00 each

\*Option reserved by VP for Business Affairs to reduce price if rental includes contact hours for Continuing Education.

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Cyber Café, after 5:00 p.m.	\$500.00*
Cyber Café #103 Full or partial day	\$150.00

\*Includes sound system. Projection system will be an additional \$150.00

## SCHEDULE OF FEES AND CHARGES UTILIZATION OF BUILDINGS AND GROUNDS

### EQUIPMENT CHARGES/FEES

Set up and/or take down time for rental, i.e., movement of chairs, tables, etc \$ 30.00 p/hour

### Basic Equipment/Material Charges

Computer and Projector System	\$100.00p/day
Projector system only	\$ 50.00p/day
Overhead Projector	\$ 15.00p/day
TV	\$ 20.00p/day
VCR	\$ 25.00p/day
TV/VCR Combination	\$ 30.00p/day
Slide Projector	\$ 20.00p/day
Flip Chart Pad w/Stand	\$ 10.00p/day

### Tele-Conference Equipment

Applicable long distance charges and any other related charges

### FIXED CHARGES

In addition to the facility rental rate(s), and equipment charge(s)/fees(s), the following fixed charges for all appropriate facility rentals will be charged.

### Custodial Charge

- a. \$ 25.00p/custodian p/day or function
- b. If the custodian has to return to work to open, close or clean up the facility, the minimum custodial charge shall be for two (2) additional hours @ \$10p/hr.

The Custodial Service Charge time will be measured from the time the facility is designated for use by the renting organization on its rental agreement or from the time the user organization appears at the facility, whichever comes first.

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Security Charge will be \$20.00 per hour per additional officer. No charge will be assessed if sufficient officers are on regular duty during the event.

## **SCHEDULE OF FEES AND CHARGES UTILIZATION OF BUILDINGS AND GROUNDS**

### RENTAL DEPOSIT

At the time an organization signs a Rental Agreement for use of a College facility, a rental deposit of forty percent (40%) of the total estimated charges for facility rental(s), equipment charge(s)/fee(s) and fixed charges shall be paid to the College. Notice of cancellation of the Rental Agreement from the renting organization must be received by the College forty-eight (48) hours prior to scheduled use or rental deposit will be forfeited.

### FOOD SERVICE

Arrangements for food service may also be made with the College. Food may not be brought on campus by the renter and/or any external food service without prior written approval by the Vice President for Business Affairs or the Business Manager.

### ALCOHOLIC BEVERAGES

Arrangements for serving alcoholic beverages in the student services building may be made with the College. Alcohol may not be served at any student function, but may be served in limited situations with prior written approval from the College President or designee.

Procedure Review		
Review Date	Reviewed By	Date Completed

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### Additional Information

#### SCHEDULE OF FEES AND CHARGES UTILIZATION OF BUILDINGS AND GROUNDS

##### Video Conference - Room 1124

###### Hourly Rates:

One Hour Minimum	\$200.00
Each Additional 1/2 Hour	\$100.00
Daily Rate: 8 am-5 pm	\$700.00

- a. Connectivity (Line) charges are based on long-distance vendor rates.
- b. Video test calls charges are based on vendor costs.
- c. Multiple contract and volume-user discounts are negotiable.
- d. ISDN Access
- e. H.320 Protocol compatible
- f. Seating up to 25
- g. Document camera available
- h. Supports Power Point

###### Cancellation Charges:

Less than 24 hours	100% of fee*
24-48 hours	50% of fee*
48-72 hours	10% of fee*
More than 72 hours	\$50.00*
Rescheduling charges	\$50.00
Shortfall charges	100% of actual time used rounded up to the next 1/2 hour, plus 50% other time reserved.

\*Note: All cancellation or rescheduling charges from other vendors for connectivity and other services incurred for clients will be billed at actual costs.