

Southside Virginia Community College

Facility Fees and Use Requirements Policy

1. Fees

Set up, clean up and/or security fee: \$100 per use (as needed)

Group I Community, government and business partner organizations - free if no admission charged

Group II Non profit, community, education and government - minimal facility use fee when there is no direct benefit to the college and/or admission is charged.

Fee for Group II:	Auditorium/stage	\$200 per day
	Large Classroom	\$ 50 per day
	Small Classroom	\$ 35 per day
	Kitchen	\$ 50 per day

Group III Private use and other groups which do not fall under the first two categories

Fee for Group III:	Auditorium/stage	\$400 per day
	Large Classroom	\$100 per day
	Small Classroom	\$ 80 per day
	Kitchen	\$100 per day

*Any exception to the above policy must be recommended by appropriate Provost and approved by President’s Staff.

. Use Requirements

A. All facility users must observe all College regulations, exercise the utmost care in the use of College premises and property, and make restitution for any damage incurred from such use of the premises and property. If alcohol is to be served, the applicant is responsible for observing all applicable laws and obtaining any necessary permits. The applicant assumes responsibility for any and all damage caused by the event or by any person associated with the event, whether in the rooms reserved or in any other part of College facility.

B. Applicants must agree to assume full responsibility for liability, injury, or damage to persons or property. A statement of insurance covering use of the facility may be required prior to applicant approval. The College reserves the right to require an advance security deposit from external groups using the campus facility. The applicant assumes responsibility for any and all damages caused by it or other persons associated with the event, whether in those rooms reserved or in any other part of the facility, and absolves the College from any liability as stated on this form.

- C. The College reserves the right to deny the use of its facilities for reasons deemed sufficient by the College.
- D. The College reserves the right to deny the use of its facilities to organizations which would use them for activities that compete with the College's educational, cultural, public and student service, and auxiliary enterprises activities.
- E. Activities shall not be discriminatory or abusive of others by reasons of age, sex, religious beliefs, national origin, or handicap.
- F. The signature on the application must be that of an officer or authorized representative of the requesting organization, who assumes supervisory responsibility for the conduct and activities of all persons associated with and attending the event. The group shall include on its application the name of the person who will be providing on-site supervision.
- G. Individuals and groups may not use the College facility to conduct for-profit business enterprises. Events may generate revenues in support of bonafide academic and student development activities.
- H. Raffles and gambling events are prohibited.
- I. The College is required to maintain a non-partisan status in political campaigns; therefore all political parties shall be given equal opportunity to sponsor on-campus rallies so long as all College requirements are met.
- J. The sponsoring group must provide College-approved security if the group wishes to use the facility overnight and plans to keep items of value in the facility. The College accepts no liability for loss or damage to such items at any time. The sponsoring group shall provide College-approved police service for crowd control if the College anticipates the need for such control. The cost of such protections is in addition to any space utilization fees.
- K. Organizations that have any outstanding debts to the College may not use the College facility until payment for those debts has been made.
- L. The event shall not overtax the facility or property or interfere with the campus instructional program.

I have read and agree to comply with the college's Facility Fees and Use Requirements Policy.

Name (Print)

Signature

Date