SANDHILLS COMMUNITY COLLEGE
APPLICATION FOR FACILITY USAGE

The College reserves the right to override previously scheduled, approved events 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 only include the College's official logo when approved. 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 (User):		Time(s) of Event:
Contact Email Address:		Contact Phone Number:
Name of Event:		
Estimated Attendance:	Open to Public: Yes ☐ No ☐	Will you require Audio/Visual assistance: Yes ☐ No ☐
Please let us know about your event and if you have any special needs:		

Classroom / Peterson Dining Commons / Clement Dining Room / Fletcher Auditorium / Other

SPACE REQUESTED: _____

TO BE COMPLETED BY COLLEGE STAFF

Rate Details	Totals
Facility Fee	$
Security Fee	$
Custodial Fee	$
Equipment Fee	$
Other	$
Total User Fee	**$**

Detailed Fee Schedule may be found at end of document.

Certificate of Insurance Received: Yes ☐ No ☐ Date Received: _____
Fees Paid: $_____ Date Received: _____

Initial:_____

TERMS OF AGREEMENT FOR FACILITY USAGE:

1. All activities involving children under the age of 18 must have appropriate adult supervision.
2. The User agrees and will be responsible for any damage to the building or facilities done by User, its agents, invites, guests, or participants in any activity sponsored, controlled, organized by the User or for activities over which it has control or for which purpose the space was rented. 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 additional charges and User being denied future requests. User agrees to report any damage immediately to the College.
3. The User agrees to indemnify, save and hold harmless the Sandhills Community College, its Board of Trustees, and all of its officers, employees, and agents, individually and collectively, for any and all claims, demands, suits, causes of action, or judgments (including defense and other costs) any person has, or may have in the future arising out of or related to the User's use of the College's facilities, or the User's obligations under this Agreement, including any and all incidences and occurrences which cause bodily injury, property damage, or death.
4. Users will carry, at his own expense, a policy of General Liability insurance in amounts of no less than $1,000,000 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.
5. User's supplies and materials used in conjunction with events 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.
6. The use of pyrotechnics, open flames, and fogging equipment is strictly prohibited.
7. A mutual waiver of subrogation agreement is made as part of this Agreement as follows: Both the User 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.
8. The User agrees that its use will be orderly and that it will comply with all laws of North Carolina and all policies and published rules of Sandhills Community College. 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.
9. The User may not assign this Agreement or sublet any part of said premises without the written consent of Sandhills Community College.
10. If the User violates any of the covenants of this Agreement, Sandhills Community College may, without notice to User, terminate the Agreement and retake possession of the premises. In the event the User violates conditions of this Agreement, User fees will be forfeited.
11. 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.
12. FOOD and BEVERAGES are NOT permitted in any classroom.
13. 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.
14. The User 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.
15. If the User violates any of the covenants of this agreement, the President of Sandhills Community College or his/her designee may, without notice to the User, terminate this agreement and, if necessary, retake possession of the facilities.
16. Parking will be permitted only in areas designated for such use. Parking will not be permitted on grass and landscaped areas.

Initial:_____

FACILITY USAGE AND NON-COMPETITION 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 mus submit an *Application for Facility Usage.*

Facility requests are not in force until signed by the User, accepted and signed by a Vice President/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.**

As a condition of approval, the proposed activity must not duplicate, compete with, or adversely impact educational programs, training activities, courses, events, services, fundraising activities, or other offerings provided by Sandhills Community College.

The College reserves the right, in its sole discretion, to deny, modify, cancel, or revoke a reservation if it determines that the proposed activity:

- Competes with or substantially duplicates College offerings;
- Could create confusion regarding College-sponsored programs or services;
- Interferes with College operations, instructional activities, student activities, or institutional priorities; or
- Is otherwise inconsistent with the mission values, or interests of the College.

Approval of a reservation does not constitute endorsement by the College of any organization, program, product, service, viewpoint, or activity.

HOURS OF OPERATION AND FEE SCHEDULE:

Monday - Thursday:	8:00am to 10:00pm
Friday:	8:00am to 9:00pm
Saturday:	8:00am to 6:00pm
Sunday:	CLOSED

Classroom/Wood Reading Room:	$25 per hour
Lecture rooms (50+):	$50 per hour
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	Not available for rent
Security:	$50 per hour per officer
Custodial:	$50 per hour per custodian
On-Site AV Technician:	$50 per hour per technician (set-up AV included with facility rental 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 – Facility Usage - 22006.**

Additional **TERMS OF AGREEMENT FOR FACILITY USAGE for Wellard 101/125:**

1. Building doors may not be propped open for any extended period beyond what is needed for loading or unloading people and equipment into building.
2. All belongings should be kept in the room reserved for use; items may not be stowed in hallways or adjacent rooms.
3. College equipment may not be taken from campus for any reason.
4. Only the room designated for use on this agreement may be used for rehearsals; groups should not enter and use other rooms or hallways for rehearsals.
5. Times for rentals must be strictly followed; early arrivals and late departures may result in additional rental fees; repeated violations may result in the revoking of this agreement terms and discounted rate offered.
6. Damage to equipment noticed during rehearsals should be reported to the SCC Music Director as soon as possible.

Wellard 101/125 Rentals (or similar spaces) for Rehearsals by established long-term user groups –
Recognizing the historic relationship between the College and rehearsal groups using Wellard 101/125 one day a week for rehearsals the following fee schedule is offered:

	Rate Details	**Totals**
Facility Fee	Max of 50 days per year @ $50 per day = $2,500 = Waived	$
Security Fee	Max of 50 days per year @ $50 per day = $2,500 = Waived	$
Custodial Fee	Max of 50 days per year @ $50 per day = $2,500 = Waived	$
Equipment Fee	Max of 50 days per year @ $25 per day = $1,250 = DISCOUNTED to $500 per year, payable in two (2) $250 installments for each 6-month rental period; charged as one instrument use	$ **500 per year or $250 per semester**
Other		$
Total User Fee		**$ 500 per year or $250 per semester**

**Note: repeated violations of these additional rules will result in this discount agreement being revoked and rental groups being changed full price for use of rental spaces.

Initial:_____