

Sandhills Community College

Application for Facility Usage

The College reserves the right to override previously scheduled, approved events in order to continue the mission of the College and its educational purposes. Publicity for special events must be approved by the marketing department of the College and should include official logo. Publicity should be limited and include a contingency plan in the event of a necessary change or override by College officials. Please make sure you have read and understand the College policy regarding facility use at www.sandhills.edu.

REQUEST IS HEREBY MADE BY:

Name of Contact:		Date(s) of Event:	
Name of Organization (Lessee):		Time(s) of Event:	
Contact Email Address:		Contact Phone Number:	
Name of Event:			
Estimated Attendance:	Open to Public: <input type="checkbox"/> Yes <input type="checkbox"/> No	Will you require Audio/Visual assistance:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Please let us know about your event and if you have any special needs:			

☐ Classroom _____

☐ Peterson Dining Commons

☐ Fletcher Auditorium

☐ Clement Dining Room

Facility Fee: \$_____ Security Fee: \$_____ Custodial Fee: \$_____ Total User Fee: \$_____

On behalf of my organization, I certify that I have read the Sandhills Community College “***Terms of Agreement for Facility Usage***” and do hereby agree to abide by the terms of this agreement. Upon submission of this application, I will provide a “Certificate of Liability Coverage” naming Sandhills Community College as additional insured.

(Applicant or Authorized Representative)

(Date)

(SCC Authorized Representative)

(Date)

The signed agreement and rental payment **must be received to secure the requested date of use**. Until this fee is received the event will not be placed on the calendar. Checks are to be made payable to: **Sandhills Community College** and remitted to: **3395 Airport Road Pinehurst, NC 28374, Attention: Business Office – Room Rental**.

Certificate of Insurance Attached ☐ Yes ☐ No Date Provided: _____

Fee Paid: \$_____ Received: _____

Copies of completed form should be sent electronically to: Director of Facilities, Administrative Assistant Physical Plant, Director of Campus Police, SCC Switchboard, Administrative Assistant Business and Administrative Services

TERMS OF AGREEMENT FOR FACILITY USAGE:

1. All activities must have appropriate adult supervision. The Lessee agrees and will be responsible for any damages to the building done by Lessee, his agents, assigns or participants in any activity sponsored, controlled, organized by the Lessee or for activities over which he has control and for which purpose the space was leased. Facilities must be left in the same working order in which they were found and all furniture must be returned to its proper location. Infractions may result in Lessee being denied future requests.
2. The Lessee will save and hold harmless Sandhills Community College from all claims, including defense and other costs, for any incident or occurrence which causes bodily injury or property damage including death arising out of the Lessee's use and or occupancy of the leased premises.
3. Lessee will carry, at his own expense, a policy of General Liability insurance in amounts no less than \$300,000 bodily injury and \$100,000 property damage. A certificate of insurance naming Sandhills Community College as additional insured verifying coverage is to be supplied and in the hands of Sandhills Community College at the time the application is submitted.
4. Lessee's supplies and materials used in conjunction with event must be removed at the conclusion of the event. Those items not removed shall be disposed of by Sandhills Community College. Sandhills Community College will assume no responsibility for these items before, during, or after the event.
5. The use of pyrotechnics, open flames, and fogging equipment is strictly prohibited.
6. A mutual waiver of subrogation agreement is made as part of this Agreement as follows: Both the Lessee and Sandhills Community College do hereby mutually agree that to the extent permitted by the insurance of each party, each waives rights of subrogation against each other for damage caused by fire or other casualty covered by insurance, to the extent that insurance pays the claims made.
7. The Lessee agrees that its use will be orderly and that all laws of North Carolina and all policies of Sandhills Community College will be fully complied with. These include, but are not limited to:
 - a. No weapons on campus.
 - b. No drugs or controlled substances on campus.
 - c. No alcoholic beverages will be sold or consumed on campus.
 - d. The use of tobacco substances is not allowed on campus except in designated areas.
8. The Lessee may not assign this Agreement or sublet any part of said premises without the written consent of Sandhills Community College.
9. If the Lessee violates any of the covenants of this Agreement, Sandhills Community College may, without notice to Lessee, terminate the Agreement and retake possession of the premises. In the event the Lessee violates conditions of this Agreement, Lessee fees will be forfeited.
10. No alternations are to be made to school property without written consent of the Executive Vice President of Sandhills Community College. Rental of facilities does not include the use of College equipment.
11. FOOD and BEVERAGES are NOT permitted in any classroom.
12. When inclement weather forces the closing of the College, all facilities, including grounds, will also be closed. Because of safety issues, any event scheduled during closure of the College must be cancelled. We will gladly reschedule any event affected by this closure or refund your user fees in full.
13. The Lessee agrees to reimburse the College for employment of a sufficient number (as deemed necessary by the Executive Vice President at his/her sole discretion) of duly authorized law enforcement officers for the purpose of maintaining order, protecting the public and school property, and enforcing regulations and laws of the state of North Carolina, or to provide additional, sufficient security as deemed necessary by the Executive Vice President.
14. Parking will be permitted only in areas designated for such use. Parking will not be permitted on grassed and landscaped areas.

FACILITY USAGE POLICY

Permission may be granted for the use of college facilities and grounds by non-profit groups and organizations when the requested use is for **meetings and activities of an educational, cultural, or service nature** and when space is available. Organizations wishing to use college facilities and grounds must submit an Application for Facility Usage. Facility requests are not in force until signed by the Lessee, accepted and signed by the Executive Vice President and applicable rental fees are collected. The College will work with non-profit and formalized community groups such as governmental agencies and community service organizations for non-regular meetings, seminars, etc. on a case-by-case basis. **However, the College cannot accommodate banquet-style events, fundraisers, or for-profit ventures. Events involving setups and cleanups are subject to custodial/security fees.**

HOURS:

Mon-Thur: 8:00am to 10:00pm

Friday: 8:00am to 9:00pm

Saturday: 8:00am to 6:00pm

Sunday: CLOSED

Fee Schedule (if applicable): Checks are to be made payable to: **Sandhills Community College** and remitted to: **3395 Airport Road Pinehurst, NC 28374**, Attention: **Business Office – Room Rental**.

Classroom*:	\$50 (first two hours of use; \$25 per hour each additional hour of same day)
Peterson Dining Commons:	\$100 (first two hours of use; \$25 per hour each additional hour of same day)
Clement Dining Room:	\$100 (first two hours of use; \$25 per hour each additional hour of same day)
Fletcher Family Auditorium:	\$300 (first two hours of use; \$50 per hour each additional hour of same day)

***Lab spaces are not available for rent.**

***Auditorium-style classrooms seating 75+ (ie. LH191, MH131, or individual sections of Fletcher) are \$100**

Security: \$25/hr per security officer

Custodial: \$25/hr per custodian