

# 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

Date Approved: January 21, 2003

Last Revised: September 19, 2017

Last Reviewed: November 17, 2020

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### GENERAL

The College will consider the rental of facilities that are suitable for use by non-college organizations when available. The College will not rent (a) rooms housing specialized equipment, i.e. nursing labs, computer labs, automotive labs, etc.; (b) Learning Resources Center; (c) cafeteria; (d) private offices, or (e) secure areas.

Organizations renting 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 race, color, national origin, sex, age or disability.

Modifications to facilities to accommodate rentals of short duration will not be made.

The College may deny the rental of a facility should the College experience additional costs related to the rental that places a financial burden on the College.

Continued use of a facility by any organization is contingent upon the organization 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.

Organizations may be required to provide proof of liability insurance prior to use.

Should the College incur property loss because of a rental; the cost to repair the damage may be assessed against the renting organization.

Organizations using college facilities must adhere to the tobacco-free environment policy.

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Events scheduled outside normal business operating hours require advance approval of the President or VP for Business Affairs. Normal operating hours are Monday-Friday, 8am to 6pm, and Friday, 8am to 1:30pm.

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 already has been committed to another organization;
- d. When the facility will not accommodate the purpose(s) of the rental;
- e. When the rental will involve real games of chance or gambling;
- f. After the College is closed in the evening or on College holidays

Certain organizations may use facilities on a space available basis at no rental fee. Those organizations may still be responsible for setup fees, IT support fees, etc. if necessary. The use of a facility at no charge must be approved by the President or Vice President for Business Affairs.

### **REQUESTS FOR USE OF FACILITIES**

Organizations shall request the use of facilities to the Vice President for Business Affairs or his/her designee. Requests for the use of a 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.

A Rental Agreement shall be completed, signed, and copies distributed to the following:

1. Organization renting the facility
2. Vice President for Business Affairs or his/her designee
3. OCtech Physical Plant
4. OCtech Public Safety

The completed and approved rental agreement shall serve as the permit for use of facilities.

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The renting organization will reimburse the College in accordance with the terms of the rental agreement between the organization and the College. At the time an organization signs a Rental Agreement for use of a 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 must be received by the College forty-eight (48) hours prior to scheduled use or rental deposit will be forfeited. Exceptions must be approved by the President or Vice President for Business Affairs. Checks should be made payable to **Orangeburg-Calhoun Technical College**.

**HOLD HARMLESS:** Any organization renting any 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.

**COLLEGE'S RIGHT TO CANCEL:** The College reserves the right to cancel authorized use of facilities when considered to be in the best interest of the College.

### **STAFFING**

The College desires to provide adequate staffing (Custodial, IT, Public Safety) to support any approved event on campus. Each event is evaluated separately to determine the necessary support. Organizations renting college facilities may be required to pay for these services in addition to the facility rental costs. Rates for these services are listed below.

### **SCHEDULE OF FACILITY RENTAL FEES**

	Half Day Rate (4 Hr Max)	Full Day (or Fixed Rate)	
Lecture Room 118 – Building C	\$150	\$300	
Auditorium & Lobby – Building R	N/A	\$500	
Standard Classroom	\$75	\$150	
Executive Board Room	N/A	\$250	
Gulbrandsen Conference Room	N/A	\$150	
Eastman/Dietrich Training Rooms #216 & #217	\$150	\$250	
Student Services Atrium – Building S	N/A	\$200	Only available after 5pm
Student Services Cafeteria Seating Area	N/A	\$500	Only available after 5pm

This schedule is reviewed annually by the VP for Business Affairs and updated as needed.

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### **OTHER FEES/CHARGES**

IP Video Conference charges are in addition to room rental and other equipment charges and will be determined at the time of the event. All arrangements must be made through the Director of Information Technology. Cancellation charges may apply.

Custom set ups (tables, chairs, etc.) will be \$35 per hour (1 hour minimum).

Public Safety rates will be \$35.00 per hour per officer (2 hour minimum). There must be at least one (1) officer on duty at all times when a College facility is rented. No charge will be assessed if the event occurs during normal business hours and it is determined additional officers are not needed for the event.

Information Technology charges will be assessed as follows: A flat rate of \$50 will be assessed for any event requiring the use of IT resources (computers, projectors, sound system, etc.). An additional fee of \$50 per hour (2 hour minimum) will be charged for IT technical assistance to operate equipment during an event, or to shut down equipment outside of normal business hours. This fee applies to the use of college equipment or the use of personal equipment in facilities.

Custodial charges may apply if the custodian has to return to work to open, close or clean up the facility or if the College deems it necessary to have a custodian on duty during an event. The minimum custodial charge shall be \$25 per hour (2 hour minimum). 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.

### **OTHER**

#### **FOOD SERVICE**

All arrangements for food service must be made by the renter and the food vendor must be approved in advance by the College.

#### **ALCOHOLIC BEVERAGES**

Alcoholic beverages may not be sold at any time on campus, and alcohol may not be served at any student function. Alcohol may be served in limited situations with prior written approval from the College President or designee in the Patrick Student Services building or the lobby of the R building. Any person or group renting or otherwise using the facilities must present proof of liability insurance if alcohol will be served. Acceptable insurance may be either a Special Events Liability Policy that specifically includes host

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liquor liability or a Commercial General Liability Policy that includes host liquor liability. All policies must name the college as the certificate holder. Insurance coverage must be at least \$1,000,000 per occurrence and at least \$2,000,000 in the aggregate and include premise damage and individual medical coverage.

### ADA REQUIREMENTS

Renting organizations will be responsible for providing any ADA accommodations beyond what the College provides.