

HAYWOOD COMMUNITY COLLEGE	ADMINISTRATIVE EVENT FACILITY USE	Procedure 2.2.3.1
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Haywood Community College Event Facilities are available for use by both College employees and External User Groups. The following procedures shall be used by all parties hosting an event at the College's event facilities. For Permit requests of College space for the purposes of Campus Free Speech, Distribution of Material and Assembly, refer to Procedure 2.3.5.1.

I. College Employees Approved to Use the College's Event Facilities

Any College employee requesting use of College Event Facilities must submit an Event Request form to the Coordinator of Campus Development Services and Events for approval. Upon approval, you will receive notification from the Coordinator of Campus Development Services and Events along with the Haywood Community College Event Facility Use Guidelines. The College employee requesting use of the College Event Facilities will be responsible for adhering to the HCC Event Facility Use Guidelines along with all College Policies and Procedures during the event.

II. External User Groups Approved to Use the College's Event Facilities

Any External User Groups requesting use of College Event Facilities must submit an Event Request form to the Coordinator of Campus Development Services and Events for approval.

A. Terms of Use

User shall be responsible for complying with the latest version of the Haywood Community College Facility Use Guidelines and all Facility Use Contract. Violation of either of these may, at the discretion of the College, result in fines to the user.

B. Permitted Groups

The following groups shall be permitted to use the College's event facilities and grounds:

1. Student groups and College affiliated groups;
2. Governmental entities;
3. Non-profit entities;
4. Community members; and

5. For-profit entities for events (e.g., banquets, awards presentations, charity fundraisers, etc.).

Any use of the College’s event facilities must be in furtherance of the College’s educational purposes or are in promotion of the community’s cultural and educational welfare and do not compete with any classes or events that are offered or could be offered by the College. For-profit businesses may not use the facilities in violation of the N.C.G.S. § 66-58.

C. Priority

The College maintains the right to reserve and use any of its facilities at any time, with or without prior notice, for its use and such use will take priority over any other use. Individuals or groups that participate in speech not protected by the First Amendment, that engage in activity which causes a material and substantial disruption to the College educational environment and/or operations or conduct or activities that are contrary to the College's educational mission or are in competition with the College shall not be allowed to use the College's facilities for any reason.

D. Rental and Service Fees

Rental and service fees are established herein for use of the College’s event facilities by governmental entities, non-profit entities, community members and for-profit entities. The President may, in his/her discretion, waive the rental and/or service fees for all entities and individuals except for-profit entities.

III. Rental and Service Fees

A. Event Facility Rental Fees

The following is a list of the available facilities for use and the event facility rental rate.

Facility Location	Weekday Hours M-F: 8am-11pm	Weekends and Holidays S-S: 8am-8pm
Student Center Auditorium	\$375.00 per day	\$750.00 per day
Student Center Lobby	\$75.00 per day	\$150.00 per day
Millhouse/Pond Area	\$75.00 per day	\$150.00 per day

Regional High Technology Center Auditorium	\$100.00 per day	\$200.00 per day
Regional High Technology Center Lobby	\$75.00 per day	\$150.00 per day
Regional High Technology Center Conference Rooms	\$75.00 per day	\$150.00 per day
Classrooms (If available)	\$75.00 per day	\$150.00 per day
ITV Room	\$75.00 per day	\$150.00 per day
Creative Arts Gallery/Multipurpose Room	\$100.00 per day	\$200.00 per day

B. Service Fees

The following is a list of service charges associated with event facility use. The user will be notified in advance of service fees associated with requests for additional services not included in the following list.

Service	Normal Hours (M-F, 8am-5pm)	After Hours, Weekends and Holidays
Opening (e.g., set-up) and Closing (break-down and clean-up)	Dependent upon the event needs.	Dependent upon the event needs.
Technical Support for Audio/Visual Equipment	Dependent upon the event needs.	Dependent upon the event needs.
Security	Rate determined by contracted security.	Rate determined by contracted security.
Cleaning Fee	\$75.00 per event	\$75.00 per event
Piano Rental	\$0.00 (tuning is at the expense of the user)	\$0.00 (tuning is at the expense of the user)
<i>These fees are the minimum and are subject to change based on the size and complexity of the event</i>		

Adopted: 11-14-2017